

Weatherbee Elementary School

2024-2025

Ms. Angela Patton
Principal

Mr. John Davino,
Mrs. Danielle Steele

Assistant Principals



800 East Weatherbee Road
Fort Pierce, Florida 34982

(772) 468-5300

WE ARE THE MARINERS

Mariners are Readers, Investigators, Navigators, Explorers, Reaching for Success

School Colors

GOLD AND TEAL (SAND AND SEA)

This Handbook Belongs to:	
Name:	Bus #:
Address:	Phone #:
Teacher:	Emergency #:

Dear Parents:

It is with enthusiasm that we welcome you to the 2024-2025 school year at Weatherbee Elementary School. As the administrators of this great school, we want to express how excited we are about the wonderful opportunity of working with all of the students and staff of Weatherbee Elementary.

Communication between the home and school is critical to ensure your child's success. The Weatherbee Elementary planner for first through fifth grades should be used to keep in touch daily with what is happening in your child's education. Remember to check the planner every evening to see what homework has been assigned, and to see if there are any messages from the teacher. Please use the planner to write notes, comments, or questions that you may have for the teacher

We extend a special invitation for you to become involved at your child's school as a volunteer, Parent Teacher Organization (PTO), or as a member of our School Advisory Council (SAC)! Also, please join us for the many family activities and parent workshops that will be held throughout the year.

Sincerely,

Angela Patton
Principal

John Davino and
Danielle Steele
Assistant Principals

Kids at Hope Pledges



Kids' Pledge

I am a Kid at Hope

I am talented, smart and capable of success, I have dreams for the future and I will climb to reach those goals and dreams everyday, ALL children are capable of success - No Exceptions!

Treasure Hunter's Pledge

As an adult and a Treasure Hunter, I am committed to search for all the talents, skills and intelligence that exist in all children and youth. I believe that ALL children are capable of success - No Exceptions!

Parent Pledge

*I am an anchor parent. I believe that my child is talented, smart and capable of success. I am committed to helping my child reach their goals and dreams. I believe that my child will succeed, No Exceptions! Every adult is a **treasure hunter**, every child is a **time traveler**!*

GENERAL INFORMATION

ADDRESS/TELEPHONE NUMBER

Parents are responsible for notifying the school office of any change of address or phone number. The school cannot be held responsible for failure to communicate if it is not informed of changes. This applies not only to home phone numbers, but the business and emergency phone numbers of parents and persons to notify previously registered with the school. Please complete the information on the student data form and return to school. Please keep us informed of student information changes. If there is a change in home, work or cell phone number, please report this to the office as soon as possible.

ARRIVAL AND DISMISSAL TIME FOR STUDENTS

Tardy Bell	8:45 A.M.	Day Care Pickup	3:35 P.M.
		Walkers	3:35 P.M.
		Parent Pickups	3:35 P.M.
		Buses	3:35 P.M.

During the first week, teachers will record the manner in which students arrive and depart from school (walking, riding a bus, or being picked up). The school must receive written instruction in order to dismiss in any other manner. This should be done by 9:30 A.M. to minimize interruption of class instruction. **As per board policy, the school must receive written instruction in order to dismiss in any other manner. This should be done by 9:30 A.M. to minimize interruption of class instruction.**

Students who are transported to school by parents must be dropped off and picked up in the drop-off zone. To facilitate a safe and smooth traffic pattern, parents are asked to observe all traffic signs and not to leave their cars unattended in the drive-through area. Students are not allowed to exit through any gate unless there is an adult in attendance. Parents are requested not to ask their children to cross through traffic.

School hours are from 8:45 A.M. to 3:35 P.M. Students may be dropped off between 8:15 A.M. and 8:45 A.M. Please make every effort to have your children at school on time. Students must be picked up between 3:35 P.M. and 3:50 P.M. **The school provides no supervision before 8:15 A.M. or after 3:50 P.M.**

During the school day, students must be picked up and signed out from the office. No students will be released from a classroom. Students will be released only to those persons designated by the parent.

Students will not be released from class before dismissal except in the case of an extreme emergency. Students will not be called from class after 2:40 P.M.

ATTENDANCE

The full attendance policy can be located in the School Board documents: Attendance Policy 5.40
<https://www.boarddocs.com/fl/stlucie/Board.nsf/Public?open&id=policies#>.

School attendance is a prerequisite for student achievement. Students are expected to attend school daily and to be on time. When a student accumulates five unexcused tardies, or early pick-ups, it will be counted as one unexcused absence. Poor attendance or persistent tardiness will show itself in poor school progress. Please call 468-5302 when your child is ill and will miss school.

Every effort should be made to schedule medical and dental appointments after school hours or during summer vacation. Every effort should be made to take vacations only during scheduled school breaks.

Students who receive a suspension of bus privileges are expected to attend school and parents are required to provide transportation.

Students who arrive at school after 8:45 A.M. are tardy and must report to the office with their parent/guardian before going to their classroom. Please make every effort to have your child arrive on time.

