Dear Parents, Guardians and Students:

We value our partnership with you, and thank you for being an important part of our Martin County School District family. Collectively, we have so much to offer students in academics, technology, career education, the arts, athletics, community service and more.

The success of every student depends on the relationship between the student, teachers, administrators, and parents. Whether you are a newcomer to our schools, or already well familiar with the District, I encourage you to be an active participant in your education. You have many opportunities, and we welcome your involvement.

Please review and discuss this handbook together. This will contribute to a successful school experience and learning environment. We thank you for your support and understanding. Together we can provide a positive school climate.

If you have any questions, please contact your school principal.

Sincerely,

Laurie J. Gaylord
Superintendent
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The purpose of the student handbook is to communicate the expectations, policies, procedures, and practices for the school year. Please refer to the district website for policies not included herein: School Board Policies, Student Progression Plan, and Student Conduct and Discipline Code.

www.martinschools.org
### School Calendar 2018-2019

**Martin County School District**

#### 2018-2019 School Calendar

Visit [www.martinschools.org](http://www.martinschools.org)

<table>
<thead>
<tr>
<th>AUGUST '18</th>
<th>SEPTEMBER '18</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3</strong></td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>Teacher PD Day (Teachers Only)</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>Teacher Work Day (Teachers Only)</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td>Teacher PD Day (Teachers Only)</td>
</tr>
<tr>
<td><strong>9</strong></td>
<td>Teacher Work Day (Teachers Only)</td>
</tr>
<tr>
<td><strong>10</strong></td>
<td>Teacher PD Day/Teacher Work Day (Teachers Only)</td>
</tr>
<tr>
<td><strong>13</strong></td>
<td>Students' First Day</td>
</tr>
<tr>
<td><strong>29</strong></td>
<td>Early Release</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Early Release</td>
</tr>
<tr>
<td><strong>12</strong></td>
<td>End of 1st Nine Weeks</td>
</tr>
<tr>
<td><strong>15</strong></td>
<td>Teacher PD Day (Teachers Only)</td>
</tr>
<tr>
<td><strong>22</strong></td>
<td>Report Cards</td>
</tr>
<tr>
<td><strong>31</strong></td>
<td>Early Release</td>
</tr>
<tr>
<td><strong>21</strong></td>
<td>End of 2nd Nine Weeks</td>
</tr>
<tr>
<td><strong>22-31</strong></td>
<td>Winter Break</td>
</tr>
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#### OCTOBER '18

<table>
<thead>
<tr>
<th>OCTOBER '18</th>
<th>NOVEMBER '18</th>
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<tbody>
<tr>
<td><strong>6</strong></td>
<td>High School Conference Night</td>
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<tr>
<td><strong>8</strong></td>
<td>Middle School Conference Night</td>
</tr>
<tr>
<td><strong>17-25</strong></td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td><strong>19-21</strong></td>
<td>Emergency Make up Day</td>
</tr>
<tr>
<td><strong>26</strong></td>
<td>Interim Reports (Grades 6-12)</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Early Release</td>
</tr>
<tr>
<td><strong>12</strong></td>
<td>Interm Report (Grades 6-12)</td>
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<tr>
<td><strong>1</strong></td>
<td>New Year's Day Holiday</td>
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<tr>
<td><strong>4</strong></td>
<td>Winter Break</td>
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<tr>
<td><strong>7</strong></td>
<td>Teacher Work Day (Teachers Only)</td>
</tr>
<tr>
<td><strong>13</strong></td>
<td>Classes Resume</td>
</tr>
<tr>
<td><strong>14</strong></td>
<td>Report Cards</td>
</tr>
<tr>
<td><strong>21</strong></td>
<td>Martin Luther King Jr. Day Holiday</td>
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</table>

#### DECEMBER '18

<table>
<thead>
<tr>
<th>DECEMBER '18</th>
<th>JANUARY '19</th>
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<tbody>
<tr>
<td><strong>6</strong></td>
<td>Early Release</td>
</tr>
<tr>
<td><strong>11</strong></td>
<td>Interim Reports (Grades 6-12)</td>
</tr>
<tr>
<td><strong>15</strong></td>
<td>Presidents' Day Holiday</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>High School Conference Night</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Elementary School Conference Night</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Middle School Conference Night</td>
</tr>
<tr>
<td><strong>19</strong></td>
<td>Non-School Day (Teachers &amp; Students Off)</td>
</tr>
<tr>
<td><strong>22</strong></td>
<td>Interim Reports (Grades 6-12)</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>Summer School Begins</td>
</tr>
<tr>
<td><strong>JUNE '19</strong></td>
<td>JULY '19</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Independence Day</td>
</tr>
<tr>
<td><strong>11</strong></td>
<td>Summer School Ends</td>
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<td><strong>23</strong></td>
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<td>JBHS Graduation</td>
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<td>MICHS Graduation</td>
</tr>
<tr>
<td><strong>30</strong></td>
<td>End of 4th Nine Weeks/Students' Last Day</td>
</tr>
<tr>
<td><strong>31</strong></td>
<td>Post-School Day (Teachers Only)</td>
</tr>
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</table>
**BELL SCHEDULE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Bell Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 a.m.</td>
<td>FIRST BELL</td>
<td>Students allowed on campus</td>
</tr>
<tr>
<td>7:20 a.m.</td>
<td>SECOND BELL</td>
<td>Students report to classrooms</td>
</tr>
<tr>
<td>7:25 a.m.</td>
<td>WARNING BELL</td>
<td>Five minute warning bell</td>
</tr>
<tr>
<td>7:30 a.m.</td>
<td>LATE BELL</td>
<td>Instruction begins</td>
</tr>
<tr>
<td>1:55 p.m.</td>
<td>DISMISSAL BEGINS</td>
<td>Dismissal process begins</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>DISMISSAL</td>
<td>Car Line begins &amp; Buses leave campus</td>
</tr>
</tbody>
</table>

**EARLY ARRIVAL**

Unless enrolled in the Extended Day Program, students are not allowed on school grounds before 7:00 a.m. The school does not provide supervision prior to this time. Parents of students arriving prior to 7:00 a.m. will be asked to make other arrangements for their child’s supervision.

**LATE ARRIVAL**

Policy 5230

Students must be in class at 7:30 a.m. to be considered on time for school. The car line gate is locked at 7:30 a.m. For arrivals after 7:30 a.m., an adult must accompany the child to the school office. The office staff will provide the student with a late slip to admit to class.

**At Pinewood, Students Learn from Bell to Bell**

It is important that students be in their seats by 7:30 a.m. The effects of tardiness are numerous:

1. The child who is late misses important information and directions.
2. Classmates lose instructional time because the teacher has to repeat information for the late student.
3. Teachers who have a number of students who are consistently tardy may delay the starting of a lesson causing a loss of instructional time. This is unfair to the students in the class.
4. Tardy students are learning bad habits, which may lead to being late for other activities.

**DISMISSAL PROCEDURES**

In an effort to provide for the safety of students, **we do not accept telephone calls to advise us of a change in the way your child is to go home for the day. We only accept written notification.** Please send a written notice to office to let the teacher and the office know the change in the way your child is to go home. Include the child’s last name and date(s) the change will be in effect. In the rare case that you experience an emergency, you may speak personally with either the Principal or Assistant Principal to request a change **for that day only.** Administration may approve the change **only** for emergencies. For your convenience, we have forms available in the office for you to use to notify us of a change in the way your child is to go home.
EARLY DISMISSALS ARE NOT PERMITTED BETWEEN 1:25 AND 1:55 P.M. After 1:25 p.m. students are engaged in dismissal activities which may make it difficult to contact the teacher. For the safety of all students, early dismissal can occur only prior to 1:25 p.m. Continuous early dismissal may result in a student accumulating time that may transfer to days of lost instruction.

Rainy Day Dismissal: Please make a rainy day plan with your child (particularly if your child walks or rides a bicycle home from school) and notify your child’s teacher of this plan in writing. If your child knows in advance what he/she is to do when it is raining, this will help the school better meet his/her needs. In the event of heavy rain, lightning or a severe weather watch at dismissal, students will be kept at the school until the weather clears. Listen to your local radio station for any special information.

EMERGENCY DISMISSAL PROCEDURES
In case of an emergency, the Superintendent may find it necessary to close one or more schools. This could happen at any time during the day for one of the following reasons:

1. Severe or dangerous weather
2. Loss of water or electricity
3. Any generally unsafe condition

When such an emergency occurs, the Superintendent will notify local radio and television stations of the details of an early dismissal. This will include the status of the Extended Day Program and the Adult Education Program.

Parents must assume the responsibility for providing safe home supervision if an emergency occurs. The following are suggestions for planning for this situation:

1. Parents should inform children of what to do if they are sent home early.
2. Parents should pre-arrange to have a neighbor meet children at the bus stop and watch them until the parents can get home.
3. Parents should establish a neighborhood phone network in the event school is dismissed early.

Early dismissals will occur only after careful consideration is given to the impact on the community and the safety and welfare of our students.
ACADEMICS

GRADING SYSTEM

Elementary progress reports in the first three quarters and the report card in the 4th quarter indicate a student’s academic progress in each class in grades K-5 based upon performance criteria. A student’s conduct and attendance are also evaluated. The final report card contains a statement regarding end-of-the-year status regarding performance or nonperformance at grade level. Parents receive notification of a student’s eligibility for progression in the 2nd, 3rd, and 4th quarters.

Reporting Scale
4  The student demonstrates application and understanding that extends beyond the standard
3  The student demonstrates application and/or understanding of the standard
2  The student demonstrates partial understanding of the standard
1  The student demonstrates limited understanding of the standard

Per F.S. 1008.22 and F.S. 1002.20 Student assessment program for public schools, each student must participate in the statewide assessment tests at designated grade levels. Assessments at the elementary level include:
- Florida Kindergarten Readiness Screener (FLKRS) in Kindergarten
- i-Ready Mathematics and English Language Arts (ELA) in grades K-5
- Florida Standards Assessment in ELA and Mathematics in grades 3-5
- Florida Statewide Science Assessment in grade 5
- Students participating in the English Language Learners program may also take the World-class Instructional Design and Assessment (WIDA)

HOMEWORK GUIDELINES

Homework plays a significant and integral role in the learning process. It is an extension of classroom instruction that reinforces concepts and learning goals. Overall, homework enhances the student’s academic growth. Homework may be assigned to prepare the student for upcoming lessons, practice skills recently taught, and/or provide opportunities for enrichment. Homework assignments are purposeful and relevant to achieving Florida state standards within school district instructional frameworks. It is used for a valid learning purpose and should never be used as a punitive measure. The assigned work should support inquiry, problem solving, application and analysis of essential concepts. The amount of time that is needed to complete homework assignments will vary and depend on the individual student’s academic skills and rigor of courses.
Responsibilities:

**Student:**
- Record assignments in student planner
- Ask teacher to clarify any questions so it is clear what is expected
- Make time for completing homework and studying
- Complete assignments in a timely manner
- Make up work missed when absent

**Teacher:**
- Assign meaningful, purposeful and relevant work that reinforces classroom learning
- Give clear and understandable instructions
- Provide feedback on assignment(s) in a timely fashion
- Set a clear homework policy, including any conditions regarding acceptance of late work in the course syllabus

**Parent(s):**
- Monitor assigned homework and finished products
- Stay in communication with child’s teachers to remain well informed of progress

**WEDNESDAY FOLDERS**
- Every Wednesday students are given a folder labeled, ‘Wednesday Folder.’ Most school notices and many of students’ class work assignments are sent to you in the folder. Please sign in the designated place upon receiving the folder and return to school by Friday of the same week.

