SCHOOL BOARD MEMBERS

District 1: Christia Li Roberts
District 2: Marsha Powers
District 3: Rebecca Negron
District 4: Tina McSoley
District 5: Michael DiTerlizzi

Mission Statement
Educate all students for success

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
# TABLE OF CONTENTS

TABLE OF CONTENTS .......................... 2  
STAFF DIRECTORY ........................................ 4  
SCHOOL CALENDAR 2016-2017 .......................... 5  
BELL SCHEDULE ........................................ 6  
ACADEMICS ........................................ 6  
  GRADING SYSTEM ........................................ 6  
  HOMEWORK GUIDELINES .............................. 6  
  REPORT CARDS AND INTERIM/PROGRESS REPORTS ....... 7  
  PROMOTION REQUIREMENTS .......................... 7  
ANIMALS ........................................ 7  
ATTENDANCE ......................................... 7  
  TARDINESS ........................................ 7  
  EARLY CHECK-OUT .................................. 7  
  MAKE UP WORK .................................... 7  
BICYCLES/SKATEBOARDS/HOVERBOARDS ............... 8  
BULLYING AND HARASSMENT .......................... 8  
BUS TRANSPORTATION ................................... 9  
CAFETERIA ......................................... 9  
CELL PHONES/ELECTRONIC DEVICES/BYOD ........... 9  
CHARACTER DEVELOPMENT ............................ 11  
CLASSROOM OBSERVATIONS ........................... 11  
COMMUNICATIONS .................................... 11  
CONFERENCES AND OPEN HOUSE ...................... 12  
DELIVERIES ......................................... 12  
DISCIPLINE ......................................... 12  
DRESS CODE ......................................... 13  
EMERGENCY CRISIS INFORMATION .................... 14  
EXCEPTIONAL STUDENT EDUCATION .................. 14  
EXTENDED DAY ..................................... 14  
FIELD TRIPS ......................................... 14  
FOOD BROUGHT TO SCHOOL .......................... 15  
GUIDANCE ........................................ 15  
GUM and LOLLIPOPS .................................. 15  
HEALTH SERVICES .................................... 15  
LOST AND FOUND .................................... 16
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDIA CENTER</td>
<td>17</td>
</tr>
<tr>
<td>PARENT TEACHER ASSOCIATION</td>
<td>17</td>
</tr>
<tr>
<td>PLEDGE OF ALLEGIANCE</td>
<td>17</td>
</tr>
<tr>
<td>RESIDENCY VERIFICATION</td>
<td>17</td>
</tr>
<tr>
<td>SCHOOL ADVISORY COUNCIL (SAC)</td>
<td>18</td>
</tr>
<tr>
<td>STUDENT DROP OFF AND PICK UP</td>
<td>18</td>
</tr>
<tr>
<td>SUNSCREEN</td>
<td>18</td>
</tr>
<tr>
<td>VISITORS</td>
<td>18</td>
</tr>
<tr>
<td>VOLUNTEERS</td>
<td>18</td>
</tr>
<tr>
<td>APPENDIX</td>
<td>20</td>
</tr>
<tr>
<td>FLORIDA STATEWIDE ASSESSMENT SCHEDULE 2016-2017</td>
<td>21</td>
</tr>
<tr>
<td>NON-DISCRIMINATION/ANTI-HARASSMENT POLICY</td>
<td>23</td>
</tr>
<tr>
<td>MARTIN COUNTY HEALTH DEPARTMENT IMMUNIZATION REQUIREMENTS</td>
<td>25</td>
</tr>
<tr>
<td>MEDICAID ANNUAL NOTIFICATION</td>
<td>26</td>
</tr>
<tr>
<td>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)</td>
<td>28</td>
</tr>
<tr>
<td>PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)</td>
<td>29</td>
</tr>
<tr>
<td>HOMEBOUND/HOSPITALIZED PROGRAM</td>
<td>32</td>
</tr>
<tr>
<td>NOTICE REGARDING COLLECTION OF SOCIAL SECURITY NUMBERS</td>
<td>34</td>
</tr>
<tr>
<td>PARENT CHECKLIST</td>
<td>36</td>
</tr>
<tr>
<td>Title</td>
<td>Name</td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Principal</td>
<td>Tyson Villwock</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Elizabeth Spears</td>
</tr>
<tr>
<td>Secretary</td>
<td>Denise Drozd</td>
</tr>
<tr>
<td>Guidance Counselor</td>
<td>Cynthia Ganther</td>
</tr>
<tr>
<td>Guidance Secretary</td>
<td>Virginia Durbessan</td>
</tr>
<tr>
<td>Assistant Secretary</td>
<td>Conny Rivera</td>
</tr>
<tr>
<td>Data Entry Clerk</td>
<td>Virginia Durbessan</td>
</tr>
<tr>
<td>School Resource Officer</td>
<td>Deputy Donovan Hepler</td>
</tr>
<tr>
<td>Media Specialist</td>
<td>Casey Swift</td>
</tr>
<tr>
<td>Cafeteria Manager</td>
<td>Richard Rieth</td>
</tr>
<tr>
<td>Clinic</td>
<td>Ramona Ferrara</td>
</tr>
<tr>
<td>Plant Operator</td>
<td>Gilbert Calderon</td>
</tr>
</tbody>
</table>

