

Martin County School District

EXTENDED DAY



Parent Handbook 2020-2021

Martin County School District



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An Equal Opportunity Agency

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DISCLOSURE LANGUAGE

The parent/guardian hereby acknowledges and fully recognizes that this document does not constitute a contract, and that the sole and exclusive remedy is withdrawal of the student from the program. The parent/guardian voluntarily and knowingly releases and agrees to save the School Board harmless from all liability, in contract tort or otherwise, for any and all injuries arising out of actions by other students, other individuals, or employees of the School Board except for certain tortuous acts of the School Board's agents, officers and employees to the extent and limit provided by Section 768.28, Florida Statutes, the State of Florida's partial waiver of sovereign immunity. This provision is not to be construed as a waiver of any right of defense that the Board may possess.

Article VII, section 10 of the Florida Constitution states that “Neither the state, nor any county, school District, municipality, special district, or agency of any of them, shall...give, lend or use its taxing power or CREDIT to aid any corporation, association, partnership or person.”

A deposit equal to one week tuition is collected in advance at the time of registration. **Fees must be paid in advance and this policy will be strictly enforced.**

Change of Information/Dismissal Emergency Procedure

Emergency phone numbers and contact names must be kept current and parents must ensure that there is always an adult that can be contacted in the event of an emergency that involves their child. It is also important that parents notify the site manager of any changes in their child's physical, social or emotional well-being.

Custody Concerns

If there are custody conditions that may affect Extended Day, a copy of the most current court approved Final Judgment must be provided.

Cash Policy

Extended Day does not accept cash.

Extended Day Website:

www.martinschools.org/domain/313

Welcome!

Martin County Schools Department of Elementary Programs & School Improvement are pleased to provide public school age (K-5) child care programs for the benefit and convenience of our Martin County families. The Extended Day programs at each elementary school site are totally supported from tuition of the students enrolled. The Extended Day program is independent of all Martin County School District programs for primary instruction.

The mission of the Martin County School District's Extended Day Program is to provide a structured recreational and educational program which meets the fundamental need for growth and development common to all children. Our program helps meet these needs by creating an environment that provides positive reinforcement and promotes self-worth.

Our Vision

Each member of the Extended Day staff is committed to:

- Provide a warm, caring atmosphere for each child
- Provide an environment that encourages each child to explore and experience learning in a fun way
- Motivate each child to reach their fullest potential and develop a positive self-concept
- Nurture each child's ability to relate to others, to appreciate individual differences, and to improve self-control
- Motivate each child to have a sense of positive standards and values by which to live
- Provide support for working parents to complement a child's home and school environment

Eligibility

Childcare is available for all Martin County School District elementary school students in grades kindergarten through five at any of our twelve (12) district elementary schools. Students must enroll in the Extended Day program at their school of attendance. Martin County School District VPK students must be four years old on or before September 1st to participate in school year Extended Day. Students must be toilet trained. All MCSD students entering Kindergarten are eligible to participate in the Summer Extended Day program.

Enrollment

ALL students MUST be enrolled in one of the twelve (12) MCSD elementary schools. To enroll a child in the Extended Day program, parents must complete the following forms:

- Extended Day Registration Form
- Extended Day Parent Handbook Receipt and Review form
- Influenza Guide for Parents form
- All children must have on file: Certification of school entry medical examination performed within twelve (12) months prior to enrollment in the public school system, certification of immunization as required by Martin County School Board policy #5320.

All forms, registration fees, a one week deposit, and the first week's tuition must be submitted by Wednesday the week prior to attendance.

Hours of Operation			
School Days	Full Days	AM Program	Summer Camp
Dismissal - 6:00pm	7:30am - 5:30pm	N/A at this time	7:30am - 5:30pm

School Year Program:

The children in Extended Day are given a variety of “hands-on” experiences with numerous choices available. Activities include, but are not limited to:

- ❖ Creative Arts & Crafts
- ❖ Drama & Imaginative Play
- ❖ Music
- ❖ Communication Skills
- ❖ Outdoor Recreation
- ❖ Cooperative Games
- ❖ Science and Health Activities
- ❖ Homework Club

School Year Fees

All payments must be made in the form of a check or money order

School Year Program Rates	
Registration	\$7.00 per child
Materials	\$25.00 per child
After School: Full Time (1-5 days)	\$55.00 per child
After School: Drop-In (daily rate)	Not available at this time
Before School*: Full Time Only (1-5 days)	Not available at this time
Full Day: Full Time Rate (daily rate)	\$22.00 per child
Full Day: Drop-In Rate (daily rate)	Not available at this time

- A deposit equal to the fee for one week will be due at registration.
- Full Time includes full days, excluding spring break, summer, any week with three or more full days, or weeks that school is not open. Full days must be scheduled with payment by Wednesday the week prior to attending. Full days not scheduled by Wednesday the week prior to attendance will not be permitted to attend.
- Extra fees may be charged for special events or classes.
- Sibling discounts (tuition only): \$50.00 per week for each additional child
- Full Time participants will automatically be scheduled for every school day. Parents must inform the EDP when their child(ren) will not be attending. To exit and discontinue use of the program and tuition charges, parents must inform the EDP in writing one week in advance that their child(ren) will no longer be enrolled.
- All tuition payments are due on Wednesday, one week in advance.

