

St. Lucie

PUBLIC SCHOOLS



AN "A" RATED
DESTINATION DISTRICT



EMPLOYEE HANDBOOK

*St. Lucie Public Schools is an Equal Opportunity Agency
August 2025*

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Welcome to St. Lucie Public Schools! Thank you for choosing us as your employer. We wish you the very best as you join our team. This handbook is designed to share important information about St. Lucie Public Schools with newly employed individuals. It is our goal to help you understand your rights, responsibilities, benefits, and the operation of our school district so that you can become a vital member.

The information shared here is a summary of other documents maintained by the district as well as applicable laws, rules, and regulations. This orientation program is not meant to replace these other documents but rather to make you aware of both your obligations and privileges as an employee of St. Lucie Public Schools. All policies are available on the school district website.

Mission

As an employee you need to be aware of the Mission of St. Lucie Public Schools as this is the guiding principle for all decisions and procedures followed within the district. Please familiarize yourself with it and let it become the basis for your service to the district.

**The Mission of the
St. Lucie Public Schools
is to ensure that all students graduate
from safe and caring schools
equipped with the knowledge, skills and desire to succeed.**

What does this mean for you as an employee of the district? It means that every person who works in our schools or with our children has an obligation to contribute positively to the learning of each child with whom he/she comes in contact. It means that each employee is expected to contribute to the establishment and preservation of a safe learning environment. It means that each employee is considered to teach by example and demeanor if not by direct instruction. It means that each adult in our schools is expected to provide a positive role model for students in the way his or her assigned duties are performed, in the quality of respect that is shown to students, parents, coworkers, and supervisors.

What does it mean to the operation of the district?

- The district has as its goal to provide our students with the very best instructors that can be obtained for each segment of their education regardless of the individual school attended.
- Every employee of the district, no matter what position he/she fills, directly contributes to the education of each student with whom he/she comes in contact.
- It is the intent of the district to develop a staff that reflects and represents the diversity found in the population we serve.
- The district recognizes and values the unique contributions brought to it by each individual.
- The district is committed to the goal that each of our schools will become premier centers of learning that are organized around students and the work that is provided to them.

Vision

St. Lucie Public Schools, in partnership with parents and community, will become premier centers of knowledge that are organized around students and the work provided to them. Our name will be synonymous with continuous improvement of student achievement and the success of each individual. Our promise is to move from good to great focusing on our core business, the creation of challenging, engaging, and satisfying work for each child, every day. This is the St. Lucie Way!

PART I – POLICIES

Principles of Professional Conduct for the Education Profession in Florida

Florida educators shall be guided by the following ethical principles:

- The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
- The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the

best professional judgment and integrity.

- Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

In addition, all members of the St. Lucie Public Schools team, regardless of whether serving as a teacher, administrator or support staff member, are also responsible for conducting themselves according to the disciplinary principles provided in Appendix A. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

District staff members are required to report to the principal or supervisor of their worksite location and the Executive Director of Human Resources alleged misconduct by district employees which affects the health, safety or welfare of a student. If the alleged misconduct to be reported is regarding the Executive Director of Human Resources, the employee shall report the alleged misconduct to the Superintendent. Failure to report such alleged misconduct shall result in appropriate disciplinary action. We encourage all employees to read the document on Professional Misconduct in its entirety. Please see Appendix B.

Code of Ethics for Public Officers and Employees

The Code of Ethics for Public Officers and Employees adopted by the Legislature is found in Chapter 112 (Part III) of the Florida Statutes. The Code applies generally to all public officers and employees, state and local.

The Florida Commission on Ethics functions as an independent commission responsible for enforcing the Code, including investigating and issuing public reports on complaints of breaches of the public trust by public officers and employees. The Commission publishes a booklet that generally describes the provisions in Florida's ethics laws as well as the processes of the Commission, entitled "Guide to the Sunshine Amendment and the Code of Ethics for public Officers and Employees", which may be found on-line at <http://www.ethics.state.fl.us/>. Section III, B of the Guide provides information on Prohibited Employment and Business Relationships for public officers and employees.

The Commission also renders legally binding advisory opinions interpreting the ethics laws. A searchable database of Commission advisory opinions is available on the Commission's website at <http://www.ethics.state.fl.us/>. Any public officer, candidate for public office, or public employee in Florida who is in doubt about the applicability of the standards of conduct or disclosure laws to himself or herself, or anyone who has the power to hire or terminate another public employee, may seek an advisory opinion from the Commission about himself or herself or that employee. For more information on requesting an advisory opinion, please refer to the Commission's website or call the Commission at 850-488-7864.

Although it is a public employee's responsibility to know and comply with the Code, for questions regarding whether a particular situation presents a prohibited employment or business relationship, you may also direct questions to your principal or direct supervisor, who will contact legal counsel as needed. However, for a legally binding opinion, you must contact the Commission for an advisory opinion.

Reporting Child Abuse

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

School personnel do not need permission to make a report of suspected abuse or neglect and cannot ask someone else to make the report for them. In addition, anyone who has been told about the suspected abuse needs to have his or her name included in the report when it is made. Reports can be made by telephone (1-800-96ABUSE), fax (1-800-914-0004), web-based chat or web-based report.

Failure to report is a felony of the third degree as described in Florida Statute 39.205. Individuals reporting suspected abuse or neglect are immune from any liability when making such reports to DCF in good faith.

Section 1012.98 of Florida Statutes requires teachers in grades K-12 to participate in continuing education training provided by DCF on identifying and reporting child abuse and neglect (<http://www3.fl-dcf.org/RCAAN/>).

School staff should also inform the District's Safety & Security Department if a School Resource Officer (SRO) is not available on site that they have placed a call to the Abuse Registry. Informing the Safety & Security Department

and/or the SRO does not absolve school staff of the responsibility to call the Abuse Registry. Staff have a duty to comply and cooperate with any child protective investigations. Always file a report as soon as suspected abuse or neglect becomes known. Do not delay!

Bloodborne Pathogen & Infection Control

Staff should be knowledgeable about the conditions that spread Hepatitis B, HIV, and other infectious diseases and be aware of their rights and the rights of others when disease is involved.