**OFFICE HOURS** 7:00 am – 3:30 pm  
**SCHOOL HOURS** 7:40 am – 1:50 pm

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
<table>
<thead>
<tr>
<th>AUGUST ’18</th>
<th>SEPTEMBER ’18</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Optional Teacher Work Day</td>
</tr>
<tr>
<td>5</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>6</td>
<td>Early Release</td>
</tr>
<tr>
<td>12</td>
<td>1st Nine Weeks</td>
</tr>
<tr>
<td>17</td>
<td>Non-School Day</td>
</tr>
<tr>
<td>18</td>
<td>Teacher PD Day (Teachers Only)</td>
</tr>
<tr>
<td>19</td>
<td>Non-School Day</td>
</tr>
<tr>
<td>20</td>
<td>Teacher Work Day (Teachers Only)</td>
</tr>
<tr>
<td>21</td>
<td>Teachers &amp; Students Off</td>
</tr>
<tr>
<td>22</td>
<td>Teachers &amp; Students Off</td>
</tr>
<tr>
<td>25</td>
<td>Interim Reports (Grades 6-12)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCTOBER ’18</th>
<th>NOVEMBER ’18</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>High School Conference Night</td>
</tr>
<tr>
<td>5</td>
<td>Elementary School Conference Night</td>
</tr>
<tr>
<td>7</td>
<td>Middle School Conference Night</td>
</tr>
<tr>
<td>17-20</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>19-21</td>
<td>Emergency Make up Day</td>
</tr>
<tr>
<td>22</td>
<td>Interim Reports (Grades 6-12)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DECEMBER ’18</th>
<th>JANUARY ’19</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6</td>
<td>Winter Break (Students Off)</td>
</tr>
<tr>
<td>1-3</td>
<td>Winter Break (Teachers Only)</td>
</tr>
<tr>
<td>4</td>
<td>Teacher Work Day (Teachers Only)</td>
</tr>
<tr>
<td>7</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>14</td>
<td>Report Cards</td>
</tr>
<tr>
<td>21</td>
<td>Martin Luther King Jr. Day Holiday</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FEBRUARY ’19</th>
<th>MARCH ’19</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>End of 2nd Nine Weeks</td>
</tr>
<tr>
<td>15-17</td>
<td>Spring Break</td>
</tr>
<tr>
<td>25</td>
<td>Reports Cards</td>
</tr>
<tr>
<td>27</td>
<td>Early Release</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APRIL ’19</th>
<th>MAY ’19</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>Spectrum, GID &amp; Adult HS Graduation</td>
</tr>
<tr>
<td>27</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>28</td>
<td>JFKHS Graduation / WLC Graduation</td>
</tr>
<tr>
<td>29</td>
<td>JBHS Graduation</td>
</tr>
<tr>
<td>30</td>
<td>MCHS Graduation</td>
</tr>
<tr>
<td>31</td>
<td>End of 4th Nine Weeks/Students’ Last Day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JUNE ’19</th>
<th>JULY ’19</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Independence Day</td>
</tr>
<tr>
<td>11</td>
<td>Summer School Day</td>
</tr>
</tbody>
</table>

*School Board Approved November 14, 2017*
BELL SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>What</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 a.m.</td>
<td>Arrival begins</td>
<td>Students assemble in designated areas</td>
</tr>
<tr>
<td>7:30 a.m.</td>
<td>First Bell</td>
<td>Teachers pick up students</td>
</tr>
<tr>
<td>1:50 p.m.</td>
<td>Dismissal</td>
<td>Students proceed to Extended Day</td>
</tr>
<tr>
<td>1:55 p.m.</td>
<td>Dismissal</td>
<td>Walkers, Bikers, Car Riders, Bus Riders proceed to designated areas</td>
</tr>
</tbody>
</table>

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. Students’ 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 will 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 adequate 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 may be assigned to reinforce skills and classroom instruction. Because the homework experience may be different for each student and each household, communicate with your child’s teacher to help ensure the following:
- Homework should take approximately 10 minutes x grade level (i.e. 1st grade = 10 minutes, 4th grade = 40 minutes; projects are an exception)
- If your child requires a lot of parent support for homework, let the teacher know
- The objective is to develop a healthy and positive routine for the child to extend learning beyond school.

