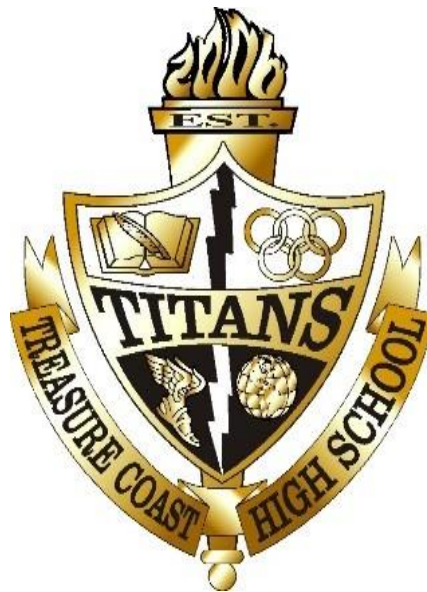


# TREASURE COAST HIGH SCHOOL

## Faculty/Staff Handbook 2023-2024

### Administration

Mr. Bradley Lehman, Principal  
Mrs. Jean Emerson, Assistant Principal  
Mr. Jason Monroe, Assistant Principal  
Mr. Alex Ogé, Assistant Principal  
Ms. Regina Roberts, Assistant Principal  
Mr. Erik Wile, Assistant Principal



## **THE VISION OF THE ST. LUCIE COUNTY SCHOOL DISTRICT**

The schools of the St. Lucie County School District in partnership with parents and community will become premier centers of knowledge that are organized around students and the work provided to them. St. Lucie County School District's name will be synonymous with continuously improving student achievement and the success of each individual. Our school district's promise is to move from good to great focusing on our core business, the creation of challenging, engaging and satisfying work for every student, every day. This is the St. Lucie Way!

## **THE MISSION OF THE ST. LUCIE COUNTY SCHOOL DISTRICT**

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.

**The mission of Treasure Coast High School is to ensure that all students are successful in high school and immersed in a caring, challenging, relevant learning environment.**

This handbook provides an outline of school and district policies. To access further information about School Board Policies database, please see the following link:

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

To access the St. Lucie County Employee Handbook, please see the following link:

<https://www.stlucie.k12.fl.us/pdf/departments/human-resources/NewEmployeeHandbook.pdf>

# We believe



# T REGULAR DAY BELL SCHEDULE 2023-2024 T

BLOCK	Start	End	BLOCK	Start	End
1 & 2	7:33	9:03	1 & 2	7:33	9:03
3 & 4	9:08	10:38	3 & 4	9:08	10:38
A LUNCH	10:38	11:08	5 & 6	11:43	12:13
5 & 6	11:13	12:43	B LUNCH	12:13	12:43
7 <sup>TH</sup>	12:48	1:41	7 <sup>TH</sup>	12:48	1:41

**\*\*\*STUDENTS ARE NOT PERMITTED TO BE OUT OF CLASS THE FIRST AND LAST FIFTEEN MINUTES OF EACH PERIOD.\*\*\***

**Your 5<sup>th</sup> (Black Day) and 6<sup>th</sup> (Gold Day) periods determine the lunch schedule.**

**\*Homeroom is 7<sup>rd</sup> period** – meets *daily* as the ‘skinny period’

Teacher Planning is from 7:00-7:28 AND 1:41-2:30 p.m. daily

## EARLY DISMISSAL DAY

BLOCK	Start	End	BLOCK	Start	End
1 & 2	7:33	8:26	1 & 2	7:33	8:26
3 & 4	8:31	9:24	3 & 4	8:31	9:24
A LUNCH	9:24	9:54	5 & 6	9:29	10:22
5 & 6	9:59	10:52	B LUNCH	10:22	10:52
7 <sup>TH</sup>	10:57	11:41	7 <sup>TH</sup>	10:57	11:41

## ACTIVITY BELL SCHEDULE

BLOCK	Start	End	BLOCK	Start	End
1 & 2	7:33	8:43	1 & 2	7:33	8:43
3 & 4	8:48	9:58	3 & 4	8:48	9:58
A LUNCH	9:58	10:28	5 & 6	10:03	11:13
5 & 6	10:33	11:43	B LUNCH	11:13	11:43
7 <sup>TH</sup>	11:48	12:30	7 <sup>TH</sup>	11:48	12:30
ACTIVITY	12:30	1:41	ACTIVITY	12:30	1:41

## **Accidents**

Staff members who are injured should report the injury as soon as possible to the Executive Secretary. The Executive Secretary will then fill out a Notice of Injury Form immediately on the injured staff member. Student accidents need to be reported immediately to the Clinic - Health Aide. The Health Aide will provide teachers with an Accident Form that must be completed to document the student accident.

## **Authority**

In the absence of the Principal, the Assistant Principals have the authority to make any necessary decisions.

## **Bullying and Harassment**

It is the policy of the St. Lucie County School District that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined in this policy, is prohibited. For complete details, please visit <http://www.stlucie.k12.fl.us/policies/bullying/>

## **Child Abuse, Abandonment, Neglect**

Florida Statute 39.201 requires “any person, including, but not limited to teachers or other school officials or personnel who knows, or has reasonable cause to suspect that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child’s welfare shall report such knowledge or suspicion to the Department of Children and Families (DCF).”

School personnel do not need permission to make a report of suspected abuse or neglect and cannot ask someone else to make the report for them. In addition, anyone who was told about the suspected abuse is obligated to also contact the abuse registry and file a report. Failure to report is a third degree felony as described in Florida Statute 39.205. Reports can be made by telephone or fax.

**HOTLINE TELEPHONE** - 1 – 800 - 96ABUSE  
**FAX** - 1 – 800 – 914 - 0004  
**TDD** - 1 – 800 – 453 - 5145  
**VOICE MAIL** - 1 - 800 – 770 – 0953

## **Children of Staff Members**

Time spent at school should be focused on the preparation and instruction of curriculum. School age or younger children of staff members are not permitted to be on campus during work days, in-service days, early release days, or during scheduled work hours. Exceptions will be handled by the administration on an individual basis.

## **Compensatory Time**

Compensatory time is given only at the discretion of the Principal. It will not be granted for additional time spent at school unless the employee was asked to do so by the principal. The *Comp Time Log* will be kept in

the Executive Secretary's office in Building 1 Central. Instructional staff may use comp time by completing an *On-line Leave Request* and have the request approved **in advance** by administration on the compensatory form with the hours/dates/events listed. Blank compensatory time forms are located in each building's SLC office.

## Confidential Information

The nature of the educational process brings about much use of confidential information pertaining to student success. All school personnel shall recognize and properly respect confidential information as a matter of good human relations and effective professional services. Please **do not** discuss any students in a public forum. Documents including cumulative (CUM) folders, guidance and counseling reports, discipline records, E-mail communication, name/address lists are not considered public records. Such information may not be given to individuals or organizations without direct consent of the principal. Courts can subpoena records at any time; therefore, do not add written statements to a student's record that you would not want presented as evidence. If you have any concerns about student records, please ask for administrative assistance.

Please do not remove CUM folders from the vault without prior permission from the Registrar.

## Conferences



During the school year, teachers will be required to attend all scheduled student conferences. If a student is not being successful in their academics or presenting behavior concerns a parent conference may be necessary to discuss possible solutions. A documented conference request is mandatory for all students failing a class.

Student conferences will be coordinated through the appropriate School Counselor. A request for a parent/guardian conference can be forwarded to the School Counselor and parents will be contacted via phone or mail. Parents may also request a conference through the appropriate SLC office and an e-mail invitation will be sent to coordinate a time and location. Teachers will be given 24 hours' notice of any parent conferences.

