



*Each Child, Every Day*



# **SUBSTITUTE HANDBOOK**

*St. Lucie Public Schools is an Equal Opportunity Agency  
January 2024*



**TABLE OF CONTENTS**

Mission ..... 3  
Vision ..... 3

**PART I – POLICIES**

Principles of Professional Conduct for the Education Profession in Florida ..... 3  
Code of Ethics for Public Officers and Employees ..... 4  
Reporting Child Abuse ..... 4  
Bloodborne Pathogen & Infection Control ..... 5  
Policy Against Discrimination ..... 5  
Bullying/Harassment ..... 6  
Drug-Free Workplace ..... 6  
Acceptable Use ..... 6

**PART II – PROCEDURES**

Organization Structure ..... 6  
Calendar ..... 7  
Red Rover Tutorials ..... 7  
Work Sites ..... 7  
Pay Schedule ..... 7  
Personnel Files ..... 7  
Professional Judgment ..... 7  
Appropriate Dress ..... 8  
Benefits ..... 8  
Worker’s Compensation ..... 8  
Fingerprints ..... 8  
Certification ..... 8  
Self-Reporting ..... 9  
Reporting of Crimes ..... 9  
Florida Right to Know ..... 9  
Evaluation ..... 9  
Do Not Call ..... 9  
Work Requirement ..... 10  
Resignations ..... 10  
Help Desk ..... 10

**APPENDICES**

Appendix A: Principles of Professional Conduct for the Education Profession in Florida ..... 11-12  
Appendix B: Identifying & Reporting Professional Misconduct ..... 13-14  
Appendix C: Calendar ..... 15-16  
Appendix D: Meaningful Notice ..... 17-18  
Appendix E: BENCOR 401(a) FICA Alternative Plan ..... 19-22  
Appendix F: School Health Program ..... 23

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

### **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.

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](mailto: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](mailto:EMP-GRV@stlucieschools.org)

Inquiries and complaints under Section 504 of the Rehabilitation Act of 1973 should be directed to the school board's Section 504 Compliance Officer, the Executive Director of 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@stlucieschools.org](mailto:Adrian.Ocampo@stlucieschools.org)

If due to a disability you need special accommodations to receive school board information or to participate in school board functions, call 772-429-3600 and ask for the School Board Secretary. 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 (3.43) 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.

### **Acceptable Use**

This policy, provided on the St. Lucie Public Schools website (6.32), 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.

### **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.

### **Red Rover Tutorials**

[Substitute Basic Training Video](#)

[Getting Started as a Substitute](#)

[Managing School Preferences](#)

[How to Find and Accept Jobs](#)

[Top 10 Sub Tips](#)

### **Work Sites**

School hours, directions, and promotional videos are provided on the St. Lucie Public School's website: <https://www.stlucie.k12.fl.us/our-schools/>.

### **Pay Schedule**

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. Substitutes are encouraged to maintain a record of the days worked, persons for whom they substituted, and the confirmation number at each location to verify the accuracy of their paycheck.

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

### **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.

### **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.

### **Benefits**

Substitutes participate in the FICA Alternative Plan which is a defined contribution plan authorized under Section 401(a) of the Internal Revenue Code in lieu of earning credit for Social Security. Participants contribute 7.5% of their wages into a BENCOR account. Please see Appendix E for additional information. When a substitute is filling a full-time or part-time regularly established position, except for a retiree initially reemployed on or after July 1, 2010, they become a compulsory member of the Florida Retirement System (FRS). An employee filling a regularly established position shall be enrolled on the first day of employment, even if the employee is serving a probationary period. Participants contribute 6.2% of their wages to FICA and 3.0% to FRS.