REPORT CARDS AND INTERIM/PROGRESS REPORTS
Progress Reports are issued three times a year at the end of each nine-week grading period. 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. Grade level proficiency in the core subjects of English language arts, writing, and mathematics are essential for promotion to the next grade level.

ANIMALS
Prior approval from administration must be obtained in order for any animals to be brought on campus. Animals may be brought to school by an adult for “show and tell” with administrative and teacher approval. Animals may not ride on the bus.

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 a parent or administrator. Students must follow scheduled class locations. Upon the student’s return to school, a note written by the parent/guardian must be turned into the front office. The note must include the student’s full legal name, reason for the absence, and the date(s) of the absence and must be signed by the parent/guardian. Absences are excused for the following reasons: illness, hospitalization, death in the family, court appearances, school-sanctioned activities, and religious reasons.

TARDINESS
Policy 5230
Tardiness to School – Students are expected to be in their classrooms by 7:30 a.m. Tardies can compromise fulfilling the requirement to be in school at least 90% of the time. Tardies and skipping class are subject to disciplinary actions in a progressive manner after campus-wide warnings have been issued.

EARLY CHECK-OUT
- Students will not be called to the office for early dismissal after 1:30 p.m. We thank you in advance for your cooperation and commitment to preserving your child’s instructional time.
- All students must be signed out through the front office.
- Students will not be released to any person(s) not listed on the Student Information/Emergency Contact (“Yellow Card” Form #136) unless the person knows the family password on the card.
- All changes in dismissal plans require a written note. When a student is going home with another student both parents must send in a note.

MAKE UP WORK
While it is possible to makeup assignments due to absences, the actual classroom experiences cannot be duplicated. It is essential that parents and students establish consistent attendance patterns. When an absence does occur, the following shall govern the making up of class work:
- Students who are absent from class, regardless of the reason, are required to make-up class work and/or tests.
- Parents calling the school for work while the child is home should allow 24 hours notice in order for the teachers to prepare the necessary assignments.
- A student must be in attendance 25 days during a grading period in order to receive grades on a report card/interim. Teachers in grades K-5 will arrange for the makeup of all appropriate class work and tests.
within three (3) days of the student’s return to school. One day for each absence is allowed for make-up of class work missed.
- The school will not provide homework/work in advance for unexcused absences such as vacations.

**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 and students are responsible for keeping them 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. Students are dismissed at 1:50 p.m. Parents may meet children at the side gate or bike rack.

**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 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.

**CAFETERIA**

The cafeteria is on a computerized system for accounting. Parents may deposit any amount of money in their child’s account to purchase food items. The deposits are made in the cafeteria. The student’s school identification number is used to access the lunch account. The student is able to see the remaining balance after each purchase. Lunch can not be charged. The school cafeteria is run on a non-profit basis. Because the school participates in the federal/state school lunch program, a complete lunch including dessert and milk is offered at reduced cost. Parents must apply for free/reduced lunch each year. An application is available at the cash register in the cafeteria or at [www.martinschools.org](http://www.martinschools.org) click on ‘Parents and Students’ section, then click on ‘Food and Nutrition Services’.

**SNACK BAR**

A snack bar is available to students. Students may purchase one item at the snack bar with cash. Cafeteria account money cannot be used. Children may not borrow money from peers for snack bar or go back to the classroom if they forgot their money. **Due to food allergies, parents may not purchase snacks for anyone other than their own child.** Sharing of food is not permitted. The snack bar is not to be used as a means for providing a full lunch. Students must purchase a school lunch or bring a lunch from home. Cafeteria assistants are instructed by administration to make sure children are consuming at least half of their lunch prior to going to the snack bar. If time does not allow the student to purchase and eat the snack safely and in ample time, the student may not be permitted to go to the snack bar.

**CELL PHONES/ELECTRONIC DEVICES/BYOD**

**Cell Phones/Electronic Devices**

Cell phones must be turned off and stored away during school hours unless under the direction of the teacher for instructional use only. 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.

**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 personal 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. 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 busses.
- 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.
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.