## Copyright Information



A teacher may ...  
make multiple copies of:

- 249 words or less from a poem
- A complete article, story or essay, if less than 2,500 words
- An excerpt from prose, if less than 1,000 words or 10% of the work (whichever is less)
- One chart, graph, diagram, drawing, cartoon, or picture per book or periodical

make a single copy of:

- A chapter from a book
- A chart, graph, diagram, drawing, cartoon or picture
- A back-up diskette for any purchased computer software for archival reasons

A teacher cannot duplicate copyrighted material. Teachers may contact any publisher or producer to request written permission to make copies. It is the responsibility of the teacher to obtain the permission and to show it to the person making the copies.

## Dress Code – Teachers

The effective teacher comes to work dressed appropriately, comes to teach dressed for success and is a role model for the students. Educators are walking, talking advertisements and should make their dress work for, not against them.

Employees are expected to use good judgment regarding appropriate dress for the workplace. Clothing must be clean, neat and reflect a positive image to the public. Apparel worn by employees clearly affects the work, attitude and discipline of students. Appropriate dress serves as an indicator of the attitudes expected in the classroom. Employees should dress for four main effects—respect, credibility, acceptance and authority. Attire that is too casual or inappropriate for your position, or your daily activities, should not be worn.

The following guidelines may help to focus the image we aspire to project at Treasure Coast High School:

**Professional attire for the workplace includes:** suits, dress shirts, khakis, ties, collared shirts, dress shoes, dresses, dress slacks, blouses, and skirts of an appropriate length. Jeans **without tears** may only be worn on designated spirit days with spirit shirts.

\*It is highly recommended that backless shoes not be worn for safety concerns.

## Dress Code – Students

The school administration/designee shall be the final judge of wearing apparel/accessories. They will determine whether or not such is appropriate, disruptive, offensive, distracting, or in violation of health and safety rules. No clothing/accessories are permitted that promote drugs, tobacco, alcohol or violence. The following school dress code is in compliance with the District Minimum Standard.

If a student is in violation of the dress code, the teacher should call for a dress code pick up. The student will be sent to BIC and at that time, the student may contact his/her parent/guardian to bring required clothing to correct the violation. Based on the infraction, the student will return to class or will be sent to BIC (Behavior Intervention Class).

### Student Dress Code 2023-2024

All Students MUST:	<b><u>Students are NOT permitted to wear:</u></b>
<p>Be covered from shoulders to fingertip length on the thigh. This includes any bottoms that have rips or frays. Shorts and skirts above fingertip length and crop tops are not permitted.</p> <p><b>Dress code violation consequences:</b></p> <p><b>1<sup>st</sup></b>- BIC until fixed Level 1 referral (D1-Dress Code)</p> <p><b>2<sup>nd</sup></b>- BIC until fixed Level 1 referral (D1- Dress Code) 60-minute after school detention</p> <p><b>3<sup>rd</sup></b>-BIC until fixed Level 1 referral (D1 -Dress Code)</p>	<ul style="list-style-type: none"> <li>• Sheer (see-through) fabrics, including fishnet material, thigh highs, <b>and</b> very tight clothing.</li> <li>• Undergarments must not be visible or outlines (through both loose and form fitted clothing)</li> <li>• All tops including, but not limited to sleeveless shirts, tanks or camisole tops, or shirts that expose the midriff, shoulders, or cleavage, including crop tops or shirts with cutouts.</li> <li>• Clothing or accessories that are offensive, promotes violence, alcohol, tobacco, drugs or has the potential to compromise safety.</li> </ul>

<p>Saturday School Detention</p> <p>4<sup>th</sup>-BIC for the remainder of the day</p> <p>Level 2 referral (D2- Open Defiance)</p> <p>Saturday School Detention</p> <p>Mandatory Parent Conference</p>	<ul style="list-style-type: none"> <li>• All bottoms above fingertip length including, but not limited to athletic shorts, skirts, flat front shorts, etc.</li> <li>• Jewelry/Accessories considered unsafe or inappropriate for school (For example, brass knuckle type rings, studded belts, garter belts, chains on pants, etc.)</li> <li>• Sunglasses while indoors</li> </ul>
<p><b>Teachers may designate days for Professional Dress. These days must adhere to the school dress code with the exception to scrubs worn by Medical students and JROTC uniforms.</b></p>	<p><b>**Backless shoes are not recommended to be worn at school due to stairs and large crowds of students. Students who choose to wear backless shoes are doing so at their own risk.</b></p> <p><b>** Teachers may designate days for Professional Dress. These days must adhere to the school dress code.</b></p>

\*Treasure Coast High School reserves the right and final authority to decide what is deemed appropriate. If clothing disrupts the educational process and is NOT listed above, or if clothing is identified by law enforcement as promoting unlawful activities, the Administration can/will enforce consequences.

According to the 2023 Code of Conduct,

J2	Inappropriate Dress	<p>Each student is responsible for displaying respect for self and others through appropriate dress that maintains an orderly learning environment. Generally, each student is prohibited from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner, or in a manner that disrupts the orderly learning environment. Specifically, each student will comply with the school's adopted dress code. A student who violates this policy <del>will</del> may be subject to disciplinary actions.</p>
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## Drug Free Workplace

It is the intent of the School Board of St. Lucie County, that work environments must be free of the presence of illegal drugs and alcohol. Therefore, employees are prohibited from possessing, using, manufacturing, dispensing, distributing, or being under the influence of illegal drugs or alcohol while on duty. For the purpose of this policy, illegal drugs are those controlled substances as defined by Federal or State Law or any counterfeit of such drugs or substances.

"Workplace" is defined to mean the site for the performance or work done in connection with employment. That includes any school building or any school premises; any vehicle used to transport students to and from school and school activities off school property during any school sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the School District. As a condition of employment, each employee shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace no later than 5 days after such conviction. An employee who violates the terms of this policy may be non-renewed or his or her employment may be



suspended or terminated. However, at the discretion of the School Board, such employee may be allowed to satisfactorily participate in and complete a drug abuse assistance or rehabilitation program approved by the School Board in lieu of a non-renewal, suspension or termination. Sanctions and discipline against employees, including non-renewal, suspension or termination shall be recommended within 30 days of receiving notice of an employee's conviction. Within 10 days of receiving notice of an employee's conviction in violation of this rule, the Superintendent shall notify the State and Federal Departments of Education.

A drug-free awareness program is hereby established, and is to be implemented by the Superintendent, to inform employees of the dangers of drug abuse in the workplace, of the School Board's policy of maintaining a drug-free workplace, of available drug counseling, rehabilitation, and assistance programs, and of the penalties to be imposed upon employees for drug abuse violations occurring in the workplace. As a part of this program, all employees and applicants for employment shall be given notice of the School Board's policy regarding the maintenance of a drug-free workplace.

### **Emergency Response – A.E.D.**

Automatic External Defibrillator (A.E.D) devices are available on campus in the event of a cardiac emergency. You will find five labeled devices on campus: the cafeteria, the gym, the clinic, building #2 and a mobile unit for athletics.

If there is a medical emergency in your class or hallway, push the class buzzer **3 times for an emergency** signal to the front office. Please indicate that there is an unconscious student. This will activate the AED Emergency team on campus. Send students out of the class and ask a student to get another teacher for support. A call to 911 can be made at any time.

### **Emergency Response Codes – additional information should be kept in Emergency folders and in Teacher Folders.**

### **Equity Grievance Procedures**

The School Board of St. Lucie County complies with the Educational Equity Act and other federal laws prohibiting discrimination. Any persons (employees or applicants for employment) who believe that they have been discriminated against on the basis of race, national origin, sex, handicap, age, marital status, or religion may process their case as a grievance as herein provided; but limited to the intent of this procedure and related in no way to a negotiated contract and further provided that an individual who elects to utilize this grievance procedure should not utilize another internal district procedure to seek a remedy for said grievance.