Summer Program

The summer program begins the first full week after the school year ends. Due to a reduction in summer enrollment, not all schools will be open. Contact the site manager for summer site selections.

Summer Program Rates	
Registration (if not registered during school year)	\$7.00
Materials	\$15.00
Full Time (1-5 days)	\$85.00 (subject to change)
Drop-In	Not Available For Summer

Additional information regarding the summer program may be obtained from the Lead Extended Day Manager or School Site Managers.

Payment

All payments for the program are due on a weekly basis one week prior to attendance. **Payment must be made in the form of a check or money order. No cash payments will be accepted.** All payments must be enclosed in the appropriate payment envelope. This envelope must be returned to the school site no later than closing time each Wednesday one week in advance. A \$5.00 late fee will be assessed for envelopes received after Wednesday's closing. Participation will be denied for the following week if a payment including the late fee has not been received by the close of business Friday prior to the week of attendance.

Tax Information

Extended Day will not be providing parents with a yearly printout of payments. Please keep track of payments for tax purposes. The MCSD tax ID# is 59-6000-742.

Credit

Absolutely no credit will be extended. Individuals/families with an account balance will be denied participation.*

*Florida Constitution, Article VII, Section 10 (see Pg.1)

Absences

There will be no credit given for days absent. Students sent home from school for any reason may not be brought back to Extended Day the same day.

Late Payment Fee

A fee of \$5.00 will be charged if payment has not been received by the Wednesday prior to the week of attendance. Participation will be denied for the following week if a payment including the late fee has not been received by the close of business Friday prior to the week of attendance.

Late Registration Fee

Students who are not registered by the advertised fall and summer registration dates or have not communicated with the site manager prior to those dates will be charged a \$15 late registration fee. Payment of late fee does not guarantee acceptance for the first week

Late Pickup

Failure to pick up a child at the designated closing time will result in a \$1.00 per minute fee. Service may be suspended after three incidents of being late. **The Extended Day program reserves the right to notify and/or turn over children who are being picked up habitually or excessively late to the proper authorities.**

Returned Check Policy

Checks returned for insufficient funds must be paid with a cashier's check or money order within 7 days of written notification. When reimbursing for NSF checks, please include a \$3.00 service fee above the original check total. **Failure to comply with this policy will result in suspension of services.**

Change of Student Schedule

Parents must notify - in writing - the front office, their child's teacher, and the Extended Day Manager of any change in their child's prearranged after school schedule. Notifying all parties is necessary to ensure that the student will be properly routed to Extended Day. **Failure to comply with this policy will result in suspension of services.**

Drop-Off and Pick-Up Policy

To ensure that all children are safe and fully supervised while in the Extended Day program, the following procedures will be enforced:

- Parents will sign in their child upon arrival (full days).
- Parents will sign out their child upon departure. Please use full signature. Parents must keep students with them until they leave the building as a family.
- Only those individuals who are authorized in writing by the parent/legal guardian are permitted to pick up a child. All designated pick-up persons must show photo identification upon request.
- All children must be picked up by the announced closing time. There will be a \$1.00 per minute late fee charged after closing.

Snacks

An appropriate after-school snack will be provided daily. On full days, Extended Day will provide an afternoon snack; however, parents must provide lunch and a drink. Please report any food allergies or special dietary needs to the site manager. The federal snack program regulations require snacks be eaten on site.

Medication

Should a child require prescription or over the counter medicine during the Extended Day program, an Extended Day Medical Authorization *form 135A* must be on file with the site manager prior to the administering of any drug. The doctor prescribing the medicine must sign the authorization *form 135A*. All prescription drugs must remain in their original container with correct dosage indicated on the label. Extended Day personnel are not permitted to administer nor are children permitted to bring over-the-counter drugs sent from home. *The first dosage of any new medication shall not be administered during Extended Day hours due to the possibility of an allergic reaction.* Extended Day medications must be separate from the clinic's medications. **Parents must provide a recent photograph of their child to attach to the medication record (form #135A). Extended Day does not provide nursing services.**

Students who experience symptoms per CDC guidelines will be escorted to Clinic 2 and will be sent home. Extended Day will follow the same policies and procedures implemented during the school day with regard to Health and Safety.

School Insurance

The Extended Day program will provide supplemental accident insurance to all registered students which is covered by the \$7.00 registration fee. This plan will cover child(ren) during the Extended Day program only. NOTE: This is not a guarantee of payment for medical services. Parents may encounter certain out-of-pocket expenses when their child is treated for accidental injuries. This coverage is secondary to any insurance plans parents may have.