CHARACTER DEVELOPMENT

Bessey Creek pursues character development vigorously. This is why we do not allow the delivery of lunches, homework, etc. at any time during the day. Well-meaning as we all have been, we know from research that the message we are sending to our children when we bring things they have forgotten at home is that they are not capable of solving their own problems. It is much more effective if we work together to build self-worth in our children. Self-worth is directly related to successful problem solving. The struggle is growth. This event is our opportunity to teach your child that he/she can handle this problem. Research shows that experiencing consequences is a powerful motivator to learning new skills. By working with us to (gently) administer them to your child, we can use an unfortunate event to teach essential life lessons. These are our opportunities to teach the Character Counts! pillars of Trustworthiness, Respect, Responsibility, Caring, Fairness, and Citizenship. It will be a challenge, but we will be showing your child that he/she can handle this. We are all in this together.

CLASSROOM OBSERVATIONS

As per the MCEA contract, teachers must be given 24 hours advance notice prior to a parent/visitor observing their classrooms. Observation requests must be made through school administration.

COMMUNICATIONS

BCE will push communication out to our families and community using a variety of methods including our school website, our smartphone app, and automated phone calls. Work with your teacher to determine the preferred method of communication. Allow 24 hours for voicemail and 48 hours for email messages to be returned.

SCHOOL WEBSITE - http://bce.martinschools.org

SCHOOL APP - “Martin County School District” in the Apple Store or Google Play Store, then within the app follow “Bessey Creek Elementary”

E-MAIL, PHONE AND NOTE GUIDELINES:

To provide the best quality learning opportunities for students, it is essential to maintain open and ongoing communication so that all stakeholders work together effectively. Bessey Creek Elementary recognizes that electronic mail (e-mail) can be a valuable communication tool, although often it is best to communicate through phone call or personal conference.

When to call, conference, or e-mail:

Have a personal conference with the teacher for:
- Issues regarding your child’s academic progress, learning expectations, or behavioral issues
- Highly emotional or contentious issues.

Make a phone call to:
- Set up a conference with the teacher
- Share any “time critical” information
- Inform the teacher about your child
Send a **signed note** to:
- Set up a conference with the teacher
- Change your child’s dismissal destination (i.e. car-line to bus)
- Give permission for someone else to pick your child up from school
- Inform the teacher about your child
- Provide reason for your child’s absence

Send an **e-mail** to:
- Set up a conference with the teacher
- Discuss general class activities such as: curriculum, assignments, tests, deadlines and special events

**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.

See the school calendar for dates for Meet the Teacher, Open House, and Parent/Teacher Conference Nights.

**DELIVERIES**

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

**FORGETTING ITEMS AT HOME**

With the exception of medications, glasses or assistive devices, the late delivery of backpacks, lunches, homework, etc. that have been forgotten at home is not permitted. At Bessey Creek, we are learning that the message we have been sending to our children when we bring things they have forgotten at home is that they are not capable of solving their own problems. It is much more effective if we work together to build self-worth in our children. Self-worth is directly related to successful problem solving. The struggle is the growth. This event is our opportunity to teach your child that he/she can handle this problem. Research shows that experiencing consequences is a powerful motivator to learn new skills. By working with us to gently administer them to your child, we can use an unfortunate even to teach essential life lessons.

**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 Student Conduct and Discipline Code located at the district and school websites for a comprehensive description of discipline procedures.

http://www.martinschools.org/pages/Martin_County_School_District/Links/New_Edline_folder__Blanco_10_3/New_Edline_folder__Hayle_11_17
CONSCIOUS DISCIPLINE
Conscious Discipline is a comprehensive model for classroom management that integrates all domains of learning; social, emotional, physical, cultural and cognitive. Conscious Discipline seeks to create critical thinking, reflective, problem-solving adults who can then teach children these same metacognitive skills through modeling and interaction. Conscious Discipline provides a positive school climate that fosters academic achievement and social skills. Bessey Creek has been a model Conscious Discipline School and has been recognized as a National School of Character.

DRESS CODE
Policy 5511

Shirts:
● Any dresses and shirts with collars and sleeves.
● All shirts must be longer than the top of pants/skirts/shorts.
● Clothing with inappropriate/offensive language, message(s) or picture(s) is never permitted on campus.
● Shirts meeting dress code criteria must be worn under all outerwear including vests, sweaters, hoodies, etc.
● Bessey Creek Elementary logo t-shirts. (On Fridays any BCE club or activity shirt is allowed.)

Skirts/Shorts/Pants/Leggings:
● Skirts and dresses must be no shorter than 2” above the knee.
● Shorts must be no shorter than 4” above the knee and must be worn no lower than the hip.
● Grades K-4 only, leggings are permitted if they meet the conditions at the bottom of this page.
● Clothing must not be torn or ripped.
● Words printed across the backside of pants or skirts are not permitted.

