Windmill Point Elementary School
a Kids at Hope School

2026 - 2027 Student Handbook/Planner

Valarie Jones, Principal
LaKeitha Jackson, Assistant Principal
E. Nikki Gomez, Assistant Principal

Wildcats "ROAR"

Respect Others, **O**bey Safety Rules, **A**ct Responsibly, **R**eady to Learn

School Colors

Blue and Gold

Windmill Point Elementary Mission

Windmill Point Elementary promises to nurture a positive school culture and to ensure academic excellence by preparing students for college and career readiness through the fostering of self-confidence, instillation of responsibility and development of leadership skills.

St. Lucie County Public Schools Mission, Beliefs, Vision

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

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

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

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

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

Quality schools are the responsibility of the entire community.

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

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

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

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

- Our core values are fairness, respect, trust, integrity, and commitment to improvement.
- We develop leaders committed to our common vision at all levels in the system.
- Collegiality and collaboration are key to our success.
- All district employees have the absolute right to a safe, trusting, and drug-free environment.
- All district employees provide prompt and courteous attention to their customers.

- We are a school system, not a system of schools.
- We are a learning organization, in which all roles serve the common purpose of pursuing continuous improvement in quality lea rning experiences for all.

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

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

Windmill Point Elementary is a Kids At Hope school!

Kids at Hope Student Pledge

I am a Kid at Hope.

I am talented, smart and capable of success.

I have dreams for the future, and I will climb

to reach those goals and dreams every day.

Kids at Hope Adult Treasure Hunter Pledge

As an adult and a Treasure Hunter,

I am committed to search for all the talents,

skills and intelligence that exists in all

children and youth.

I believe all children are capable of success,

NO EXCEPTIONS!

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

Arrival Procedures: STUDENTS ARE NOT ALLOWED ON THE SCHOOL GROUNDS BEFORE 8:00 A.M. The school does not provide supervision before this time. Parents of students arriving prior to 8:00 A.M. will be asked to make other arrangements for their child's supervision. Parents who need before school supervision are encouraged to participate in the Boys & Girls Club (772) 380-4052.

Students may enter the building at 8:00 A.M. and go to breakfast or directly to their hallway and sit outside their classroom door or assigned waiting area. They will be allowed to enter the classroom at 8:25 A.M. and instruction begins at 8:30 A.M. If students eat breakfast, they will go directly to the cafeteria. **Breakfast will be served until the first bell rings at 8:25**. After breakfast they should go directly to their assigned hallway/classroom/waiting area. **Walking children to class will be permitted the first two days of school only, August 11 and August 12.** Students who are assigned to designated areas will be supervised by school staff. Parents do not need to wait with their child in this area. Additionally, parents must drop off students at the front door. **Arrival Times**: Breakfast @ 8:00 A.M.; First Bell @ 8:25 A.M.; and Tardy Bell @ 8:30 A.M.

Assessments: I- Ready diagnostics will be conducted in the Fall, Winter and Spring. Beginning with the 2022–23 school year, Florida's statewide, standardized assessments in Reading, Writing, and Mathematics will be aligned with the Benchmarks for Excellent Student Thinking (B.E.S.T.). The Florida Assessment of Student Thinking (FAST), which includes VPK through grade 10 Reading and VPK through grade 8 Mathematics assessments, will be administered as a progress monitoring assessment, which students will participate in three times per year. B.E.S.T. assessments that are not part of the FAST progress monitoring program include grades 4–10 Writing.

Testing Accommodations for Students with Disabilities in Statewide Assessment:
Rule 6A-1.0943, F.A.C., states that all students with disabilities will participate in the statewide assessment program based on state standards without accommodations unless:

- The individual educational plan (IEP) team, or the team that develops the plan required under Section 504 of the Rehabilitation Act, determines and documents that the student requires allowable accommodations during instruction and for participation in a statewide assessment; or
- The IEP team determines that a student with a significant cognitive disability meets the criteria for participating in the statewide alternate assessment under subsection (4) of rule 6A-1.0943, F.A.C.

Each school board shall utilize appropriate and allowable accommodations for statewide assessments within the limits prescribed in rule 6A-1.0943, F.A.C. and current statewide assessment test administration manuals published by the Florida Department of Education, Bureau of Assessment and School Performance, and Bureau of Exceptional Education and Student Services.

Accommodations are defined as adjustments to the presentation of the statewide assessment questions, methods of recording examinee responses to the questions, scheduling for the administration of a statewide assessment to include amount of time for administration, settings for administration of a statewide assessment, and/or the use of assistive technology/devices to facilitate the student's participation in a statewide assessment. Accommodations that negate the validity of a statewide assessment are not allowable. Within the limits specified in rule 6A-1.0943, F.A.C., allowable statewide assessment accommodations are based on current instructional accommodations and accessible instructional materials used by the student in the classroom.

The need for any unique accommodations for use on a statewide assessment not outlined in the statewide assessment test administration manuals, published by the Florida Department of Education, as described in paragraph 3 of rule 6A-1.0943, F.A.C., must be submitted to the Department of Education for approval by the Commissioner of Education.

All district personnel are required to implement the accommodations in a manner that ensures that the test responses are the independent work of the student. Personnel are prohibited from assisting a student in determining how the student will respond or directing or leading the student to a particular response. In no case shall the accommodations authorized in rule 6A-1.0943, F.A.C. be interpreted or construed as an authorization to provide a student with assistance in determining the answer to any test item.

Allowable accommodations include:

a. PRESENTATION:
   (1) VISUAL ACCOMMODATIONS
      a. Regular print versions of the test may be enlarged through mechanical or electronic means.
      b. The district test coordinator may request large print version.
      c. Braille versions may be requested for students who use Braille materials. Some test items may be altered in format for Braille versions of the test as authorized by the Department. Test items that have no application for the Braille reader will be deleted as authorized by the Department. Student performance standards that cannot be assessed in Braille format will be deleted from the requirements of Section 1008.22, Florida Statues.
      d. The student may use means to maintain or enhance visual attention to test items.
      e. Provide student with a copy of directions read by teacher from the FCAT administration script.
      f. Mask portions of the test to direct attention to uncovered item(s).
      g. Use colored transparencies/overlays .
      h. Secure papers to work area.*
      i. Increase spacing between test items.*
      j. Fewer items placed on each page.*
      k. Positioning tools such as reading stand.
      l. Highlight keywords or phrases in directions to items.
   (2) AUDITORY ACCOMMODATIONS
      a. Signed or oral presentation may be provided for all directions and items other than reading items. Reading items must be read by the student through visual or tactile means.
      b. Use a reader to read directions and items other than reading items.
      c. Repeat, clarify or summarize test directions.
      d. Allow student to demonstrate understanding of directions (e.g., repeat or paraphrase) to ensure understanding.
      e. Use of text-to-speech technology to communicate directions or items or other than reading items.
      f. Provide verbal encouragement (e.g., “keep working,” “make sure to answer every question”); may not be used to cue a student regarding correct/incorrect responses.
      g. Use white noise (sound machines) to reduce auditory distractions.

b. RESPONDING:
   (1) ACCOMMODATIONS TO RESPONSE INPUT
      a. The student may use a variety of methods to respond to the test, including written, signed and verbal response. Written responses may include the use of mechanical and electronic devices. A test administrator or proctor may transcribe student responses to the format required by the test. Transcribed responses must accurately reflect the response of the student, without addition or edification by the test administrator or proctor.
      b. Dictate responses to proctor.
      c. Use of speech-to-text technology to indicate answers.
      d. Use of computer switch to indicate answers.
      e. Use of computer/alternative keyboard to indicate answers.
      f. Use of pointing device to indicate answers.
      g. Use of other communication devices to indicate answers.
      h. Enter answers directly into test booklet.
      i. Signing responses to interpreter.
      j. Dictate responses into a tape recorder.
      k. Use of special paper such as raised, line, shaded line, or color- decoded for long or short response (would require that responses are then transcribed).
      l. Use of math guides to organize mathematical computation.
      m. Use of writing guides (grids) to produce legible answers.
      n. Check periodically to be sure student is marking in correct spaces.