Once an employee completes one full year of employment, hours worked are tested. If the monthly average working hours are equal to or greater than 130 hours, the employee is eligible to enroll in medical coverage only. Employees are tested annually and the offer of coverage is valid for the following plan year. An official offer of coverage will be mailed from the Risk Management Department to the employee's home address. Enrollment in the medical plan must take place within the first sixty (60) calendar days following the offer of coverage. If the employee does not enroll within sixty (60) calendar days of the offer of coverage, the employee must wait until they are tested for the next plan year or until a life event is experienced that permits a mid-year plan election change. For more information, please 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.

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.

### **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**

Substitute teacher certificates do not expire. Substitute teachers who show proof of a current, valid teaching certificate issued from the Florida Department of Education shall renew every five (5) years.

### **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 Material 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.

### **Evaluations**

A substitute evaluation may be completed by the principal and/or teacher on an as needed basis to document performance.

Performance deficiencies shall be reported to the Human Resources Department. The substitute may be placed on "Do Not Call" until they report to Human Resources to discuss the matter. For appointments, contact 772-429-7508.

### **Do Not Call Process**

If substitutes do not perform as expected, the school may submit a Do Not Call form to the Human Resources Department. Once submitted, the substitute will be notified.

If three (3) Do Not Calls are submitted, the substitute will be dismissed from employment. Note, a substitute may be dismissed for any single specific action that is determined to warrant dismissal by the Human Resources Department.

**Work Requirement**

Substitutes shall accept and work their first assignment within two (2) weeks of their official hire. Once thirty (30) days have passed without a substitute accepting an assignment, he or she will be inactivated and notified regarding the inactivation.

All substitutes shall work a minimum of two (2) full days each calendar month to remain an active substitute for St. Lucie Public Schools. This requirement will be effective from August through May of each school year.

If the work requirement is not met, additional fees may be incurred should the substitute wish to be re-hired.

**Resignations**

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

**Help Desk**

For technical assistance on any technology related problems, call 772-429-HELP or submit a service request through AskLucie: <https://stluciepublicschools.freshservice.com>

Technicians are available from 6:30 AM until 4:30 PM Monday through Friday.

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

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### 6A-10.081 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 kindergarten through grade 3 on sexual orientation or gender identity.
7. Shall not intentionally violate or deny a student's legal rights.
8. 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.
9. Shall not exploit a relationship with a student for personal gain or advantage.
10. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

(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 within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. 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, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.
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.

*Rulemaking Authority 1001.02, 1012.795(1)(j) 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.*

## **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](http://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 2023 - 2024 School Year Calendar

July, 2023							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	
1	2						

July 4: Holiday for All - 4th of July  
 July 20: 11-Month Employees' First Day

August, 2023							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			

Aug. 3 - 9: Teacher Pre-Planning Days (5)  
**Aug. 10: Students' First Day**  
 Aug. 30: Early Release Day - Recordkeeping

September, 2023							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	

Sept. 4: Holiday for All - Labor Day  
 Sept. 13: Teacher PD Day  
 Sept 25: Fall Holiday for all

October, 2023							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. 13: End of 1st 9 weeks (44 Days)  
 Oct. 16: Teacher Workday  
 Oct. 25: Early Release Day - FC Choice

November, 2023							17
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. 20 - 24 Thanksgiving Holidays  
 (12-month employees work Nov. 20 - 22)

December, 2023							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. 21: Early Release Day - FC Choice  
 Dec. 21: End of 2nd 9 weeks (43 Days)  
 Dec. 22 - Jan. 5: Winter Break for Students  
 (12-month employees are off Dec 22-Jan 1st)

Work Year for 183 Day employees	8/10/2023 - 5/30/2024
Work Year for 10 month (196 day) employees	8/3/2023 - 5/31/2024
Work Year for 11 month (216 day) employees	7/20/2023 - 6/13/2024
Work Year for 12 month (250 day) employees	7/3/2023 - 6/28/2024

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

# St. Lucie Public Schools 2023 - 2024 School Year Calendar

January, 2024							17
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 - 4: 12-month employees work  
 Jan 5: Teacher Workday  
**Jan. 8: Students Return**  
 Jan. 15: Holiday for All - MLK Day