Shoes:
● Shoes must have a rubberlike sole that provides ample traction, and must have a closed toe and closed heel to ensure student safety. Loose fitting shoes that clop or flap are not permitted. Heels must not be elevated. Shoes with laces must be laced to the top and tied tightly.

Accessories:
● Jewelry and clothing that is at risk of getting pulled or tangled will be considered a safety risk and will not be permitted.
● Any jewelry or trinkets that distracts or disrupts the learning environment is not permitted.
● No hats/head covering or sunglasses may be worn inside the building without a doctor’s note.
● Distracting unnatural hair colors, or hair accessories and/or unusual haircuts that cause a distraction are not permitted.
● Makeup is not permitted.

Leggings:
● For our dress code, “leggings” encompasses jeggings, yoga pants, and any other outerwear similar to leggings.
● Length must be no shorter than 4” above the knee.
● Fabric above the knee must be opaque.
● Must not be worn, threadbare, or sheer to the point of being see-through during any body position.

DRESS CODE VIOLATION CONSEQUENCES:
1st Offense – Verbal warning and possible parent telephone contact for a change of clothing
2nd Offense – Student warning indicated on a Parent Communication Form
3rd Offense – Student receives a Martin County School District Conduct Report Form
The administration of the school shall have to authority to judge whether or not the appearance of any student is...
in violation of policy or is disruptive to the education function or school setting.

**EMERGENCY CRISIS INFORMATION**

In the event of an emergency, parents/guardians will be notified via the automated phone message system or other mass communication, which will provide the most up to date information, as it becomes available. It is critical that any changes in contact information be provided to the school, so that in the event of an emergency, the automated call 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 communication directly from the School District.

**Drills**

During fire, tornado, and lockdown 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 lockdown
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. A Multi-Tiered System of Supports (MTSS) is used to determine a student’s ability to be successful in the general education setting. This process requires the implementation of interventions, which are monitored to determine the next course of action. In the event the process indicates a disability may be present, a meeting with staff and parents 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.

**EXTENDED DAY**

Students are dismissed at 1:50 p.m. to report directly to Extended Day. Please make sure you communicate with the Extended Day manager the days your child will be attending each week and call the Extended Day office when your child is not going to attend on any scheduled day.

**FIELD TRIPS**

Field trips are one method of improving learning and enriching the curriculum. All chaperones must be registered Level II volunteers. 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.
FOOD BROUGHT IN TO SCHOOL

The School Board Rule number 8500.02.2 states that “any foods served to students needs to be commercially prepared. For example, if the grade level allows for a student’s birthday to be celebrated with cupcakes or cookies, they must be purchased or prepared by a grocery store or restaurant”. If you come in for lunch, please do not bring in lunch from outside vendors. Some children have severe food allergies. As a precaution to protect the health of children with food allergies, food should never be dispersed or shared without talking first to the teacher.

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)

GUM CHEWING & LOLLIPOPS

For safety and campus maintenance purposes, chewing gum and eating lollipops are not permitted on campus or on the school bus. Thanking you in advance for your cooperation, especially during school-wide evening events.

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.

Clinic

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

- 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.
● Students should report an illness or injury occurring in a classroom or PE 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.

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 all medications, 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.

CRUTCHES and WHEELCHAIRS
Students who need to have crutches or a wheelchair are required to present a doctor’s note specifying how long they will need to be using the assistive device. The doctor or physical therapist should fit the child for correct crutch or wheelchair size and ensure proper training for gait and use. The student must report to the front office before entering the classroom. A note from the doctor alerts the school to make the necessary accommodations for the student. Parents are responsible for providing wheelchair and/or crutches as needed.

INSURANCE – VOLUNTARY STUDENT ACCIDENT
At the beginning of the school year the parents receive a brochure regarding Voluntary Student Accident insurance. For as little as $8.00 per student, you may purchase medical accident insurance for the school year. Dental accident insurance is also available at an additional cost. Please read the brochure carefully and consider purchasing this valuable insurance.

It is important for you to know that the School District does not cover most student accidents that occur at school, such as in the classroom, on the playground, and during field trips. Accident claims are often the responsibility of the parent or guardian. For less than the cost of a single physician’s visit, you can purchase voluntary student accident insurance. If you choose “Optional 24-Hour Accident Coverage” it will cover student accidents during the school day, as well as any that may occur during weekends, vacations and the summer months. Please be advised that this coverage is secondary to any other primary insurance that covers the student.

You may view additional information, enroll and purchase coverage online @ www.k12specialmarkets.com or print and mail your enrollment form.