   (2) ACCOMMODATIONS TO RESPONSE PREPARATION
      a. Calculator for math problems for grades 7 and up.
      b. Abacus for all grade levels for students with visual impairments.

c. SCHEDULING

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

d. SETTING:
(1) The student may be administered a test individually or in a small group setting. The student may be provided with adaptive or special furniture and special lighting or acoustics.
(2) Special lighting.
(3) Adaptive or special furniture.
(4) Special acoustics such as FM systems to enhance sound or special rooms to decrease auditory distractions.
(5) Increase or decrease the opportunity for movement.
(6) Reduce stimuli (e.g., limit number of items on desk).
(7) Other specialized settings.*
(8) Administer the test in a familiar place such as the home with a test proctor present and/or by a familiar person. *(students homebound or hospitalized)*

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

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

*Examples of unique accommodations are identified by an asterisk (*).

Attendance: It is the responsibility of the parent and teachers to encourage consistent school attendance. An absence will be considered "unexcused" unless an absence excuse note is received. It is the responsibility of each student's parent/guardian to write a note to the school within three (3) days of the absence. Please include your child's full name, teacher's name, dates absent, and reason for the absence. NOTE: A phone call does not constitute an excused absence. If the child will miss more than five (5) consecutive days, the absence must be approved in advance by the principal to be considered excused. *Please See Appendix 1Attendance Policies K-12 at the end of the handbook for a detailed description.*

Awards: At the end of each 9-week period, students may qualify for the following awards. The criterion is as follows:

Principal's Achievement Award:
Any student in grades 3-5 who earns **all** A's in all academic and related arts areas including conduct and personal development

Academic Achievement:
Any student in grades 3-5 who earns a combination of A's & B's in all academic and related arts areas.

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

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

Business Partners: Windmill Point Elementary is always looking for classroom sponsors and business partners. We have appreciated the support the community has offered us in the past and hope for continued support in the future. The donations in the past have provided basic school supplies for our students, classroom library books for our teachers, as well as rewards for our students and teachers. Contact the school for details.

Cafeteria: Breakfast will be served in the cafeteria from 8:00 A.M. until 8:25 A.M. ***Due to space and time constraints, parents are not allowed to eat breakfast or lunch with their child. We encourage all parents and guardians to apply for the online meal application at https://foodservice.stlucie.k12.fl.us/.*** Additional juice or milk for hot or cold lunches may also be purchased. *Prices are subject to change based on board approval.* Please send money for meals on Mondays (make checks payable to Windmill Point Elementary) or deposit money via Skyward. The cafeteria allows ONE lunch charge. If your child would like to purchase an extra snack in the cafeteria that is a separate charge from their lunch provided. All cafeteria questions may be directed to the cafeteria manager by calling #336-6950, Ext. 6954. **If your child has an allergy to any type of food, please notify the front office, teacher, health clinic and cafeteria manager in writing from your child's doctor. Windmill Point's policy does not allow hard candy or chewing gum on campus at any time.** At this time we are unable to host parents or guests during lunch. The cost for adults is as follows: Lunch = $4.00. A healthy choice of delicious food items are available to purchase by visitors.

Cell Phones and **Wireless Communication Devices:**

Beginning with the 2025-2026 school year, elementary and middle school students are not permitted to use a wireless communication device including cell phones during the school day.

In accordance with new legislation recently signed into law, students may not use their cell phones or wireless communication devices at school throughout the entire school day including during lunch or class changes.

Allowable Exceptions:

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

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

In accordance with

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

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

(1) **Warning: School staff members are not responsible for damage, theft, or other loss of any confiscated personal property, including but not limited to confiscated wireless communications devices. Any confiscated personal property not reclaimed by the parent by the end of the school year will be considered abandoned and will be disposed of by the principal/designee.**

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

Checkout During the School Day: Parents must come to the front office directly to sign a student out, and the student will be notified to come to the office. Teachers are not allowed to dismiss students from the classroom, cafeteria, or playground without prior notice from the office. **There will be no dismissal of students allowed after 2:30 p.m. unless there is a documented family emergency. Parents must send a written note to school to let the teacher and office know the student will be leaving early.** Students will only be released to adults whose names appear on the emergency card. Parents must notify the office **immediately** of any changes in legal custody. Anyone checking out a student will be asked to show a government issued identification with a photo.

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

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

Students are not permitted to carry any kind of medication on them at any time, including aspirin, cough drops, Tylenol, etc. (unless authorized by a physician). If a child needs emergency medications such as inhalers and/or epi-pens, that medication may be carried by the student with physician and parent approval. In the event of a serious medical emergency requiring medical treatment above that which is available at the school site, the principal or her designee shall call 911. Once the emergency medical service (EMS) personnel arrive at the scene, they assume responsibility for the care of the individual.

Code of Conduct: The district Code of Conduct will be available on our district's website. It is essential that each parent and student read this Code and sign the acknowledgement page which will be kept on file at school. A hardcopy of the Code of Conduct book is available upon parent request by checking the appropriate box on the acknowledgement page. Please note that the Code includes a full explanation of the district's **Bullying/Harassment Policy**. A sample bullying/harassment complaint form is located at the end of this Student Handbook for your awareness. You may download a complaint form from our district's website, obtain a form from our school office, or simply call the office to have your child bring a form home to you. If you have further questions, please contact the principal or assistant principal.

Conferences: The communication between the home and school is a key factor in monitoring a child's progress. Conferences with teachers and other school personnel are encouraged and can be made by calling the school (336-6950) or by sending a note to the teacher. Please allow 24 hours' notice for an appointment. You will be contacted by your child's teacher prior to conference time to schedule an appointment. **We encourage every parent to attend at least two (2) face-to-face conferences during the school year**.

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

Dismissal: **If you have to make other arrangements for transportation home for your child, THE OFFICE OR TEACHER MUST RECEIVE A WRITTEN NOTE FROM THE PARENT STATING HOW YOUR CHILD WILL BE TRANSPORTED. For the safety of all the children at Windmill Point Elementary School, we will not accept any dismissal changes over the telephone or by email. All dismissal changes must be submitted either in person or in writing/fax. No changes to dismissal will be made after 2:00.**

Dress Code: The administration reserves the right to make all final decisions regarding dress code.

Windmill Point 2025-2026 Dress Code	Yes ☺	No ☹
Shirts	• Any Color/Print • Must have sleeves • T-Shirts • Windmill Point Spirit Shirts	• Shirts with inappropriate wording or logos • Shirts with spaghetti straps • Exposed midriff • No tank tops
Shorts/Dress/Skirts	• Any Color/Print • Fingertip length or longer. • Dresses must have sleeves • Athletic shorts	• Spandex • Tight fitting apparel • Leggings (unless under a dress)
Shoes	• Sneakers • Closed toed shoes with back	• Shoes with wheels or sound • Flip-Flops • Shoes with cleats • Shoes with heels • Crocs and Clogs • Slides • Jellies Sandals
Jackets	• Any color jackets • Jackets (hoods down) • Sweatshirts/jackets/sweaters	• Hoods may not be worn inside • No inappropriate words or logos
Pants/Capris	• Any color/print • Jeans • Sweatpants • Leggings allowed under dresses/skirts	• Jeans/Pants with holes and rips above finger-tip length

Note: No hats, bandannas, shower caps, or sleepwear are allowed.