February, 2024							19
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			

Feb. 7: Early Release Day - PD  
 Feb. 19: Holiday for All - Presidents' Day  
 (12-month employees work Feb 19)  
 Feb. 28: Teacher PD Day

March, 2024							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	
31							

March 14 Early Release Day-FC Choice  
 March 14: End of 3rd 9 weeks (46 Days)  
 March 15: Teacher Workday  
 March 18 - 22: Spring Break  
 (12-month employees work March 18 - 22)  
 March 29: Holiday for All - Spring Holiday

April, 2024							22
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 17: Early Release Day - FC Choice

May, 2024							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		

May 27: Holiday for All - Memorial Day  
 May 29: Early Release Day - Record keeping  
 May 30: Early Release Day - Record keeping  
 May 30: Last Day for Students  
 May 30: End of 4th 9 weeks (47 days)  
 May 31: Teacher Workday/Last Day for Teachers

June, 2024							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		

June 13: Last Day for 11-month employees  
 June 19: Holiday for All - Juneteenth

Quarter 1: August 10 - October 13 (44 Days)  
 Quarter 2: October 17 - December 21 (43 Days)  
**Semester 1: 87 Days**  
 Quarter 3: January 8 - March 14 (46 Days)  
 Quarter 4: March 25 - May 30 (47 Days)  
**Semester 2: 93 Days**  
**Teacher Workday Designation:**  
 Pre-Planning Days: 8/3 - 8/9 (5 days)  
 Teacher Workdays: 10/16, 1/5, 3/15 and 5/31 (4 days)  
 Teacher PD Day: 9/13, 2/28 (2 days)

**Teacher Early Release Day Designation:**  
 Recordkeeping: 8/30, 5/29, and 5/30  
 Professional Development: 2/7  
 Faculty Council (FC) Choice: 10/25, 12/21, 3/14 and 4/17  
**Summer School Dates:**  
 TBD: Summer School Teacher PD  
 TBD: First day of Summer School for students  
 TBD: Last day of Summer School for students  
 \*\*\*July 4, 2023 will be a student/teacher holiday\*\*\*  
 \*\*\*June 19, 2024 will be a student/teacher holiday\*\*\*

## MEANINGFUL NOTICE / PLAN SUMMARY INFORMATION 2023

### 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. Visit the U.S. OMNI & TSACG Compliance Services' website (<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 457(b) plans immediately upon employment; however, private contractors, appointed/elected trustees and/or school board members are not eligible to participate in the 403(b) plan. Please 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 participants 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) distributions may be taken if you are 59½ (subject to plan document provisions) or at separation from service, while Roth 457(b) distributions may be taken once you have separated 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. U.S. OMNI & TSACG Compliance Services monitors 403(b) plan contributions and notifies the employer in the event of an excess contribution.

#### THE BASIC CONTRIBUTION LIMIT FOR 2023 IS \$22,500.

Additional provisions allowed:

#### AGE-BASED ADDITIONAL AMOUNT

Participants who are age 50 or older any time during the year qualify to make an additional contribution of up to \$7,500 to the 403(b) and/or 457(b) accounts.

#### 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. A 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.

*Please note: 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>.*

## 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, unforeseen financial emergency 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.

## 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 plan sponsor's plan and retaining the same account with the authorized investment provider under the new plan sponsor'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 in the year in which they turn 55 or older. 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 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. Details and terms of the loan are established by the provider. Participants must repay their loans through monthly payments as directed by the provider. Prior to taking a loan, participants should consult a tax advisor.

## 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 verify and 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>



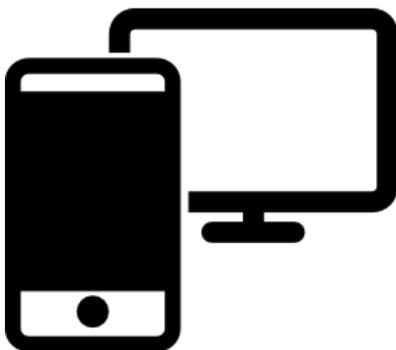
## Welcome to the BENCOR FICA Alternative Plan

St. Lucie Public Schools provides the BENCOR FICA Alternative Plan as an important retirement benefit for all part-time, seasonal and temporary employees not covered under the Florida Retirement System. This letter provides general information about the plan and outlines available resources for you to get more detailed information.