Certain positions within the school district have been identified as having a somewhat greater hazard of contracting Hepatitis B or other infectious diseases. These positions are:

- Exceptional Student Education (ESE) teachers and paraprofessionals
- Health paraprofessionals and school nurses
- Custodians
- Plumbers and electricians
- Bus drivers and bus aides who transport ESE students
- All athletic coaches

Those persons in the above six (6) categories are obligated to take initial training upon hire and annual training thereafter in infection control. All employees, regardless of risk, are invited to receive the Hepatitis B vaccination at no cost. Contact the Risk Management Department at 772-429-5521 for additional information.

In accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard, 29 CFR 1910.1030, the district has developed an Exposure Control Plan. Employees are urged to study all provisions of the plan very carefully. This plan will be subject to review and revision as needed.

Policy Against Discrimination

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

The following persons have been designated to handle inquiries and complaints regarding the school board's non-discrimination policies:

Inquiries and complaints by students, parents, applicants for admission to school, and all others except employees and applicants for employment:

Heather Roland, Executive Director of Exceptional Student Education & Student Services
St. Lucie Public Schools
9461 Brandywine Lane
Port St. Lucie, Florida 34986
Telephone: 772-429-4577
Facsimile: 772-429-4589
E-mail: SS-GRV@stlucieschools.org

Nondiscrimination policy inquiries and complaints by employees and applicants for employment:

Dr. Rafael Sanchez Jr., Executive Director of Human Resources
St. Lucie Public Schools
9461 Brandywine Lane
Port St. Lucie, Florida 34986
Telephone: 772-429-7508
Facsimile: 772-429-7510
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 Exceptional Student Education & Student Services, contact information listed above.

The district's Equity Coordinator is identified below:

Dr. Adrian Ocampo. Executive Director of Assessment & Accountability
St. Lucie Public Schools
9461 Brandywine Lane
Port St. Lucie, Florida 34986
Telephone: 772-429-5538
E-mail: Adrian.Ocampo@stucieschools.org

If due to a disability you need special accommodations to receive school board information or to participate in school board functions, call 772-429-3600 and ask for the School Board Secretary. A telecommunications device for the deaf (TDD) is available at 772-429-3919.

Bullying/Harassment

St. Lucie Public Schools is committed to maintaining a work environment that is free from all forms of bullying/harassment. In keeping with this commitment, the district will not tolerate, condone or permit bullying/harassment of employees or others by anyone, including any supervisor, coworker, vendor, client or customer.

You can review the entire Bullying/Harassment policy on the St. Lucie Public Schools website. Questions regarding this policy should be directed to the Executive Director of Human Resources at 772-429-7508.

Drug-Free Workplace

It is the intent of the School Board of St. Lucie County that the work environment must be free of all illegal drugs and alcohol. Therefore, employees are prohibited from possessing, using, manufacturing, dispensing, distributing or being under the influence of illegal drugs or alcohol while on duty. Illegal drugs are those controlled substances as defined by federal or state law, or any counterfeit of such drugs or substances.

The workplace is defined as the site for the performance of work done in connection with employment. That includes any school building or premises, any vehicle used to transport students to and from school and school-related activities, school board vehicles used by employees in the conduct of their environment, and any premises where students in a school-approved activity, event or function are under the jurisdiction of the school district.

Any employee who is found possessing, using, manufacturing, dispensing or distributing illegal drugs or alcohol while on duty will be discharged.

In keeping with the intent of this policy, all new employees are required to undergo drug screening before hire. Also, once hired, any employee who is suspected of reporting to work under the influence of either drugs or alcohol will be subject to additional testing and disciplinary action, up to and including termination, should the results be positive.

Staff Technology Acceptable Use & Safety

This policy, provided on the St. Lucie Public Schools website (po7540.04), provides guidelines for district participation in and use of telecommunication services, networks, and websites for administrative and instructional purposes. District use is intended to advance and promote world class public education in St. Lucie County for all students. Telecommunication services, networks and websites permit access and exchange of information between and among schools, school offices, and members of the global community.

District provided access must be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the district's policies and guidelines for the use of telecommunication resources may result in suspending or revoking the right to access these resources. It is also important to remember that all electronic communications are subject to public records laws.

PART II – PROCEDURES

Organization Structure

It may be helpful for you to understand the structure of the organization of which you are now a part. The St. Lucie School Board, after considering recommendations submitted by the Superintendent, determines policies and programs, adopts rules and regulations, prescribes minimum standards and performs other such duties as necessary for the improvement of the educational programs for students.

The school board is composed of five members elected in a county-wide election every four years on a rotating basis. Each member represents the boundary in which he or she lives.

Individuals requesting items to be placed on the board agenda must submit a written request to the Superintendent at least eight days prior to the meeting date. A public forum is conducted at each board meeting. The board meeting dates are posted on the district website.

St. Lucie Public Schools maintains and operates according to published policies and procedures. All policies and many procedures are also available on the district's website. It is very important that you understand that as an employee of the district you are responsible for reviewing, understanding, and complying with all policies and procedures of the district. Failure to do so will subject you to disciplinary actions up to and including termination.

Employee Access

Employee Access in Skyward provides easy, online access to the following features:

- Personnel information
- Accounts payable payments
- Address and phone number change requests
- Check history
- Check estimation (employees can run their own "what if?" payroll scenarios)
- Calendar and fiscal YTD payroll information
- Direct deposit information
- W2 information
- W4 information
- Time off requests/approvals

Calendar

The student calendar for each year is set by the school board. Paid holidays for members of the three bargaining units are set as part of the contract negotiations each year. The calendar (including paid holidays) for employees who are not members of one of the bargaining units is established by the school board. As a part of your orientation you will receive a copy of the current calendar. The established bargaining units are: Classroom Teachers Association (CTA) which includes all instructional personnel; Classified Unit (CU) which includes non-instructional personnel such as clerical, paraprofessionals, and bus aides; Communication Workers of America (CWA) which includes food service, bus drivers, and maintenance; and ProTech which includes specialized personnel.