If an item of clothing is not listed above, it is not allowed to be worn.

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

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

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

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

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

- Height and weight, which will include Body Mass Index (BMI) calculation for grades 1, 3, and 6
- Vision and hearing screenings for grades K, 1, 3 and 6
- Scoliosis screenings for grade 6
- In addition to these screening activities, your child will receive first aid and care in the event he/she is injured or becomes ill while at school. You will be informed, in writing, if your child fails to meets any of the screening standards. You are encouraged to seek further professional assistance. If you DO NOT want your child to participate in school health screenings, PLEASE NOTIFY THE SCHOOL in writing and include your child's name and grade.

Homework Policy: Homework may be assigned Monday through Thursday to provide practice and reinforcement of taught skills. Students in grades 1-5 will record homework in their planner or via weekly communicator. Your signature shows you have reviewed his/her homework. Approximate time for completion of homework nightly: Kindergarten - 15 min.; Grade 1 - 20 min.; Grades 2 & 3 - 30 min.; & Grades 4 & 5 - 45 min. The district Make-up Work Policy is detailed below:

Make-Up Work:

K- 12	*Allowed for all absences, excused or unexcused *Student has **1 day 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	*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

Lost and Found: At the end of each quarter, all remaining items in the school's lost and found box will be donated to a charitable organization.

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

Messages and Telephone Calls: Please leave a message with the office staff and your child will be notified. Phone calls for teachers will be returned within 24 hours.

Monthly Newsletters: Each month, we will produce a newsletter to share upcoming events, pertinent information, and helpful tips for the parents and students. The newsletter will be available in your Skyward Family Access and also on our website.

Parent Car Line, Walk Up and Drop-Off Of Students:

1. **Parking and/or lining up of vehicles will not be permitted in front of the covered student pick-up area.** This area is the fire zone area and no parking is permitted. **Please do not move any traffic cones located in the driveway/parking areas of the school.** Please adhere to the following rules: do not block the handicap parking spaces; do not cut in front of another car that is waiting in line for their child; and have your child enter and exit the vehicle on the passenger's side only. It is important that you do not allow and/or encourage your child to run to the vehicle.

2. Parents and visitors are requested to follow the directions of the school attendants who are supervising the children in the mornings and afternoons during drop-offs and pick-ups. Their job is to provide supervision of the children, assist the children getting in and out of the vehicles, and making sure vehicular traffic is moving in an orderly and efficient manner. If you need to get out of your car, then you must go to one of the designated parking spaces.
3. **The bus loading zone is for buses and day care vans only.** The area is clearly marked, "Do Not Enter". Drivers are not permitted to drive through this area and/or block the driveway for the buses.
4. The teachers and staff parking lot is only for employees of the school. The area is clearly marked. Drivers are not permitted to park in this area.
5. All car riders are to be dropped off in the morning in the front of the school. Kindergarten students and siblings will be dismissed from the back parking lot of the school. Any student in 1st through 5th will be picked up in the front of the school. The bus loading zone is for buses only and the staff parking lot is not a safe area for dropping off and picking up of students.
6. If you are walking to pick up your child: Students will be dismissed through the south cafeteria entrance and are considered to be "walkers". K-1 students will remain in the cafeteria to be dismissed one at a time as parents arrive.
7. School safety is a priority goal for everyone at Windmill Point Elementary. These procedures that we have developed are for the safety and security of all children who attend the school. Patience and courtesy will help enormously in attaining our goal.

Parent Resource Area: Please contact our media specialist at 336-6550, ext. 4338 to schedule an appointment to check-out any materials. All materials may be checked out for one week.

Parent Teacher Organization (PTO): Please refer to the school's website at http://schools.stlucie.k12.fl.us/wmp/.

Parties/Birthdays/ Candy: Students can celebrate their birthday with their classmates in the cafeteria during lunch. Please make arrangements 24 hours prior with the teacher. Individual wrapped items are required (cupcakes, muffins, etc.) and must be store bought. Candy and gum are not permitted. Balloons and gifts delivered or are brought to the school are not permitted. If you have any questions, please contact your child's teacher.

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

The following student expectations/school rules will be learned by all students.

Wildcat Classroom Rules:

1. **R**espect Others
   - Follow all adult directions
2. **O**bey Safety Rules
   - Keep hands, feet and other objects to yourself
3. **A**ct Responsibly
   - Complete all classwork and homework
4. **R**eady to Learn
   - Be prepared with all necessary supplies

Wildcat Hallway Rules:

1. **H** ands and feet to yourself
2. **A** lways use voice level: 0
3. **L** ine walks on the second tile
4. **L** ook forward

Wildcat Cafeteria Rules:

1. **C**onversation at voice level: 2
2. **A**lways stay in your seat
3. **F**or help, raise your hand
4. **E**xit when tables are trash free

Problem Solving Intervention Team: The primary purpose of the Problem Solving Intervention Team is to provide schools with a procedure for implementing systematic and efficient assistance to administrators, teachers, parents, and students. The team meets on a regular basis to discuss students in need of resource services, alternative teaching strategies, curriculum changes, behavioral interventions, and/or psychological evaluations. The Team's responsibility is to study all information about the student and make recommendations for interventions to be utilized in working with him or her. The interventions must be implemented for a minimum of 6 to 9 weeks on a consistent basis. The Team will reconvene after the intervention phase to discuss the effectiveness of the interventions. The Team will determine if the interventions were effective and need to be continued, if new interventions are needed; and/or if a formal evaluation is necessary.

Promotions and Retentions: Promotions and retentions are based on an evaluation of academic assessments and diagnostic data, physical, social and emotional growth. To be promoted from one grade level to another, a student must have made satisfactory progress

during the regular 180 day school term. Promotion criteria in grades Kindergarten through Five is that the student has demonstrated satisfactory progress in mastery of the Florida State Standards for appropriate grade level.

Rainy Day Arrangements: Please arrange a rainy day schedule for your child. Some after school activities may be canceled due to the weather. Your child will be permitted to call if this occurs. Please keep a rain poncho or umbrella in your child's backpack.

Report Card Dates: Report cards will be sent home with students at the conclusion of each 9 week period.
School Advisory Council: The School Advisory Council (SAC) meets monthly and meetings are open to any parent, community, or staff member. Please see the school website and newsletter for detailed information.
Textbooks: Basic textbooks are a loan for students use during the school year. It is requested that they be handled carefully and be kept as clean as possible. You will be required to pay for a lost or damaged book. Failure on the part of the student to pay for lost/damaged textbooks may deprive the student of further issuance of free textbooks. (Fl. Statue 233.42)

Uniform Grading System:

- In grades K-2, the indicators are:
  - 4 (Above Standard)
  - 3 (At Standard)
  - 2 (Approaching Standard)
  - 1 (Below Standard)
  - 0 (Not Attempted)
  - The before mentioned grades are based on mastery not a numerical %.

Uniform Grading System (Cont'd):

- Students in grades 3-12 will be awarded letter grades to indicate student progress.