LOST AND FOUND
Lost items are turned in to the office or may be placed on a table in the cafeteria for students to claim. Please mark all valuable articles of clothing with your child’s name so they may be returned when found. We suggest you check the Lost and Found periodically. Lost items which accumulate will be donated to charitable organizations after several weeks.
MEDIA CENTER
Policy 8215

The Media Center is available for use by our students and faculty. A variety of instructional materials and equipment are available. Students are encouraged to check out books for pleasure reading and/or reference work. Most books may be checked out on a weekly basis. Although there are no fees for overdue books, there are charges for lost or damaged materials. Additional Media Center rules will be issued by the media specialist. Parents are encouraged to help students learn to use and care for library materials.

PARENT TEACHER ASSOCIATION (PTA)

Our PTA is a vital part of our school program. For additional information and contact information see the BCE website. Families will be kept informed of PTA activities throughout the year, and PTA fundraisers will be held at various times during the school year. Students are encouraged to seek support from family and friends. Door to door solicitation is strictly prohibited.

PLEDGE OF ALLEGIANCE
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
Policy 5120

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 follow, 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.

SCHOOL ADVISORY COUNCIL (SAC)
Policy 2125

Parents, community members, students and school staff meet monthly to discuss school events and activities. These meetings dates are determined by the Council.

STUDENT DROP OFF AND PICK UP

Per Florida Statute 1003.31, supervision for students is available 30 minutes before and 30 minutes after school hours during regular school days only.

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.

VISITORS

All visitors to the campus must check in at the front office and obtain a visitor’s pass. Your driver’s license will be scanned into the Raptor Security System. A photo identification sticker with the date and purpose of being on campus will be issued. ALL VISITOR STICKERS MUST BE CLEARLY DISPLAYED ON THE VISITOR. We appreciate your cooperation as we strive to provide a secure and safe campus for our children. Visitors should put cellular phones in vibrate mode when on campus so as not to disrupt school operations, and are not allowed to take pictures or video. Visitors are reminded that Bessey Creek Elementary is a Drug-Free Zone; therefore, smoking on school grounds, including in a vehicle is not permitted.

VOLUNTEERS
Policy 8120

Online volunteer registration begins in August. Many volunteer opportunities are available including the following:

- 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](http://www.martinschools.org) and click on ‘Volunteer Services’ under Quick Links.

**WALKERS**

Students are dismissed at 1:55 p.m. to walk home. Parents must use the car line if a “walker” is going home by car. Parents may not pull into the front parking lot and pick up their walker from the gate area. Parents may not pull their vehicle onto the grass or sidewalk to pick up their walking child(ren).
**FLORIDA STATEWIDE ASSESSMENT PROGRAM**

**2018–2019 SCHEDULE**

### Florida Standards Assessments (FSA)

<table>
<thead>
<tr>
<th>Dates</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1–12, 2019</td>
<td>Grades 4–10 ELA Writing</td>
</tr>
<tr>
<td></td>
<td>Grades 3 ELA Reading</td>
</tr>
<tr>
<td>May 1–14, 2019*</td>
<td>Grades 4–6 ELA Reading</td>
</tr>
<tr>
<td></td>
<td>Grades 3–6 Mathematics</td>
</tr>
<tr>
<td>May 1–28, 2019*</td>
<td>Grades 7–10 ELA Reading</td>
</tr>
<tr>
<td></td>
<td>Grades 7 &amp; 8 Mathematics</td>
</tr>
</tbody>
</table>

### FSA End-of-Course Assessments

<table>
<thead>
<tr>
<th>Dates</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10–28, 2018</td>
<td>Algebra 1 &amp; Geometry</td>
</tr>
<tr>
<td>November 26–December 14, 2018</td>
<td></td>
</tr>
<tr>
<td>May 1–28, 2019*</td>
<td></td>
</tr>
<tr>
<td>July 15–26, 2019</td>
<td></td>
</tr>
</tbody>
</table>

### FSA Retakes

<table>
<thead>
<tr>
<th>Dates</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10–21, 2018</td>
<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>
</tr>
<tr>
<td></td>
<td>Algebra 1 Retake</td>
</tr>
</tbody>
</table>

### Next Generation Sunshine State Standards (NGSSS) 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>
</tr>
</thead>
<tbody>
<tr>
<td>September 10–28, 2018</td>
<td>Biology 1, Civics, U.S. History</td>
</tr>
<tr>
<td>November 26–December 14, 2018</td>
<td></td>
</tr>
<tr>
<td>May 1–28, 2019*</td>
<td></td>
</tr>
<tr>
<td>July 15–26, 2019</td>
<td></td>
</tr>
</tbody>
</table>

*The bill analysis provided by legislative staff offers the following guidance: “[HB 7069] requires school districts to administer the assessments associated with a May 1 assessment window no earlier than 4 weeks before the last day of school for the district. In effect, this will require the last 4 weeks of a school district’s school year to overlap with the May 1 assessment windows to the extent necessary for all assessments in the district to be administered. This does not require the last 4 weeks of the school year to start with the May 1 assessment window; rather, school districts will have the flexibility to adjust their last day of school to provide sufficient time, based upon the district’s capacity and needs, to administer these assessments within their respective assessment windows.”