- **INFORMAL:** If a person believes there is a basis for a grievance, he or she shall first discuss the alleged grievance with the Administrator of the school or center involved. If the complainant is not satisfied with the outcome at the informal level or the Administrator is involved, the complainant may appeal directly to the Superintendent, which moves it to a formal level.
- **FORMAL:** A complaint may be filed in writing by the complainant with the district school Superintendent or his designate within 30 days of the alleged incident. The Superintendent, or his designate, shall appoint a three-person panel to investigate and report their findings within 10 working days. The Superintendent, or his

designate, shall consider the information presented and make a decision. The complainant, school administrator, and alleged discriminator shall be notified within three days of the Superintendent's disposition of the grievance. The complainant has the right to appeal to the School Board in writing within five days of the Superintendent's decision.

- **HEARING:** Within fifteen (15) days, the School Board will meet with the complainant on the grievance. The School Board shall be furnished with a copy of the report of the investigative panel and the Superintendent's decision with any other pertinent information available, the federal or state laws prohibiting discrimination if indeed an incident occurred and the remedy for the situation. Disposition of the grievance shall be made by the School Board within ten (10) days of the meeting with the complainant; all affected parties will be notified in writing of the findings of the School Board. The decision of the Board is final and binding. However, complainants cannot be prohibited from seeking all legal avenues of redress.

**Evacuation Plans – Refer to information in Emergency Folders (RED and YELLOW) and in the Teacher Folder**

### **Facility/Furniture**

Please **DO NOT remove furniture** from any class room, Extended Learning area or planning room without administrative approval. Student work or posters should not be adhered directly to walls with tape or tacks. Tack strips and bulletin boards should be used to post student work, class posters or teacher samples. Sticky-Tack may be used to display work on walls. In order to maintain the ability for moveable walls to be utilized, furniture cannot be stored in the wall storage area or directly in front of the moveable walls. Please report any concerns or repairs to administration by completing either the *Request for Building Warranty Services* or *Request for Furniture Repair form*. Forms are located in the Building #2 SLC or in the electronic Teacher Handbook folder.

Yearly safety inspections will be completed to note safety violations.

- For high storage, all shelf items and posters must be 18" from the ceiling.
- Do not cover more than 20% of a wall and do not attach signs, decorations or posters to any entrance door.
- All doors and at least one window in a classroom, must have a clear path.
- No chemicals or plants brought from outside, are allowed on campus.
- No candles or plug-in air fresheners are allowed on campus.

### **Faculty Parking**



Teachers are to park in the designated faculty parking lot in an assigned spot. If you request a substitute, you must include your parking spot number so that the substitute teacher knows where to park.

### **Field Trips**



Field trips are defined as an extension of a classroom activity to serve as a laboratory experience. Before planning a field trip, a teacher must be familiar with School Board Policy concerning the necessary

arrangements.

Field Trip Procedure Packets, containing all needed forms, are available from the administrator over activities and must be turned at least *five weeks in advance*. After receiving approval for the trip, permission slips must be sent home. The appropriate SLC administrator should also be notified of upcoming trips. Field Trips cannot be approved unless all forms are completed in detail.

### **Finances \*\* See additional information and forms in the Bookkeeper information folder**

Information regarding procedures for check requests and purchase orders (P.O.) can be found in the Bookkeeper folder on our school's Teams page. Receipts cannot be submitted for payment. Online purchases are not considered a P.O.

**If funds are collected for an approved fundraiser or other school sponsored event, funds must be given to the bookkeeper at the end of every work day.** The bookkeeper will not accept funds after 2:30 daily.

### **Fundraisers**

All fundraising activities must be approved by the administrator over activities. Fundraising Approval Forms must be completed in detail prior to administrative review. These forms are located in the Building 4 SLC Office. All fundraising activities/projects by any school, group within the school, connected with, or in the name of the school, are to contribute to the educational experiences of students and should not be in conflict with the overall instructional program.

### **Grading Procedures**



Grades measure students' progress and achievements in mastering the subject matter, and reflect a comprehensive evaluation, which utilizes a number of assessment procedures. Letter grades shall be issued using the electronic grade book. Please see the Pupil Progression Plan link for more information on grading policies and procedures <http://www.stlucie.k12.fl.us/pdf/StudentProgressionPlanHS.pdf>

Grade	Percent	Grade Point Value
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	0-59	0
I	0	0

Report cards will be issued quarterly. It is the teacher's responsibility to determine grades based on the following criteria.

- A minimum of nine (9) academic grades should be posted each nine weeks on a teacher's grade book to apply toward a student's grades in grade 6-12. If a teacher is **using weighted grades**, then there should ***be at least three (3) grades in each weighted category***. These grades should include homework, assessments, reports, laboratory activities, research papers, notebooks, portfolios, special projects and any special activities that relate to a content area. This would **not include non-academic grades**. Examples of non-academic grades:

a grade for following dress code, participation, returning a signed class syllabus, and so forth. **All grades should be determined on student achievement only.**

- Teachers are to update electronic grade books on a **weekly basis**.
- Final comprehensive examinations shall be required for all courses; only the principal may waive the requirements for justifiable academic reasons.

No students may receive a failing grade for any marking period unless a deficiency/progress report, email or documented phone contact has been issued in a timely manner informing the student and parent/guardian that the child is in danger of failing.

As much as possible, there should be adequate time given to allow the parent/guardian to work with the student to improve grades. Teachers must maintain a record of parent contact for the year.

Other than “Incomplete”, grades will not be changed without approval of the principal. For justifiable academic reasons, a principal may authorize a grade change.

These honor rolls are based on an unweighted GPA.

Principal’s Honor	4.0
High Honor	3.5 - 3.9
Honor	3.0 - 3.4

#### Make-Up Work:

While it is possible to make up written assignments due to absences, the actual classroom experience can never be duplicated. Therefore, students should be encouraged to establish good attendance patterns. When absences occur, the following shall govern the make-up of work:

- Make-up work is allowed for all absences, excused or unexcused.
- Student has **1 day to make up the work for each day absent (2 days for block classes)**, not including the day of return, unless the principal approves an extension due to unusual circumstances. Previously assigned work is due on the day the student returns to school.
- All work, regardless of the number of days absent, must be made up on or before grades are due in the final quarter of the school year.
- Students will take pre-announced tests on first day of return to school. Students will be allowed **2 days to prepare for tests assigned during the absence**.

#### ***9 - 12 Provisions:***

- Students or parents must request make-up work; **students will not be penalized for makeup work that is requested, but not provided by the teacher.**
- Upon student’s request, the teacher will inform student/parent of work to be made up as specifically as plans will allow but is not expected to develop special assignments.

## School Counselors



Counseling services are provided through School Counselors in a strictly confidential manner. Counselors meet with students individually as well as in small groups. A student may request a conference with a counselor by emailing or Teams' messaging their assigned counselor, or by requesting a meeting in person **lunch, before or after school.**

Our goal is to ensure that each student is appropriately scheduled for classes she/he needs in order to meet all the requirements for graduation. Student schedules will only be changed if a teacher makes a recommendation for an ability level change in class placement or if a parent requests a change and the requested change meets all criteria.

## Hall Passes

It is important for students to be in class to receive high quality instruction. When students are required to leave class for a valid reason they are to utilize the paper hall passes. Students should be provided the plastic hall pass to use the restroom. Only one student should be out of a class at a time. No other passes will be used to excuse students from class. Students are not to be out of classes for the **first 15 minutes or the last 15 minutes of class.** Please be sure to secure your hall passes at all times. If a teacher requests to see a student during the student's lunch period, it is a requirement that the student be given a pass by the teacher during the teacher's lunch period.

## Homework



It is the policy of this school to consider homework as an integral part of the student's total instructional program. Homework, when given, is intended to reinforce learning skills introduced during classroom instruction. Homework is not to be given in excessive amounts or for disciplinary reasons.

## Keys



A set of keys and access card will be issued to instructors for classroom use. The management of keys and access cards will be the responsibility of every instructor. Keys and access cards are not to be given to students or unauthorized persons. Lost keys should be reported immediately to school administration. Keys for rooms/areas outside the classroom area will be issued with administrative approval. There is a replacement fee for lost keys or access card.