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

Valuables: **All students are to leave valuables such as, cell phones, money, jewelry, toys, Gameboys, radios, tape players, electronic devices, Pokemon Cards, etc. at home.** The probability of damage/theft is too great and those items are a distraction to the students throughout the day. While it is tempting to bring a new gift or toy to school, these items, unfortunately, generally end up being damaged or lost, or in some cases, confiscated by adults because they are causing a disturbance or disruption in class. Confiscated items can be picked up in the office by a parent or guardian or will be returned to the students at the end of the school year.

Visitors: Parents are always welcome to visit the school. Please use the designated parking spaces in front of the school or at Minsky Gym. Parking in the bus loading zone and faculty parking areas is prohibited. **ALL VISITORS MUST CHECK IN AT THE FRONT OFFICE (WITH A GOVERNMENT ISSUED ID) AND OBTAIN A VISITOR'S PASS**. We will strictly enforce this policy to ensure the safety of all students. Our exterior doors remain locked at all times. Visitors can ring the bell to gain access. Parents who would like to observe a classroom must obtain prior permission from the principal and teacher, and must allow 24 hours' notice. **Preschool children and children not registered as students are not permitted to spend the day at school or visit the classrooms. Please plan to arrive no more than 15 minutes prior to the scheduled activity.**

Volunteers: We have seen excellent results when students receive individual help and we would like to be able to offer this educational opportunity to more students. If you feel that you could volunteer to work with students in a classroom, or help prepare materials for instruction, we would be happy to hear from you. You can reach our volunteer coordinator, Mrs.Keriann Blaszyk, by calling 336-6950. We ask that all of our volunteers dress professionally while working in our school. Volunteers are not allowed to volunteer in their own child's class or bring siblings to school while volunteering. Please find the application at this site:
https://business.stlucie.k12.fl.us/scripts/wsisa.dll/WService=wsFin/rapplmnu03.w

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

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

APPENDIX 1

ATTENDANCE POLICIES K-12

(a.) Compulsory School Attendance & Declaration of Intent to Terminate School Enrollment (F.S. 1003.21)

Pursuant to Section (F.S. 1003.21), all children who are either six years of age or who will be six years old by February 1, or who are older than six years of age but who have not attained the age of 18 years, must attend school regularly during the entire school term. A student between 16 and 18 years of age is not subject to compulsory attendance if the student completes a formal declaration of intent to terminate school enrollment with the district school board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and that the disenrollment will be reported to the Department of Safety and Motor Vehicles. The declaration of intent to terminate school enrollment must be signed by the student and the student's parent or legal guardian. The school must notify the parent or legal guardian of receipt of the student's declaration of intent to terminate school enrollment. A student who attains the age of 18 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age.

(b.) Official Attendance

The official daily attendance will be taken during the second-class period for middle and full-time high school students and at the beginning of the day for elementary schools. For part-time high school students the first scheduled period of the day on campus will be used to determine daily attendance. Secondary attendance must also be taken daily by class period.

(c.) Enforcement of Attendance (F.S. 1003.26)

When Parent is Required to be Contacted	• After each unexcused absence or absence for which the reason is unknown
Means of Parent Contact	• Contact can be by phone, auto call system, mail, in-person by school representative

Required Documentation	• Phone log noting date and time of call, official making call, family member contacted, and outcome of conversation • Mail – copy of dated notice or postal service return-receipt • Personal Contact – Parent's signature on form(s)/letter or Student Services forms
Referrals to Student Services	• Prior to or upon the 10th unexcused absences in any 90-day period and after school efforts to resolve have not been successful. • Schools will provide Student Services with documentation of their efforts to resolve the truancy
Truancy Petition	Described herein
Referral to CINS/FINS (Children in Need of Services/Families in Need of Services; The CINS/FINS provider is Children's Home Society)	Secondary schools are encouraged to refer habitual truants to the d. CINS/FINS provider.

(d.) Project ROCK

Student's suspended out-of-school who attend Project ROCK (north or south) can be coded as "R" (Project ROCK) for the dates that the school confirms that the student attended the program. Students with a disability may attend Project Rock. Day of attendance at Project Rock will not count as out-of-school suspension.

(e.) Attendance Codes, Excused Absences, Unexcused Absences (F.S.1003.26)

Attendance Codes	**Excused Absences** - Absences are excused when an appropriate explanation is provided by the parent within 3-days of the student's return or by the parent's physician, when the physician authorization threshold has been reached. The written explanation must include the dates of the absences which are sought to be excused and the reason for the absence. (F.S. 1003.26)	**Unexcused Absences** - Unexcused absences are all failures to attend school other than those specifically excused by the principal or designees. (F.S. 1003.26)

C – Clinic E – Excused G – Guidance I – BIC (not an absence) O – Out of School Suspension R – Project ROCK (not an absence) Students suspended out of school who attend Project ROCK can be coded as "R" for the dates the program verifies. S – School Activity/Field Trip (not an absence) In cases where there is a question about the validity of the activity, the Zone Assistant Superintendent shall make the determination. T – Excused Tardy U- Unexcused Tardy 1 – Unexcused Tardy 2 – Absence due to excessive tardies (K-5 only)	• Illness of the student • Major illness in the student's immediate family • Medical appointment of the student • Death of family member or friend • Required Court Appearance • Religious holiday of the student or student's family's faith • Subpoena or forced absence by any law enforcement agency to fulfill civic duties; a copy of the subpoena or court summons is required • Major disaster that justifies the absence that has been approved by the principal • Head lice: maximum of 2 days per incident and a maximum of 2 incidents per semester • Missing the school bus if the bus is more than 5 minutes early or more than 15 minutes late or is not able to make the route • Other planned absences approved in advance by the principal • Vacation travel or family outing/activity where the student has accumulated fewer than 10 excused or 5 unexcused absences. The principal can excuse vacation travel that exceeds the threshold after considering the student's attendance history, academic performance, mastery of the curriculum, and reason for the travel. Absences for this reason cannot exceed 5-days annually. Schools have the authority to withdraw students whose absences for this reason exceed this provision. Such students will be withdrawn for non-attendance • **Out of school suspensions**	• Truancy • 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. Absences for this reason cannot exceed 5-days annually and cannot be excused without advance written approval of the principal. Schools have the authority to withdraw students whose absences for this reason exceed this provision. Such students will be withdrawn for non-attendance. • Take Your Son or Daughter to Work Day • Failure to provide an explanation of the absence to the school within 3 days of the student's return to school – • Student Services staff can, after investigation advise the school to excuse absence documentation received after the expiration of the 3-day period. Physician explanations received after the 3-day period will also authorize the school to excuse the absence(s). • Failure to provide a Physician's Authorization when required • Missing the school bus if the bus is less than 5 minutes early or less than 15 minutes late • Immunization non-compliance • Non-Attendance due to head lice that exceeds two days per incident and/or exceeds 2-days per semester; students who return to school with lice or nits and who are sent home the same day or who remain in the office /clinic will not be counted as "in-attendance" and will have the absence unexcused

Reporting Attendance Cases to PST/Attendance Committee (F.S. 1003.26)	**Truancy Petition**
When: Student has accumulated at least 5 unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences or absences for which the reasons are unknown, within 90 calendar days **By Whom:** Teacher or any school staff with knowledge of the student's attendance Required Participants: School Social Worker or contracted caseworker; `school attendance officer; parent shall be	The Superintendent may file a truancy petition pursuant to procedures in F.S. 984.151 when: a. A student has 5 unexcused absences in a calendar month or 10 unexcused absences in a 90 calendar-day-period b. The PST/SST has met and efforts to correct the attendance has been unsuccessful c. The parent has been notified as to the unexcused absences or absences for which reasons are unknown and that a Truancy Petition is being filed.