12/29/17
### Other Statewide Assessments

<table>
<thead>
<tr>
<th>Dates</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 9–October 12, 2018</td>
<td><strong>Florida Kindergarten Readiness Screening (FLKRS)</strong>&lt;br&gt;(Administered within the first 30 instructional days of the school year)</td>
</tr>
<tr>
<td>August 2018–June 2019</td>
<td><strong>Florida Assessments for Instruction in Reading (FAIR)</strong>&lt;br&gt;(optional: Grades 3–12)</td>
</tr>
<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 (PSAT/NMSQT)</strong></td>
</tr>
<tr>
<td>January 28–March 8, 2019</td>
<td><strong>National Assessment of Educational Progress (NAEP)</strong>&lt;br&gt;Mathematics, Reading, &amp; Science: Grades 4, 8, &amp; 12</td>
</tr>
<tr>
<td>January 28–March 29, 2019</td>
<td><strong>ACCESS for ELTs 2.0</strong>&lt;br&gt;Alternate ACCESS for ELTs</td>
</tr>
<tr>
<td>February 25–April 12, 2019</td>
<td><strong>Florida Standards Alternate Assessment (FSAA) – Performance Task</strong>&lt;br&gt;Grades 3–8 ELA &amp; Mathematics&lt;br&gt;Grades 4–8 Writing&lt;br&gt;Grades 5 &amp; 8 NGSSS Science&lt;br&gt;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>&lt;br&gt;Grades 9 &amp; 10 ELA&lt;br&gt;Grades 9 &amp; 10 Writing&lt;br&gt;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) – Datafolio</strong>&lt;br&gt;Grades 3–10 ELA – Reading &amp; Writing&lt;br&gt;Grades 3–8 Mathematics&lt;br&gt;Grades 5 &amp; 8 NGSSS Science&lt;br&gt;End-of-Course Assessments (Algebra 1, Biology 1, Civics, Geometry, U.S. History)</td>
</tr>
<tr>
<td>September–October 2018</td>
<td></td>
</tr>
<tr>
<td>November–December 2018</td>
<td></td>
</tr>
<tr>
<td>March–April 2019</td>
<td></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:  
Maurice Bonner  
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
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
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.

An Equal Opportunity Agency
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
- Terapia Física
- Trabajo Social/Psicológico
- Orientación y Movilidad
- Servicios de Tecnología Asistida
- Enfermería
- Manejo del Caso
- Cuidado Personal
- Transportación a la Educación 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 Iguales
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, cual 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 financiamiento del Departamento de Educación (ED). La PPRA está dirigida a proteger los derechos de los padres de familia y estudiantes de dos maneras:

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

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

Laurie J. Gaylord, Superintendent

School Board Members: Michael DiTerlizzi • Tina McSole • Rebecca Negron • Marsha Powers • Christia Li Roberts

“An Equal Opportunity Agency”
Estimados Padres de Familia de los Estudiantes del Distrito Escolar del Condado de Martín:

A lo largo del año escolar, algunos estudiantes no pueden asistir a la escuela durante largos períodos debido a alguna enfermedad. Para mantener la continuidad en el programa académico durante una enfermedad extendida, algunos estudiantes pueden ser elegibles para el Programa de Instrucción Hogar/Hospital. (Sirvanse tomar nota que algunos trabajos de curso, pueden no ser apropiados para la instrucción en un ambiente de hogar/hospital).

Consideración para la participación en el Programa Confinado en Casa/Hospitalizado, requiere la declaración de un médico de que el estudiante no les es posible asistir a la escuela por tres o más semanas consecutivas, debido a una seria condición médica identificada. **ESTO NO SIGNIFICA QUE EL ESTUDIANTE DEBA ESTAR AUSENTE DURANTE TRES SEMANAS ANTES QUE UN REFERIDO PUEDA HACERSE PARA LA CONSIDERACIÓN DE SU ELIGIBILIDAD PARA EL PROGRAMA CONFINADO EN CASA/HOSPITALIZADO.** Esto significa que tan pronto como el estudiante se enferme y no le sea posible asistir a la escuela, un referido de Martin County Forma # (212) para el Programa Confinado en Casa/Hospitalizado, puede hacerse basado en la declaración del médico en cuanto a una ausencia anticipada de tres semanas o más.