**REPORT CARDS AND INTERIM/PROGRESS REPORTS**
- Progress Reports are issued three times a year at the end of each nine-week grading period: October 22\(^{nd}\), January 14\(^{th}\), March 25\(^{th}\).
- Report Cards are issued at the end of the 4th nine-week grading period

**PROMOTION REQUIREMENTS**
- Policy 5410.01 & S.1003.4156, F.S.

Student progression from one grade to another is based on proficiency in English Language Arts, mathematics, social studies, science, computer literacy, health and physical education, music, character education, and art. Reading, language arts, writing, and mathematics are considered essential skills and are emphasized. Students in elementary schools may attain progressively higher levels of skill in the use of digital tools and applications. Each elementary school is required to provide 150 minutes of physical education (to include recess) each week for
students in grades K-5.

PROGRESS MONITORING PLANS/STUDENT PROGRESSION

The Florida Department of Education has adopted the Florida Standards. The Standards identify the knowledge and skills a student is expected to know at certain stages. The Standards give parents, students, teachers, and administrators a clear picture of what is to be expected in school. All students are expected to achieve these high standards. Students enrolled in Exceptional Education (ESE) are provided with Individual Education Plans and/or modifications to assist them in achieving these standards.

State legislation in s.1008.25, F.S. requires school districts establish a comprehensive plan for student progress that must:

- Provide for student’s progression from one grade to another based on the student’s mastery of the standards, specifically in English language arts, mathematics, science and social studies.
- Include criteria that emphasize student reading proficiency in kindergarten through grade 3.

A student who is not meeting the school district or state requirements for satisfactory performance in English Language Arts and mathematics must be covered by one of the following plans: A federally required student plan such as an IEP; a school wide system of progress monitoring for all students, except a student who scores a Level 4 or above on the ELA and mathematics assessments may be exempted by the principal; or an individualized progress monitoring plan. Please review the Pinewood Elementary Schoolwide Progress Monitoring Plan.

According to HB 7069, participation in the assessment program is mandatory for all school districts and all students attending public schools, including adult students seeking a standard high school diploma under s. 1003.4282 and students in the Department of Juvenile Justice education programs, except as otherwise provided by law. The statewide, standardized Reading assessment shall be administered annually at least once at the elementary level. The English language arts (ELA) assessments shall be administered to students in grades 3 through 10. The statewide, standardized Mathematics assessments shall be administered annually in grades 3 through 8. The statewide, standardized Science assessment shall be administered annually at least once at the elementary level.

Each student who does not achieve a Level 3 (satisfactory) or above on a statewide, standardized assessment must be evaluated to determine the nature of the student’s difficulty, the areas of academic need, and strategies for providing academic support to improve the student’s performance. To be promoted to grade 4, a student must score a Level 2 or higher on the statewide, standardized English language arts assessment required under s. 1008.22 for grade 3.
For additional information on student progression, visit the school district web page: http://martinschools.org. The Student Progression Plan is under Parent Resources.

Definitive levels of proficiency must be reached before a child can be considered for promotion. Absenteeism is a factor used in determining promotion. Promotion will be considered for students who have met the following criteria:

**Kindergarten, Grade One, Grade Two, Grade Four, Grade Five**
- Successful demonstration of basic objectives for the reading/language arts/writing program as indicated in the Florida Standards.
- Successful demonstration of basic objectives for the mathematics program as indicated in the Florida Standards.
- Receive a yearly passing grade in science/social studies unless in a remedial program.
- Satisfactory performance on assessments.

**Grade Three**
- Successful demonstration of basic objectives for the (3rd grade) reading/language arts/writing program as indicated in the Florida Standards.
- Successful demonstration of basic objectives for the (3rd grade) mathematics program as indicated in the Florida Standards. Successful demonstration of basic objectives for the (3rd grade) science program as indicated in the Florida Standards.
- Satisfactory performance on state assessments.
- If a student’s reading deficiency is not remediated by the end of grade 3, as demonstrated by scoring at level 2 or above on the statewide assessment testing reading for Grade 3, the student must be retained.
- Receive a yearly passing grade in science/social studies unless in a remedial program.

**POSITIVE PARENT/TEACHER RELATIONSHIPS**
In an effort to promote positive Parent/Teacher relationships the following would be helpful:
1. Speak to your child’s teacher about concerns before going to administrators.
2. Respect the school policy of stopping at the office to be admitted on school campus.
3. Go to your child’s classroom **only** if you have an appointment. Do not interrupt instruction.
4. Offer assistance on a field trip or upcoming project in advance.
5. Donate items to class projects/celebrations if requests are made.
6. Go through your child’s backpack daily to review work or check for homework. This includes information sent in Wednesday Folders.
7. Be supportive of the teacher’s rules.

It is not recommended that you volunteer in your own child’s classroom. Volunteering in your own child’s classroom can often cause disruptions to your child’s learning. Often children don’t know who they should focus on – their teacher or their parent.
A parent can support and endorse his/her child’s teacher, through conversation and example. Regardless of teaching style, teachers are all working toward the same educational goals. Remember that if everyone has a positive attitude, the result will be a superior educational environment for your child.

**SCHOOLWIDE PROGRESS MONITORING PLAN (Grs. K-5)**
The Florida Department of Education has adopted the Florida State Standards, which are high levels of expectations for student achievement. The Standards identify the knowledge and skills a student is expected to know at certain stages. The Standards give parents, students, teachers, and administrators a clear picture of what is to be expected in school. All students are expected to achieve these new high standards. Students enrolled in Exceptional Education (ESE) and Limited English Proficient (LEP) programs are provided with Individual Education Plans and/or modifications to assist them in achieving these standards.

State law requires that a student who is not meeting the school district or state requirements for satisfactory performance must be covered under a plan which includes a school wide system of progress monitoring for all students. The plan includes school wide diagnostic assessments for students K – 5, as well as school wide strategies, interventions, and progress monitoring assessments for students.

Teachers may suggest using classroom materials, the media center, technology and other remedial strategies to achieve these goals. Other strategies may include, but are not limited to:

- Individual/small group
- Parent assistance
- Before/after school services
- MTSS/RtI (Multi-Tiered System of Supports, Response to Intervention)
- Flexible/guided grouping
- ELL services

**ATTENDANCE**

*Policy 5200*

Students are required to attend school every day. Once a student arrives on campus, the student may not leave campus without the written permission of parent or administrator. Students must follow scheduled class locations. If a student is absent, the student’s parent/guardian should call attendance to report the absence. Upon the student’s return to school, a note written by the parent/guardian is required. The note must include the student’s full legal name, reason for the absence, and the date(s) of the absence and signed by parent/guardian. The note must be turned into the front office.

Please note that absences are excused for the following reasons only: illness, hospitalization, death in the family, court appearances, school-sanctioned activities, and religious reasons.
ATTENDANCE ZONES
According to the school district, zones for school attendance are subject to change and cannot be guaranteed.

ABSENCES
Policy 5200
It is the responsibility of each student’s parent or guardian to notify and explain in writing to the school, a student’s absence no later than three days after the student’s return to school. The student’s first and last name, teacher’s name and absence date(s) must be included. Failure to provide the school with written verification for an absence by the tenth day of school will result in the absence being considered unexcused. Excused absences are for the following reasons only:
- Illness of the student. (A doctor’s statement may be required by school officials.)
- An accident resulting in bodily injury to the student.
- A death in the immediate family of the student.
- An observance of a religious holiday in line with the recorded faith of the student.
- A subpoena by a law enforcement agency or a court appearance.
- Principal-approved participation in academic, vocational or non-instructional activities.
- Insurmountable conditions as defined by the state board and determined by the principal.
- All other absences are considered unexcused.

Physician/Medical Provider Certification – A physician or other licensed medical provider’s certification is required in the event that a student is absent due to illness, injury or other medical or physical condition for three or more consecutive school days or nine cumulative days within any ninety calendar days. Under the compulsory attendance laws, students and parents have the responsibility to provide the school with an adequate explanation and appropriate documentation indicating the reasons for an absence. Absences must not exceed nine days per semester as excessive absence may result in the student being retained in his/her current grade.

Unexcused absences of five or more in one month will result in a district letter sent home and a copy to the truancy department. Ten or more unexcused absences during any nine week period will be reported to the truancy department and may be reported to the Martin County Court system and/or the Department of Children and Families.

For students who will be out for an extended period due to illness
TARDINESS
Policy 5230

Tardiness to School – Students are expected to arrive at school on time. All students are required to be at their first period class and prepared to work when the bell rings. Students who arrive after 9:10 am must report to the office and have a parent or guardian sign them in.

Tardiness to Class – Students are to be physically in the classroom to which they are assigned at the appropriate time. Tardies, being out of area, and skipping class are all subject to disciplinary actions in a progressive manner. After campus wide warnings are given, students tardy to class will receive consequences.

WITHDRAWAL
Policy 5130

No student will be allowed to withdraw from school without written permission from his/her parent or guardian. If you must withdraw from school, parent/guardian is asked to notify the school office several days before they plan to withdraw. All textbooks and library books must be returned or paid for if lost at the time of withdrawal.

BEHAVIOR SUPPORT/PBIS
Policy 5600
What is PBIS?

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn. We focus on students being Positive, Always Respectful, Working Responsibly and being Safe. (PAWS)

What Can Parents do to help?

Become informed about the PAWS expectations and discuss with your child frequently. Keep communication open between you, your child and your child’s teacher.

BICYCLES/SKATEBOARDS/HOVERBOARDS

Students who ride bicycles to school are required by law to wear bike helmets. Bikes are to be placed in the bicycle racks provided for that purpose and should be locked at all times. The school is not responsible for stolen or damaged bikes. Bikes/skateboards must be walked onto campus. Hoverboards are prohibited on school property.
BIRTHDAYS
Classroom birthday celebrations are handled at the discretion of each teacher. Please check with your child’s teacher prior to planning a classroom celebration. Please be aware that any foods served to students need to be commercially prepared. If a parent wants to celebrate a child’s birthday at school, the cake, cupcakes or cookies must be purchased or prepared by a grocery store or restaurant. (School Board Rule 8500.02.2; Martin County Health Department, Administrative Code, Food Hygiene, Rule 64E-11.009). Students will not be allowed to celebrate until 30 minutes after their lunch. If you would like to celebrate during lunch, you may order the treat through the cafeteria manager with a 2 week notification.