Work Day

The length of the workday is established according to employee classification. The schedule for these hours is set by the school principal or site administrator. No overtime is to be worked by non-instructional employees without the prior permission of the site administrator. Most non-instructional, non-administrative employees are subject to the provisions of the Fair Labor Standards Act. Compensatory time for overtime work may be granted by an administrator provided that (1) the work that is being compensated was approved and recorded prior to performance and (2) no more than forty (40) hours of compensatory time can be accumulated within a fiscal year. Employees falling under the Fair Labor Standards Act will be paid for any accrued compensatory time at the end of the fiscal year.

The use of compensatory time must be requested with at least 24 hours notice using the district approved leave request process. Use of such time will be approved by the administrator with a result of minimum disruption of the educational program.

Work Year

The work year of instructional and non-instructional staff is determined by the school board as follows:

9	months	=	183 days
10	months	=	196 days
11	months	=	216 days

12 months = 250 days

The above includes authorized paid holidays, planning days and other authorized paid leave.

Pay Schedule

All employees, except those classified as nine (9) month employees and those who begin their employment later in the year, receive twenty-four (24) equal payments of their annual salaries. These payments are issued on the fifteenth and the last day of the month unless these days fall upon a weekend or a holiday in which case they will be issued on the last workday preceding. Nine (9) month employees receive twenty-one (21) checks varying in amount according to the hours worked. This group includes bus drivers, food service workers, gatekeepers, and temporary part-time employees.

All employees are required to use direct deposit for their paychecks.

Approved Leave

Any absence of an employee from his/her regularly assigned duty must be covered by an authorized leave granted in advance to school board procedures. Except for sick leave which may be submitted after returning to work, all other leave requests must be submitted in advance using the Time Off Request through Employee Access in Skyward. It is strongly suggested that leave requests be submitted at least two (2) weeks in advance of the leave in order to ensure sufficient time for processing. Leave is not automatically granted upon submission of the request; approval must be received from the administrative supervisor prior to taking the leave.

Approved leave is permission granted by the school board or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave. Any employee absent for three (3) or more consecutive days without having obtained proper authorization may be terminated for abandonment of position.

Personal Leave with Pay

Personal leave with pay is leave time taken in hourly or full day increments that may be used for personal purposes and is charged against available sick leave. Up to six (6) days per year may be thus used. An employee may only use as many personal days (up to six) as there are sick days available. It is the employee's responsibility to check available days before applying for personal leave with pay. Use of these days without the needed number of available sick leave will result in dockage of pay.

Persons who have been on any type of approved leave without pay, if a member of the defined benefit plan under FRS, may purchase service credit for the time of the leave after having returned to work for at least thirty (30) calendar days. Contact the Human Resources Department for details.

Temporary Employees

At times, the school board hires employees under a temporary status to replace full-time employees who are on approved leave. These individuals are hired for the time of the leave only. When the employee on leave returns to work, the temporary employment shall end.

Personnel Files

Personnel and employment records are processed and maintained in the Human Resources Department. All personnel files are public records and as such, are available for public inspection by appointment only. If some details of your personal information are exempt from public disclosure under Chapter 119 of Florida Statutes, you must complete the Address/Identification Confidentiality Request form (PER0186).

The Human Resources Department must be notified in writing of any changes in personal status such as changes in your name, address, and marital status. A new social security card is required if your name changes.

Salary Credit for Related Past Experience

New employees may receive salary credit for related past experience. To secure such credit, instructional employees should request a copy of the Instructional Verification of Experience form (PER0007) for each applicable former employer. Non-instructional employees may receive credit for employment in a position whose duties are similar and related to those of the current employment with the school board. A year's experience is defined as full-time permanent employment for a major fraction of the work year. An employee's cumulative total of prior, relevant work experience will be considered. To secure such credit, a non-instructional employee should request a copy of the Non-instructional Verification of Experience form (PER0006) for each applicable former employer. These forms may be

obtained from the Human Resources Department or through the district website.

It is the responsibility of the individual to send the verification forms to former employers and follow up to see that they have been returned in a timely manner. We suggest enclosing a personal note and perhaps a stamped, self-addressed envelope when sending these forms out. This verification must be received by the school district within sixty (60) working days of employment in order for the salary credit to be awarded for the current school year. Verifications received after this deadline will be applied in the school term following receipt.

Salary Supplements for Applicable Training/Degrees

Personnel who desire a supplement for an earned higher degree reflected in an area on their educator certificate must submit proper verification to the Human Resources Department by October 15 of the current fiscal year in order to receive salary credit for the entire year. Verification of advanced degrees submitted to the Human Resources Department after October 15 but before March 15 of the current fiscal year will receive one-half of the annual supplement.

Instructional personnel should submit form PER0083.1 to request the supplement for additional graduate degrees. Non-instructional personnel should submit form PER0083.2 for applicable training or degrees. All degrees thus submitted must be from institutions recognized by the State of Florida and accredited by one of the six (6) regional accrediting agencies. The employee is responsible for providing the Human Resources Department with a transcript showing the degree and date conferred. A copy of a diploma alone is unacceptable.

Professional Judgment

Professional judgment is needed when interacting with students. Many problems educators have encountered could have been avoided if they used some common sense and rational judgment. Following are some suggestions to avoid legal complications:

- Maintain a professional barrier between you and students. You are the adult and the professional; act like the expert, not one of the kids.
- Keep the classroom door open when talking with students individually.
- Do not flirt with students.
- Do not discuss your personal life or personal matters with students. Do not discuss your husband, wife, girl/boyfriend, or dates with students.
- Do not leave students unsupervised.
- Keep your hands and other parts of your body to yourself. Use verbal praise and reinforcement.
- Treat each student with respect.
- Do not socialize with students. While the district does not have a social media policy, it is strongly recommended that you do not “friend” students on Facebook, Instagram, Twitter, etc.
- Do not drink alcoholic beverages in front of students.
- Do not take students home with you.
- Do not make telephone calls, text, or write notes of a personal nature to students.