### Key Features of your FICA Alternative Plan

- All eligible employees are automatically enrolled in the program.
- All eligible employees make a 7.5% pre-tax contribution into a retirement account in their name.
- All contributions permanently save Social Security taxes.
- Income taxes are deferred on contributions to the plan until you withdraw the money.
- Contributions are 100% vested to you.

### Where Can You Get More Information?



**1. Your Employer's Benefits Department**

Access *Frequently Asked Questions* and plan videos through your employer's benefits department or benefits web portal.

**2. Online**

[www.bencorplans.com](http://www.bencorplans.com)

Click on **Participant Login**, select your State, County and Employer then click on **Log In**. Enter your social security number as the User ID and the last four digits of your social security number as the Password. Select **Participant** from the drop down and **Login**, follow the prompts to create your personalized security questions, user ID and password.

**3. BENCOR National Participant Service Center  
1-866-296-9712**

(M-F 9:00 a.m. - 6:00 pm ET)

**4. Your local BENCOR Advisor:**

**Judah Ben Ernst (800) 330-4014**

## Easy access to your account

*Your plan website is the first step for anything you want to know about your account. Use it to sign in to your account, find information about your retirement plan benefits, and learn more about saving for your future.*

[www.bencorplans.com](http://www.bencorplans.com)

### Online

Click on **Participant Login**, select your State, County and Employer then click on **Log In**. Enter your social security number as the User ID and the last four digits of your social security number as the Password. Select **Participant** from the drop down and **Login**, follow the prompts to create your personalized security questions, user ID and password.



Once you have signed in, you can review the current status of your account, make changes, and access tools to help you personalize your retirement strategy. From the main menu, scroll over the five tabs- **Dashboard, Transactions, Performance, Statements/Forms, Tools** and **Support** - and select the action you want to take from the drop- down lists.

### Check Account Balance

- Balance automatically appears on My Dashboard page (in the Dashboard menu at the top of the screen).
- For account balance by fund, review "My Portfolio" on My Dashboard.

### Review Investment Performance

- To get performance and fee details for all the funds in your plan, simply click on the fund name on any page. This will display performance, as well as links to the fund fact sheet and prospectus.

### Change Future Investment Allocations (new contributions)

- To choose or change how new contributions will be invested, in the Transaction menu, click "Manage Investments" then "Change Elections".

### Transfer Between Investment Options (current assets)

- To transfer balances between individual or groups of funds in the Transactions menu, click "Manage Investments" then "Transfer Funds".

### Forms and Beneficiary Information

- To locate forms and beneficiary information, in the Forms & Reports menu, select "Forms". You can also update your Beneficiary information online by selecting the gear icon  in the upper right of the screen.

### Customer service

- From the Support menu, select "Live Chat" to talk with a Client Care Manager, or "Contact Us" for email and phone information.

*When you enter a change, a confirmation will be sent the following business day. Changes that are completed prior to 4 p.m. ET will be valued using the market closing unit values for that day. Changes completed after 4 p.m. ET will be valued using the market closing unit values for the following business day.*

# Easy access to your account

## Call 866-296-9712

### First-Time Callers

- Call 866-296-9712, option 3
- Enter your Social Security number.
- Enter your Personal Identification Number (PIN) - last four digits of your Social Security number.

866-296-9712



### Frequent Users

- Call 866-296-9712, option 3.
- Enter your Social Security number.
- Choose the account you wish to access.
- Enter your PIN.

### Check Account Balance

- Personal account information, press 1; then
- For balance information, press 1.