Students may distribute party invitations for birthdays to all classmates or all classmates of the same gender. Students may not distribute invitations to only selected classmates. In this case, parents must find an alternate means to distribute party invitation that is outside of school.

BULLYING AND HARASSMENT
Policy 5517.01

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

Bullying means systematically and chronically inflicting severe physical hurt of psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment; cause severe discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation and destruction of property.

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee, which is severe and pervasive, that it:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property
2. Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits
3. Has the effect of substantially disrupting the orderly operation of a school

Bullying and harassment also encompasses:

1. Retaliation against a student or school employee by another student or school employee
for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
   a. Incitement or coercion
   b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system
   c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

**BUS TRANSPORTATION**

*Policy 5610.04*

School buses are maintained to transport students who live two or more miles from the school. Students who ride the bus:

1. Must occupy the seat assigned to them by the driver and refrain at all times from moving around while the bus is in motion
2. Observe classroom conduct (except for quiet conversation) while riding the bus
3. Are under the supervision of the driver

Students who fail to cooperate may be suspended from the school bus. Please refer to the bus rules as stated in the Martin County Student Code of Conduct and Discipline Code.

**BUS LOOP & PARKING AREA**

Due to State of Florida safety regulations, cars and pedestrians are not allowed to mingle with school buses. Therefore, the bus loop and north parking lot are closed daily during the following times: 7:00-8:00 a.m. and 1:35-2:10 p.m.

Parents dropping off or picking up children from Extended Day will have to park in the main (south) parking lot near the office during those time periods.

**CAR LINE**

Due to the safety risk associated with the high volume of traffic coming through carline each day, parents and guardians MAY NOT park their vehicle and walk to the carline waiting area to retrieve their child. In the event of a personal emergency where a parent or designee must park and retrieve his or her child, they must first go to the front office, provide a photo identification card, and wait for the child to be sent to them in the office by staff. Parents are not permitted to take children from the carline waiting area.
CAFETERIA
The school participates in the federal/state school lunch program, a complete lunch including dessert and milk is offered at no cost. Any information you need can be found at [www.martinschools.org](http://www.martinschools.org) click on ‘Parents and Students’ section, then click on ‘Food and Nutrition Services’.

EATING LUNCH WITH YOUR CHILD
For security purposes the following procedures will be in place:
Parents/Guardians listed on the yellow card will check their child out from the office and may enjoy lunch at one of the picnic tables located outside the office door, Mary Brogan Park or a location of your choosing. The parent/guardian will then check the child back into school no later than the end of their child’s scheduled lunch period (30 minutes) to ensure their child rejoins their class before instruction resumes.
Please be sure to send a note with your child stating your intentions to have lunch and whether or not your child will need to be provided a lunch before joining you. As always, a picture identification card is required to enter campus.

Menus:
Students and their families can now view menus, nutrition data and allergen information for meals served in all schools through the Nutrislice webpage - [www.martinschools.nutrislice.com](http://www.martinschools.nutrislice.com) and (free) smartphone app. For those with the Alexa device, install the free Alexa skill “School Menus by Nutrislice” and just ask: “Alexa, open school menus.” and “What’s for lunch?” and you will get an audio response telling you what’s on the menu for today!

A La Carte Snacks:
Students are permitted to use money from their account to purchase a second entree as well as “Smart Snack” approved snacks. Parents may restrict their student from purchasing snacks by submitting a written request to the school’s cafeteria manager.

Nutrition Standards for Snacks/ “Smart Snack” Guidelines
Any food sold in schools must:
• Be a whole grain-rich grain product; or
• Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
• Be a combination food that contains at least ¼ cup of fruit and/or vegetable

Foods must also meet several nutrient requirements:
• Calorie limits: ≤ 200 calories
• Sodium limits: ≤ 230 mg
• Fat limits: ° Total fat: ≤35% of calories ° Saturated fat: < 10% of calories ° Trans-fat: zero grams
• Sugar limit: ° ≤ 35% of weight from total sugars in foods
Food Allergies & Menu Modifications:

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District and Food & Nutrition Services Department. Substitutions to regular school meals provided by the District will be made for students who are unable to eat regular meals due to a qualifying dietary need when that need is certified in writing by the student’s physician. Please print out the most current Medical Request for Special Dietary Accommodations form from the MCSD Food & Nutrition Services Department webpage (or request a paper copy from the school’s cafeteria manager). Once the form is submitted to the school, please allow 5-10 business days for processing. During this timeframe, please provide a safe meal for breakfast and lunch.

CELL PHONES/ELECTRONIC DEVICES/BYOD

Cell Phones/Electronic Devices
Cell phones must be TURNED OFF, stored away and not used during school hours unless under the direction of the teacher for instructional use only. Cell phones may be used only after school. If there is an emergency, student must go to Student Services and they will be allowed to use their cell phone. Cell phones found in the “on” mode (including text messaging) during school hours will be confiscated until a parent can recover it from a school official.

BYOD

Martin County “Bring Your Own Device” (BYOD) Responsible Use Guidelines for Students
Technology is one way of enhancing the District’s mission of teaching students to be productive, college and career-ready members of the 21st century. In order to increase the use of technology in the classroom, Martin County Schools are implementing a BYOD program. We want students to embrace appropriate use of technology so they may become responsible digital citizens.

Definition of BYOD
Bring Your Own Device allows students to bring and use their own personal technology device to connect to the District wireless network and Internet for use during classroom instructional activities directed by instructional personnel. For the purpose of this program, the word “device” will include: Wi-Fi enabled devices including but not limited to iPads, iPod Touches, laptops, e-readers and Android tablets.

Internet Access and Use
The District will provide secure and filtered access to the internet through the District wireless network. Usage of the District wireless network account is encouraged. The District is not liable for content that is accessed or charges that may be incurred if a student chooses to use his/her persona data plan to access the internet.

Security and Damages
Each user is responsible for his/her device and is expected to use it appropriately. Responsibility to keep personal technology secure rests with the individual owner. Martin County School District is not liable for any device stolen or damaged on campus. Martin County School District will NOT replace or provide financial restitution for any stolen or damaged personal electronic device. If a technological device is stolen or damaged, the issue will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations.

**BYOD Student Agreement**

The use of technology to access educational material is a privilege. When abused, privileges will be revoked and disciplinary consequences will be issued. When respected, these privileges benefit the learning environment as a whole. Students and parents/guardians participating in the BYOD program must adhere to the Student Code of Conduct, as well as all Board policies, particularly the Student Responsible Use agreement. Additionally, all mobile devices:

- Must be in silent mode while on school campuses and while riding school buses.
- Students are not allowed to use any device to photograph or record (either in audio or video format) another person on school property at any time without that person’s permission.
- Devices may not be used for any purpose that promotes academic dishonesty.
- Students will not participate in behavior utilizing their personal device on or off campus that “materially or substantially interferes with school operations” and/or creates a “substantial disruption to the educational process”. If such behavior occurs, disciplinary action will be issued as deemed appropriate by the MCSD Code of Conduct and School Student Handbook.

**Students and Parents/Guardians acknowledge that:**

- The school’s network web filter will be applied to a device’s connection to the internet and any attempt to bypass the network filters is prohibited.
- Students are prohibited from processing or accessing information by “hacking”, altering, or bypassing Martin County School District network security policies.
- The District has the right to collect and examine any device if a student is suspected of violating the BYOD guidelines.
- The charging of devices is the responsibility of the student and teachers may allow or disallow that privilege at their own discretion.
- The District is not responsible for lost, stolen or damaged personal technological devices.
- The District is not responsible for maintenance or repair of any personal technology.
- The District is not responsible for any costs incurred due to use of personal technology.
- Printing from personal devices will not be supported at school.
- Each school has discretion to allow and regulate the use of personal devices in the classroom and on.

**NOTICE:** “When it is determined that use has occurred in violation of this policy, then the
device will be confiscated, sent to Student Services and returned to the parent upon their request. Use of wireless communication device in violation of this policy includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act.”

**CLUBS AND ORGANIZATIONS**

*Policy 5730*

There are several clubs and organizations offered to grades 2-5. PNN, Safety Patrol, Fun Run, Sunshine State Book Club, Rock Painting, Robotics, Chorus, Green School, K-Kids, and Track.

**CONFERENCES AND OPEN HOUSE**

- Parents are encouraged to conference with their child’s teachers to discuss their child’s school progress. The teachers, guidance counselor and administrators are glad to assist students with their needs. The student, parent and/or guardian should feel free to consult any teacher or administrator about problems, which arise and may arrange for private conferences. Conferences can be scheduled with a teacher or administrator as needed during the school year.

<table>
<thead>
<tr>
<th>Elementary Conference Nights</th>
<th>Elementary Open House Dates</th>
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<tbody>
<tr>
<td>November 7th, 2018 5:00 pm – 8:00 pm</td>
<td>September 4 K-1 5:30-7:30</td>
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<tr>
<td>April 3rd, 2019 5:00 pm – 8:00 pm</td>
<td>September 6 3-5 5:30-7:30</td>
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</tbody>
</table>

**DELIVERIES**

Balloons, toys, flowers, etc. are not permitted on campus or buses. Flowers or gifts for students should not to be delivered to school and may not be accepted.

**DISCIPLINE**

*Policy 5500*

Students are afforded the opportunity to receive a free appropriate public education and have the right to be treated with respect and dignity. Students have the responsibility to treat other persons and property with respect and dignity. Student misconduct which jeopardizes the health, safety, or welfare of other people or which disrupts the educational environment will not be tolerated.

Please refer to the Martin County School District Secondary Student Conduct and Discipline Code located at the district and school websites for a comprehensive description of discipline procedures.

**DRESS CODE**

*Policy 5511*

- Dresses or collared shirts are required.
• Clothing with questionable messages is not acceptable.
• Pinewood Elementary School T-shirts are permitted on Fridays.
• All shirts must be longer than (cover) the top of pants/shirts/skorts/shorts.
• Skirts/skorts/shorts/dresses will be no shorter than 2” above the knee and must be worn no lower than the hip with no underwear showing.
• No ripped or torn clothing is permitted.
• No see-through or skin-tight clothing is permitted.
• Words and/or pictures printed across the behind of pants/shorts/skorts will not be permitted.
• Closed toe shoes must be worn. Shoes must be secured so that the student’s foot does not slip.
• No hats may be worn inside the building without a doctor’s note.
• No tattoos (temporary or permanent) are permitted.
• No unusually styled or colored hair is permitted.
  No Mohawk hair styles will be allowed.
• Clothing, cosmetics, and accessories, which distract from instruction as per the teacher and administration, are not permitted. Jewelry that is at risk of getting pulled or tangled will be considered a safety risk and will not be permitted.
• For further information refer to the Martin County Code of Conduct booklet.