Appropriate Dress

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

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

Benefits

Benefits provided to full-time regular employees include:

- Required employer Social Security and Medicare contributions
- Worker's compensation insurance
- Group health and cafeteria plan
- Employee Assistance Program
- Optional tax-sheltered annuities

- Florida State Retirement contributions (employees must contribute 3% of salary)
- Sick leave (one day per month worked)
- Personal days (maximum six (6) per year; chargeable to sick leave)
- Vacation days (twelve-month employees only)
- Paid holidays (number depending upon the work year)
- Reduced rates at Indian River State College (eligible course levels are negotiated each year)
- Free Financial Planning Guidance through Ernst & Young courtesy of the Florida Retirement System for all members (866-446-9377)

Employee Assistance Program

The Employee Assistance Program (EAP) provides a variety of counseling and informational services. The EAP is available for problems not normally covered under the mental health provisions of the Group Health Plan, such as stress, family problems, self-improvement, trauma, grief and loss, etc. It can also be used for information and referral if you need help determining how to tackle a personal or workplace problem. A supervisor may also refer an employee to the EAP if it appears personal issues are interfering with work performance. Basically, the EAP is a tool for employees to use to regain equilibrium during a stressful period.

Employees and their family members are eligible for up to six (6) visits per contract year to an approved mental health provider, at no cost to the employee. There is no co-payment for using the EAP and an employee does not need to be covered by the Group Health Plan of the district to use the EAP. However, if the employee receives a mental health or substance abuse diagnosis and requires a formal treatment, the employee may access the Group Health Plan benefits if the employee (or dependents) are eligible. The goal is to provide early intervention before the issue becomes a more serious problem. For further information, contact Risk Management at 772-429-5521.

Insurance

Health, dental, vision, and other supplemental insurance plans are available to employees of the school board. New employees must enroll within sixty (60) calendar days from their date of hire by completing an application through the Risk Management Department. If a new employee does not enroll within sixty (60) calendar days of hire, the employee must wait until the next plan year or until a life event is experienced that permits a mid-plan year election change.

Payment of premiums is deducted on each paycheck so as to maintain coverage in an uninterrupted fashion. Employees who are on unpaid leave (excluding Family and Medical Leave Act Leave and Workers' Compensation Leave), and therefore not receiving a paycheck will need to pay 102% of the insurance premiums. Retirees under the Florida Retirement System are entitled to maintain their insurance with the school board by paying 100% of the insurance premiums. Other employees who leave the employment of the school board may continue their insurance for up to eighteen (18) months under the provisions of COBRA. Anyone with questions regarding the insurance program should contact the Risk Management Department at 772-429-5521.

Worker's Compensation

All work-related injuries must be reported to the employee's supervisor and S1 Medical Nurse Triage immediately. Contact S1 Medical Nurse Triage at 1-866-221-4830 or the Risk Management Department at 772-429-5521 before seeking medical attention except in immediate emergency situations. Unauthorized treatment may be subject to denial.

Employees on approved worker's compensation leave shall be entitled to continuation of retirement contributions by the district while on leave. Employees placed on temporary light duty by a physician approved under worker's compensation will be paid at their regular rate of pay for hours worked and may apply to the worker's compensation carrier for additional compensation up to the limits specified by law.

Florida Statute 440.09(5) pertains to the potential reduction of worker's compensation:

If injury is caused by the knowing refusal of the employee to use a safety appliance or observe a safety rule required by statute or lawfully adopted by the department and brought prior to the accident to the employee's knowledge, or if injury is caused by the knowing refusal of the employee to use a safety appliance provided by the employer, the compensation as provided in this chapter shall be reduced by 25 percent.

Examples of such actions that could cause injury to the employee are standing on a chair, desk, shelving, etc. to hang instructional materials or decorations on the wall.

Florida Retirement System

Regular full-time employees who receive benefits under the terms of their employment are required to be enrolled in the Florida Retirement System (FRS). Employees have an opportunity to select either the pension plan or the investment plan for their FRS membership. New employees should pay close attention to material received about these two plans and make an informed decision as to which to choose. Any new employee as of January 1, 2018 who fails to make an active election within eight (8) months of enrollment will be placed, by default, in the investment plan. After your choice period, you have one other opportunity to change plans anytime during your FRS career. You will also want to make certain you have identified a beneficiary, i.e. the person or persons who will receive your retirement benefit in the event of your death. Under both plans, you'll need to complete a beneficiary designation form if you wish to control who may receive any available retirement benefits. Forms are available on the FRS website.

On-going financial advice and retirement workshops are sponsored by the FRS and conducted by representatives of Ernst and Young, a financial advisement company. Retirement counseling is available through the state Financial Guidance Line. Their financial guidance line can be reached at 866-446-9377 once you have received your FRS choice Packet and PIN number.

Employees who have retired from the Florida Retirement System and are returning to employment after having drawn retirement should bring this to the attention of the Human Resources Department. No employee may retire and return to work until they have left all FRS agencies' employment for six (6) months.

Any employee that takes a distribution from their retirement account (Pension/DROP) and has been reemployed after July 1, 2010, is considered a retired-rehire and ineligible to accumulate any further retirement benefits through the Florida Retirement System. No contributions to the FRS will be made.

Any employee that takes a distribution from their retirement account (Investment) and has been reemployed after July 1, 2017, in a regularly established position is now renewed in their investment membership with the FRS Investment plan. As a renewed member of the FRS Investment plan the employee will be required to contribute the mandatory contributions as defined by legislation.

For further information, contact Human Resources at 772-429-7521.

Fingerprints

All applicants for employment with St. Lucie Public Schools must be fingerprinted as part of the application process. Clearance of the applicant's fingerprints is required before the individual may assume regular duties with the school board. Any offer of employment may be withdrawn if the individual is found to have a criminal record or to have answered falsely on the employment application. The fingerprinting process is now electronic and results are usually available within 48 hours. The expense of fingerprinting is to be borne by the applicant. Individuals who leave the employ of the district (beyond 90 days) must be re-fingerprinted before re-employment.

Certification

All instructional personnel are obligated to obtain proper certification to be employed. Application to the Florida Department of Education, Bureau of Educator Certification, should be made before or immediately upon employment in an instructional position. In order to maintain employment, each new instructional employee must provide the district with proof of certification. Failure to do so may result in loss of employment. For further information, contact Human Resources at 772-429-7512.