invited and encouraged to attend **Purpose of Meeting:** To determine if a pattern of non-attendance is developing or exists and to develop interventions that shall be implemented **Interventions:** Interventions may include, but are not limited to: *frequent communication between school and family *mentoring *counseling *evaluation for alternative education program *attendance contracts *agency referral(s) *other interventions, including but not limited to a Truancy Petition pursuant to (F.S. 984.151) Non-Compliant Students: When students subject to compulsory attendance will not comply with attempts to enforce school attendance, the parent, guardian, superintendent or designee may refer the case to the case staffing committee pursuant to F.S. 984.12 and the superintendent may file a truancy petition pursuant to F.S. 984.151.	School's Responsibility: • Partner with Student Services to prepare the Petition • Provide Student Services will all verifications of notification to and conferences with the parent to inform and discuss attendance • Copies of all parent and physician excuses and phone logs • Verification that the recorded attendance is true and correct according to School Board policy Filing of Truancy Petitions: • Filed in Circuit Court in the 19th Judicial Circuit • All supportive documentation becomes part of the Court file • Parent(s) named in the Petition will receive a copy of the Petition when the Petition is served

IMPORTANT SCHOOL BOARD POLICY

5.75 EQUITY GRIEVANCE PROCEDURE FOR STUDENTS

(1) Grievance. For purposes of this policy, a grievance is a complaint by a student 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, intimidation, or sexual or other harassment against the student, or (c) a-another act in violation of the student's rights.

(2) Student Grievance Committee. The Superintendent shall appoint a Student Grievance Committee whose membership shall consist of three parents, three students, one administrator (the Equity Coordinator, who shall chair the Committee), and two teachers. Five persons shall constitute a quorum. All members of the school community will be informed of the Committee's existence and of the identity (by name or by position) of the members of the Committee.

(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 in writing to any member of the Student Grievance Committee within thirty (30) calendar days, of the alleged incident.

(b) The Committee member receiving the grievance shall notify the school principal of the filing of the grievance and shall bring the matter to the full Committee for preliminary consideration within ten (10) working days of the filing of the complaint.

(c) If the Committee determines that the grievance alleges a potential violation, and that there is probable cause that such a violation has occurred, the Committee shall set a date for an informal-hearing. If the committee determines that the grievance is insufficient or that there is no probable cause to proceed, the Committee shall so notify the grievant in writing. A determination of insufficiency or of no probable cause shall be subject to appeal as provided in subsections (3)(f) and (g) of this policy.

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

(e) If an informal hearing is held, the Committee shall render a recommendation in writing to the grievant and the person against whom the grievance has been lodged within ten (I 0) working days of such hearing. The principal of the involved school shall be responsible for taking any action required to implement the Committee's recommendations.

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

(g) The decision of the Superintendent may be appealed to the School Board within ten (IO) 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. The School Board shall render a written decision on the appeal within ten (1 0) working days of the meeting. All affected parties shall be notified and provided with a copy of the decision of the School Board. The decision of the School Board shall be administratively final.

(4) Information in Student Handbooks. All student handbooks for District schools shall incorporate the text of the Board's policy of educational equity as set forth in Policy 2.38, and this policy establishing an equity grievance procedure for students.

Authority: Law implemented: 230.22(2), Fla. Stat.228.201 and 230.23(6), Fla. Stat 27

2.37 Campus Disorders

Florida law provides a criminal penalty for persons who, without legitimate reasons, enter a school campus or facility and create a disturbance or refuse to leave when directed to do so by the principal or person in charge. In such cases of disruptive activity, or refusal to leave school grounds, the principal shall contact appropriate law enforcement officials and take such action as may be necessary to have the offender punished in the manner prescribed by law. The superintendent shall be promptly notified of any such action.
Authority:230.22(2), Fla. Stat. Law Implemented: 228.091, Fla. Stat.

2.38 Educational Equity

(1) Discrimination Prohibited. Discrimination on the basis of race, color, creed, national origin, sex, marital status, religion, age, or disability is prohibited. No person shall, on the basis of race, color, creed, national origin, sex, marital status, religion, age, or disability 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 condition or practice.

(2) Sexual Harassment Prohibited. This policy prohibits and deems unacceptable and intolerable all forms of sexual harassment or intimidation, including:

(a) Any unwelcome staff 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, and

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

(3) Violations. Any student or employee who violates this policy will be subject to appropriate disciplinary action.

(4) Protections for Persons with Disabilities. This policy is intended to incorporate and extend the protection afforded by the American 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.

(5) Reporting. 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. 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. 41, Fla. Stat., and School Board Policy 5.11.

(6) Procedures. Procedures for registering, investigating, and determining any complaint alleging a violation of this policy of educational equity are set forth in Policy 5.75 (as to students) and Policy (2.56 (as to employees, applicants for employment, and other non-students).

Authority: 230.22(2), Fla. Stat.
Law Implemented: 228.2001, 230.23(5) and (6), Fla. Stat.

Student Responsible 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 ~~guidelines~~ Policy established herein.

Digital Citizen

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

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

Expectations

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

1. Use of electronic devices should be consistent with the District's educational objectives, mission and curriculum.
2. Inappropriate use includes, but is not limited to, (1) texting, phoning, or web browsing during prohibited times; (2) taping conversations, music, or other audio at any time; (3) photography or videography of any kind; and (4) any activity that could in any manner infringe upon the rights of other individuals, including but not limited to students, teachers, and staff members.
3. Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to, copyrighted material, licensed material and threatening or obscene material.
4. Intentional or unintentional use of computing resources to access or process, proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
5. Software and/or services may not be installed or downloaded on school devices without prior approval of the Superintendent or designee.
6. Any malicious attempt to harm or destroy data of another user, the internet or other networks, is strictly prohibited. This includes, but is not limited to, creating and/or uploading computer viruses.
7. Unauthorized access to information by unauthorized recipients or "hacking" is strictly prohibited. This would include intentionally bypassing any internet filtering devices.
8. Use of electronic devices to bully or harass, as defined in Policy 3.43 included in Appendix A hereto, is strictly prohibited.
9. Student internet interpersonal communications (e.g., chat room, instant messaging, blogging, Wiki) requires authorization of a teacher or administrator.
10. Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
11. Files stored on District-managed networks are the property of the District and, as such, may be inspected at any time and should not be considered private. Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.
12. Users who accidentally access inappropriate material or witness another user accessing inappropriate material, shall immediately notify their teacher or school administrator.

Policy Violations

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 foreseeably create a risk of material and substantial disruptions within the school environment, (2) it was reasonably foreseeable that the off-campus expression might reach campus, and (3) the conduct did create a material and substantial disruption within the school environment. Disciplinary action shall be proportional to the offense. **Some violations may constitute criminal offenses and may result in legal action.** The School District will cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

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

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

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

(a) Political affiliations or beliefs of the student or student's parent;

(b) Mental or psychological problems of the student or student's family;

(c) Sex behavior or attitudes;

(d) Illegal, anti-social, self-incriminating, or demeaning behavior;

(e) Critical appraisals of others with whom respondents have close family relationships;

(f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

(g) Religious practices, affiliations, or beliefs of the student or parents; or

(h) Income, other than as required by law to determine program eligibility.