DOOR TO DOOR SOLICITATION
• Several times a year the Pinewood PTA will sponsor fundraising events. Door to door solicitation is not encouraged nor permitted for school fund raising activities.

EMERGENCY CRISIS INFORMATION

In the event of an emergency, parents/guardians will be notified via the Connect 5 Message System, which will provide the most up to date information, as it becomes available. It is critical that any changes in contract information be provided to the school, so that in the event of an emergency, the Connect 5 System will reach all families.

In a major crisis situation, such as a campus lockdown, the Martin County Sheriff’s Department will take charge of the school, until any/all threats have subsided. During such a time, parents may not enter the campus. Failure to abide by this policy could result in an arrest. Please do not come directly to the school, unless advised via the Connect 5 Message System.

Drills
During fire, tornado, and lock-down drills students should follow the directions of the teacher closely. No talking, running, or misconduct of any kind is allowed. The following signals are used:
  1. A continuous bell for fire
  2. An intermittent bell for tornado
3. Intercom announcement for lock-down
4. Bus evacuation drills are practiced according to instructions from the bus driver

EXCEPTIONAL STUDENT EDUCATION

*Policy 2460*

Exceptional student education programs are designed for students with special needs. For most programs, students receive a psychological evaluation to determine eligibility. Following a psychological evaluation, a staffing involving ESE consultant, parents and sometimes the student, is held to determine eligibility and appropriate placement. If placement is decided, an individual education plan (IEP) is developed to meet the student's needs. For more information please contact the school's IPS coach or guidance counselor.

FIELD TRIPS

Field trips are one method of improving learning and enriching the curriculum. All trips are chaperoned. All students going on field trips must have a note granting permission from the parent or guardian. Without this written permission, students will not be permitted to go.

GUIDANCE

*Policy 2411*

A Guidance counselor is available to provide individual, group and classroom developmental counseling to all students. Additionally, the counselors provide personal/social, behavioral, and academic counseling to identified students. Other available services include the following:

- Character Counts instruction
- New student orientation
- Appropriate placement of students
- Parental assistance
- Identification and referral of students with particular needs
- Standardized testing
- Multi-tiered Student Support (MTSS)

HEALTH SERVICES

*Policy 2410*

The Martin County Health Department nurse visits the school one day a week and is on call for emergencies. Examinations upon referral are made for communicable diseases, rashes, sores, etc. Screenings for height, weight, and vision will be held during the school year as well.
ILLNESS
Policy 2410
The clinic is staffed by a Health Assistant. A Martin County Health Department Nurse visits all schools in the district at least one time per week.

Parents or guardians will be notified to pick-up a child who becomes ill at school. In order to notify parents, we must have telephone numbers on file so that we may contact you. Please advise the office staff of any changes in your work, home, or emergency telephone numbers. Should your child acquire a communicable disease, please call our Health Assistant at 219-1595 x106 so we can determine if there are any trends among students.

If the student has a fever of 100 degrees or greater, a parent/guardian will be notified to come pick up their child. A student is not allowed to return to school until they are fever free for 24 hours (without medication). Parents of students who continually become ill at school will be notified to see outside medical advice.

Should your child become infested with any parasite such as head lice or nits, you will be asked to pick the child up from school to remedy the matter immediately. Following treatment for live lice or nits, a student must be brought to school by the parent /guardian and checked by the Health Assistant before returning to class. The child may return to school when the student has been treated and is lice free.

Clinic
The school health clinic is staffed with one health assistant. Please note the following:
Each student must have a pass to enter the clinic.

- Parents or an emergency contact person will be notified by phone when possible.
- The school must have the telephone number (home, office, emergency, etc.) of every child’s parent and the name and phone number of the family doctor.
- Call to have your emergency contact card (Martin County School District Form #136) updated when changes occur.
- Students may not remain in the clinic for more than fifteen minutes unless the illness or injury is serious and the parent cannot be reached OR if a fever is indicated. The district recognizes a fever as being 100 degrees or greater.
- If the student has a fever of 100 degrees or greater, a parent/guardian will be notified to come pick up their child. A student is not allowed to return to school until they are fever free for 24 hours (without medication).
- Parents of students who continually become ill at school will be notified to see outside medical advice.
• Any illness or injury occurring in a classroom or PE must be reported to the specific teacher immediately.
• The health assistant will register each student as they enter the clinic with the nature of his/her illness.
• Students MAY NOT use their cell phones to call or text their parents if they are ill. Failure to comply with this policy may result in disciplinary consequences.

Guidelines for Medication
Any medication (prescribed or over the counter) must have an authorized Form #135 completed by the attending physician and parent. These forms are required by law for ANY medication including aspirin and cough drops. Any medication (prescribed or over the counter) must have an affixed pharmacy prescription label and be stored in the clinic in the most recent, original container.

Note: Any student in possession of a prescribed medication or over-the-counter medication may be subject to disciplinary action.

Injuries Requiring Crutches or Wheel Chairs
Students who need to have crutches or a wheelchair are required to present a doctor’s note specifying how long they will need to use the assistive device. The doctor or physical therapist should fit the child for correct crutch size and ensure proper training for gait and use. The student must report to the clinic before entering the classroom. The note from the doctor alerts the school to make the necessary accommodations for the student.

Accidents
When a student is injured on school property, the teacher or person in charge may give such help as circumstances permit. The principal and parent will be notified as soon as possible providing we have the proper phone numbers to contact the parent. When serious injury is apparent, or possible, and a parent cannot be located, a school staff member must take the responsibility of immediate medical assistance. (School Board Rule 4.12)

Student Accident Insurance – A brochure and application to purchase accident insurance for student(s) is sent home every year at the beginning of the year. Please read the brochure carefully and give serious consideration to this insurance. It is important to know that the School Board’s insurance does not cover students for accidents that occur at school or during school sponsored activities. All accident and medical claims are the responsibility of the parents or guardians. If you choose “Full Time 24 Hour Accident Coverage” it will cover accidents that may occur during weekends, vacations and the summer months. If you have any questions regarding this coverage, please contact the plan administrator.

Cologne/Perfume
Children often like to copy their parents and older siblings/friends by wearing cologne and perfume. There are a number of children and adults who are allergic to fragrances. In addition, the use of strong colognes and perfumes can cause a distraction in the learning environment. It is for these reasons that the use of cologne and perfume will not be permitted at school.
SUNSCREEN
Students are allowed to possess and use sunscreen on school property without a prescription. Sunscreen must be self-administered by the student and may not be administered by a MCSD employee.

LOST AND FOUND
All items found will be located in the cafeteria. If it is something of value it will be kept in the front office.

MESSAGES TO STUDENTS DURING SCHOOL HOURS:
In order to assist us from disrupting instruction; please avoid calling the school office to have a message delivered to your child unless it is an emergency.

MONEY
Students should bring only the amount of money necessary for lunch, breakfast and/or supplies. Please see that your child’s money is in a wallet, pocketbook or other suitable container.

TOYS and JEWELRY
Students are not permitted to bring toys to school or wear distracting jewelry. Toys include, but are not limited to: electronic games, trading/game cards, spray bottles, and laser pointers. Distracting jewelry is: any jewelry item that presents distraction or disruption to students and/or poses a threat to our positive learning environment. Possession of these items while on school campus will result in the items taken away and parents notified.

VISITORS
Visitors must sign in through V-soft in the front office and wear a visitors badge at all times on campus. V-soft is a visitor management and screening technology that helps protect children from sex offenders and domestic dispute offenders. Visitors on campus scan their driver’s license or Florida ID card in to get a visitor’s pass.

If a parent or guardian feels the need to observe in a classroom, a request must be submitted at least twenty-four hours in advance and will be subject to approval by the Principal. In this way we can make sure that your observation does not conflict with special activities in and out of the classroom and that the teacher and students are available.

When on campus all visitors are asked to silence their cell phones. This prevents distraction for other students and affords parents extra quality time with their children.

SCHOOL PROGRAMS & ORGANIZATIONS
EXTENDED DAY PROGRAM
The Extended Day Program is available for K-5 students who are in need of supervision between 6:45 and 7:00 a.m. and 1:45 p.m. to 6:00 p.m. Information concerning the cost of this service may be obtained from Patrick Murray, County Coordinator, 219-1200 ext. 30339 or Pinewood’s School Site Coordinator, Lauren Martin, at 219-1595 x275. The Extended Day Program is conducted on school property and is operated by the Applied Technology, Career Development and Continuing Education Program.

MEDIA CENTER
Policy 8215
MEDIA CENTER
Our Media Center is open to students and teachers. A variety of instructional materials are available. Pupils are encouraged to check out books for pleasure and reference work. Most books are checked out on a weekly basis. Many reference books are checked out for overnight only. Although there are no fees for overdue books, students must pay for lost books. If a book is lost or damaged, the child and parent are responsible for replacement. Pinewood’s Media Specialist will issue additional library guidelines and rules.

PLEDGE OF ALLEGIENCE
Pursuant to Florida Statute 1003.44, students are hereby notified of the following:
1. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state.
2. When the pledge is given, students must show full respect to the flag by standing at attention, men removing any headdress, except when such headdress is worn for religious purposes.
3. The pledge of allegiance to the flag, “I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all,” shall be rendered by students standing with the right hand over the heart.
4. Students have the right not to participate in reciting the pledge. Upon written request by his or her parent, the student shall be excused from reciting the pledge, including standing and placing the right hand over his or her heart.

RESIDENCY VERIFICATION
The Superintendent or his/her designee shall require proof of residency at the time of registration, and may require proof of residency at any other time. Two (2) proofs of residency indicating the address at which the student resides with his/her parent(s) or legal guardian are required to register a student. Examples of acceptable documents are as follows, and all evidence must coincide:
1. Current utility bill with service address indicated;
2. Current year property tax bill;
3. Mortgage or deed of home;
4. Lease agreement with name of tenant, landlord, and contact information for all parties. Agreement must contain expiration date. A renewed lease must be provided to the school registrar;
5. State of Florida driver’s license or identification card.

A school may deem the documents provided are not sufficient for enrollment or verification if the Principal/designee has reasonable suspicion of inaccurate document presentation as to the residence of a student or legal guardian or other relevant factors.

Any time a student’s address changes, the parent is responsible to notify the School District in writing.

PTA- PARENT TEACHER ASSOCIATION
Our PTA is a vital part of the school program. It serves to unite the efforts of parents and teachers to provide the best education for our children. A membership drive will be conducted in the fall. Interesting, informative meetings are planned. The success depends on your support! Visit our web site for meeting dates and more information.