Excused Absences

Absences for the following reasons are excused when an explanation is provided by the parent within 3 days of the students return or by the student's physician, when the physician authorization policy threshold has been reached:

- (1.) Illness of the student
- (2.) Major illness in the immediate family of the student that requires the student to miss school
- (3.) Medical appointments of the student
- (4.) Death of family member or friend
- (5.) Required court appearance
- (6.) A religious holiday of the specific faith of the student or the student's immediate family
- (7.) Subpoena or forced absence by any law enforcement agency to fulfill civic duties; a copy of the subpoena or court summons is required
- (8.) Major disaster that would justify the absence that has been approved by the principal
- (9.) Head lice, maximum of two excused days per incident with a maximum of two incidents per semester
- (10.) Missing the school bus when the bus is more than 5 minutes early or more than 15 minutes late or is not able to make the route.
- (11.) Other planned absences approved in advance by the principal
- (12.) Vacation travel or family outing/activity where the student has accumulated fewer than 10 excused absences or 5 unexcused absences in a semester. The principal can excuse vacation travel that exceeds this threshold after considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel.

Unexcused Absences

Unexcused absences are all failures to attend school other than those specifically excused by the principal or designees.

- (1.) Truancy or out-of-school suspensions.
- (2.) Vacation travel where the student has accumulated more than 10 excused or 5 unexcused absences within a semester and the travel has not been approved in advance by the principal with the principal considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel.
- (3.) Failure to provide an explanation of the absence to the school. The Department of Student Services can, after investigation, can advise the school to excuse absence(s) after the 3 days have passed. Physician explanations for absences that are received after the 3-day period will also authorize the school to excuse the absence.
- (4.) Missing the school bus if the bus is less than 5 minutes early or less than 15 minutes late.
- (5.) Non-attendance for immunization non-compliance

- (6.) Non-attendance due to head lice that exceeds two days per incident and/or exceeds two incidents per semester. Students who return to school with lice or nits and who are sent home that same day or who remain in the clinic/office will not be counted as “in-attendance” and will have the absence unexcused.

Tardy

A student is considered tardy if they are absent at the beginning of the day or if they leave school before the scheduled release time. Tardies will be either excused or unexcused. Acceptable documentation to excuse a tardy is the same as those to excuse an absence.

Early Pick Up

Students in grades K – 5 who are picked up from school prior to the end of the day will be marked as tardy for the day. The tardy will either be excused or unexcused. The tardy will be excused if the parent provides written documentation that the needs to leave school early was for the same reasons that an absence from school would be excused. For all students in grades K -12, once the student has accumulated 3 excused tardies or absences due to leaving school early for medical/dental reasons within a semester, the parent must provide documentation from a physician that the student had a medical/dental appointment for subsequent class absences or tardies to be excused. The school principal or designee can approve an early pick-up or release beyond these limits after taking into consideration the reason as well as the student’s attendance history, both daily and by period, and the number of early releases

BICYCLE PARKING

There is a fenced area provided to lock up student bicycles. While the school provides this area, we cannot assume responsibility for lost, damaged, or stolen bicycles. It is imperative that each child has a lock for his/her bicycle if brought to school.

BIRTHDAY AND OTHER CELEBRATIONS

In order to maintain an academic focus in our classrooms, we request that families follow these guidelines:

- ☺ Store bought, cookies or cupcakes may be brought in (with teacher's approval) and shared with the class at their regular lunch time only. They are to be consumed in the cafeteria.
- ☺ Invitations to private parties may be given out in school (with teacher's permission and at the end of the day) **only** if all children in the class are included.
- ☺ Please keep all party balloons, hats and other decorations at home.

BOOK BAGS

Book bags should be used solely for transporting necessary books and school supplies. Book bags on wheels must be actual book bags with back straps (not totes) and must be worn as bookbags in the hallways.

BREAKFAST AND LUNCH PROGRAM

"All St. Lucie Public School students will receive breakfast and lunch at no cost the 2024-2025 school year. Meals will be served according to USDA guidelines so that both students and staff remain safe. Specific meal service procedures are located on our district website at www.stlucieschools.org under the parent/student tab."

BULLYING POLICY AND COMPLAINT FORMS

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

Bullying Policy 3.43 can be found at <http://www.boarddocs.com/fl/stlucie/Board.nsf/Public?open&id=policies#>

Bullying Complaint Forms can be found in the Parents and Students section of the district's website at <http://www.stlucie.k12.fl.us/pdf/forms/STS0114A.pdf>, or can be located in the front office.

BUS DISCIPLINE

1. All students are expected to display appropriate behavior on the bus at all times. Please see Bus Rules on transportation website.

2. Prior to any referral for discipline reasons, the driver may attempt to make contact with the parents and issue an incident report.

Any inappropriate behavior while under the bus driver's supervision including at the bus stop, will come under the guidelines outlined in the Code of Conduct.

A SEVERE BEHAVIOR OFFENSE, SUCH AS FIGHTING, THROWING THINGS FROM THE BUS OR OTHER ACTIONS THAT RESULT IN BEING REMOVED FROM THE BUS BY SECURITY WILL RESULT IN AUTOMATIC BUS SUSPENSION EVEN IF IT IS THE FIRST REFERRAL.

Any student suspended from a particular bus is suspended from all St. Lucie County School buses. This includes field trip buses.

BUS RULES

Annually as required, the School Board shall develop and adopt rules to govern the conduct of students while walking to or from and waiting at district bus stops, and while traveling on district buses. These bus rules for students shall be incorporated with the Code of Conduct. The Code of Conduct is available on the district website and can be provided to families in a separate booklet upon request.