Transfer of In-service Points

In-service points earned with another Florida public school system in an instructional position should be transferred to the Talent Development Department for purposes of renewal of the Professional Certificate. It is the responsibility of the instructional employee to have in-service credit transferred. For further information, contact the Talent Development Department at 772-429-3940.

Self-Reporting

All employees are required to self-report in writing within two (2) days to both their supervisor and the Executive Director of Human Resources any arrests by any law enforcement agency and/or any criminal charges being filed (this includes both misdemeanors and felonies of any type, including DUI). The self-reporting requirement applies to all employees of St. Lucie Public Schools, including substitutes, part-time, and temporary employees. Such notice

shall not be considered an admission of guilt, nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory, or adjudicatory. In addition, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program or entering of a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within two (2) days after the final judgment. Instructional employees arrested or convicted for offenses other than minor traffic will be reported to the Professional Practices Services, a division of the Florida Department of Education.

Reporting of Crimes

Evidence of any crime or potential crime known to or discovered by a school board employee shall be reported immediately to the school principal or administrative supervisor who in turn shall report immediately to the appropriate law enforcement agency. In particular, the school principal shall turn over to the appropriate law enforcement agency all information, reports and evidence known about any criminal activity on campus, including but not limited to the following:

- Any assault in which the victim is injured and any continued pattern of recurring simple assaults;
- Possession of knives, firearms, ammunition, blasting caps or any other weapon or explosive in school;
- Any alcoholic beverage or narcotics offense;
- Any indecent assault or assault with intent to ravish;
- Any act, including any act of sexual harassment of a student, that may involve harm, or threat of harm, to the physical or mental health of the student and that therefore may constitute an act of child abuse or neglect; and
- Gang rivalries or activities.

Florida Right to Know

Florida law mandates that all employees who use or store hazardous chemicals in the workplace receive training as to proper procedures. Those employees whose positions indicate that they fall into this category will receive specific training from the hazardous materials manager.

Meanwhile all employees are reminded of the following employee responsibilities:

- Always read the label and Material Safety Data Sheet (MSDS) for each material and product that you use or handle at work.
- Request Material Safety Data Sheets and other information whenever you are not completely familiar with the proper and safe procedures for using or handling hazardous materials and waste.
- If you do not understand the label and Material Safety Data Sheet information, ask your supervisor for help before using or handling hazardous materials or wastes.
- Immediately report all symptoms of chemical exposure to your supervisor/principal.
- Immediately report spills and leaks of hazardous materials or waste to your supervisor/principal.
- Report all safety violations to your supervisor/principal.
- Learn the location and proper use of personal protective equipment and emergency equipment in your work area.

Probation

All new instructional employees hired after July 1, 2011 are subject to a one (1) year probationary period during which the individual may resign without prejudice or be dismissed without cause. Upon successful completion of the probationary period, instructional staff will be issued an annual contract.

All new support staff employees are under an initial 120 working day probation period during which any individual may be dismissed without cause and without recourse. Support staff employees may be granted continuing status according to the terms of school board policy and applicable negotiated contracts after three (3) years of service.

Evaluation

Each employee receives an annual evaluation of his/her performance. A copy of the official evaluation instrument will be given to the employee at the beginning of the current fiscal year or upon employment if after the normal start date. Employees who wish may attach a personal statement to his/her evaluation within ten (10) days of its receipt. This statement will be placed in the individual's personnel file along with the evaluation. Evaluations do not become public record until one year after the issuance.

All annual contract support staff employees receive a mid-year evaluation. Instructional staff new to St. Lucie Public

Schools will also receive a mid-year evaluation.

Additional evaluation information for instructional staff can be located on the school district website.

Mediation Services

It is the firm belief of the school board that any disputes between employees, employees and supervisors, students or parents and teachers should be resolved at the level closest to the parties involved. The Board recognized that for many disputes there is a less expensive, less traumatic, more effective method of resolution than the traditional grievance or lawsuit. Alternative dispute resolution procedures involve collaborative techniques which can spare the district and individuals the high costs and emotional trauma of litigation. Specifically, the Board believes in mediation as a method to intercept a conflict before it necessitates outside intervention or reaches the formal level of either a grievance or a lawsuit. Through a step-by-step communication process, mediation leads to a peaceful win-win solution for all involved parties. Therefore, the district has developed a cadre of mediators to assist in this process. Anyone who is experiencing a conflict with another person(s) within the district is encouraged to contact the mediation coordinator through the Human Resources Department at 772-429-7508.

Grievances

Any employee who feels that he or she has not been treated in accordance with school board policies or the applicable contract, if included in one of the bargaining units, has a right to question or to grieve such treatment.

Procedures for members of the bargaining units regarding perceived violation of the bargaining unit contract are contained in such contract. Other employees not covered by one of the bargaining units or bargaining unit members when the subject of complaint is not covered under the contract should contact the Executive Director of Human Resources at 772-429-7508. A written statement of the complaint will be taken, and the complaint will be processed with due diligence and speed.

Resignations

If you should resign your position with St. Lucie Public Schools, proper notification must be submitted in writing to the supervising administrator. The letter of resignation should state the reasons for the resignation and the desired effective date.

An instructional employee who fails to provide a two (2) week notice may be subject to the jurisdiction of the Professional Practices Services, a division of the Florida Department of Education.

Help Desk

For technical assistance on any technology related problems, call 772-429-HELP or submit a service request through AskLuice <https://stluciepublicschools.freshservice.com/support/home>. Technicians are available from 6:30 AM until 4:30 PM Monday through Friday.

Principles of Professional Conduct for the Education Profession in Florida

Rule 6A-10.081, Florida Administrative Code, Principles of Professional Conduct for the Education Profession in Florida

(1) Florida educators shall be guided by the following ethical principles:

(a) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

(b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

(c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

(2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

(a) Obligation to the student requires that the individual:

1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.

2. Shall not unreasonably restrain a student from independent action in pursuit of learning.

3. Shall not unreasonably deny a student access to diverse points of view.

4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.