SCHOOL ADVISORY COUNCIL (SAC)
Policy 2125

Parents, community members, students and school staff meet monthly to discuss school events and activities. These meetings are held in the cafeteria at 5:30. The scheduled dates are: August 27th, September 17th, October 8th, November 12th, January 14th, February 11th, March 18th, April 15th, and May 13th

SCHOOL INSURANCE

The School Board DOES NOT carry medical insurance coverage on students. As a general rule, the School Board will not pay medical costs for school injuries unless there is some evidence of negligence by the Board. Parents who do not have medical insurance for their children, or who wish additional coverage, may purchase accident insurance available through the school. Two types of coverage are available. One policy covers from one hour prior to and one hour after school during the school year, and the other policy allows twenty-four (24) hour coverage for a full calendar year. Check your student’s first day packet for the Student Accident Insurance brochure.
**VISITORS**
Any visitor on campus must be on the yellow card and must sign in through Raptor in the front office. Raptor is a visitor management and screening technology that helps protect children from sex offenders and domestic dispute offenders. Visitors on campus must scan their driver’s license or Florida ID card in order to get a visitor’s pass. The visitor’s pass must be worn the entire time you are on campus.

If a parent or guardian feels the need to observe in a classroom, a request must be submitted at least twenty-four hours in advance and will be subject to approval by the Administration. In this way we can make sure that your observation does not conflict with special activities in and out of the classroom and that the teacher and students are available.

When on campus all visitors are asked to silence their cell phones. This prevents distraction for other students and affords parents extra quality time with their children.

**VOLUNTEERS**

*Policy 8120*

Online volunteer registration for the 2016-2017 school year begins on August 3, 2016. Many volunteer opportunities are available...

- Read with a child who is struggling to read
- Work in the media center, cafeteria or office
- Serve as a classroom volunteer or a mentor
- Help with homework in our after-school program

We will work with you to find the right placement for your unique talents and interests. Volunteering is a Two-Way Street: It can benefit you as much as the students.

All volunteers are checked against the Florida Department of Law Enforcement's Sexual Predators and Offenders Registry prior to being placed in any volunteer position.

**LEVEL 1:** Service on campus during school hours only
- Complete e270 registration form every year
- No additional background check is necessary

**LEVEL 2:** Any service on campus during non-school hours and all off campus service
- Complete e270 registration form every year
Level 2 requires a background check every two years

For more information and to complete the e270 form visit www.martinschools.org and click on ‘Volunteer Services’ under Quick Links.
**FLORIDA STATEWIDE ASSESSMENT PROGRAM 2018–2019 SCHEDULE**

### Florida Standards Assessments (FSA)

**FSA English Language Arts (ELA) and Mathematics**

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<th>Dates</th>
<th>Assessment</th>
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<tr>
<td>April 1–12, 2019</td>
<td>Grades 4–10 ELA Writing</td>
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<tr>
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<td>Grade 3 ELA Reading</td>
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<tr>
<td>May 1–14, 2019*</td>
<td>Grades 4–6 ELA Reading</td>
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<tr>
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<td>Grades 3–6 Mathematics</td>
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<tr>
<td>May 1–28, 2019*</td>
<td>Grades 7–10 ELA Reading</td>
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<td>Grades 7 &amp; 8 Mathematics</td>
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**FSA End-of-Course Assessments**

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<td>Algebra 1 &amp; Geometry</td>
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<td>November 26–December 14, 2018</td>
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<td>May 1–28, 2019*</td>
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<td>July 15–26, 2019</td>
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### FSA Retakes

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<td>Grade 10 ELA Writing Retake</td>
</tr>
<tr>
<td>September 10–28, 2018</td>
<td>Grade 10 ELA Reading Retake</td>
</tr>
<tr>
<td>February 25–March 15, 2019</td>
<td>Grade 10 ELA Writing Retake</td>
</tr>
<tr>
<td></td>
<td>Grade 10 ELA Reading Retake</td>
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<tr>
<td></td>
<td>Algebra 1 Retake</td>
</tr>
</tbody>
</table>

### Next Generation Sunshine State Standards (NGSSS) Assessments

**Statewide Science Assessments**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1–14, 2019*</td>
<td>Grades 5 &amp; 8 Science</td>
</tr>
</tbody>
</table>

**End-of-Course Assessments**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Assessment</th>
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</thead>
<tbody>
<tr>
<td>September 10–28, 2018</td>
<td>Biology 1, Civics, U.S. History</td>
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<td></td>
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<td>May 1–28, 2019*</td>
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<tr>
<td>July 15–26, 2019</td>
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</tbody>
</table>
## Other Statewide Assessments

<table>
<thead>
<tr>
<th>Dates</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>July 9–October 12, 2018</td>
<td><strong>Florida Kindergarten Readiness Screening (FLKRS)</strong></td>
</tr>
<tr>
<td></td>
<td>(Administered within the first 30 instructional days of the school year)</td>
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<tr>
<td>August 2018–June 2019</td>
<td><strong>Florida Assessments for Instruction in Reading (FAIR)</strong></td>
</tr>
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<td></td>
<td>(optional; Grades 3–12)</td>
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<tr>
<td>September–December 2018</td>
<td><strong>Preliminary ACT (PreACT)</strong></td>
</tr>
<tr>
<td>October 10, 2018</td>
<td><strong>Preliminary SAT/National Merit Scholarship Qualifying Test</strong></td>
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<td></td>
<td>(PSAT/NMSQT)</td>
</tr>
<tr>
<td>January 28–March 8, 2019</td>
<td><strong>National Assessment of Educational Progress (NAEP)</strong></td>
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<tr>
<td></td>
<td>Mathematics, Reading, &amp; Science; Grades 4, 8, &amp; 12</td>
</tr>
<tr>
<td>January 28–March 29, 2019</td>
<td><strong>ACCESS for ELLs 2.0</strong></td>
</tr>
<tr>
<td></td>
<td>Alternate ACCESS for ELLs</td>
</tr>
<tr>
<td>February 25–April 12, 2019</td>
<td><strong>Florida Standards Alternate Assessment (FSAA) – Performance Task</strong></td>
</tr>
<tr>
<td></td>
<td>Grades 3–8 ELA &amp; Mathematics</td>
</tr>
<tr>
<td></td>
<td>Grades 4–8 Writing</td>
</tr>
<tr>
<td></td>
<td>Grades 5 &amp; 8 NGSSS Science</td>
</tr>
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<td></td>
<td>End-of-Course Assessment (Civics)</td>
</tr>
<tr>
<td>March 11–April 26, 2019</td>
<td><strong>Florida Standards Alternate Assessment (FSAA) – Performance Task</strong></td>
</tr>
<tr>
<td></td>
<td>Grades 9 &amp; 10 ELA</td>
</tr>
<tr>
<td></td>
<td>Grades 9 &amp; 10 Writing</td>
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<tr>
<td></td>
<td>End-of-Course Assessments (Algebra 1, Biology 1, Geometry, U.S. History)</td>
</tr>
<tr>
<td>Data Collection Periods:</td>
<td><strong>Florida Standards Alternate Assessment (FSAA) – Datafile</strong></td>
</tr>
<tr>
<td>September–October 2018</td>
<td>Grades 3–10 ELA – Reading &amp; Writing</td>
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<tr>
<td>November–December 2018</td>
<td>Grades 3–8 Mathematics</td>
</tr>
<tr>
<td>March–April 2019</td>
<td>Grades 5 &amp; 8 NGSSS Science</td>
</tr>
<tr>
<td>May 2019</td>
<td><strong>Advanced Placement (AP) Exams</strong></td>
</tr>
</tbody>
</table>
NON-DISCRIMINATION/ANTI-HARASSMENT POLICY

1. No person shall, on the basis of race, color, religion, national origin, sex, age, marital status, or disability, be excluded from participation, be denied the benefits of, or be subjected to discrimination/harassment under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.

2. The School Board shall comply with all state and federal laws, including the Genetic Information Nondiscrimination Act (GINA) and the Boy Scouts of America Equal Access Act, which prohibit discrimination/harassment and are designed to protect the civil rights of applicants, employees, and/or students or other persons protected by applicable law.

3. The School Board shall admit students to Martin County District Schools, programs, and classes without regard to race, religion, national origin, sex, age, marital status, or disability.

4. For information on filing equity complaints of discrimination/harassment, please refer to School Board Grievance Procedure 3142.01 for employees and Procedure 5517.01 for students. Contact Person: Gail D. Williams, District Equity Officer.

5. Section 504 and Americans with Disabilities Act (ADA) and ADA Amendments Act of 2008 (ADAAA) are laws which prohibit discrimination/harassment against any person with a disability by any program receiving federal financial assistance. Contact person: Vicky Jenkins, Director of Exceptional Student Education and Student Services.

**District Equity Contact:**
TBD
Director of Personnel
500 E. Ocean Boulevard, Building 20
Stuart, Florida 34994-2572
Phone: (772) 219-1200 Ext. 30240 or 30261
Fax: (772) 219-1230

**District ADA / Section 504 Contact:**
Vicky Jenkins
Director of Exceptional Student Education and Student Services
500 E. Ocean Boulevard, Building 19
Stuart, Florida 34994-2572
Phone: (772) 219-1200 Ext. 30425
Fax: (772) 219-1228
NO-DISCRIMINACIÓN/POLÍTICA ANTI ACOSO

Ninguna persona, en base a raza, color, religión, origen nacional, sexo, edad, estado marital o discapacidad, deberá ser excluida de participar, serle negados los beneficios, o estar sujeta a discriminación/acoso en ningún programa o actividad educativa, o en cualquier condición de empleo o en prácticas conducidas por este Distrito Escolar, excepto según sea previsto por ley.

La Junta Escolar deberá acatar todas las leyes estatales y federales, incluyendo la Ley de No Discriminación en la Información Genética (GINA) y la Ley de Acceso Igualitario de los Boy Scouts de América, que prohíben la discriminación/acoso, y están diseñadas para proteger los derechos civiles de los solicitantes, empleados y/o el estudiante u otras personas protegidas por la ley aplicable.

La Junta Escolar deberá admitir estudiantes a las Escuelas del Distrito del Condado de Martín, a los programas y clases, sin distinción de raza, religión, origen nacional, sexo, edad, estado marital o discapacidad.

Para información sobre como presentar quejas por discriminación/acoso, sírvase referirse al Procedimiento de Quejas ante la Junta Escolar 3142.01 para los empleados, y al 5517.01 para los estudiantes. La persona a contactar es Gail Williams, Gerente de Riesgos

La Sección 504 y la Ley para los Americanos con Discapacidades (ADA) y la Ley de Enmiendas a la ADA del 2008 (ADAAA) son leyes que prohíben la discriminación/acoso contra cualquier persona con alguna discapacidad, en ningún programa que reciba asistencia financiera federal. La persona a contactar es Mollye Kiss, Coordinadora de ESE.