BUS STUDENTS

If a regular bus student is not to ride the bus on any one afternoon, the teacher must receive a WRITTEN NOTE specifying how the student will be going home and the note must be presented to the teacher first thing in the morning. Requests to ride a different bus for the day must be made in writing, approved by transportation and approved by an administrator prior to the change of transportation. St. Lucie School Board Policy states that exceptions to riding regularly assigned buses "shall be approved in writing by the School Principal on request of the parent or guardian".

CANDY AND GUM

Gum is **NOT** allowed at school. Candy is allowed only as a part of a packed school lunch; however, its inclusion should be discouraged. Milk, juice and water are available for purchase in the school cafeteria.

CHAMPs

CHAMPs Expectations

Conversation

Help

Activity

Movement

Participation

Success

CHANGE OF CLOTHING

We request that all prekindergarten and kindergarten students have a change of clothing in a ziplock bag placed in their backpack daily.

CLINIC

Students who become ill or need first-aid will be sent to the clinic. You will be notified if your child is sent to the clinic with a written note or a phone call if the situation requires your immediate attention. It is essential that an emergency number be provided for each child and that any changes in work or home phone numbers are reported to the office.

Administration of Prescribed Medication: Written parental consent, authorized by a physician, must be provided if you wish the nurse to dispense medication. Contact the school health paraprofessional for more information.

Administration of Non-Prescribed Medication : Students may not bring non-prescription medications to school, including cough drops. Should it be necessary for the child to have non-prescription medication at the school site, a doctor's prescription is still required and the medicine must be presented to the health paraprofessional for safe keeping. Any medicine can be given at school **only** by doctor's prescription. Please communicate with our health paraprofessional concerning headache medication.

Health Screenings: In accordance with Florida Statute, the School Board of St. Lucie County, in cooperation with the St. Lucie County Health Department will conduct health screening activities for selected students during the school year. The health screening activities are: vision, hearing, growth/development and scoliosis. You will be informed, in writing, if your child fails to meet screening standards and will be encouraged to seek additional professional assistance.

If you do not want your child to participate in the School Health Services Program, please notify the school in writing and include your child's name and grade.

CODE OF CONDUCT

All students at Weatherbee Elementary are governed by the St. Lucie County Code of Conduct which is available to view on our district webpage www.stlucie.k12.fl.us. If you would like to obtain a written copy, please notify the school in writing and include your child's name and grade.

COMPUTER, NETWORK AND INTERNET USE POLICY

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 ensure 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 store 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

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 Facebook, YouTube, Twitter, Blogs, etc.) where (1) such conduct would foreseeable 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.

CONCERNS/GUIDELINES IN RESOLVING SCHOOL RELATED PROBLEMS

It is our sincere belief that the large majority of misunderstandings and problems can be resolved through discussion between the parent and the teacher and/or other appropriate school personnel. These guidelines are designed to provide a "step-by-step" procedure for parents when they are attempting to resolve a misunderstanding or problem. You should make every effort to gather accurate facts before contacting the school. It may help to have the concern described in writing. If the concern is not resolved to your satisfaction after meeting or talking with the teacher, you should go to the next step.

- I. Schedule an appointment with your child's teacher.

- II. Call the school counselor and ask him/her to establish a conference with the appropriate person at a mutually agreeable time.
- III. Schedule a conference with the Principal.
- IV. If you have exhausted all possibilities at the school level, the principal will advise you of the appropriate person at the county level to contact.

We are pleased that most concerns are satisfactorily resolved at step one. The other steps are provided for you as additional means of resolving your problems or concerns. Misunderstandings and problems will more likely be resolved if they are approached in a positive and courteous manner with recommendations that are realistic. Your school staff is here to do the best job possible with your child. We can provide many educational opportunities, but it is done best when we work together in partnership, as parents and teachers.

CONFERENCES

You are encouraged to visit our school and conference with teachers, the school counselor, and/or administrators. We request that you notify us **twenty-four hours** in advance for a conference. This is a county-wide policy as negotiated with the Classroom Teachers' Association.

When parents and teachers work together, they make an unbeatable team. Parent conferences can help build the teamwork that helps children learn better.

Some planning by parents can help make conferences a success.

Before the Conference

Come in with a positive attitude. Conferences are not about placing blame. They are meant to pinpoint and improve weak areas as well as defining and praising the strong areas. Remember this is a team effort.

Please be on time. Because there is a time limit on conferences, being punctual aids both teachers and parents.

Think about what you want to learn in the conference. Prepare some questions. For example:

- ☆ Does my child usually turn in homework?
- ☆ Does my child use time well? Does he/she have good work habits?
- ☆ How well does he/she get along with others?
- ☆ What can I do at home to support what you are doing? How can I help my child?

Talk to your child. Ask what he/she thinks the teacher will say. Ask if he/she has any concerns.

During the conference

Be prepared to talk and listen. Tell the teacher what you see at home. Talk about your child's interests. Tactfully talk about your concerns. Be sure to let the teacher know about anything that might affect your child's learning.

Ask the teacher to explain anything you don't understand. Special programs for children are sometimes referred to by their initials.

Use your time wisely. Try to avoid lengthy subject matter that would not pertain to your child's learning.