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

(a) Any other protected information survey, regardless of funding;

(b) Any non-emergency, invasive physical examination, or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under State law; and

(c) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

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

(a) Protected information surveys of students;

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

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

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

The School Board of St. Lucie County has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School Board will directly notify parents of these policies at least annually at the start of each school year and after any substantive change. The School Board will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below

and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School Board will make this notification to parents at the beginning of the school year if the Board has identified the specific or approximate dates of the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below, and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA

NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

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

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, SW

Washington, D.C. 20202-5920

* * *

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

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

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

* * *

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

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.

Title_IX Policy.pdf
Title IX Formal Complaint Form :

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

Website Link with contact information:

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

Additional Links:

Family Educational Rights and Privacy Act (PDF)

- * Ley de Derechos a la Educación y Privacidad de las Familias (Spanish) (PDF)
- * Lwa sou Dwa_ak Entimite_Lanseyman_pou Fanmi (Haitian_Creole) (PDF)

Student/Employee Calendar

Student/Employee_Full Calendar 2022-2023

Code of Student Conduct

Bullying Policy and Complaint Forms

Bullying Policy 3.43
http://www.boarddocs.com/fl/stlucie/Board.nsf/Public?open&id=policies#

Bullying Complaint Forms
English
http://www.stlucie.k12.fl.us/pdf/forms/STS0114A.pdf
Spanish
http://www.stlucie.k12.fl.us/pdf/forms/STS0114B.pdf
Creole
http://www.stlucie.k12.fl.us/pdf/forms/STS0114C.pdf

Attendance Policy

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 Cop

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

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

- Notice of Procedural Safeguards for Parents of Students with Disabilities (PDF)
- Notice of Procedural Safeguards for Parents of Students with Disabilities - Spanish (PDF)
- Notice of Procedural Safeguards for Parents of Students with Disabilities - Haitian Creole (PDF)
- Notice of Procedural Safeguards for Parents of Students with Disabilities - Arabic (PDF)
- Notice of Procedural Safeguards for Parents of Students with Disabilities - Amharic (PDF)

- Notice of Procedural Safeguards for Parents of Students with Disabilities – Chinese Simplified (PDF)
- Notice of Procedural Safeguards for Parents of Students with Disabilities – Chinese Traditional (PDF)
- Notice of Procedural Safeguards for Parents of Students with Disabilities - French (PDF)
- Notice of Procedural Safeguards for Parents of Students with Disabilities - German (PDF)
- Notice of Procedural Safeguards for Parents of Students with Disabilities - Portuguese (PDF)
- Notice of Procedural Safeguards for Parents of Students with Disabilities - Russian (PDF)
- Notice of Procedural Safeguards for Parents of Students with Disabilities - Tagalog (PDF)
- Notice of Procedural Safeguards for Parents of Students with Disabilities – Thai (PDF)
- Notice of Procedural Safeguards for Parents of Students with Disabilities – Vietnamese (PDF)

- Procedural Safeguards for Exceptional Students who are Gifted - 6A-6.03313 (PDF)

SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA

NOTICE OF PROTECTION OF PUPIL

RIGHTS AMENDMENT

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

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

(a) Political affiliations or beliefs of the student or student's parent;

(b) Mental or psychological problems of the student or student's family;

(c) Sex behavior or attitudes;

(d) Illegal, anti-social, self-incriminating, or demeaning behavior;

(e) Critical appraisals of others with whom respondents have close family relationships;

(f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

(g) Religious practices, affiliations, or beliefs of the student or parents; or

(h) Income, other than as required by law to determine program eligibility.

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

(a) Any other protected information survey, regardless of funding;

(b) Any non-emergency, invasive physical examination, or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under State law; and

(c) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

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

(a) Protected information surveys of students;

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

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

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

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

requirement:

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C, 20202-5901

NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

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

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

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

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

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

(4) The right to consent to disclosure of personally identifiable information contained

in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

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

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

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

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

Family Policy Compliance Office United

States Department of Education 400

Maryland Avenue, SW Washington, D.C.

20202-5920

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

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

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

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

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 2.70 Status Active

1. Definitions.

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

a. School District means the St. Lucie County School District.

b. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

   i. A School District employee conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct;

   ii. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or

   iii. Sexual assault as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

c. Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

d. Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

e. Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably

available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the school's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the school's educational environment, or deter sexual harassment.

Schools must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the supportive measures. The school-based Title IX Coordinator is responsible for coordinating the effective

implementation of supportive measures. Remedies are designed to restore or preserve equal access to the school's education program or activity. Remedies may be issued at the conclusion of the grievance process.

f. Formal complaint refers to a document filed by a complainant or signed by the school-based Title IX Coordinator alleging sexual harassment against a respondent and requesting investigation of the allegation. The formal complaint may be filed in person, by mail, or by electronic mail.

g. The District Title IX Coordinator ("District Coordinator") is responsible for coordinating School District compliance with Title IX of the Education Amendments of 1972 ("Title IX") regulations.

h. The school-based Title IX Coordinator ("school-based Coordinator") is responsible for coordinating Title IX compliance at an assigned school.

i. The Title IXinvestigator ("investigator") is responsible for conducting the investigation as required by Title IX and preparing the investigative report.

j. The Title IX decision-maker ("decision maker") reviews the evidence, determines responsibility for all formal complaints, and provides a written determination to the parties. The decision-maker cannot be the same person as the school-based Title IX Coordinator or the investigator.

k. The Title IX appeals decision-maker ("appeals decision maker") is responsible for reviewing the written determination and issuing a written decision describing the result and rationale for the appeal.

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

2. Scope of Title IX. This policy applies to allegations that meet the definition of sexual harassment as defined in section (1)(b) of this policy, conduct that occurred in a School District education program or activity, and allegations

against a person in the United States.

a. "Education program or activity" includes locations, events, or circumstances over which the School District exercised substantial control over both the respondent and the context in which the sexual harassment occurred.

b. Reporting Sexual Harassment. Any person may report sexual harassment, regardless of whether the reporting person is the alleged victim of the conduct. A report can be made in person, by mail, by telephone, or by electronic mail, using the contact information for the District Coordinator or school-based Coordinator. Reports may be made at any time, including during non-business hours. Any person with knowledge of sexual harassment is strongly encouraged to report the incident. Reports should be made as soon as possible after the alleged incident. A formal complaint must be filed within ten (10) school days after the alleged incident. Failure on the part of the complainant to initiate or follow up on the complaint within this period may result in the complaint being deemed abandoned.

    i. The School District is responsible for responding to complaints of which it has notice even if notice is not received within the aforementioned time frame.

c. All School District employees are required to, and must, report, in writing, any allegations of sexual harassment or violations of this policy to the District Coordinator, school-based Coordinator, or appropriate administrator.

3. The Superintendent may identify, upon request of a complainant or respondent, a designee for the District Coordinator when, in the Superintendent's judgment, it is warranted. Should an alternate be designated to investigate a complaint, the complainant may request a review by the Superintendent.

4. Knowledge of Sexual Harassment. When a school-based employee assigned to an elementary or secondary school has knowledge of sexual harassment or allegations of sexual harassment, the School District is obligated to respond.