Contacto Distrital de Equidad:
TBD
Gerente de Riesgos y Beneficios Laborales
500 E. Ocean Boulevard, Edificio 20
Stuart, FL 34994-2572
Teléfono: (772) 219-1200 Ext. 30240 Fax: (772) 219-1226

Contacto Distrital de ADA Sección 504:
Vicky Jenkins
Directora de la Educación del Estudiante Excepcional y Servicios al Estudiante
Coordinadora de ADA/Sección 504
500 E. Ocean Boulevard, Edificio 19
Stuart, Florida 34994-2572
Teléfono: (772) 219-1200 Ext. 30425 Fax: (772) 219-1228
MARTIN COUNTY HEALTH DEPARTMENT IMMUNIZATION REQUIREMENTS

School Year 2018-2019

Dear Parent/Guardian,

The Florida Department of Health in Martin County and the Martin County School District work in partnership to promote a healthy and safe environment for your child.

Each school employs a Health Assistant who oversees the daily operation of the clinic including the treatment of minor injuries and illnesses throughout the school day. The Health Assistant works closely with the Health Department Nurse assigned to your school to assure optimum care for the students.

Throughout the school year, Health Department staff provide educational outreach, consultation and management of chronic diseases and conduct health screenings for vision, hearing, scoliosis, body mass index (BMI) and dental.

In preparation for new school year, parents are advised to check with their child’s health care provider to be sure immunizations are up to date including the required immunizations and physical for Kindergarten admission and required Tdap booster for 7th grade entry. For more information, visit www.MartinCountyHealth.com

If you have any questions, please contact your child’s school or the Health Department, School Health Division at (772) 221-4000 ext. 2230 or 2111.

Sincerely,

Laura McBride, RN
Community Health Nursing Supervisor
Florida Department of Health | Martin County
Año Escolar 2018-2019

Queridos Padre/Guardian,

El Departamento de Salud del Condado de Martin y el Distrito Escolar del Condado, trabajan en colaboración para promover un ambiente sano y seguro para su hijo.

Cada escuela tiene un Asistente de Salud que atiende las operaciones diarias de la clínica, lo cual incluye tratamiento para lesiones y enfermedades menores durante el día escolar. La Asistente de Salud trabaja con la enfermera del Departamento de Salud que esta asignada a su escuela para asegurar una atención óptima a los estudiantes.

Durante el año escolar, empleados del Departamento de Salud proveen eventos educativos, consultas, manejo de enfermedades crónicas y conducen examenes de salud para visión, audición, escoliosis índice de masa corporal (IMC) y dental.

En preparación para el nuevo año escolar, es aconsejable que los padres se comuniquen con su proveedor de salud para que se asegure que sus hijos tengan las vacunas al día, incluyendo las vacunas y examen físico requeridos para la admisión al Kinder y refuerzo de Tdap para entrada al 7mo grado. Para mas información visite www.martincountyhealth.com.

Si tiene alguna pregunta comuníquese con la escuela de su hijo o con el Departamento de Salud, División de Salud Escolar al (772) 221-4000 ext. 2230 or 2111.

Sinceramente,

Laura McBride, RN
Supervisor de Enfermería de Salud Comunitaria
Departamento de Salud | Condado de Martin
MEDICAID ANNUAL NOTIFICATION

THE SCHOOL BOARD OF MARTIN COUNTY, FLORIDA
Exceptional Student Education Department
500 East Ocean Blvd, Stuart, Fl 34994

Medicaid Annual Notification Regarding Parental Consent

In 2013, the regulations regarding Medicaid parental consent for School-Based Services changed. Prior to accessing a child’s public benefits or insurance for the first time, and annually thereafter, school districts must provide parents/guardians written notification. So what does all this mean?

Is there a cost to you?
NO – IEP/IFSP services are provided to students while they are at school at NO cost to the parent/guardian.

Will School-Based Medicaid claiming impact your family’s Medicaid benefits?
The School-Based Services program does NOT impact a family’s Medicaid services, funds, or limits. Florida operates the School-Based Services program differently than the family’s Medicaid program. The School-Based Services program does not affect your family’s Medicaid benefits in any way.

What type of services does the School-Based Services program cover?

- Evaluations
- Speech & Language/Audiology
- Occupational Therapy
- Physical Therapy
- Psychological/Social Work
- Orientation & Mobility
- Assistive Technology Services
- Nursing
- Case Management
- Personal Care
- Special Education Transportation

What type of information about your child will be shared?
In order to submit claims for School-Based Services reimbursement, the following types of records may be required: first name, last name, middle name, address, date of birth, student ID, Medicaid ID, disability, service dates and the type of services delivered.

Who will see this information?
Information about your child’s School-Based Services may be shared with the Florida Medicaid agency and its affiliates for the purpose of verifying Medicaid eligibility and submitting claims.

What if you change your mind?
You have the right to withdraw consent to disclose your child’s personally identifiable information to the Florida Medicaid agency and its affiliates at any time.

Will your consent or refusal affect your child’s services?
NO. Regardless of whether you have Medicaid coverage or not (and whether you provide consent or not) the school district will still provide services to your child pursuant to their IEP or IFSP.

What if you have questions?
Please call your school district’s Special Education Department with questions or concerns, or to obtain a copy of the parental consent form 772 219-1200 Ext 30421.
JUNTA ESCOLAR DEL CONDADO DE MARTÍN, FLORIDA
Departamento de Educación del Estudiante Excepcional
500 East Ocean Blvd, Stuart, Fl 34994

Notificación Anual de Medicaid Referente al Consentimiento de los Padres de Familia

En el 2013, cambiaron las regulaciones concernientes al consentimiento de los padres de Familia para Medicaid y los Servicios Basados en la Escuela. Anteriormente para tener acceso a los beneficios públicos o seguro del niño por primera vez y a partir de eso anualmente, los distritos escolares deben proveer a los padres de familia/guardianes notificación por escrito. ¿Qué significa todo esto?

¿Hay un costo para usted?
NO – los servicios IEP/IFSP son proporcionados a los estudiantes mientras están en la escuela SIN costo para el padre de familia/guardián.

¿Solicitando Medicaid para los Servicios Basados en la Escuela impactará los beneficios de Medicaid de su familia?
El programa de Servicios Basados en la escuela NO impacta los servicios, fondos o límites de Medicaid de la familia. Florida opera el programa de Servicios Basados en la Escuela diferentemente del programa de Medicaid de la familia. El programa de los Servicios Basados en la Escuela no afecta de ninguna manera los beneficios de Medicaid de su familia.

¿Qué tipo de servicios cubre el programa de Servicios Basados en la Escuela?

- Evaluaciones
- Habla y Lenguaje/Audiología
- Terapia Ocupacional
- Manejo del Caso
- Trabajo Social/Psicológico
- Orientación y Movilidad
- Servicios de Tecnología Asistida
- Cuidado Personal
- Terapia Física
- Enfermería
- Transportación a la Educación
- Mano de obra especial

¿Qué tipo de información sobre su hijo será compartida?
A fin de poder presentar las reclamaciones para el reembolso de los Servicios Basados en la Escuela, los siguientes tipos de informes pudieran ser requeridos: nombre, apellido, nombre intermedio, dirección, fecha de nacimiento, ID escolar, ID de Medicaid, discapacidad, fechas de los servicios y el tipo de los servicios dados.

Quién verá esta información?
La información sobre los Servicios Basados en la Escuela para su hijo, puede ser compartida con la agencia de Medicaid en Florida y sus afiliados, con el fin de verificar la elegibilidad para Medicaid y para presentar las reclamaciones.

¿Qué pasa si usted cambia de opinión?
Usted tiene el derecho en cualquier momento de retirar su consentimiento para revelar la información personalmente identificable de su hijo a la agencia de Medicaid en Florida y sus afiliados.

¿Su consentimiento o negativa afectará los servicios para su hijo?
NO. Independientemente de si usted tiene cobertura de Medicaid o no (y si usted provee su consentimiento o no) el distrito escolar todavía proporcionará los servicios a su hijo, de acuerdo a su IEP o IFSP.

¿Qué hacer en caso de preguntas?
Por favor, llame al Departamento de Educación Especial del distrito escolar, con sus preguntas o inquietudes, o para obtener una copia del formulario de consentimiento de los padres de familia al 772 219-1200 Ext. 30421.

Una Agencia de Oportunidades Igualares
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

1. **The right of privacy** with respect to the student’s education records. Personally identifiable records or reports of a student and any personal information contained in those reports are confidential. The School District of Martin County will not release the education records of a student without the written consent of the eligible student or the student’s parents or guardians, except to the extent FERPA and state law authorizes disclosure without consent.

2. **The right to inspect and review** the student’s education records within thirty (30) days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

3. **The right to request amendment** of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School District of Martin County to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the records as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. **The right to consent to disclosure** of personally identifiable information contained in the student’s education records, except to the extent that FERPA and state law authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

   Family Policy Compliance Office
   United States Department of Education
   400 Maryland Avenue, S.W.
   Washington, D.C. 20202-4605
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Directory Information

Directory information may be released to the appropriate local, state, and federal agencies, including military or college recruiters, scientific, health, and education organizations, and for approved school activities such as yearbooks, athletic programs, and graduation lists and events without specific notification to, or approval of, the parent(s)/guardian(s) or student(s) involved. Directory information includes:

- Weight and Height of Members of Athletic Teams
- Dates of Attendance
- Degrees and Awards Received
- The Most Recent Previous Educational Agency or Institution Attended by the Student
- Grade Level

However, a parent or guardian of any student may request, within fifteen (15) days of this notice, that any or all directory information not be released without the parent’s prior written consent. Such requests must be submitted to the Records Management Liaison Officer, Martin County Schools, 500 E. Ocean Blvd., Stuart, FL 34994.

Upon request the Martin County School District discloses educational records, including discipline, without consent to the officials of another school district or post secondary institution in which a student seeks or intends to enroll.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.
La Ley de los Derechos Educativos y Privacidad de la Familia, 20 U.S.C. §1232g (FERPA) y 1002.22, de los Estatutos de Florida, conceden a los padres y estudiantes que han alcanzado los 18 años de edad (“estudiantes elegibles”), ciertos derechos con respecto a los archivos educativos del estudiante. Estos derechos son:

1. **El derecho a la privacidad** con respecto a los archivos educativos del estudiante. Los archivos personalmente identificables, o los reportes de un estudiante y cualquier información personal contenida en esos reportes, son confidenciales. El Distrito Escolar del Condado de Martín, no revelará los archivos educativos de un estudiante, sin el consentimiento por escrito del estudiante elegible, o de sus padres o guardián, excepto en la medida que FERPA y la ley estatal autoricen dicha revelación sin consentimiento.

2. **El derecho a inspeccionar y revisar** los archivos educativos del estudiante, dentro de los treinta (30) días, a partir del día en que el Distrito recibe un pedido de acceso. Los padres de familia o los estudiantes elegibles, deberán presentar al director de la escuela (o al oficial escolar apropiado) un pedido por escrito que identifique el o los archivos que ellos desean inspeccionar. El director hará los arreglos necesarios para dicho acceso, y notificará a los padres o al estudiante elegible, el momento y lugar donde los archivos pueden ser inspeccionados.