Take notes to share later with your child and/or spouse. Talk with your child about what was discussed in the conference. Remember to "accentuate the positive".

After the conference

Follow up. Stay in touch with the teacher. If you think of a question you didn't ask, write a note or call the teacher and leave a message. The teacher will get back to you as soon as possible.

CONFISCATED ITEMS

Students should bring to school only items necessary for education. Toys, radios, tape recorders, watches with games, alarms, gameboys, cd players, etc. are not allowed and will be confiscated and sent to the office. Cell Phones that are on and/or not put away will be confiscated. These items may only be retrieved by parents or guardians after a conference with an administrator. The school is not responsible if these items are lost or misplaced. This rule also applies to bringing such items on field trips.

Any item that is a weapon or that could be construed as a weapon will be turned over to the School Resource Officer/Sheriff's Deputy for determination as to criminal intent. Parents, please stress with your child(ren) that knives of any type are not allowed on school property (including school buses).

CURRICULUM

Students will receive instruction in all areas of the curriculum and be graded for progress in these areas. They will include reading and language arts (which include spelling, handwriting, English, speaking, and writing or composition), mathematics, science and health, and social studies. Music education and physical education will be taught and graded as well. Classroom conduct and personal development will be graded for progress for each nine-week marking period.

State Law permits the suspension of all curriculum except reading, math and science for those students who are having difficulty mastering the basic skills. You will be informed and asked to be involved if this strategy is recommended for your child.

DISCIPLINE

The Code of Conduct of St. Lucie County Schools provides guidelines for all students and parents. The schools in St. Lucie County have a zero tolerance policy for weapons and unauthorized materials. In addition, 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 constitute bullying and harassment, as defined in this policy, is prohibited.

The following is Weatherbee Elementary's Discipline Policy and Procedures Plan. We stress the importance for every parent to read and share the plan with his/her child. Teachers have discussed the plan with students and teach the expectations and consequences on a regular basis. If you have any questions, please contact a school administrator at 468-5300.

At Weatherbee Elementary, Positive Behavior Interventions and Supports (PBIS) is a collaborative, proactive, systematic approach to teaching students expected/acceptable behavior as well as a functional process to developing effective interventions for inappropriate behavior. Our PBIS Core Team is representative of the entire school staff and formed of administrators, a school counselor, behavior technician, primary and intermediate teachers and ESE teacher. The team has received training on each component of PBIS developed and/or reviewed each step of the process and presented it to the staff before implementation. The PBIS plan has also been presented to the School Advisory Council for their feedback and suggestions.

The goal of the team is to develop a system that facilitates positive behavior change in our students and staff. The system's goal is to reduce the number of inappropriate behaviors occurring across campus by educating students and staff and by reinforcing appropriate behaviors. The role of the PBIS team is to develop, review and maintain a school-wide PBIS plan. A consistent discipline referral and procedures process has been developed throughout the school. Use of school-wide expectations and rules in specific settings are established to teach students appropriate behaviors. A reward system to encourage appropriate behavior and effective consequences to discourage inappropriate behaviors is also in place.

PBIS is an ongoing process that is evaluated to determine the need for adaptations. The PBIS Core team meets on at least a monthly basis to analyze discipline data and make meaningful, strategic decisions. Staff and students are also surveyed for their input. This information is used to develop effective interventions to decrease inappropriate behavior and increase desired behavior across the campus.

Weatherbee Elementary's school-wide PBIS plan ensures that children have the opportunity to develop the skills and behaviors that will enable them to realize success as responsible adults. The plan focuses on four major expectations with

specific behaviors for each as presented in the *S.A.I.L. Expectations and Rules Matrix* below. S.A.I.L. is an acronym for **S**elf-Control, **A**cts Responsibly, **I**s Respectful and **L**earn. Standards have been developed that will help students accept responsibility for their behaviors. This plan also encourages parents to become actively involved in the education of their children.

On a daily basis students are recognized for demonstrating the S.A.I.L. expectations through verbal praise and rewarding of Mariner Money. The Mariner Money is used to purchase various incentives such as a pencil, small toy, extra computer time or participation in a monthly school-wide event. Classes are also recognized when each student in a class demonstrates the S.A.I.L. expectations by earning Class Conch Coins. These Conch Coins are used to reward student behavior with rewards such as a pizza party, ice cream party, or additional outside time.

S.A. I. L. Expectations and Rules Matrix

Expectations	Cafeteria Rules	Hallway Rules	PE/Playground Rules	Classroom Rules	Pick- up Area Rules
<u>S</u> elf Control	Stay seated with hands, feet objects to self	Use the WBE walk. Silently walk on brown line with hands behind your back CHAMP's Expectations is conversation Level 0	Keep hands, feet and objects to self	Keep hands, feet and objects to self Use appropriate language	Use the WBE Walk, Walk on the brown line with your hands behind your back. CHAMP's Expectations is Conversation Level 0
<u>A</u> cts Responsibly	Keep your area clean leave food and drink in cafeteria	Go directly to your destination	Use equipment as directed by adult Remain in designated area	Arrive with proper supplies Complete task as directed	Remain seated until dismissed by an adult
<u>I</u> s Respectful	Wait your turn in line "W" hand signal = Level 0 conversation	Use a hall pass Uses "W" hand signal	Line up when signaled, using the "W" hand signal	Follow directions the first time asked Follow CHAMP's Expectations	Use a quiet voice CHAMP's Expectations is Conversation Levels 0-2

<u>L</u> earn	Know your lunch number	Read quietly during arrival	Follow the rules of the activity	Complete all assignments to the best of your ability Return completed work	Listen to directions and watch for your car
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"Teachers have the right to teach; students have the right to learn." It is our belief that teaching and appropriate learning are limited when a student is allowed to be disruptive. Your understanding and support of this plan is essential to its success. Teacher and parent communications are key elements. It is important that the school is provided up-to-date telephone numbers for home and work. This is necessary for emergencies as well as for the behavior plan.