5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.

6. Shall not intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by Sections 1003.42(2)(n)3. and 1003.46, F.S.

7. Shall not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by state academic standards as adopted in Rule 6A-1.09401, F.A.C., or is part of a reproductive health course or health lesson for which a student's parent has the option to have his or her student not attend.

8. Shall not intentionally violate or deny a student's legal rights.

9. Shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in Section 39.01, F.S.

10. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination. Discrimination on the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in Section 1000.05(4)(a), F.S.

11. Shall not exploit a relationship with a student for personal gain or advantage.

12. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

13. Shall not violate s. 553.865(9)(b), F.S., which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.

14. Shall not violate s. 1000.071, F.S., which relates to the use of personal titles and pronouns in educational institutions.

(b) Obligation to the public requires that the individual:

1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

3. Shall not use institutional privileges for personal gain or advantage.

4. Shall accept no gratuity, gift, or favor that might influence professional judgment.

5. Shall offer no gratuity, gift, or favor to obtain special advantages.

(c) Obligation to the profession of education requires that the individual:

1. Shall maintain honesty in all professional dealings.
2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
5. Shall not make malicious or intentionally false statements about a colleague.
6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
7. Shall not misrepresent one's own professional qualifications.
8. Shall not submit fraudulent information on any document in connection with professional activities.
9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
13. Shall self-report to a school district authority as determined by the superintendent, or other appropriate authority such as a charter school or university lab school administrator, the following:
 - a. Any arrest for a felony or misdemeanor offense listed under s. 435.04(2), F.S. The report must be made within 48 hours of the arrest; and
 - b. Any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment or commitment to a pretrial diversion program.
14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.
18. Shall, if in the position of a supervising administrator, cooperate with all investigations conducted by the Florida Department of Education.

(d) A certificate holder serving as a school principal shall not prevent, direct school personnel to prevent, or allow school personnel to prevent students from accessing any material used in a classroom, made available in a school or classroom library, or included on a reading list unless the certificate holder or his or her designee has reviewed the material and determines it violates the prohibitions in Section 1006.28(2)(a)2., F.S., the material is unavailable to students based upon school board policies adopted to implement Section 1006.28(2)(d), F.S., or it was determined under the district's objection process adopted to implement Section 1006.28(2)(a)2., F.S., that the material violated one of the prohibitions in that section.

Rulemaking Authority 1001.02, 1012.795(1)(j), 1012.779 FS. Law Implemented 1012.795 FS. History—New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006, Amended 3-23-16, 11-22-22, 2-21-23, 5-23-23, 8-22-23, 5-30-24, 10-28-25.

FLORIDA STATUTES AND RULES

Florida Statutes s. 1006.061 states all employees and agents of the district school board, charter schools and private schools that accept scholarship students, have an obligation to report misconduct by an instructional personnel member or school administrator

Florida Statutes s. 1012.33 outlines disciplinary procedures regarding district employment contracts with instructional personnel staff, supervisors and school principals

Florida Statutes s. 1012.795 provides the Education Practices Commission the authority to issue disciplinary action against an individual's Florida Educator certificate

Florida Statutes s. 1012.796 provides authority for the Department of Education to investigate and prosecute allegations of educator misconduct

Florida Statutes s. 1012.01 defines public school instructional personnel, administrative personnel, school volunteers, education support employees and managers

State Board of Education Rule 6B-1.001 defines the Code of Ethics of the Education Profession in Florida

State Board of Education Rule 6B-1.006 defines the Principles of Professional Conduct of the Education Profession in Florida

FOR FURTHER INFORMATION:

CONTACT:

Florida Department of Education
Office of Professional Practices Services
Turlington Building
325 West Gaines Street
(850)245-0438

www.myfloridateacher.com

Human Resources Department

772-429-7500

Identifying & Reporting Professional Misconduct



"Teaching is the profession that teaches all the other professions."

Author Unknown

Florida Department of Education
Office of Professional Practices Services

The following behavior may be indicative of misconduct that should be reported:

- being alone with a student in dark or closed room or secluded area
- behaving in an overly friendly or familiar way or failing to maintain an appropriate professional boundary with a student
- using forceful or unnecessary physical contact with a student
- administering discipline not compliant with district policy
- accepting or offering of gifts for return of a favor or privilege from students or colleagues
- badgering or habitually teasing a student
- mocking or belittling a student
- chronically embarrassing a student
- displaying prejudice or bigotry against a student
- suspicion of being under the influence of drugs or alcohol
- failing to properly supervise students or to ensure student safety
- cheating, falsifying information or testing violations
- retaliating against a student or colleague for reporting misconduct
- bantering or engaging in colloquial or slang communications with a student
- directing or using profane, offensive, or explosive language in the presence of students
- making lewd or suggestive comments or overtures toward a student or colleague

Apply the litmus test

1. If you feel uncomfortable
2. If you question the person's motives or actions
3. If you are unsure

Protect the students and yourself and report.

HOW TO REPORT MISCONDUCT

- Report allegations or suspicion of misconduct by an instructional personnel member to your school administrator or district contact
- Report allegations or suspicion of misconduct by your school administrator to your district contact
- Document the activities or details of the event
- Secure evidence (if applicable)

WHO SHOULD REPORT MISCONDUCT?

All employees and agents of a district school board, charter school or private school have a duty to report misconduct

If you are aware of or observe misconduct

REPORT IT IMMEDIATELY!

WHO SHOULD YOU REPORT?

- Classroom teachers
- Paraprofessionals
- Substitute teachers
- Librarians, guidance counselors and social workers
- Career specialists and school psychologists
- Principals, Assistant Principals and Deans

If someone tells you about misconduct, be a LEADER:

Listen

Evaluate

Act immediately

Document

Encourage

Report

FAILURE TO REPORT MISCONDUCT

Possible penalties for instructional personnel or site administrators who fail to report misconduct may include:

- Written Reprimand
- Suspension with or without pay
- Termination of employment
- Discipline/Sanctions on an educator's certificate

"A teacher affects eternity...he can never tell where his influence stops."