3. **El derecho a solicitar una enmienda** de los archivos educativos del estudiante, que el padre o el estudiante elegible, creen que son inexactos o engañosos. Los padres o los estudiantes elegibles, pueden pedir al Distrito Escolar del Condado de Martín, que corrija un archivo que ellos creen que es inexacto o engañoso. Ellos deberán escribir al director de la escuela, identificando claramente, cuál es la parte del archivo que ellos desean cambiar, y especificar porque es inexacto o engañoso. Si el Distrito decide no corregir los archivos, conforme ha sido solicitado por el padre o el estudiante elegible, el Distrito notificará al padre o al estudiante elegible esta decisión y les hará saber de su derecho a una audiencia, con respecto al pedido de enmienda. Información adicional concerniente a los procedimientos de una audiencia, serán proveídos al padre o al estudiante elegible, cuando sean notificados de su derecho a una audiencia.

4. **El derecho de consentimiento a revelación** de información personalmente identificable, contenida en los archivos educativos del estudiante, excepto en la medida que FERPA y la ley estatal autoricen dicha revelación sin consentimiento. Una excepción que permite revelación sin consentimiento, es la revelación a oficiales escolares con legítimos intereses educativos. Un oficial escolar es una persona empleada por el distrito como un administrador, supervisor, instructor o miembro del personal de apoyo (incluyendo personal médico o sanitario y personal de la unidad del cumplimiento de la ley); una persona que sirve en la Junta Escolar; una persona o compañía con quien el distrito tiene contrato para realizar una tarea especial (tales como un abogado, auditor, consultor médico o terapeuta; o un padre de familia o un estudiante sirviendo en un comité oficial, tales como el comité disciplinario o de quejas, o asistiendo a otro oficial escolar en la realización de sus tareas. Un oficial escolar tiene un legítimo interés educativo, si el oficial necesita revisar un archivo educativo, de manera de poder cumplir su responsabilidad profesional.

5. **El derecho a presentar una queja** ante el Ministerio de Educación de los Estados Unidos, concerniente a supuestas fallas del Distrito en el cumplimiento de los requerimientos de FERPA. El nombre y la dirección de la oficina que administra FERPA es:

   Family Policy Compliance Office
   United States Department of Education
   400 Maryland Avenue, S.W.
   Washington, D.C. 20202-4605
La información del Directorio puede ser revelada a las agencias apropiadas locales, estatales y federales, incluyendo reclutadores militares o universitarios, organizaciones científicas de salud y educación, y para actividades escolares aprobadas tales como libros del año, programas atléticos y listas de graduación y eventos, sin notificaciones específicas a, o aprobación de los padres de familia/guardián/es o estudiante/s involucrados. La información del Directorio incluye:

- Peso y talla de los miembros de los equipos atléticos
- Fechas de asistencia
- Títulos y premios recibidos
- Institución o agencia educativa a la cual ha asistido el estudiante previamente y más recientemente.
- Nivel de grado

Sin embargo, el padre o guardián de cualquier estudiante, puede pedir, dentro de los quince (15) días a partir de este aviso, que parte o toda la información del directorio, no sea revelada sin el consentimiento previo y por escrito del padre de familia. Tales pedidos deben ser presentados al Records Management Liaison Officer, Martin County Schools, 500 E. Ocean Blvd., Stuart, FL 34994

Según pedido, el Distrito Escolar del Condado de Martín, revela sin consentimiento, los archivos educativos, incluyendo los disciplinarios, a los oficiales de otro distrito escolar o institución de educación post-secundaria, en la cual un estudiante busca o intenta matricularse.

**Pupilo (PPRA)**

La Enmienda a los Derechos de Proteccion del Pupilo (PPRA) (20 U.S.C.§ 1232h; CFR Part 98) se aplica a los programas que reciben financiamento del Departamento de Educación (ED). La PPRA está dirigida a proteger los derechos de los padres de familia y estudiantes de dos maneras:

1. Busca asegurar que las escuelas y contratistas, pongan a disposición de los padres de familia el material educativo para que su inspección, si ese material fuera usado en conexión con una encuesta, análisis o evaluación financiados por el ED, en las cuales sus hijos participan; y
2. Busca asegurar que las escuelas y contratistas obtengan consentimiento parental por escrito, antes que los estudiantes menores sean requeridos de participar en alguna encuesta, análisis o evaluación que revele información concerniente a:

   1. Afiliaciones políticas;
   2. Problemas mentales o sicológicos potencialmente embarazosos para el estudiante o su familia;
   3. Comportamiento o actitudes sexuales;
   4. Comportamiento ilegal, antisocial, auto-incriminante o degradante;
   5. Apreciaciones críticas de aquellos con quienes los participantes tienen relaciones familiares cercanas;
   6. Relaciones privilegiadas legalmente reconocidas, tales como aquellas con abogados, doctores o ministros; o
   7. Ingreso (otro que el requerido por ley para determinar la elegibilidad para participación en un programa, o por recibir asistencia financiera bajo dicho programa).

Los padres de familia o estudiantes que crean que sus derechos bajo la PPRA pudieran haber sido violados, pueden presentar una queja ante el Departamento de Educación, escribiendo a la Oficina del
Cumplimiento de las Políticas Familiares. Las quejas deben contener alegaciones específicas del hecho que da causa razonable a la creencia que ha ocurrido una violación a la PPRA.
Para información adicional o asistencia técnica, pueden llamar al (202) 260-3887 (voz). Las personas que utilizan TDD pueden llamar al Servicio de Transmisión de Información Federal al 1-800-877-8339. O pueden contactarnos en la siguiente dirección:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
Dear Parents of Martin School District Students:

Throughout the school year, some students are unable to attend school for extended periods of time due to illness. To maintain continuity in the academic program during an extended illness, a student may be eligible for the Home/Hospital Instructional Services. (Please note that some course work may not be appropriate for instruction in the home/hospital setting.)

Consideration for participation in the Homebound/Hospitalized Program requires a physician’s statement on Martin County’s Form (212), that the student will be unable to attend school due to being confined to home for three or more consecutive weeks because of an identified medical condition. **THIS DOES NOT MEAN THAT THE STUDENT MUST BE ABSENT FOR THREE WEEKS BEFORE A REFERRAL CAN BE MADE FOR THE HOMEBOUND HOSPITALIZED PROGRAM ELIGIBILITY CONSIDERATION.** It means that as soon as the student becomes ill and is unable to attend school, a referral for the Homebound/Hospitalized Program can be made based on a physician’s statement of an anticipated absence of three weeks or more.

For specific information or to refer a student for Homebound Hospitalized Program consideration, please contact Karen Tate at 219-1200 ext 30421, or email her at tatek@martin.k12.fl.us.

Sincerely,

Justin Browning
Exceptional Student Education
NOTICE REGARDING COLLECTION OF SOCIAL SECURITY NUMBERS

Notice is provided pursuant to § 119.071(5), Fla. Statute, ref: collecting social security numbers.

I. Collection

A. Social security numbers shall be collected only when allowed by law or when necessary for the performance of the school system’s duties.

B. The District shall collect the social security number of each applicant and employee for the following purposes:

   1. Verification of citizenship or immigration status, as required by the U.S. Department of Homeland Security or other governmental agencies;

   2. Employee benefit processing, including membership in the Florida Retirement System, health insurance, prescription, insurance, or other benefits offered to employees by the School Board;

   3. Compliance with reporting requirements of the I.R.S., U.S. Social Security Administration, Florida Agency for Work Force Innovation, and such other official reporting responsibilities imposed by law.

   4. Processing pre-employment and post-employment criminal background checks required by law.

   5. For such other purposes as may be directed by the employee, such as direct deposit of wages or salary, etc.

C. Social security numbers or federal employer identification numbers shall be collected from all vendors to facilitate vendor record keeping by the School Board and to permit compliance with income reporting requirements of the U.S. Internal Revenue Code, including but not necessarily limited to issuance of U.S. Internal Revenue Form 1099.

D. Social security numbers may be collected from students:

   1. As required by § 1008.386, Florida Statutes;

   2. To facilitate proper processing of student scholarship applications;

   3. As otherwise consented to by the student or the student’s parent.

E. Social security numbers shall be collected from Dividend volunteer program applicants for:

   1. Initial background screening not requiring fingerprints;

   2. For full criminal background screening (Level II Screening—§ 435.04, Florida Statutes) for service as a one-on-one mentor, overnight field trip chaperone, or random Dividend applicant volunteer screening.

II. Notification
A. Applicants for employment and employees shall be notified of the requirement for providing their social security number prior to the time of the completion and submission of the application for employment, the submission of their recommendation for employment to the school board and the purposes for which an applicant/employee’s number will be used;

B. Applicants for the Dividend program shall be notified of the requirement for providing their social security number prior to the time of the completion and submission of the application for the Dividend program and that their number will be used for background checking purposes as listed above;

C. Students and their parents shall be notified that they will be asked to provide their social security number at the time of enrollment, however, students and their parents shall also be notified that a student is not required to provide a social security number as a condition of enrollment or graduation. Further, that student social security numbers will be used for the purposes above stated.

III. Review

The Superintendent shall review the collection of social security numbers to ensure that the reasons for collection and the process for collection and maintenance are consistent with Florida Statutes. The Superintendent shall report his/her findings as required by law.

IV. Confidentiality

A. A social security number shall be considered confidential and exempt from public inspection in accordance with Florida Statutes. Social security numbers may be disclosed to another agency or governmental entity if it is necessary for the receiving entity to perform its responsibilities.

B. Student social security numbers are confidential and will only be released in accordance with the consent requirement set forth at § 1002.22(3)(d), Florida Statutes, or as otherwise provided by that section.

V. Release to Commercial Entities

A. Non-student social security numbers may be released to a commercial entity as permitted by law. The commercial entity must state the reason for requesting the social security numbers.

1. A commercial entity is any corporation, partnership, limited partnership, proprietorship, sole proprietorship, firm, enterprise, franchise, or association that performs a commercial activity in this state.

2. Release of social security numbers shall be processed as required by § 119.071(5), Florida Statutes.

B. The School Board shall annually report to the Executive Office of the Governor, the President of the Senate, and the Speaker of the House of Representatives the identity of all commercial entities that have requested social security numbers during the preceding year and the reasons for the requests. If no requests have been received during the preceding year, the report shall so state. The report shall be filed by January 31st of each year.
The purpose of the Martin County School District Parent Checklist is to support parent’s involvement in their child’s educational progress by identifying actions and linking to resources that:

- Strengthen the child’s academic progress, especially in the area of reading;
- Strengthen the child’s citizenship, especially social skills and respect for others;
- Strengthen the child’s realization of high expectations and setting lifelong learning goals; and
- Emphasize communication between the school and the home.

**ACADEMIC**

- □ Support reading with age appropriate home activities.
- □ Ensure that your child has a consistent time and place to do homework.
- □ Ensure that your child has access to materials needed to complete assignments.
- □ Discuss school work regularly with your child.
- □ Attend workshops on helping your child at home.
- □ Visit the local library and encourage your child to check out books of interest.
- □ Read to/with your child on a daily basis.
- □ Set an example by reading in your home and discussing what you’ve read with your child.
- □ Ask your child to explain his/her homework.
- □ Emphasize the importance of education and doing one’s best in school.