5. Response to Knowledge of Sexual Harassment. A school must respond to knowledge of sexual harassment in the school's education program or activity against a person in the United States within twenty-four (24) hours or no more than two (2) school days.

    a. If the alleged sexual harassment might constitute a crime the matter shall immediately be reported to the School Resource Officer ("SRO") or the appropriate law enforcement agency. Any uncertainty regarding whether the alleged sexual harassment might constitute a crime must be resolved in favor of reporting the incident to law enforcement.

b. If the alleged sexual harassment might constitute child abuse the matter shall immediately be reported to the Florida Department of Children and Families ("DCF"). Any uncertainty regarding whether the alleged sexual harassment might constitute child abuse must be resolved in favor of reporting the incident.

c. When a School District employee is the respondent, the school-based Coordinator or school administrator shall immediately notify the Director of Employee Relations. If the respondent is a School District employee, discipline may be taken, consistent with any applicable collective bargaining agreement provisions or statutory provisions to resolve a complaint of sexual harassment. Upon knowledge of alleged sexual harassment, the school-based Coordinator must:

i. Contact the complainant to discuss the availability of supportive measures;

ii. Consider the complainant's wishes with respect to supportive measures;

iii. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and

iv. Explain to the complainant the process for filing a formal complaint.

6. Filing of Formal Complaint. The formal complaint may be filed by a complainant, parent or legal guardian, or signed by the school-based Coordinator. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in the school's education program or activity.

7. Response to Filing of Formal Complaint.

a. When a formal complaint has been filed, the school must immediately determine if:

i. The allegations meet the definition of sexual harassment even if proved, as defined in section (1)(b) of this policy;

ii. The conduct occurred in a School District education program or activity; and

iii. The allegations occurred against a person in the United States.

b. If the school determines these requirements are met, the school must follow the grievance process outlined in section (12) of this policy. If the school determines any of these requirements are not met, the

school must dismiss the formal complaint. Written Notice of dismissal must be sent.

8. Consolidation of Formal Complaints. Formal complaints involving allegations of sexual harassment arising from the same facts or circumstances may be consolidated against more than one (1) respondent, if multiple complainants file a complaint against multiple respondents, or if one (1) party files a complaint against the other party.

9. Dismissal of Formal Complaints. Schools shall investigate allegations in a formal complaint and determine whether dismissal is required or permitted.

   a. Required Dismissal.

      i. The School District must dismiss a formal complaint if the alleged conduct: does not constitute sexual harassment even if proved as defined in section (1)(b) of this policy; or

      ii. Did not occur in a school's education program or activity; or

      iii. Did not occur against a person in the United States.

      iv. The School District may take action under another provision of the Code of Student Conduct in the event dismissal is required.

   b. Permitted Dismissal. Schools may dismiss a formal complaint or any allegations during the investigation or hearing if:

      i. The complainant provides written notice to the school-based Coordinator of their intent to withdraw the formal complaint or any allegations; or

      ii. The respondent is no longer enrolled or employed by the School District; or

      iii. Specific circumstances prevent the school from gathering evidence sufficient to reach a determination.

   c. Written Notice of Dismissal. Upon a required or permitted dismissal, schools must send written notice of the dismissal and reasons for the dismissal simultaneously to parties within twenty-four (24) hours or no more than two (2) school days.

   d. Appeal of Dismissal. Parties may request an appeal from a dismissal within two (2) school days of issuance of the dismissal. Requests for an appeal should be sent to the decision-maker, as outlined in section (14) of this policy.

10. Emergency Removal. The School District may remove a respondent from a school's education program or activity on an emergency basis, only after undertaking an individualized safety and risk analysis, and determining if an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and providing the respondent with notice and an opportunity to challenge the decision within two (2) school days following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

a. Grievance Process for Formal Complaints of Sexual Harassment. In response to a formal complaint, schools must provide written notice to all known parties and follow a specified grievance process before the imposition of any disciplinary sanctions against the respondent. A school must provide written notice of allegations within two (2) school days of the allegations to all known parties upon receipt of a formal complaint.

i. Written notice must include:

1. The identities of the parties involved in the incident, if known;

2. The conduct allegedly constituting sexual harassment;

3. The date and location of the alleged incident, if known;

4. A statement that the respondent is presumed not responsible for the alleged conduct;

5. The school's grievance process;

6. A statement that a determination regarding responsibility is made at the conclusion of the grievance process;

7. A statement informing the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney;

8. A statement advising parties that they may inspect and review evidence, as outlined in section (11)(f)(i); and

9. A statement informing the parties of any provision in the school's Code of Student Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

ii. If during the course of an investigation the school decides to investigate allegations about the complainant or respondent that are not included in the original notice, the school must provide written notice of the additional allegations to the known parties within two (2) school days, pursuant to the requirements of written notice in this policy.

b. Response to Complaint. Parties shall be afforded the opportunity to prepare a response regarding the complaint and provide that response during the initial interview. Parties shall have no less than two (2) school days from the date of the written notice to prepare a response. The school-based Coordinator shall conduct the initial interviews with both the complainant and the respondent within five (5) school days. Each individual shall be interviewed separately and at no time will the complainant and respondent be interviewed together. This time frame may be modified for good cause. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

c. Basic Requirements for Grievance Process. A school's grievance process must:

i. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility has been made against the respondent;

ii. Require an objective evaluation of all relevant evidence;

iii. Include a presumption that the respondent is not responsible for the alleged conduct until the written determination is made at the end of the grievance process;

iv. Ensure the school-based Coordinator, investigator, decision-maker, and appeals decision-maker are free from any conflicts of interest or bias for or against any complainants or respondents;

v. Include reasonably prompt time frames for the conclusion of the grievance process;

vi. Include reasonably prompt time frames for filing and resolving appeals;

vii. Allow for the temporary delay of the grievance process or limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action;

viii. List the range of possible disciplinary sanctions and remedies that may be implemented;

ix. Include the procedures and grounds for appeal;

x. Describe the range of supportive measures available to parties;

xi. Not allow, require, rely upon, or otherwise use questions or evidence that seek disclosure of protected information under a legally recognized privilege, unless the person holding such privilege waives the privilege; and

xii. Notify parties that the preponderance of the evidence standard will be used to determine responsibility.

11. Procedures for Investigation of a Formal Complaint. The investigation must be completed and evidence provided to the respondent and complainant within five (5) school days of the initial interviews with the complainant and respondent, whichever interview is later. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

a. The School District must ensure that the burden of proof and the burden of gathering evidence rests on the school.

b. Confidentiality of Medical Records. The School District cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the school obtains that party's voluntary, written consent to do so for a grievance process under this section. If a party is not an "eligible student," as defined in 34 CFR 99.3, then the school must obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3;

c. Schools shall not restrict the ability of either party to discuss the allegations under investigation.

d. Written Notice of Grievance Proceedings. Notice for any investigative interviews, or meetings must be sent at least two (2) school days prior to the interview or meeting. Notice for any hearings must be sent at least ten (10) school days prior to the hearing. Notice must include the date, time, location, participants,

and purpose of meeting to all parties whose participation is expected or invited.

e. Grievance Proceedings. Both parties must be given an equal opportunity to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding with an advisor of their choice.

f. Evidence

(i) Inspection and Review of Evidence. Both parties must be given an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint including the evidence upon which the school does not intend to rely in reaching a determination regarding responsibility. OTC must make all evidence subject to the parties' inspection and review available at any hearing to give each party an equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

(ii) Prior to completion of the investigative report, schools shall send to each party and their advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. Parties have ten (10) school days to submit a written response to all evidence, for the investigator to consider before concluding the investigative report. If a response is not received within ten (10) school days, the investigator will deem the non-response as a waiver and continue with the investigative report.