Acceptable behavioral development is a vital and necessary part of each child's education. It requires the help and cooperation of parents, teachers, administration, and of course, the child.

WE BELIEVE

1. Children learn best in a positive, well-organized, stimulating classroom, school and home environment.
2. No child should be allowed to continually disrupt the learning environment of other children.
3. The help of the parents/guardians is essential in overcoming behavior problems.
4. Children are inherently good; only behaviors are "inappropriate".
5. There is a high correlation between self-concept and behavior.
6. Consistency in dealing with children is important.
7. Success breeds success.

For severe and/or recurring discipline, parents/guardians will be expected to be involved in helping the students improve/correct his/her behavior. Once assistance is requested from an administrator, the child may serve time in the school office.

CHAMPs Expectations

During the 2009-2010 school year, Weatherbee Elementary incorporated the CHAMPs Program into the daily guidelines of student expectations school-wide. We will continue with the use of CHAMPs for the 2023-2024 school year as it has proven to increase focus and therefore achievement.

Each letter serves as a reminder to students of the type of behavior that should be seen in any given situation so that maximum learning as well as a safe and caring environment will be displayed. Please review these basic CHAMPs expectations with your child as we move through the school year in order to ensure the greatest learning experience for your child.

- C = Conversation (At what voice level should I be speaking?)
- H = Help (How do I signal that I need help during this activity?)
- A = Activity (What activity are we participating in at this time?)
- M = Movement (What movement is permitted during this activity?)
- P = Participation (How will others know I am participating in an appropriate manner during this activity?)
- S = Success with S.A.I.L.

Kids at Hope

Weatherbee implemented the Kids at Hope belief system in 2010. Kids at Hope is not a program, but is a vision for our future – a belief system that, once embedded in the culture of the school, enhances the school's existing programs. We believe that all children are capable of success and that they have wonderful potential for a bright future. NO EXCEPTIONS!

Adult community members, parents and friends are asked to become involved as mentors and supporters of our students as a part of Kids at Hope.

WEATHERBEE ELEMENTARY SEVERITY CLAUSE

An administrator and Law Enforcement will be notified immediately for the following:

- Stealing
- Weapons
- Threatening
- Vandalism
- Extortion
- Inappropriate racial or sexual language
- Intentionally causing injury to someone or self
- Other deliberate action to inflict harm upon others

WEATHERBEE ELEMENTARY RECOGNITION PLAN

Recognition for appropriate behavior is a vital component of our discipline plan. Therefore, students receive recognition at the school-wide, classroom and individual level. This will also be achieved by recognizing Mariners of the Month, conducting assemblies, and providing verbal and written praise for outstanding students. Students are also rewarded when they recognize that they personally contribute to making Weatherbee Elementary a special place where each person is valued and where excellence in performance is the goal. Students in grades 3-5 will be recognized each nine weeks for Honor Roll.

SCHOOL-WIDE INCENTIVES:

- ☺ (c) Morning announcement recognition
- ☺ (d) Positive recognition referrals
- ☺ (e) Award Ceremonies (Principal's Honor Roll, Honor Roll, Mariner of the Month)
- ☺ (f) Positive calls and postcards home

CLASS INCENTIVES:

- ☺ (a) Classroom rewards
- ☺ (b) Mariner of the Month
- ☺ (c) Behavior parties
- ☺ (d) Class Conch Coins

INDIVIDUAL INCENTIVES:

- ☺ (a) Citizenship awards
- ☺ (b) Happy grams
- ☺ (c) Calls to parents
- ☺ (d) Stickers

- ☺ (e) Prizes
- ☺ (f) Extra privileges
- ☺ (g) Mariner Dollars

DRESS CODE (APPEARANCE)

The Weatherbee Elementary School Advisory Council along with district input developed the following student uniform policy and standards. We believe there is a direct relationship between a student's attire and classroom behavior, attitude and achievement. Research has proven that students who follow a uniform dress code have fewer discipline problems, greater academic achievement, greater self-esteem, and school pride. Therefore, we are requiring students to wear clothing that is comfortable, clean, safe, and appropriate for an elementary school. This uniform dress code has been designed to promote safety and positive attitude.