**RESOURCES:**

<table>
<thead>
<tr>
<th>Just Take 20</th>
<th>AskALibrarian.org</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical, easy-to-implement reading activities that establish literacy as a lifelong value.</td>
<td>The human search engine</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Just Read, Families!</th>
<th>Floridastudents.org</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggestions and resources to help build your child’s reading skills.</td>
<td>Source for Florida Standards Student Tutorials and Resources.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Florida Standards Family and Student Resources</th>
<th>FloridaShines.org</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources and information to help prepare your child for success in each grade level</td>
<td>FloridaShines works with the state’s 40 colleges and universities and other partners to help you succeed in school and beyond. Check your transcript. Register for an online course. Search libraries across the state. And a whole lot more. All designed to help you shine.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exceptional Student Education- Parent Involvement</th>
<th>Special Education Toolkit</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://Forparents.florida-ese.org">Forparents.florida-ese.org</a></td>
<td><a href="http://www.pta.org/parents/content.cfm?ItemNumber=3715&amp;navItemNumber=3728">http://www.pta.org/parents/content.cfm?ItemNumber=3715&amp;navItemNumber=3728</a></td>
</tr>
</tbody>
</table>
### CITIZENSHIP

- Teach and reinforce positive behaviors such as respect for self and others, hard work and responsibility.
- Ensure that your child has a regular routine.
- Encourage your child to accept responsibility for his/her actions.
- Ensure that your child is in attendance and on time to school each day.
- Monitor and promote your child’s participation in extracurricular and after-school activities.
- Monitor your child’s internet and social media access and television viewing.
- Reinforce the school’s behavioral expectations.

**RESOURCES:**

<table>
<thead>
<tr>
<th>Positive Behavior Support Home Matrix</th>
<th>Bullying Prevention</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://flipbs.fhhs.usf.edu/resources_family.cfm">http://flipbs.fhhs.usf.edu/resources_family.cfm</a></td>
<td>fldoe.org/schools/safe-healthy-schools/safe-schools/bullying-prevention.shtml</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Positive Solutions for Families Brochure</th>
<th>Engaging Youth in Service</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://flipbs.fhhs.usf.edu/resources_family.cfm">http://flipbs.fhhs.usf.edu/resources_family.cfm</a></td>
<td>Youth.gov/youth-topics/civic-engagement-and-volunteering/how-can-youth-be-successfully-engaged-service</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Helping Your Child Become a Responsible Citizen</th>
<th>Become a Martin County School District Volunteer</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www2.ed.gov/parents/academic/help/citizen/index.html">http://www2.ed.gov/parents/academic/help/citizen/index.html</a></td>
<td><a href="http://www.martinschools.org/pages/Martin_County_School_District/Departments/Instructional_Services/Volunteer_Services">http://www.martinschools.org/pages/Martin_County_School_District/Departments/Instructional_Services/Volunteer_Services</a></td>
</tr>
</tbody>
</table>

### SETTING GOALS

- Express the belief in your child’s ability to be successful.
- Encourage your child to set short- and long term- educational goals.
- Celebrate academic accomplishments.

**RESOURCES:**

<table>
<thead>
<tr>
<th>MyCareerShines Kuder Navigator®</th>
<th>Help Kids Start to Think About Careers</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Financing Future Education Goals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="https://www.floridashines.org/go-to-college/pay-for-college">https://www.floridashines.org/go-to-college/pay-for-college</a></td>
<td></td>
</tr>
</tbody>
</table>

### SCHOOL TO HOME COMMUNICATION

- Communicate regularly with your child’s teacher(s) in person, by telephone, through email or writing.
- Prepare for and attend parent-teacher conferences and/or other individualized student meetings, such as Individualized Educational Plan (IEP) or progress monitoring meetings.
- Attend open houses, science fairs, plays and musical performances, field trips, sporting events, curriculum nights and other school activities.
- Volunteer in the school setting when possible.

**RESOURCES:**

<table>
<thead>
<tr>
<th>Tips for Communicating With Teachers Effectively</th>
<th>The Parent-Teacher Conference</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Parent-Teacher Conference Tip Sheets</th>
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</table>
# LISTA DE VERIFICACIÓN PARA LOS PADRES DE FAMILIA DEL DISTRITO ESCOLAR DEL CONDADO DE MARTÍN

El propósito de la Lista de Verificación Para los Padres de Familia del Distrito Escolar del Condado de Martín, es para apoyar el involucramiento de los padres de familia en el progreso educativo de sus hijos, identificando acciones y enlazando recursos que:

- Refuerzan el progreso académico de los niños, especialmente en el área de la lectura;
- Refuerzan el cívismo de los niños, especialmente la destreza social y el respeto por los demás;
- Refuerzan la realización de las altas expectativas de los niños, estableciendo metas de aprendizaje durante todas sus vidas; y
- Enfáticas la comunicación entre la escuela y el hogar.

### ÁREA ACADÉMICA

Apoyando a la lectura con actividades en el hogar apropiadas para la edad.

- Asegurándose que su hijo tenga un horario consistente y un lugar para hacer sus tareas en casa.
- Asegurándose que su hijo tenga acceso a los materiales necesarios para completar sus asignaciones.
- Conversando regularmente con su hijo sobre su trabajo escolar.
- Asistiendo a talleres sobre cómo ayudar a su hijo en el hogar.
- Visitando la biblioteca local y animando a su hijo para que saque libros que le interesen.
- Leyéndole y leyendo con él diariamente.
- Dando ejemplo leyendo usted en el hogar y conversando sobre lo que ha leído con su hijo.
- Preguntándole a su hijo para que le explique acerca de sus tareas en casa.
- Enfatizando la importancia de la educación y de rendir lo mejor posible en la escuela.

### RECURSOS

<table>
<thead>
<tr>
<th>Solo Leven 20</th>
<th>AskALibrarian.org</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actividades de lectura fáciles de implementar que prácticamente establecen el alfabetismo como un valor para toda la vida.</td>
<td>Un buscador humano</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Familias, Solo Learn</th>
<th>Floridastudents.org</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sugerencias y recursos para ayudar a desarrollar la destreza en la lectura de sus hijos.</td>
<td>Fuente de Tutoriales y Recursos Escolares para los Estándares de Florida.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recursos para los Estudiantes y Sus Familias Acerca de los Estándares de Florida</th>
<th>FloridaShines.org</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recursos e información para ayudar a preparar a sus hijos para el éxito en cada nivel de grado.</td>
<td>FloridaShines trabaja con las 40 universidades del estado y otros asociados, para ayudarlos a que tengan éxito en la escuela y en lo que venga después. Para checar sus expedientes académicos. Para registrarse en un curso en línea. Para buscar bibliotecas en todo el estado y muchas cosas más. todas diseñadas para ayudarlos a brillar</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Involucramiento de los Padres de Familia en la Educación del Estudiante Excepcional</th>
<th>Caja de Herramientas Para la Educación Especial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forparents.florida-ese.org</td>
<td><a href="http://www.pta.org/parents/content.cfm?itemNumber=37158&amp;navItemNumber=3728">http://www.pta.org/parents/content.cfm?itemNumber=37158&amp;navItemNumber=3728</a></td>
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</table>

1 Referencia al Estatuto de Florida 1002.28(8). La lista de verificación para los padres de familia de Florida, debe ser emitida cada año escolar para los padres de familia de los estudiantes de los grados K-12.

2 Los enlaces con los recursos relacionados con el área académica, el cívismo, el trasorno de metas y la comunicación, deberían ser considerados como una guía para ayudar en el descubrimiento de información que refuerce el involucramiento de los padres de familia.
**CIVISMO**

Enseñando y reforzando comportamientos positivos tales como el respeto a sí mismo y a los demás, el trabajo arduo y la responsabilidad.
- Asegurándose que su hijo tenga una rutina regular.
- Animando a su hijo para que acepte responsabilidad por sus acciones.
- Asegurándose que su hijo asista y llegue a la escuela a tiempo todos los días.
- Monitoreando y promoviendo la participación de su hijo en actividades extra-curriculares y después de la escuela.
- Monitoreando el acceso de su hijo a la internet, a los medios sociales y a la televisión.
- Reforzando las expectativas en cuanto a su comportamiento en la escuela.

---

**RECURSOS**

<table>
<thead>
<tr>
<th>Matriz para el Apoyo al Comportamiento Positivo en el Hogar</th>
<th>Prevención del Acoso</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://fliphs.fmhi.usf.edu/resources_family.cfm">http://fliphs.fmhi.usf.edu/resources_family.cfm</a></td>
<td><a href="http://Fdoe.org/schools/safe-healthy-schools/safe-schools/bullying-prevention.shtml">Fdoe.org/schools/safe-healthy-schools/safe-schools/bullying-prevention.shtml</a></td>
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<table>
<thead>
<tr>
<th>Folleto con Soluciones Positivas para las Familias</th>
<th>Interesando a la Juventud en el Servicio</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Ayudando a Sus Hijos Para que Lleguen a Ser Ciudadanos Responsables</th>
<th>Sean Voluntarios en el Distrito Escolar del Condado de Martin</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www2.ed.gov/parents/academic/help/citizen/index.html">http://www2.ed.gov/parents/academic/help/citizen/index.html</a></td>
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**ESTABLECIEIENDO METAS**

Expressando su convicción en la habilidad de su hijo para ser exitoso.
- Animando a su hijo para que se fije metas educativas a corto y a largo plazo.
- Celebrando sus logros académicos.

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**RECURSOS**

<table>
<thead>
<tr>
<th>MyCareerShines Kuder Navigator®</th>
<th>Ayudando a Que los Niños Comiencen a Pensar en sus Carreras</th>
</tr>
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<tr>
<th>Financiando las Futuras Metas de Educación</th>
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<td></td>
</tr>
</tbody>
</table>

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**COMUNICACIÓN ENTRE LA ESCUELA Y EL HOGAR**

Comunicándose regularmente con los profesores de su hijo en persona, por teléfono o a través de correos electrónicos o por escrito.
- Preparándose y asistiendo a las conferencias padres de familia-profesores, y/o a reuniones escelares individualizadas, tales como el Plan Educativo Individualizado (IEP) o a las reuniones de monitoreo del progreso.
- Asistiendo a las casas abiertas, ferias de ciencias, obras de teatro y presentaciones musicales, excursiones, eventos deportivos, noches del currículo y otras actividades escolares.
- Siendo voluntario en la escuela cuando le sea posible.

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**RECURSOS**

<table>
<thead>
<tr>
<th>Consejos Para Comunicarse Efectivamente Con los Profesores</th>
<th>La Conferencia Padres de Familia-Profesores</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Hojas de Datos Para las Conferencias Padres de Familia-Profesores</th>
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</thead>
</table>