## Leaving Campus

**Teachers are required to have administrative approval prior to leaving campus during the school day (Early Out days included).** Unapproved absences during the school day pose a significant liability. Before leaving a teacher must sign the "Sign-Out Log" outside the Executive Secretary's office. **Teachers are not to leave classes unattended at any time.** If emergency coverage is necessary, contact your SLC Office or Front office.

## Leave Requests

An employee who is absent from duty for ANY REASON (including comp time) should report the absence in Skyward. If you will be needing a substitute for this absence, please be sure to select yes or select no if you do

not, under the substitute required section. Absences should also be entered into the Red Rover website at [app.redroverk12.com](http://app.redroverk12.com). Information on Red Rover is also located in your Teacher Folder. Please be sure to choose the correct option for full day, half day (AM or PM), or a custom hourly absence under the absence type. Report your absence to as soon as you know you are going to be absent. If it is unexpected absence such as sick leave, report your absence prior to 6:00 am.

All leaves with the exception of sick leave must be approved by the Principal prior to reporting your absence. The following absences require Principal and School Board approval prior to when the leave commences: Family Medical Leave, Line of Duty, Professional, Personal Leave Without Pay, Maternity, and Military Leave. If you receive a jury summons, a copy must be presented to the Executive Secretary to process the leave. **ALL STAFF must complete Online Leave Requests through Skyward for Principal approval prior to absence.**

## Lesson Plans

Lesson plans are required for all teachers on a daily basis. Lesson plans will be submitted to the appropriate Administrator *quarterly* for review and feedback. Dues dates for lesson plans can be found in the Teacher Folder.

Minimal requirements for lesson plans are as follows:

- |                                     |                                                  |
|-------------------------------------|--------------------------------------------------|
| 1) State Standards                  | 5) Follow Up – Homework                          |
| 2) Objectives – Essential Questions | 6) Evaluation/Assessment                         |
| 3) Teaching Materials/Equipment     | 7) ESE/ESOL Accommodations                       |
| 4) Student Activities               | ** See attached form for ESE/ESOL accommodations |

## Substitute Plans

To minimize the effect of a teacher's absence, a substitute folder is to be completed by the end of the first week of school and given to the appropriate **Building SLC clerk and Department Chair**. Substitute lessons plans for a minimum of 5 days should be provided in the event of an unexpected absence. After each absence, plans should be updated. Please ensure that the substitute has all necessary materials they will need in your absence, to make the substitute comfortable.

- Include a copy of class roster and directions to turn in to the Attendance Office.
- Prepare plans that clearly detail the day's activities.
- Provide lesson plans that engage students for the entire class period.
- Leave copies of the bell schedules.
- Have manuals and desk copies of books available.
- Leave an up-to-date seating chart and class roster.
- List and explain any duties (if any)
- Have a description of routine procedures
  - distribution of papers, books and materials
  - leaving the classroom for any reason
  - plans for fire drills and other emergencies
  - seating arrangements and movement to school programs
- Provide important information about any child
  - physical limitations
  - medical needs
  - special privileges (extra bathroom privileges, seating, etc.)

- Teach children to respect and accept the services of a substitute and encourage them to do what they can to make the day productive.
- Leave explicit plans for classroom discipline procedures. A copy of the Classroom Management Plan and any other pertinent student information should be included.

### **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/she should inquire in the BIC Room. Articles that are found and turned in will be kept until the end of the semester. Items not claimed by the end of the semester will be donated to a local charity. Textbooks that are found will be returned to the Media Center.

### **Mailboxes**



Mailboxes and bulletin boards for teacher use are located in the Production Room in Building #1. Each teacher will be assigned a mailbox for incoming mail, messages, memos, and attendance information. Mailboxes must be checked before classes start in the morning and after school. Students are not allowed in the Production Room to check teacher mailboxes or put items into teacher mailboxes, unless given permission from Front Desk or Administration. A board for union material will also be located in the Production Room.

### **Medication**



A teacher is not to give a child medication of any kind, including **Aspirin or Tylenol**. All medications will be dispensed through the clinic. Students are not to have any medication with them. If a student is in possession of a medication a dean should be notified.

### **Moment of Silence**

Legislation requires that all schools observe a moment of silence at the beginning of the school day. We will participate in the moment of silence during first period after the morning announcements are made. The moment of silence will last one minute during which time students may not interfere with other students' participation. Teachers may not make suggestions as to the nature of any reflection that a student may engage in during the moment of silence. However, parents and guardians are encouraged to discuss the moment of silence with their child and to make suggestions as to the best use of this time.

### **Paychecks**

Paychecks may be picked up from the Executive Secretary before 2:15pm on the 15<sup>th</sup> and the last day of each month. Direct deposit receipts will be placed in teacher mailboxes. No one may pick up another person's check unless previous arrangements have been made.

### **Pledge of Allegiance**

When the national anthem is played, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious purposes. The pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each

public elementary, middle, and high school in the state. Students have the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing their right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag.

### **Professional Development**

<https://login.frontlineeducation.com/login?signin=d6d634138de1b34741afae5ed0b72c1a&productId=pd&clientId=pd#/login>

Teachers will be encouraged to seek professional development opportunities to help students succeed. It is the teacher's responsibility to complete the on-line registration for approved professional development (Frontline). Off-campus and extended professional development opportunities will require administrative approval and must relate to current assignment.

### **Quad/Classrooms Policies**

Classroom windows should not be fully covered unless there is a code red drill. For safety reasons, it is important that staff members can see into the classroom.

Students should not be left in the quad area unattended. If students are in the quad unattended, please call for a student pick-up.

Students must not be released early from class.

### **Self-Reporting**

All employees are required to self-report in writing within forty-eight (48) hours to both their supervisor and the Director of Human Resources any arrests by any law enforcement agency and/or any criminal charges being filed (this includes both misdemeanors and felonies of any type, including DUI). The self-reporting requirement shall apply not only to instructional employees but also to all other employees, including substitutes, part-time and temporary employees. Such notice shall not be considered an admission of guilt, nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment.

### **Smoking**

To comply with district policies on smoking, there are no designated smoking areas on campus.

### **Student Attendance Procedures**

It is a district expectation that attendance be taken each period and entered into the Skyward system.

Attendance cannot be completed the next day. Any questions related to student attendance should be directed to the Attendance Clerk.

Students are expected to be in class on time and attend for the entire period when they are in attendance at school. Skipping class is defined as an unexcused absence for a class period or portion of the period on a day when the student is in school or has left class without authorization. If a student arrives to class without a pass



ten (10) minutes after the bell, this will be considered skipping and a referral should be initiated by the teacher. Parent notification is required for an unauthorized absence.

Each absence will be listed as unexcused, unless an excused note from a parent/guardian or physician is submitted. Exceptions will be made for a note from the child's physicians. All excuse notes must be received in the Attendance Office no later than the third day after an absence or the absence will be considered unexcused, despite the reason for the absence. The Attendance Clerk will update codes in the Skyward. If a student has had at least **five** unexcused absences, or absences for which the reasons are unknown, within a calendar month or **ten** unexcused absences, or absence for which the reasons are unknown, within a 90-calendar-day period, the student's teacher shall report the case to the student's school counselor. It is an expectation that teachers will call home after **three** consecutive absences.

Students involved in school activities or placed in the Behavior Intervention Class (BIC) will be considered present and will not be counted absent. Teachers should monitor email for notices as to students assigned to BIC. Teachers should prepare work for students or send an alternative assignment. Arrangements can be made with the BIC teacher for testing or other assessment situations.

## **Tardies**

A student is considered tardy (unexcused) if they are not across the threshold to the classroom when the last bell rings. A student is considered to be skipping if they arrive to class without an excuse 10 minutes after the bell has rung. A discipline referral for skipping should be written by the teacher of record to document the behavior.

## **School Wide Tardy Policy:**

If a student arrives to class after the bell rings, the student must be marked tardy ("1" unexcused) in Skyward and the teacher for that class period will accept the student into class. Consequences are outlined in the Student Handbook.