Weatherbee Elementary School Student Dress Code 2024-2025

SHIRTS/BLOUSES (BOYS AND GIRLS)

1. School appropriate t-shirt/shirt/blouse any day of the week (no collar required).
2. Shirts must have sleeves and school appropriate logos/sayings
3. School spirit shirts any day of the week (will be available for purchase in front office).
4. No tank tops or crop tops, midriff must not be showing

PANTS/SHORTS (BOYS AND GIRLS)

1. Jeans/Pants/joggers of any style or color- Any rips, frays, or distressed material on pants must not reveal skin
2. Leggings under dress, shorts, skirts; no pattern restriction.
3. Shorts- must be fingertip length
4. Belts are optional

DRESSES-

1. Sleeves- no collar needed; fingertip length

SWEATSHIRTS, SWEATERS, VESTS, JACKETS, COATS (BOYS AND GIRLS)

1. Sweaters, vests, hoodies, jackets, coats may be worn.
2. Hoods cannot be worn on the head.

SHOES (BOYS AND GIRLS)

1. Closed toe and heel. Heels must not exceed one inch. Shoes must be clean and in good condition.
2. Crocs MAY be worn but must be worn in sport mode (strap in back).
3. Shoes with wheels may not be worn.
4. No slides

JEWELRY & HAIR/HAIR ACCESSORIES

1. Excessive and/or large jewelry, including charms, is not permitted. No hoop earrings, please.
2. Any hair style, color or cut that is distracting or disruptive is not permitted. Example's: Mohawks, Excessive Hair Designs or Hair of an unnatural color. **School administration shall be the final judge.**

HATS

1. Hats are not permitted to be worn in the building.

EARLY DISMISSAL DAYS

Certain days of each month are set aside as early dismissal days. On these days, school is dismissed at 1:35 P.M. These days will be designated on the calendar located in the front of the handbook and on the school's website.

EMERGENCY DRILLS

Periodically, fire, lockdown, and disaster drills are held to teach emergency procedures so reaction to any emergency will be orderly and not result in panic. You may want to ask your child to share the information he/she learned during a drill with the entire family for at-home safety.

FIELD TRIPS

Field trips of educational value are your child's educational highlights. Students may participate in field trips only with written permission from their parents. For each field trip, a form is provided for permission with a space for parent/guardian signature. These forms **MUST** be signed by the parent or guardian and returned to the classroom teacher. Chaperones are also necessary for field trips to take place and a ratio of one adult per eight students is required. If enough chaperones are not available, field trips may need to be canceled. We welcome parents as chaperones but cannot allow other children in the family (i.e. preschoolers) to participate. **All field trip chaperones MUST be registered school volunteers 2 weeks in advance per our district policy.** District volunteer applications may be completed online via our district website or in our school office. Please plan to complete this application well in advance of the field trip in order to ensure the application process is complete before the day of the field trip. This application process needs to be completed every year. If you need to inquire as to whether you are a current and approved volunteer, please call the front office at 468-5300. Please note that if a child has been suspended from the bus, he/she is also suspended from riding a field trip bus.

GRADING SYSTEM

- In grades K-2, the indicators are:
 - 4 Above standard/demonstrates more than 90% of the time/Exceptional
 - 3 At standard/demonstrates 80% of the time/Proficient
 - 2 Approaching standard/demonstrates 70% of the time/Progressing
 - 1 Below standard/demonstrates less than 60% of the time/Beginning
 - Not Attempted
- Students in grades 3-12 will be awarded letter grades to indicate student progress.

<i>Grade</i>	<i>Percent</i>	<i>Grade Point Average</i>	<i>Definition</i>
A	90-100	4	outstanding progress
B	80-89	3	above average progress
C	70-79	2	average progress
D	60-69	1	lowest acceptable progress
F	0-59	0	failure
I	0	0	Incomplete*
W	N/A	N/A	withdrawn Dual Enrollment

*A student who receives an incomplete has to complete the work within the guidelines of the make-up work policy contained herein. If the student does not make-up all work by the designated period of time then for any missing work a grade of Zero will be entered by the teacher and the final grade will be calculated. NOTE: the "I" will calculate as a Zero on the report card until the "I" is replaced with a grade. At that time an adjusted GPA will be calculated for the student.

Make-Up Work

K- 12	<ul style="list-style-type: none">*Allowed for all absences, excused or unexcused*Student has <u>1 day</u> to make up the work for each day absent, not including the day of return, unless the principal approves an extension due to unusual circumstances. Previously assigned work is due on the day the student returns to school.*All work, regardless of the number of days absent, must be made up on or before grades are due in the final quarter of the school year. *Students whose work is turned in after the end of the grading period for quarters one through three, will receive an "I" or incomplete. If the work is turned in on-time, the student will receive the grade for the work (see grade provisions for students in grades 9 -12 below)*Incomplete grades become "F" or "0" if not replaced with the grade for the makeup work that was turned in on time* Students will take announced tests on first day of return to school. Student will be allowed 2-days to prepare for tests assigned during the absence
K -5 Provisions	<ul style="list-style-type: none">*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*Graded at full credit

Honor Roll- Intermediate

Students in grades 3-5 may receive one or more awards which may include Principal's Honor Roll, A-B Honor Roll, Perfect Attendance and/or Special Effort. The following are the approved criteria for each award:

- Principal's Honor Roll – Student must make A's in all areas including Subject Areas, Resource Classes and **Student Conduct**. A grade of "B" or lower in any area will result with the individual not qualifying for this award.
- A-B Honor Roll – Students must make A's or B's in all areas including Subject Areas, Resource Classes and **Student Conduct**. A grade of "C" or lower in any area will result with the individual not qualifying for this award.