~Henry B. Adams

St. Lucie Public Schools 2025-2026 School Year Calendar

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

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

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

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

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

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

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

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

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

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

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

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

Work Year for 183 Day employees	8/11/2025 - 6/2/2026
Work Year for 10 month (196 day) employees	8/4/2025 - 6/3/2026
Work Year for 11 month (216 day) employees	7/21/2025 - 6/16/2026
Work Year for 12 month (250 day) employees	7/1/2025 - 6/30/2026

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

St. Lucie Public Schools 2025-2026 School Year Calendar

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

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

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

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

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

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

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

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

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

May 25: Holiday for All - Memorial Day

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

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

Quarter 1: August 11 - October 10 (42 Days) Quarter 2: October 14 - December 19 (43 Days) Semester 1: 85 Days Quarter 3: January 6 - March 13 (46 Days) Quarter 4: March 24 - June 2 (49 Days) Semester 2: 95 Days Teacher Workday Designation: Pre-Planning Days: 8/4 - 8/8 (5 days) Teacher Workdays: 10/13, 1/5, 3/23 and 6/3 (4 days) Teacher PL Day: 9/10, 1 day Teacher 1/2 PL & 1/2 Recordkeeping, 2/25 1 day

Teacher Early Release Day Designation: Recordkeeping: 8/27, 6/1, and 6/2 Professional Learning: 2/11 Faculty Council (FC) Choice: 10/29, 12/19, 3/13 and 4/22 Summer School Dates: TBD: Summer School Teacher PL TBD: First day of Summer School for students TBD: Last day of Summer School for students
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MEANINGFUL NOTICE / PLAN SUMMARY INFORMATION

403(b) PLAN AND 457(b) DEFERRED COMPENSATION PLAN

The 403(b) and 457(b) Plans are valuable retirement savings options. This notice provides a brief explanation of the provisions, policies and rules that govern the 403(b) and 457(b) Plans offered.

Plan administration services for the 403(b) and 457(b) plans are provided by U.S. OMNI & TSACG Compliance Services (OMNI/TSACG). Visit the OMNI/TSACG website at <https://www.tsacg.com> for information about enrollment in the plan, investment product providers available, distributions, exchanges or transfers, 403(b) and/or 457(b) loans, and rollovers.

ELIGIBILITY

Most employees are eligible to participate in the 403(b) and/or 457(b) plan(s) immediately upon employment; however, private contractors, appointed/elected trustees and/or school board members are not eligible to participate in the 403(b) plan(s). Verify if your employer allows student workers to participate in the 403(b) plan. Eligible employees may make voluntary elective deferrals to both the 403(b) and 457(b) plans and are fully vested in their contributions and earnings at all times.

EMPLOYEE CONTRIBUTIONS

Traditional 403(b) and 457(b)

Upon enrollment, participants designate a portion of their salary that they wish to contribute to their traditional 403(b) and/or 457(b) account(s) up to their maximum annual contribution amount on a pre-tax basis, thus reducing the participant's taxable income. Contributions to the participant's 403(b) or 457(b) accounts are made from income paid through the employer's payroll system. Taxes on contributions and any earnings are deferred until the participant withdraws their funds.

Roth 403(b) & 457(b) Contributions

Contributions made to a Roth account are after-tax deductions from your paycheck and are subject to limit coordination with traditional accounts. Income taxes are not reduced by contributions you make to your account. All qualified distributions from Roth accounts are tax-free. Any earnings on your deposits are not taxed as long as they remain in your account for five years from the date that your first Roth contribution was made. Roth 403(b) and Roth 457(b) distributions may be taken if you are 59½ (subject to plan document provisions) or at separation from service.

The Internal Revenue Service regulations limit the amount participants may contribute annually to tax-advantaged retirement plans and imposes substantial penalties for violating contribution limits. OMNI/TSACG monitors 403(b) and 457(b) plan contributions and notifies the employer in the event of an excess contribution.

THE BASIC CONTRIBUTION LIMIT FOR 2025 IS \$23,500.

Additional provisions allowed:

2025 AGE-BASED ADDITIONAL AMOUNT

Participants who are age 50 to 59 or 64 or older by 12/31/2025 qualify to make an additional contribution of up to \$7,500 to their 403(b) and/or 457(b) accounts. Participants aged 60, 61, 62, or 63 on 12/31/2025 can contribute an additional amount of up to \$11,250.

THE SERVICE-BASED CATCH UP AMOUNT

The 403(b) special catch-up provision allows participants to make additional contributions of up to \$3,000 to the 403(b) account if, as of the preceding calendar year, the participant has completed 15 or more full years of employment with the current employer, not averaged over \$5,000 per year in annual contributions, and has not utilized catch-up contributions in excess of the aggregate of \$15,000. For a detailed explanation of this provision, please visit <https://www.tsacg.com>.

ENROLLMENT

Employees who wish to enroll in the 403(b) and/or 457(b) plan must first select the provider and investment product best suited for their account. Upon establishment of the account with the selected provider, a "Salary Reduction Agreement" (SRA) form and/or a deferred compensation enrollment form and any disclosure forms must be completed and submitted to the employer. These forms authorize the employer to withhold 403(b) and/or 457(b) contributions from the employee's pay and send those funds to the Investment Provider on their behalf. An SRA form and/or a deferred compensation enrollment form must be completed to start, stop or modify contributions to 403(b) and/or 457(b) accounts. Unless otherwise notified by your employer, you may enroll and/or make changes to your current contributions anytime throughout the year.

The total annual amount of a participant's contributions must not exceed the Maximum Allowable Contribution (MAC) calculation. For convenience, a MAC calculator is available at <https://www.tsacg.com>.

2025

INVESTMENT PROVIDER INFORMATION

A current list of authorized 403(b) and 457(b) Investment Providers and current employer forms are available on the employer's specific Web page at <https://www.tsacg.com>.

PLAN DISTRIBUTION TRANSACTIONS

Distribution transactions may include any of the following depending on the employer's Plan Document: loans, transfers, rollovers, exchanges, hardships, withdrawals or distributions. Participants may request these distributions by completing the necessary forms obtained from the provider and plan administrator as required. All completed forms should be submitted to the plan administrator for processing. Prior to taking a loan, participants should consult a tax advisor.