## **Student Behavior Standards**

Our goal at Treasure Coast High School is to create challenging and satisfying work for our students that engage them in a rigorous curriculum. We will work with students to ensure that they can reach their personal academic goals in a safe environment. In order to ensure a safe environment, students will be responsible for conducting themselves in a manner that respects the rights of others. If a student chooses to neglect school rules or district policies, the Student Code of Conduct outlines potential consequences for their actions. The Student Code of Conduct will be reviewed during the first week of school.

Teachers are primarily responsible for discipline in their classrooms. At the beginning of the year, each teacher should develop a classroom management plan and include it in their course syllabus. All attempts to provide students with behavior interventions should be documented in Skyward as a Behavior Incident Report (BIR).

A teacher needs to utilize classroom interventions to prevent or correct behavior whenever possible. If a referral is generated, **parents must be contacted by the teacher.**

Sample interventions to allow students to correct behavior.

- Provide student with a verbal warning
- Move student's assigned seat

- Conference with student
- Provide rewards/praise for positive behavior
- Conference with parent/guardian – phone, meeting or e-mail

NOTE: Removal from the classroom may be requested by contacting Central Office when a severe behavior and/or an emergency situation arises using the classroom buzzer or telephone. Students should not be sent to the Dean's office for time out without notifying the SLC office. **A discipline referral must be completed by the teacher when a student is removed from class. After the referral is submitted, teachers must contact the student's parents.**

Discipline referrals should **ONLY** include what was witnessed by an adult, and **ONLY** include factual details. Emotional or judgmental comments are not appropriate to add to the description section. Only the name of the student being referred is to be written on the referral. It is a breach of confidentiality to include names of other students on referrals. Incorrectly completed referrals will be returned for correction prior to processing.

#### Zero Tolerance Policy

The School Board has zero tolerance for crime and substance abuse, and for the victimization of students. The intent of this policy is to promote a safe and supportive learning environment in schools; to protect students, staff, and volunteers from conduct that poses a threat to school safety; and to encourage the use of alternatives to expulsion or referral to law enforcement agencies when appropriate.

#### Behavior Intervention Classroom (BIC) and After School Detention/Work Detail/Saturday School

Behavior Intervention Classroom (BIC), after school detention, or Saturday school are possible consequences for students who choose to neglect school rules. BIC is an approved excused absence which provides an alternative to suspension allowing students to complete assigned work from teachers and review academic skills to prepare for success. Students not following rules in the BIC classroom may be subject to possible suspension from school. *Teachers will be required to send work to be completed in BIC.* If work is not sent to BIC, teachers are expected to accept an alternative assignment graded in BIC in lieu of class work. Any student who attends Project R.O.C.K. during an Out of School suspension will be coded as excused. An after-school detention/Saturday School can also be used as a consequence for inappropriate behavior.

#### General School Rules

***ALL electronic devices, speakers, hats, sunglasses or unauthorized items seen on campus will be confiscated and kept in the Front office until a parent/guardian can come in person to pick up the item. The Front office will be open between 1:55pm and 2:25 pm.***

⇒ Students are not permitted to use ear buds or headphones in academic areas.

⇒ Student cell phones may **ONLY** be used during class time as an electronic learning device, (BYOD guidelines) at the discretion of the teacher. Personal use of cell phones by students is **only** permitted before school, after school, during transitions, and lunch.

Teachers and faculty may confiscate unauthorized electronic devices. However, they are to call for a cell phone pick up. Teachers and faculty will be financially responsible for any misplaced or stolen items.

1. In addition to classroom rules, all students are expected to exhibit polite behavior in assemblies, Media Center, cafeteria, hallways, on campus grounds, and at other school sponsored events.

2. All students must be in class prior to the scheduled class time or they will be penalized as outlined in the tardy policy.
3. Students may not eat or drink in the classroom.
4. Public displays of affection will not be tolerated.

Skateboards are not permitted on campus. If a student rides a skateboard to school it must be placed in locker storage in front of Building 1 East or left with the SLC clerk in their respective SLC office.



### **Lunch and Cafeteria Policies:**

**\*\*No food deliveries of any kind are to be made during school hours for students. If a parent brings a lunch to campus for a student, that student must report to, and remain in the front office during their meal.**

Students will be issued an identification number for use in the cafeteria. Students who wish to apply for free or reduced lunches will get information about applying on-line.

The following rules apply during lunch:

1. Students should respect each other in line and while selecting seating options.
2. Trash needs to be deposited in the proper receptacles.
3. During the lunch period, students must remain on campus.
4. Students will not be allowed to apply credit or charge for meals.
5. Students must remain in supervised areas during lunch period.
6. Students are not permitted inside instructional areas or on the 2<sup>nd</sup> floor, except to go to the Media Center.

**Students are NOT PERMITTED to go to the cafeteria or vending machines during instructional time.**

### **Problem Solving Team (PST)**

Each school in the district is required to have a Problem Solving Team (PST), which meets regularly to discuss ways of helping the classroom teacher meet the needs of specific students. They may make recommendations for referrals for assessment to determine possible placement in a special education program after interventions have proven to be inadequate to ensure student success. A PST meeting can be initiated for students that display behaviors that are not conducive to learning or for students with excessive absences.

### **Supervision**

It is important that teachers provide supervision of students in their assigned areas. If a teacher is not assigned a specific duty, it is expected that they stand in their doorway to monitor student movement while monitoring their class. Students in classes are to be supervised at all times. Duty responsibilities include, following students into the main hallway areas at the end of the school day. Each teacher is entitled to a 30-minute uninterrupted, duty-free lunch. **Students assigned to teachers are to be supervised by the teacher of record during the duration of the scheduled time. Students are not to be released from class early unless directed by administration. Students should only be in a teacher's class during their scheduled time or during a scheduled meeting time (before and after school or during the student and teacher's assigned lunch). Students not assigned to a teacher should not be in their classroom during the teacher's**

**scheduled instructional time. If a teacher meets with a student during his/her assigned lunch period, the teacher assumes responsibility of that student for the duration of that time. Students must be provided a hall pass for meetings outside of the assigned academic time.**

## **Teacher Evaluations**

The fair, accurate, and objective evaluation of employees is imperative to the achievement of excellence in any organization. All administrators are responsible for the assessment of teacher performance using the St. Lucie County Quality Instructional Framework; training will be provided for all teachers. Administrators make frequent classroom visits to be able to accurately complete the necessary evaluations. If a teacher would like to showcase a lesson, contact the appropriate administrator to arrange a time.

## **Technology \*\* See Additional Information in Appendix – Student Expectations**



Each teacher will be issued a laptop to help support curriculum in the classroom. Laptops need to be returned at the end of the school year or upon departure from their position. All district communication policies must be adhered to while using the laptop on campus or at another location. It is the individual teacher's responsibility to declare any technical difficulties to the Network Technician or the District Support Desk in a timely manner. Viper would be the best method of communication with the Network Technician to declare technical difficulties or call the help desk at 429-HELP (4357).

When the laptop is not in use, the computer should either be shut down or placed in lock mode for protection (CTRL + ALT + DEL). A student or teacher assistant should not have access to a teacher's computer. Each student will be assigned an individual log-in.

### **Skyward – Electronic Student Records**

Important student information is found in Skyward. Attendance must be entered daily. To maintain a minimum of nine grades, teachers update grades weekly. Skyward may also be used as a communication tool with classes, individual students, and parents.

### **Outlook – E-mail Program**

Please check email daily to review communication. E-mail memos will be sent throughout the business day, so it is imperative to check for updated electronic messages. As per board policy, e-mails should be kept to professional correspondence. A board will be located in the Teacher Lounge and Production Room for messages involving the sale of products or other miscellaneous correspondence.