GUIDANCE

The school counselors serve our students by working with parents, teachers, and administrators to assist in the academic, social or emotional concerns of the children. Individual and small group counseling, as well as classroom guidance are scheduled throughout the year. The school counselor also serves as the school testing coordinator and ESOL Contact.

HOMEWORK POLICY

Homework should be kept to a minimum (read with your child every night, complete i-Ready in reading and math, and practice important reading and math facts).

At the beginning of each year, homework procedures specific to the teacher will be reviewed with the students. Please feel free to call your child's teacher if you have questions about the homework policies or assignments.

LOST AND FOUND

The lost and found department is located in the school office. It would be extremely helpful if labels were placed on all belongings (lunch box, sweater, book bag, etc.) with your child's name and the name of his or her teacher. Items unclaimed for more than thirty days in the lost and found will be donated to charity.

MEDIA

Weatherbee Elementary is served by a media specialist and a media clerk. Our school's media center continues to be the heart of the entire school program by providing equipment, materials, and learning opportunities for students, faculty, and

staff. The media specialist offers classroom instruction as well as maintaining an open access policy for students. The Media Center also houses a "Parent Lending Library" section with materials parents may check out.

MESSAGES, TELEPHONE CALLS, AND DELIVERIES

Students will not be permitted to use the office phone for personal calls except in case of emergency and with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency. Messages must be called in no later than 2:50 P.M. to ensure delivery. Therefore, messages and/or forgotten items should be brought to the front office. We will pass the items/message to the child during a transition time.

MUSIC

Kindergarten through fifth grade students receive music instruction on a regular basis. The music teacher also assists classes in special program presentations.

PARTNERS IN EDUCATION

This program encourages community and business partnerships which will enhance the learning environment. Any parent that has a business that would like to participate is invited to contact the office.

PHYSICAL EDUCATION

All students, kindergarten through fifth grade receive physical education instruction on a daily basis by their classroom teacher and weekly by a certified physical education teacher.

If your child needs to be excused from participating in physical education for a day, please send a note to the physical education instructor. In order for students to be exempt for a longer period, a doctor's statement will need to be placed on file in the office.

A student who by reason of extended illness or disability is unable to participate in a physical education activity shall be assigned to an alternative activity upon the request of a parent, accompanied by documentation from the attending physician when the condition is extended or not readily apparent. Credit shall be awarded commensurate with the St. Lucie County Pupil Progression Plan.

PROMOTION REQUIREMENTS Grades K-5

Student promotion in St. Lucie County is based upon evaluation of each student's achievement in terms of appropriate instructional goals. The determination should reflect teacher judgment based upon the following:

- Successful progress in the county adopted curriculum
- Progress monitoring
- Classroom assignments
- Daily observation
- Standardized tests
- Other objective data.

Promotion for a student transferring into the district during the last 45 days will be based on:

- evidence of passing grades reflected on the official report card along with grades earned while in membership.
- recommendation from previous school

The principal will make the final decision concerning promotion.

Mandatory Retention of 3rd Grade Students:

Mandatory retention is necessary for third grade students who score Level 1 on the state ELA assessment unless they qualify for Good Cause exemption or score at or above the identified percentile on district identified assessments.

Retention and promotion of third grade students will follow the Student Progression Plan guidelines.

PROCEDURAL SAFEGUARDS FOR STUDENTS WITH DISABILITIES AND FOR STUDENTS IDENTIFIED AS GIFTED

The notice of these procedural safeguards for students with disabilities can be accessed by going to <http://www.fldoe.org/core/fileparse.php/7690/urlt/0070135-procedural.pdf>.

The notice of these procedural safeguards for students identified as gifted can be accessed by going to <http://www.fldoe.org/core/fileparse.php/7690/urlt/0070112-giftgard.pdf>.

If you are in need a copy, or have questions concerning your child, please contact the school at 772-468-5300.

PUPIL PROGRESSION

The purpose of the instructional program in the schools of St. Lucie County is to provide appropriate instructional and selected services to enable students to perform at or above their grade level academically. Promotion, however, is based primarily on student achievement and is not automatic. A student may not be promoted based on age or other factors that constitute social promotion.

Decisions regarding student promotion, retention and good cause placement are primarily the responsibility of the individual school's professional staff. The final decision in regard to grade placement is the responsibility of the principal.

REPORT CARDS

District-wide report cards will be sent home following the end of each of the nine week periods. Parents are to read, discuss, sign, and return the report cards as soon as possible. Always feel free to call the school to schedule a conference with your child's teachers. It is the best way to understand how your child is progressing. Parents will also receive interim progress reports at the midpoint of each grading period.

SCHOOL ADVISORY COMMITTEE/SCHOOL IMPROVEMENT TEAM

The School Advisory Council is a committee that guides and oversees the implementation of a system of school improvement and accountability which results in educational excellence and the highest level of student learning. The primary focus of the School Advisory Council is to develop the School Improvement Plan and to prepare our children for the future. The team consists of parents, faculty and staff, community members, and business partners. Anyone interested in serving on the School Advisory Council should contact the school office.

SCHOOL SAFETY PATROL

Weatherbee Elementary selects fifth grade students as Safety Patrol members to assist students and parents. Patrol members help by providing assistance to parents and reminding students about the school rules and safety procedures. Students not obeying school rules will be reported to an adult supervisor or administrator for disciplinary action. We sincerely appreciate our safety patrol and ask that you show your appreciation by always giving them your full cooperation.