Por favor, no demoren en solicitar estos servicios si creen que, debido a una enfermedad, sus hijos se ausentarán de la escuela durante un tiempo extendido.

Para información específica o para referir a un estudiante a ser considerado para el Programa Confinado en Casa/ Hospitalizado, sírvanse contactar a Karen Tate al 219-1200 ext 30421.

Sinceramente

Justin Browning
Educación del Estudiante Excepcional

---

*Laurie J. Gaylord, Superintendent*

School Board Members: Michael DiTerlizzi • Tina McSoley • Rebecca Negron • Marsha Powers • Christia Li Roberts

"An Equal Opportunity Agency"
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 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.
**PARENT CHECKLIST**

**MARTIN COUNTY SCHOOL DISTRICT PARENT CHECKLIST**

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><strong>Just Take 20</strong></th>
<th><strong>AskALibrarian.org</strong></th>
<th><strong>FloridaShines.org</strong></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>
<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><strong>Just Read, Families!</strong></th>
<th><strong>Florida Standards Family and Student Resources</strong></th>
<th><strong>Exceptional Student Education- Parent Involvement</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggestions and resources to help build your child’s reading skills.</td>
<td>Resources and information to help prepare your child for success in each grade level.</td>
<td></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://flbbs.fmhi.usf.edu/resources_family.cfm">http://flbbs.fmhi.usf.edu/resources_family.cfm</a></td>
<td>F DOE.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://flbbs.fmhi.usf.edu/resources_family.cfm">http://flbbs.fmhi.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/Institutional_Services/Volunteer_Services">http://www.martinschools.org/pages/Martin_County_School_District/Departments/Institutional_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>
</thead>
</table>

<table>
<thead>
<tr>
<th>Parent-Teacher Conference Tip Sheets</th>
<th></th>
</tr>
</thead>
</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 enazando recursos que:

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

ÁREA ACADÉMICA

Apolloando 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.
Visita la biblioteca local y animándolo a que saque libros que le interesen.
Leyéndole y leyéndolo con él diariamente.
Dando ejemplo leyendo usted en el hogar y conversando sobre lo que ha leído con su hijo.
Preguntando a su hijo para que le explique acerca de sus tareas en casa.
Enfatiando la importancia de la educación y de rendir lo mejor posible en la escuela.

RECURSOS

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

<table>
<thead>
<tr>
<th>Familias, Solo Lean!</th>
<th>Floridastudents.org</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sugestencias 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 information 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 ayudarles 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><a href="https://www.parenthelp">https://www.parenthelp</a> florida.org</td>
<td><a href="http://www.pta.org/parents/content.cfm?ItemNum">http://www.pta.org/parents/content.cfm?ItemNum</a> ber=3715&amp;navItemNumber=3728</td>
</tr>
</tbody>
</table>

1Referencia al Estatuto de Florida 1002.22(3). 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.

2Los enlaces con los recursos relacionados con el área académica, el civismo, el trazado de metas y la comunicación, deberían ser considerados como una guía para ayudar en el desenmbramiento de información que refuerce al 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://ftpbs.fmihf.usf.edu/resources_family.cfm">http://ftpbs.fmihf.usf.edu/resources_family.cfm</a></td>
<td>Fdkoe.org/schools/healthy-schools/safe-schools/bullying-prevention.shtml</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Folleto con Soluciones Positivas para las Familias</th>
<th>Interesando a la Juventud en el Servicio</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://ftpbs.fmihf.usf.edu/resources_family.cfm">http://ftpbs.fmihf.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>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>
<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>

ESTABLECIENDO METAS

Expresando 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.

RECURSOS

<table>
<thead>
<tr>
<th>MyCareerShines Kuder Navigator®</th>
<th>Ayudando a Que los Niños Comiencen a Pensar en sus Carreras</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Financiando las Futuras Metas de Educación</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>

COMUNICACIÓN ENTRE LA ESCUELA Y EL HOGAR

Comunicándose regularmente con sus profesores de su hijo en persona, por teléfono o a través de correos electrónicos o por escrito.
 Preparándose y asistiendo a las conferencias de familia-profesores, y/o a reuniones escolares 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.

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>
<th></th>
</tr>
</thead>
</table>
DISTRICT COMMUNICATION PLAN

The purpose of the Martin County School District Communication Plan is to present a clear and concise framework for communicating to our internal and external school community stakeholders. The communication plan serves as a guide for the Martin County School District to provide strategies and ensure the communication efforts align with the goals of the District’s Success Plan. The District Communication Plan is located at the District’s website (www.martinschools.org) or you can access it directly from this link.