*All school-wide or district-wide messages must be first approved by School Administration.*

## **Telephones**

Students are not to use classroom phones unless it is an emergency. If a student needs to make an urgent phone call their teacher needs to administer a hall pass to the Front Office or SLC office. Students may only make and receive calls on their assigned lunch break.

## **Visitors**

Student visitors and young adults not registered at Treasure Coast High School are not allowed in any area of the school or campus during the school day without written permission from the Principal. Violators will be warned, and then referred to the School Resource Officer (SRO) for trespassing. In compliance with School Board policy, children of faculty members are not to be on campus during work hours. **Students are not to bring small children or babies on campus at any time.**

## Video Request



All supplemental materials used in the classroom must have educational value that supports the Content Standards and should be listed as part of the teacher's lesson plans. Full feature length films are not to be shown during class instruction. An exception will only be made if the film is an explicit part of the curriculum. Please see the addendum for further information.

## Working Hours

Teachers' working hours will be from 7:00am – 2:30pm. Working hours for pre-planning, post-planning, workdays and PD days will be from 7:30am – 3:00pm. Regular teaching hours are still maintained on Early Out days. Protected planning time will be 7:00am – 7:28am AND 1:41-2:30. Collaborative planning and learning time (CLP) is provided for most teachers and is equivalent to a class period. For teachers not provided collaborative planning and learning time, pay is commensurate with hours worked.

## **CODE OF ETHICS AND PRINCIPLES OF PROFESSIONAL CONDUCT**

Instructional personnel within the school system shall follow a Code of Ethic and Principles of Conduct as adopted by the State Board of Education.

### **Code of Ethics by the Education Profession in Florida**

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion of excellence, acquisition of knowledge and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will, therefore, strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. The educator shall be aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents and of other members of the community. The educator shall strive to achieve and sustain the highest degree of ethical conduct.

### **Principles of Professional Conduct for the Education Profession in Florida**

1. The following disciplinary rules shall constitute the principles of professional conduct for the Education Profession in Florida and shall apply to any individual holding a valid teacher's certificate.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual teacher's certificate or other penalties as provided by law.
3. Obligation to the student requires that the individual:
  - a. Shall make reasonable effort to protect the students from conditions harmful to learning or to health and safety.

- b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
- c. Shall not unreasonably deny a student access to diverse points of view.
- d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
- e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- f. Shall not intentionally violate or deny a student's legal rights.
- g. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapped condition or social and family background, prevent a student from entering a program; deny a student benefits; or grant a student advantage.
- h. Shall not exploit a professional relationship with a student for personal gain or advantage.
- i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

4. Obligation to the public requires that the individual:

- a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is associated.
- b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct public expression.
- c. Shall not use institutional privileges for personal gain or advantage.
- d. Shall accept no gratuity, gift or favor that might influence professional judgment.
- e. Shall offer no gratuity, gift or favor to obtain special advantages.

5. Obligation of the profession of education requires that the individual:

- a. Shall maintain honesty in all professional dealings.
- b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapped condition or social and family background deny to a colleague professional benefits or participation in any professional organization.
- c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- d. Shall not intentionally make false or malicious statements about a colleague.
- e. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
- f. Shall not misrepresent one's own professional qualifications.
- g. Shall not submit fraudulent information on any document in connection with professional activities.
- h. Shall not make any fraudulent statements or fail to disclose material fact in one's own or another's application for professional position.
- i. Shall not knowingly withhold information regarding a position from an applicant or misrepresent an assignment or condition of employment.
- j. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- k. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with the principles of professional conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- l. Shall report to appropriate authorities any known violation of Florida School Code or State Board of Education Rules as defined in Section 2311.18(1), Florida Statutes.

- m. Shall seek no reprisal against any individual who has reported a violation of Florida School Code or State Board of Education Rules as defined in Section 231.18(1), Florida Statutes.

Florida Statutes 229.053(1) and 231.546(2)(b)  
Amended June 14, 1983

### **Co-Curricular Responsibilities of Teachers**

Each member of the instructional staff of the school regardless of class load assignments shall, under leadership of the principal, carry his or her fair part in the total activities of the school.

Florida Statute 2330.23

### **Duties of Instructional Personnel**

Each member of the instructional staff shall perform the duties as required by law and all other generally accepted professional duties such as: hall duty, supervision of bus loading zone, chaperoning school sponsor social activities, educational events of students and such other reasonable duties as may be assigned by the individual's immediate administrative supervisor. Failure to perform such duties in an acceptable manner shall constitute a violation of the contract. Instructional personnel shall be encouraged to participate in community activities. Authority: 230.22(2), FS Law Implementation: 231.09, FS

## INFORMATION FOR CLASS RECORDS

Period: \_\_\_\_\_

NAME: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Name of parents/guardians: \_\_\_\_\_

Parent/Guardian contact telephone number: \_\_\_\_\_

### CURRENT SCHEDULE      List class and teacher

Period 1	Period 5
Period 2	Period 6
Period 3	Period 7
Period 4	Lunch

What are your special interests? \_\_\_\_\_

What do you consider to be your greatest asset? \_\_\_\_\_

Do you have a job? \_\_\_\_\_ Where? \_\_\_\_\_

What are your goals for this school year? \_\_\_\_\_



## Request for Building/Warranty Service

**SITE:** TREASURE COAST HIGH SCHOOL

**EMAIL:** \_\_\_\_\_

**PERSON REPORTING:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**DATA REQUESTED:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**PROBABLE CAUSE:** \_\_\_\_\_

**CATEGORY OF SERVICE:** (Please check the appropriate item)

<input type="checkbox"/> General	<input type="checkbox"/> Sitework	<input type="checkbox"/> Landscape	<input type="checkbox"/> Termite	<input type="checkbox"/> Fencing
<input type="checkbox"/> Irrigation	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Roofing	<input type="checkbox"/> Windows	<input type="checkbox"/> Doors
<input type="checkbox"/> Hardware/Locks	<input type="checkbox"/> Drywall	<input type="checkbox"/> Ceiling Tile	<input type="checkbox"/> Vinyl Tile	<input type="checkbox"/> Carpet
<input type="checkbox"/> Painting	<input type="checkbox"/> Signage	<input type="checkbox"/> Walkway	<input type="checkbox"/> Food Service	<input type="checkbox"/> Casework
<input type="checkbox"/> HVAC	<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Roof	<input type="checkbox"/> Other

**BUILDING:** \_\_\_\_\_

**ROOM NUMBER:** \_\_\_\_\_ **LOCATION IN THE ROOM:** \_\_\_\_\_

**DESCRIPTION/PROBLEM:** \_\_\_\_\_ **NEED: URGENT** ☐ **ASAP** ☐ **BY:** \_\_\_\_\_

**\*\* To be completed by Administration**

**COMPLETION INFORMATION:**

**DATE:** \_\_\_\_\_

**Assigned To:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Action Taken:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mfg. Defect: \_\_\_\_\_ Misuse: \_\_\_\_\_ Vandalism: \_\_\_\_\_ Workmanship: \_\_\_\_\_ Other: \_\_\_\_\_

# REQUEST FOR FURNITURE REPAIR/REPLACEMENT

**SITE:** TREASURE COAST HIGH SCHOOL

**EMAIL:** \_\_\_\_\_

**PERSON REPORTING:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**DATE REQUESTED:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**PROBABLE CAUSE:** \_\_\_\_\_

**CATEGORY OF SERVICE:** (Please check the appropriate item)

☐ Lectern      ☐ Activity Table      ☐ Computer Table      ☐ Bulletin Board  
☐ Teacher's Chair      ☐ Teacher's Desk      ☐ Student's Desk      ☐ Student's Chair  
☐ Bookcase      ☐ File Cabinet      ☐ Shelves      ☐ Other

**BUILDING:** \_\_\_\_\_

**ROOM NUMBER:** \_\_\_\_\_ **LOCATION IN THE ROOM:** \_\_\_\_\_

**DESCRIPTION/PROBLEM:** **NEED:** Urgent ☐ ASAP ☐ BY \_\_\_\_\_

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**\*\* To be completed by Administration**

**COMPLETION INFORMATION:**

**DATE:** \_\_\_\_\_

Assigned To: \_\_\_\_\_

Phone #: \_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Mfg. Defect: ☐ Misuse: ☐ Vandalism: ☐ Workmanship: ☐ Other: ☐

## Overview

The District provides its students access to a multitude of technology resources to enhance and extend the learning experience. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond our campus. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of access is the responsibility of students to exercise appropriate personal responsibility in their use of these resources. This District Policy is intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools. The District also makes a good faith effort to protect its students from exposure to internet materials that are harmful or explicit. The District maintains a system of internet content filtering devices and software controls to block obscene and pornographic materials and materials that are harmful to, or otherwise inappropriate for, minors that meet federal standards established in the Children's Internet Protection Act, 47 U.S.C. § 254(h), (1), as amended (CIPA). Nevertheless, it is impossible to control all materials available on the internet, and users will be responsible for ensuring that their use meets the policy established herein.