PLAN-TO-PLAN TRANSFERS

A plan-to-plan transfer is defined as the movement of a 403(b) and/or 457(b) account from a previous employer's plan and retaining the same account with the authorized investment provider under the new employer's plan.

ROLLOVERS

Participants may move funds from one qualified plan account, i.e. 403(b) account, 401(k) account or an IRA, to another qualified plan account at age 59½ or when separated from service. Rollovers do not create a taxable event.

DISTRIBUTIONS

Retirement plan distributions are restricted by IRS regulations. A participant may not take a distribution of 403(b) plan accumulations unless they have attained age 59½ or separated from service. Generally, a distribution cannot be made from a 457(b) account until you have reach age 59½ or have a severance from employment. In most cases, any withdrawals made from a 403(b) or 457(b) account are taxable in full as ordinary income.

EXCHANGES

Within each plan, participants may exchange account accumulations from one investment provider to another investment provider that is authorized under the same plan; however, there may be limitations affecting exchanges, and participants should be aware of any charges or penalties that may exist in individual investment contracts prior to exchange. Exchanges can only be made from one 457(b) plan to another 457(b) plan, or from one 403(b) plan to another 403(b) plan.

403(b) and 457(b) PLAN LOANS

Participants may be eligible to borrow their 403(b) and/or 457(b) plan accumulations depending on the provisions of their 403(b) and/or 457(b) account contract and provisions of the employer's plan. If loans are available, they are generally granted for a term of five years or less (general-purpose loans). Loans taken to purchase a principal residence can extend the term beyond five years depending on the provisions of their 403(b) and/or 457(b) account contract and provisions of the employer's plan. Details and terms of the loan are established by the provider. Participants must repay their loans through monthly payments as directed by the provider.

HARDSHIP WITHDRAWALS

Participants may be able to take a hardship withdrawal in the event of an immediate and heavy financial need. To be eligible for a hardship withdrawal according to IRS Safe Harbor regulations, you must certify and may be asked to provide evidence that the distribution is being taken for specific reasons. These eligibility requirements to receive a Hardship withdrawal are provided on the Hardship Withdrawal Disclosure form at <https://www.tsacg.com>.

UNFORESEEN FINANCIAL EMERGENCY WITHDRAWAL

You may be able to take a withdrawal from your 457(b) account in the event of an unforeseen financial emergency. An unforeseeable emergency is defined as a severe financial hardship of the participant or beneficiary. The eligibility requirements to receive a Unforeseen Financial Emergency Withdrawal are provided on the Unforeseen Financial Emergency Withdrawal Disclosure form at <https://www.tsacg.com>.

EMPLOYEE INFORMATION STATEMENT

Participants in defined contribution plans are responsible for determining which, if any, investment vehicles best serve their retirement objectives. The 403(b) and 457(b) plan assets are invested solely in accordance with the participant's instructions. The participant should periodically review whether his/her objectives are being met, and if the objectives have changed, the participant should make the appropriate changes. Careful planning with a tax advisor or financial planner may help to ensure that the supplemental retirement savings plan meets the participant's objectives.

PLAN ADMINISTRATOR CONTACT INFORMATION

Transactions

P.O. Box 4037 | Fort Walton Beach, FL 32549
Toll-free: 1-888-796-3786 | <https://www.tsacg.com>

For overnight deliveries

73 Eglin Parkway NE, Suite 202 | Fort Walton Beach, FL 32548
Toll-free: 1-888-796-3786 | <https://www.tsacg.com>



St. Lucie Public Schools Health Program

School health services are an important component of the public health system and help assure Florida students are healthy, in the classroom, and ready to learn. School health services supplement, rather than replace, parental responsibility and encourage parents' attention to student health issues. The school health program is designed to encourage parental awareness of students' health status, discover and prevent health problems, and encourage utilization of the services provided by physicians, dentists and other community health agencies. School health services promote student health through prevention, early intervention, and referral for treatment of acute or chronic health problems. School health services enable students to attend school in a safe learning environment and reduce health barriers to learning.

Each school has a health room (clinic) staffed by at least one health aide. Health aides work cooperatively with, and under the direction of, registered school nurses from the SLC Health Department and the School District. Together they work to provide health appraisals, health records review, nurse assessments, preventive dental activities, vision screening, hearing screening, scoliosis screening, growth and development screening, health counseling, referral and follow up of suspected or confirmed health problems, meeting emergency needs in each school, medication administration and treatments, prevention of communicable diseases, health education, referral of students to appropriate health treatment, consultation with students' parent/guardian regarding need for health attention by an appropriate provider, and maintenance of student health information and records, including immunizations and school physicals.

School health policies and procedures are in place for medications and treatments needed by students during the school day. Physician Authorization Forms are required for any medication or treatment needed during the school day. There are also policies and procedures regarding basic first aid for injuries and treatment or monitoring of acutely ill children.

Registered school nurses collaborate with parents, teachers, school social workers, school counselors, school psychologists, and other health care providers to develop Emergency Action Plans (EAP) for children with chronic health conditions that require medication or treatment during school hours. If a student with a chronic health condition, including but not limited to, asthma, diabetes, severe allergic reaction or epilepsy is assigned to your classroom, the school nurse will provide you with a copy of the EAP and discuss the health condition with you. You may also need to learn what to do in case of a health emergency and what to do if you take the student on a field trip. Sometimes this includes giving an emergency life-saving medication. You should also include a copy of the EAP in your substitute teacher plans.

Periodically throughout the school year school health staff will perform health screenings in specific grades that are mandated by the state of Florida. These screenings include vision, hearing, height and weight (BMI) and scoliosis. If you have a concern regarding a student's ability to see clearly or hear well, please feel free to consult the health aide or registered school nurse. If you have any other concerns regarding a possible/suspected health condition, again please feel free to consult with the school health staff.

School health staff members are an important part of the educational team at each school site. They help ensure that students are healthy, in the classroom, and ready to learn.