(iii) Gathering and Presentation of Evidence. Schools may not restrict the ability of either party to gather and present relevant evidence.

g. Presenting Witnesses. Both parties shall be given the equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

h. The Investigative Report. The investigator shall create an investigative report that fairly summarizes all relevant evidence presented. The investigator must send the report in an electronic form or a hard copy to all parties and all advisors ten (10) days prior to a hearing for their review and written response, if a hearing is required. If a hearing is not required, schools must send the report to all parties and all advisors for their review and written response ten (10) days prior to any written determination. Parties will have ten (10) days from receipt of the investigative report to provide a written response to the investigative report.

i. K-12 Questions. After the investigative report has been sent to all parties and before a determination regarding responsibility is made, each party shall be given two (2) school days to submit written, relevant questions to be asked of any party or witness and provide each party with answers within two (2) school days. Parties shall then be allowed two (2) school days to provide no more than five (5) follow-up questions in total from all parties and witnesses. Parties and witnesses have two (2) school days to respond to any follow-up questions.

j. After parties submit written questions, the decision-maker must:

(i) Determine whether a question is relevant; and

(ii) Explain to the proposing party any decision to exclude a question as not relevant;

(iii) Questions and evidence regarding a complainant's sexual predisposition or prior sexual behavior are only relevant if offered to prove someone other than the respondent committed the alleged conduct, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

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

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

i. Advisors may attend interviews with their party only at their party's request, unless the advisor is a parent or legal guardian;

ii. Advisors shall not restrict access to their party;

iii. Advisors are only permitted to use the investigative report and evidence received for inspection and review for purposes of the grievance process;

iv. Advisors will be required to abide by a non-disclosure agreement that complies with both Title IX and FERPA; and

v. Advisors may not request education records that are protected by the Family Educational Rights and Privacy Act of 1974 ("FERPA").

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

Coordinator is responsible for implementing remedies stated in the written determination.

a. The written determination must include:

   i. Identification of the allegations potentially constituting sexual harassment, pursuant to the definition in this policy;

   ii. A description of the procedural steps taken from the receipt of the formal complaint through the written determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings;

   iii. Findings of fact supporting the determination;

   iv. Conclusions regarding application of the Code of Student Conduct to the facts;

   v. The result and rationale as to each allegation;

   vi. A determination regarding responsibility as to each allegation;

   vii. Any disciplinary sanctions imposed on the respondent by the school;

   viii. Whether remedies will be provided by the school to the complainant; and

   ix. Permissible procedures and grounds for the complainant and respondent to appeal.

14. Appeals. Each party has the opportunity to appeal from both a written determination, and a dismissal of a formal complaint or any allegations. A request for an appeal from a dismissal must be made within two (2) school days of issuance of the dismissal. A request for an appeal from a written determination must be made within two (2) school days of issuance of the written determination. Requests for an appeal should be sent to the decision-maker.

   a. If an appeal is not filed, the determination regarding responsibility becomes final on the date after the two (2) school days to file an appeal has passed. If an appeal is filed, the determination regarding responsibility becomes final on the date the school provides the written appeals decision.

   b. Grounds for Appeal. Appeals may take place for the following reasons:

      i. Procedural issues affected the outcome;

ii. New evidence that was not reasonably available at the time the written determination or dismissal was made becomes available that could affect the outcome; or

iii. There was a conflict of interest or bias by the school-based Coordinator, investigator, or decision-maker, against any complainant or respondent that affected the outcome.

c. Notification of Appeal. Schools must notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties. Parties must be given three (3) school days to submit a written statement in support of, or challenging, the outcome of the written determination. If a written statement is not received within three (3) school days, the appeals decision-maker will deem the non- response as a waiver and continue with the appeals process.

d. Appeals Decision-Maker. The appeals decision-maker may not be the same person as the investigator, school-based Coordinator, or decision-maker who reached the initial determination of responsibility or dismissal. The appeals decision-maker must not have a conflict of interest or bias for or against any complainant or any respondent.

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

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

a. Definition of Retaliation.

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

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

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

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

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

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

iii. Any complainant;

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

v. Any respondent; and

vi. Any witness.

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

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

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

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

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

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

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

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

b. Decision-makers must receive training on:

i. Any technology used to conduct investigations; and

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

c. Investigators must receive training on:

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

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

17. Recordkeeping.

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

b. Maintaining Records. Schools must maintain records related to any sexual harassment investigation for seven (7) years, including records of:

i. Any actions taken in response to a report of sexual harassment;

ii. Any actions taken in response to a formal complaint of sexual harassment;

iii. Any supportive measures provided;

iv. Each sexual harassment investigation;

v. Any determination regarding responsibility;

vi. Any audio or audiovisual recording or transcript;

vii. Any disciplinary sanctions imposed on the respondent;

viii. Any remedies provided to the complainant;

ix. Any appeal and written appeal decision; and

x. All materials used to train school-based Coordinators, investigators, decision-makers, hearing officers and appeals decision-makers.

18. Dissemination of Policy.

a. Notification of Title IX Coordinator. The School District must notify students, parents or legal guardians of elementary and secondary school students, employees, applicants for admission and employment, and all unions or professional organizations the School District holds collective bargaining or professional agreements with, of the name, office address, electronic mail address, and telephone number of the District Coordinator.

b. Notification of Policy. The School District must notify students, parents or legal guardians of elementary and secondary school students, employees, applicants for admission and employment, and all unions or professional organizations the School District holds collective bargaining or professional agreements with, that:

i. The School District does not discriminate on the basis of sex in any education program or activity;

ii. The School District is required by Title IX not to discriminate on the basis of sex;

iii. The requirement to not discriminate on the basis on sex extends to admission and employment; and

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

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

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

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

hold collective bargaining or professional agreements with the School District.

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

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

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

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

_____

Please explain incident below:

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

Name: _____

Signature: _____

St. Lucie County

School Board Policy

Manual Section

Chapter 5: Students

Title

Equity Grievance Procedure for Students

Code

5.71

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

(2) Student Grievance Coordinator. The Superintendent shall appoint a Student Grievance Coordinator

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

(3) Procedure

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

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

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

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

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

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

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

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

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

1. Imposing consequences, including referral for discipline when appropriate, upon the person against whom the grievance was lodged,

2. Undertaking such remedial measures as appropriate in the circumstances to address and resolve the grievance and to protect the grievant and witnesses for the grievant from retaliation or future discrimination,

3. Undertaking referrals for counseling, when appropriate, of the grievant and the person against whom the grievance was lodged, and

4. Re-emphasizing instruction of students and training of employees on identifying, preventing, and responding to acts of discrimination.

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

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

STATUTORY AUTHORITY: 1001.41,1001.42, F.S.
LAWS IMPLEMENTED: 1000.05, F.S.

History:
Adopted: 03/30/2004
Revision Date(s): 10/28/2008, 06/08/2010, 09/13/2011
Formerly: 5.65

BOARD MEMBERS

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

SUPERINTENDENT

Dr. Jon R. Prince

NOTICE OF NON-DISCRIMINATION AND SECTION 504 COMPLIANCE

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

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

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

Heather Roland, Executive Director of Student Services
9461 Brandywine Lane, Port St. Lucie, FL 34986
Office: (772) 429-4577, Fax: (772) 429-4589, E-mail: SS-GRV@stlucieschools.org

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

Rafael Sanchez, Executive Director of Human Resources
9461 Brandywine Lane, Port St. Lucie, FL 34986
Office: (772) 429-7508, Fax: (772) 429-7501, E-mail: EMP-GRV@stlucieschools.org

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

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

Dr. Adrian Ocampo, Executive Director of Assessment and Accountability
Equity Coordinator
9461 Brandywine Lane, Port St. Lucie, FL 34986
Office: (772) 429-5538 E-mail: Adrian.Ocampo@stlucieschools.org

St. Lucie
PUBLIC SCHOOLS