## Digital Citizen

Student users of the District's computer, network, and internet resources shall use information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

1. **Respects One's Self:** Users will select online names that are appropriate and will consider the information and images that are posted online.
2. **Respects Others:** Users will refrain from using technologies to bully, tease or harass other people.
3. **Protects One's Self and Others:** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
4. **Respects Intellectual Property:** Users will cite any and all use of websites, books, media, etc.
5. **Protects Intellectual Property:** Users will request to use the software and media others produce.

## Expectations

Responsible use of the District's technology resources is expected to be ethical, respectful, academically honest, and supportive of the school's mission. Each computer user has the responsibility to respect every other person in our community and on the internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, will periodically monitor the online activities of users and computer files to insure that users are using the system in accordance with District policy. No user of the District's networks shall have an expectation of privacy in his/her use. Users should not expect that electronic communications made or received on District networks, internet searches on District networks, or files stored on servers or disks will be private. Users also should understand that internet activity is recorded in log files. Users are expected to abide by the generally accepted rules of network etiquette.

The following Policy is intended to clarify expectations for conduct, but they should not be construed as all-inclusive.

1. Use of electronic devices should be consistent with the District's educational objectives, mission and curriculum.
2. Inappropriate use includes, but is not limited to, (1) texting, phoning, or web browsing during prohibited times; (2) taping conversations, music, or other audio at any time; (3) photography or

videography of any kind; and (4) any activity that could in any manner infringe upon the rights of other individuals, including but not limited to students, teachers, and staff members.

3. Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to, copyrighted material, licensed material and threatening or obscene material.
4. Intentional or unintentional use of computing resources to access or process, proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
5. Software and/or services may not be installed or downloaded on school devices without prior approval of the Superintendent or designee.
6. Any malicious attempt to harm or destroy data of another user, the internet or other networks, is strictly prohibited. This includes, but is not limited to, creating and/or uploading computer viruses.
7. Unauthorized access to information by unauthorized recipients or “hacking” is strictly prohibited. This would include intentionally bypassing any internet filtering devices.
8. Use of electronic devices to bully or harass, as defined in Policy 3.43 included in Appendix A hereto, is strictly prohibited.
9. Student internet interpersonal communications (e.g., chat room, instant messaging, blogging, Wiki) requires authorization of a teacher or administrator.
10. Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
11. Files stored on District-managed networks are the property of the District and, as such, may be inspected at any time and should not be considered private.  
Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.
12. Users who accidentally access inappropriate material or witness another user accessing inappropriate material, shall immediately notify their teacher or school administrator.

## Policy Violations - Students

Violating any portion of this Policy may result in disciplinary action as provided in this Code. A student may be disciplined under the Code for expressive off-campus conduct (such as e-mails or postings on social media like Snapchat, Facebook, YouTube, Twitter, blogs, etc.) where (1) such conduct would foreseeably create a risk of material and substantial disruptions within the school environment, (2) it was reasonably foreseeable that the off-campus expression might reach campus, and (3) the conduct did create a material and substantial disruption within the school environment. Disciplinary action shall be proportional to the offense. **Some violations may constitute criminal offenses and may result in legal action.** The School District will cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

## 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, age, religion, or marital status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries and complaints regarding the School Board's non-discrimination policies:

**DIRECTOR OF STUDENT SERVICES**  
School Board of St. Lucie County, Florida  
9461 Brandywine Lane  
Port St. Lucie, Florida 34986  
Telephone: (772) 468-5709  
Facsimile: (772) 468-5712  
E-mail: [SS-GRV@stlucieschools.org](mailto:SS-GRV@stlucieschools.org)

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

**DIRECTOR OF HUMAN RESOURCES**  
School Board of St. Lucie County, Florida  
9461 Brandywine Lane  
Port St. Lucie, Florida 34986  
Telephone: (772) 429-7505  
Facsimile: (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 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.

**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

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

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

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

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

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

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

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

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

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

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

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



auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

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

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

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

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

The School District of St. Lucie County policy on education records of students is set forth in District Policy 5.70 Student Records and the District's Student Education Records Manual. The policy and manual are available for inspection at the District Administration Office located at 501 N.W. University Drive Port St. Lucie, Florida. Office hours are Monday – Friday, 8:00 a.m. to 4:30 p.m. A copy of the policy and the manual may be obtained, free of charge, upon request.

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

## 1. Definitions.

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

- a. School District means the St. Lucie County School District.
- b. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:
  - i. A 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:

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## St. Lucie Public Schools Title IX Formal Complaint

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

Please explain the incident below:

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

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

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



## **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



## Video Procedural Guidelines

**PG and PG13 rated videos may be approved for viewing. However, R, X, and NC-17 rated videos should not be shown for any reason.**

The decision to show adult rated videos (PG and PG13) in the classroom should be determined by the following procedure:

- The teacher will identify and place in writing instructional objectives for the video that may NOT include reward, entertainment, esthetic, value of the work, or fund raising.
- The principal reviews and approves the content of the video to be shown and the instructional objectives.
- Written permission is obtained from parents or guardians of all students prior to the viewing of the video.
- Alternative activities are provided for students who have not received parental permission to view the work. The students are removed from all possible viewing or hearing of the performance.
- Viewing occurs in face-to-face classroom instruction with the teacher present. Video is NOT delivered to the classroom over the school's closed caption television system or video conferencing tool.
- Written objectives, principal approval, date of viewing, and parental permission slips is kept on file for an appropriate time period.

Following the above procedures does not guarantee parents or the general public will not call the instructional objectives into question.

### Definition of Video

Video is defined as the projection of still or moving images to the entire class. This includes but is not limited to the following formats:

#### Still Images

- Images collected from the Internet
- Images displayed on a web site
- Images taken with a digital recording device
- Scanned images
- Images projected by a document camera
- Images on mobile devices

#### Moving Images: (excludes images that are purchased by SLPS)

- 16 mm films
- VHS tapes
- DVD video
- Video Content from educational sources such as Discovery Streaming
- Digital video files collected from the internet
- Content from video-streaming sites, such as:

- Netflix
- YouTube
- TeacherTube
- SchoolTube
- iTunes
- Amazon.com
- Hulu
- Vimeo
- Local and National news websites
- Any other internet site that has streaming or downloadable video
- Video contained on or streamed to, a mobile device

### **Use of Video in the Classroom**

The decision to use video segments or display images in the classroom is determined by its relevance to the curriculum. The use of these materials must comply with copyright law. Video is not to be used to entertain, to provide “free days” in lieu of instruction, or as part of a reward program. Aside from the instances just described, teachers should feel free to utilize digital content provided it is directly related to the curriculum.

### **Network or Internet Delivered Video Content**

As video technologies have changed, there are an increasing number of internet sites that provide video content. Sites such as YouTube, Vimeo, and iTunes are available for teacher use in the classroom. While these sites have excellent content, they also have a quantity of videos that are inappropriate for a school setting or have no educational value. It is imperative that teachers review all videos in their entirety before projecting them to the class. These video clips must support instruction and are not to be used for entertainment purposes. In addition, be sure that the vocabulary and content of these videos are age appropriate to the grade level receiving instruction.