SKYWARD FAMILY ACCESS

The School Board of St. Lucie County has developed a parent portal system to allow our parents access to their child's semester grades, attendance, and other pertinent information. Please go to the St. Lucie County website and click on the Parents and Student tab. In the left column is the Skyward Family Access link. If you do not currently have access please see the school data specialist in the front office.

STUDENT/PARENT/SCHOOL COMPACT

Effective schools are the result of families and schools working together to ensure that children are successful in school. A compact has been designed to promote the family/school partnership and to encourage children's learning and success in school. The compact form is located in the front of the Student Planner and on the school's website. **Please carefully read the compact, sign it, and return it to the school with your child.**

TEACHER CONTACT

Classrooms will not be interrupted to give messages to the teacher. If you need to contact one of the teachers, please call the office at 468-5300 and leave your name and phone number where you can be reached at during the day as well as in the evening. Teachers are encouraged to check their boxes for messages and return calls as soon as they possibly can.

TEXTBOOKS

All textbooks are loaned to students for their use during the school year. It is requested that they be handled carefully and kept as clean as possible. Students will be required to pay for lost or damaged books.

A child who has lost a book will not be allowed to take home another book until payment for the first book has been received.

TRANSPORTATION

Transportation is provided at no cost to the families of each child who resides more than two miles from his or her school. This privilege is available as long as the child abides by the rules of safety and proper behavior. Serious or repeated offenses may cause bus privileges to be suspended which then places on the parent or guardian the responsibility for transporting the student to and from school.

Suspension from riding the bus does not mean suspension from school attendance.

VISITORS

All visitors to Weatherbee Elementary must report to the main office to obtain a visitor's pass through the Raptor System.

VOLUNTEER PROGRAM

School volunteers are an essential part of the school program. Volunteers provide a variety of services from correcting papers to chaperoning field trips to tutoring individual students. Weatherbee Elementary has a strong and growing volunteer program. There is no better way to help your child succeed in school than to become involved in his/her education. The volunteer program offers parents, grandparents, college students, and any concerned adult the opportunity to make a difference. There are opportunities to work directly with students and staff or to work at home preparing materials or grading papers. We encourage you to consider volunteering this year. There are many ways to help! Please contact the school office for more information.

Student Volunteers Students who volunteer at a school cannot volunteer during school hours without consent from the school of the volunteer.

VOLUNTARY PRE-K PROGRAM

Weatherbee Elementary and the St. Lucie County School District Title 1 Office in partnership with the Early Learning Coalition of St. Lucie County offers a Free Voluntary Prekindergarten (VPK) Program. Your child must be four (4) years old on or before September 1, 2019 of the current school year.

WALKING STUDENTS TO CLASS

Parents of students may escort their child to class the first day of school, if they desire. After that time period, we encourage development of independence and self-confidence by having students proceed on their own. Our school utilizes safety patrol members as well as staff members on duty to provide any needed assistance. We thank you for your cooperation.

WEBSITE

Weatherbee Elementary has a wonderful website that will help you keep up to date with the exciting events that are taking place at your child's school. Please visit us at www.stlucie.k12.fl.us/wbe.

FACEBOOK

Please follow us on facebook!

WITHDRAWAL OF STUDENTS

Parents should complete withdrawal forms at the office before transferring a student. This helps expedite the transfer of a child's records.



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

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

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

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

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

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

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

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

Student/Parent Copy

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



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

ADULTS (2.70) EQUITY POLICY: PROHIBITING HARASSMENT

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

STUDENTS (2.70) EQUITY POLICY

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

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

Adult COMPLAINT PROCEDURES:

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

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

Student COMPLAINT PROCEDURES:

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

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

TITLE IX POLICY (2.71): PROHIBITING SEXUAL HARASSMENT

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

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

Employee Related:

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

Student Related:

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

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

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

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

School or Department Designee(s)

Adult/Employee Related:

Student Related:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA

NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

* * *

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

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



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.

(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,

St. Lucie Public Schools Title IX Formal Complaint

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

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

Location

Please explain the incident below:

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

Name: _____

Signature: _____



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

A. Policy Against Discrimination

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

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

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

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

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

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

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

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

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

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

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

C. Retaliation and Coercion Prohibited

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

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

D. Violations

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

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

E. Protections for Persons with Disabilities

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

F. Reporting

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

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

G. Procedures

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

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

LAWS IMPLEMENTED: [112.51](#), [119.07](#), [760.01](#), et. seq., [1000.05](#), [1000.21](#), [1001.43](#), [1012.22](#), F.S., 34 CFR, Parts [100](#), [104](#), and [106](#),

STATE BOARD OF EDUCATION RULE: [6A-19.001 et seq.](#)

History:

ADOPTED: 03/30/2004

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

Formerly: 2.09, 3.01



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

1. Definitions.

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

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

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.

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. 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.

- 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

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

- 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;

- 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

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

- 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

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

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:

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

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.



Bullying/Harassment

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

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

Code of Conduct

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

The Code of Student Conduct adopted by the School Board of St. Lucie County applies to students when the student is waiting for School District transportation at a designated stop, being transported to and from school on School District



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

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

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