### Review Investment Performance

- Personal account information, press 1; then
- For current investment rates of return, press 2.

### Change Future Investment Allocations (*new contributions*)

- Personal account information, press 1; then
- For investment information, press 2.

Confirmation sent the following business day.

*Please note that this allocation change impacts only your future contributions.*

### Transfer Between Investment Options (*current assets*)

- Personal account information, press 1; then
- To transfer between funds, press 3.

Confirmation sent the following business day.

*Please note that changing current allocations does not change how your future contributions will be invested.*

### Customer Service

- From the main menu, for customer service, press 1.



## BENCOR FICA Alternative Plan Overview

The BENCOR 401(a) FICA Alternative Plan (Plan) is a qualified retirement plan under Federal tax law that covers part-time, seasonal and temporary employees of the District who are not covered by the Florida Retirement System. The Plan provides an alternative benefit to Social Security and exempts you from FICA (Social Security) payroll taxes. You continue to pay Medicare taxes on your wages. Enrollment in the Plan is automatic for every employee who works in a position covered by the Plan.



**How much is contributed?** You contribute 7.5% of your wages on a *pre-tax basis* (for income tax purposes) instead of paying Social Security taxes that otherwise would be determined and paid by you on an *after-tax basis*. You will see your Plan contribution amount reflected on your paycheck stub. Contributions are credited to an individual account in your name under the Plan.

**How can I access my account?** Go to [www.bencorplans.com](http://www.bencorplans.com), click on **Participant Login**, select your State, County and Employer then click on **Log In**. Enter your social security number as the User ID and the last four digits of your social security number as the Password. Select **Participant** from the drop down and **Login**, follow the prompts to create your personalized security questions, user ID and password.

**How is my account invested?** The Plan offers different investment options in which you may choose to invest amounts contributed to your account. If you do not choose investment options, your account will be invested automatically in the guaranteed option, which may or may not be the best option for your particular circumstances. Therefore, it is very important for you to log on to your account at [www.bencorplans.com](http://www.bencorplans.com) as soon as possible to obtain information about all the available investments and choose the options that are appropriate for your own objectives and preferences.

**Can I withdraw my account?** Your account is always 100% vested and belongs only to you. The balance of your account will be available **90 days** after your termination of employment, retirement or total disability. In the case of your death, the beneficiary or beneficiaries you name under the Plan will be able to withdraw your account balance. Funds may be withdrawn as a lump sum cash distribution, which is taxable for the year of withdrawal, or as a direct rollover to an IRA or eligible retirement plan, which defers your income tax obligation. To request a withdrawal, download a Distribution Request Form from [www.bencorplans.com](http://www.bencorplans.com). Additional information about income taxes and rollovers is included with the form.

Your account is subject to the IRS Required Minimum Distribution rules after you reach age 70 ½, or retirement, if later.

Individuals who are "active participants" for the year in certain tax-advantaged retirement plans, such as this FICA Alternative Plan, are subject to federal tax law limitations on deducting contributions for the same year to an IRA account. These limitations also may affect a spouse's IRA deductions. Consult an independent tax advisor if you wish to take federal income tax deductions for contributions to an IRA.

**Will I receive statements?** Annual statements showing your account activity and ending balance are provided after the close of each calendar year. You may enroll in e-statements online to save mail time, paper and ink.

**Are there any fees?** There are no administrative fees charged to your account unless your balance is less than \$1,000 and no contributions have been made to your account for more than two years. At that time, if you do not elect a distribution, a monthly maintenance fee will apply.

**How can I get more information?** To logon to your account for plan and account information, go to [www.bencorplans.com](http://www.bencorplans.com). Enter your User ID and Password, select **Participant** from the drop down and **Login**. After logging on, select Support from the menu to chat with a BENCOR Customer Service Representative, or dial a BENCOR Customer Service Representative at 1-866-296-9712. Representatives are available Monday – Friday, 9:00 a.m. through 6:00 p.m., Eastern Time.



### **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.