### **Use of Commercial Movies in the Classroom**

When using commercial movies in the classroom, one must be aware of both the copyright protection and the rating system assigned to these movies. When a particular movie supports the curricular goals, its purchase should be requested through the school media specialist. Movies purchased by the school from approved vendors allow the broadcast of these movies throughout the school, eliminating copyright issues. See school principal for list of approved videos. **Teachers may not bring videos from home to play in district classrooms.**

### **Obtaining Parental Permission for Viewing Rated Content**

The Motion Picture Association of America (MPAA) provides the following description of the film rating system:

*Movie ratings provide parents with advance information about the content of films, so they can determine what movies are appropriate for their young children to see. Movie ratings do not determine whether a film is “good” or “bad.” They simply provide basic information to parents about the level of various elements in the film, such as sex, violence, and language so that parents can decide what their children can and cannot see.*

In the interest of protecting our children, the following chart has been developed to determine if a rated video may be shown in a classroom setting. Should the video be viewable only “with permission,” it will be necessary to complete the “*Permission to View PG-Rated Video/CD/Digital in the Classroom*” available from your Media Specialist or Assistant Principal. The form must be sent home for parent signature prior to viewing the video.

Students whose parents do not give permission must be provided an alternative assignment.

Rating	Elementary	Middle	High
G	Yes	Yes	Yes
PG	With Permission	Yes	Yes
PG-13	No	With Permission	Yes
R	No		
NC-17			
X			

#### Video Use Procedures:

- Before watching video in classroom, complete the “Request for Video Usage” form and submit to principal for approval.
- If the video is rated where parental permission is required, also complete the “Permission to View PG-Rated Video/CD/Digital in the Classroom” form and submit to principal for approval. These forms must be signed with parental permission prior to watching the video.
- Retain all signed permission forms with lessons and turn in at end of school year.



## Request for Video Usage

*(Teacher to use this form before viewing video.)*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Teacher making request: \_\_\_\_\_

Teacher or teachers who will view video: \_\_\_\_\_

Video/Movie Title: \_\_\_\_\_

Rating: \_\_\_\_ According to The Classification and Rating Administration (CARA)

Current Curriculum/Standard/Lesson related to video/movie:

\_\_\_\_\_

For the purposes of instruction, the teacher plans to use:

\_\_\_\_ Entire video

\_\_\_\_ Segments from video \_\_\_\_\_ Viewing length

Date of showing: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time of showing: \_\_\_\_\_

Have you previewed this video/movie? \_\_\_\_ YES \_\_\_\_ NO

Request: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason:

\_\_\_\_\_

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

*If request is approved and movie is PG-13 rated, complete Permission to View PG-Rated Video/CD/Digital in the Classroom form.*

This document and permission form must be on file in classroom and turned in with lesson plans at the end of the year. This request is not recommended for students in Elementary grades.



## Permission to View PG-Rated Video/CD/Digital in the Classroom

Dear Parent/Guardian,

The following video will be shown in class for instructional purposes.

Please review the rationale for showing this PG/ PG-13- rated film and sign below indicating your decision for your child.

**Video/Film Title:** \_\_\_\_\_

**Film Rating:** \_\_\_\_\_

According to The Classification and Rating Administration (CARA)

For the purposes of instruction, the teacher plans to use:

\_\_\_\_\_ Entire video

\_\_\_\_\_ Segments from video \_\_\_\_\_ Viewing Length

**Reason(s) for rating according to CARA** (*The Classification and Rating Administration*)

**PG = Parental Guidance Suggested.** Some material may not be suitable for children ages 13 and under. A PG-rated motion picture should be investigated by parents before they let their younger children attend. The PG rating indicates, in the view of the Rating board, that parents may consider some material unsuitable for their children, and parents should make that decision.

The more mature themes in some PG-rated motion pictures may call for parental guidance. There may be some profanity and some depictions of violence or brief nudity. But these elements are not deemed so intense as to require that parents be strongly cautioned beyond the suggestion of parental guidance. There is no drug use content in a PG-rated motion picture. **For more information go to <https://www.filmratings.com/Tips>**

**Current Curriculum/Lesson Related to:**

\_\_\_\_\_

\_\_\_\_\_

**Date of showing:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Location:** \_\_\_\_\_

Alternative if student is not granted permission to view this video:

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
**Principal Signature**

**Request Permission from Parent:**

\_\_\_\_\_  
**GRANTED**

Parent Signature Required

\_\_\_\_\_  
**NOT GRANTED**

Parent Signature Required



### Instructional Materials ([Florida Statute 1006.28](#))

Each district school board is responsible for the content of **all instructional materials and any other materials used in a classroom**, made available in a school library, or included on a reading list, whether adopted and purchased from the **state-adopted instructional materials list**, adopted and purchased through a **district instructional materials program** under s. [1006.283](#), or otherwise purchased or made available.

Each district school board must: Select, approve, adopt, or purchase all materials as a separate line item on the board agenda and provide a reasonable opportunity for public comment.

Teachers are **not to participate in the use of free trials for any instructional materials for students as those materials do not meet the above criteria. This includes the use of technology programs.**

### School Library Books ([Florida Statute 1006.28](#))

Each book made available to students through a school district library media center, classroom library, or included in a recommended or assigned school or grade-level reading list must be selected by a school district employee who holds a valid educational media specialist certificate, regardless of whether the book is purchased, donated, or otherwise made available to students.

Book selections must:

1. Meet the criteria in [1006.40\(3\)\(d\)](#).
  - a. Free of pornography and material prohibited in [847.012](#).
  - b. Does **NOT** depict or describe sexual conduct as defined in [847.001](#), unless such materials are for a course required in 1003.46 or 1003.42 or identified by State Board of Education rule.
  - c. Suited to the needs and their ability to comprehend the material presented.
  - d. Appropriate for the grade level and age group for which the materials are used or made available.
2. Require consultation of reputable, professionally recognized reviewing periodicals and school community stakeholders.
3. Be based on reader interest and support state academic standards and aligned curriculum.

Each elementary school must publish on its website, in a searchable format, a list of all materials maintained in the school library including classrooms.

## Addendums to Teacher Handbook

### Information on Title IX Policies and Procedures

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

<http://www.stlucie.k12.fl.us/pdf/forms/XED0262.pdf>

### Title IX Formal Complaint Form :

<http://www.stlucie.k12.fl.us/pdf/forms/XED0262.pdf>

### Website Link with contact information:

<https://www.stlucie.k12.fl.us/policies/#titleix>

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

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

## Student/Employee Calendar

[School-Calendar-2023-2024.pdf \(stlucie.k12.fl.us\)](#)

## Code of Student Conduct--

[codeofconduct.pdf \(stlucie.k12.fl.us\)](#)

## Bullying Policy and Complaint Forms

### Bullying Policy 3.43

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

### Bullying Complaint Forms

English

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

Spanish

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

Creole

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

## Attendance Policy

### Attendance Policy 5.40

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

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

- [Notice of Procedural Safeguards for Parents of Students with Disabilities](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities - Spanish](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities - Haitian Creole](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities - Arabic](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities - Amharic](#) (PDF)
  
- [Notice of Procedural Safeguards for Parents of Students with Disabilities – Chinese Simplified](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities – Chinese Traditional](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities - French](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities - German](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities - Portuguese](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities - Russian](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities - Tagalog](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities – Thai](#) (PDF)
- [Notice of Procedural Safeguards for Parents of Students with Disabilities – Vietnamese](#) (PDF)
  
- [Procedural Safeguards for Exceptional Students who are Gifted - 6A-6.03313](#) (PDF)



### **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) 429-4521, Fax: (772) 429-4528, 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)