Program Access

Custodial parent(s) or legal guardian(s) will be provided access, in person and/or by telephone, to the Extended Day program during normal program operating hours or during the time their child is in the program’s care.

Discipline

Discipline policies and procedures for the Extended Day program will be consistent with the standards and practices stated in the Martin County School District Code of Student Conduct. Program managers will work in conjunction with the school principals for all disciplinary actions resulting in a written referral. Consequences may include immediate next day suspension for the following infractions:

- Bullying
- Fighting
- Physical or verbal abuse of staff
- Stealing
- Destruction of property
- Running away from staff
- Persistent leaving group without permission

Please note that the length of the suspension will be determined by the seriousness of the infraction. In-program suspension or “time out” may be used for inappropriate behavior or conduct. Depending on the seriousness or the repetition on infractions, consequences may also include expulsion. If a student is expelled from the program, the Extended Day Manager will consult with the school Principal and the Extended Day Lead Manager prior to expulsion. EDP staff members are responsible for the application of all disciplinary practices in the program. Parents who have a concern regarding the behavior of a student in the program should immediately bring their concern to the attention of the Extended Day manager.

Emergency School Closing

In the event that the school closes for an emergency, the Extended Day program will also be closed. Stay tuned to local radio stations and the MCSD website for announcements of school closings and make arrangements for pick-up as soon as possible.

Holiday Closings 2020-2021

Extended Day will be closed for the following holidays and administrative days:

Labor Day Monday, September 7 th	Thanksgiving Break Wednesday-Friday, November 25 th -27 th	Presidents’ Day Monday, February 15 th
Yom Kippur Monday, September 28 th	Winter Break Monday-Friday (2wks) Dec. 21 st – Jan. 1 st	Good Friday Friday, April 2 nd
Veteran’s Day Wednesday, November 11 th	Martin Luther King Day Monday, January 18 th	Summer Set-Up Friday, May 28 th

BYOD-Bring Your Own Device Policy

At the discretion of the site supervisor, programs may establish a scheduled and supervised period for children to use their devices. **For after school purposes these devices may not have a Wi-Fi or personal data plans with internet services during Extended Day.** Also, any games played with these devices must be rated E (Everyone). We encourage families to label all devices with a permanent marker. Each user is responsible for his or her device and is expected to use it appropriately. Martin County School District is not liable for any device stolen or damaged on campus. The district reserves the right to collect and examine any device if a student is suspected of violating the district's BYOD guidelines.

Student Cell Policy:

For Extended Day, students may not use cell phones. Cell phones should be in the off position and concealed out of sight. If a student needs to call a parent or family member they may utilize the Extended Day phone. Students are not permitted to use any device to photograph or record (either audio or video format) another person on school board property at any time. At no time shall the Martin County School District be responsible for theft, loss, or damage to cell phones. Failure to comply may result in the phone being confiscated by the staff and returned to the parents. Repeat offenses may lead to further disciplinary action.

SITE LOCATIONS AND PHONE NUMBERS

Kimberly Grubbs, Interim Lead Manager, (772) 219-1200, Ext. 30339 | (772) 214-7297

Bessey Creek Extended Day

(772) 219-1508 | (772) 486-8995

Beau Cromer, Manager

cromerb@martinschools.org

Lynne Steffens, Assistant Manager

Marina Carr, Assistant Manager

Bessey Creek Elementary

2201 SW Matheson Avenue

Palm City, FL 34990

(772) 219-1500 (Main Office)

Jensen Beach Extended Day

(772) 219-1560 | (772) 341-1082

Lindsey Fischer, Manager

fischel@martinschools.org

Aaron Eckhardt, Assistant Manager

Lauren Hayton, Assistant Manager

Jensen Beach Elementary

2525 NE Savanna Road

Jensen Beach, FL 34957

(772) 219-1555 (Main Office)

Citrus Grove Extended Day

(772) 221-4046 | (772) 485-6587

Justine Romano, Interim Manager

romanoj@martinschools.org

Jordan Lynds, Assistant Manager

Citrus Grove Elementary

2527 SW Citrus Blvd.

Palm City, FL 34990

(772) 223-2513 (Main Office)

Palm City Extended Day

(772) 219-1571 | (772) 485-2872

Rachel Rein, Manager

reinr@martinschools.org

Payton Cantrell, Assistant Manager

James Seleski, Assistant Manager

Palm City Elementary

1951 SW 34th Street

Palm City, FL 34990

(772) 219-1565 (Main Office)

Crystal Lake Extended Day

(772) 219-1530 | (772) 486-8427

Cindy Reynolds, Manager

reynolc@martinschools.org

Nancy Russo, Assistant Manager

Crystal Lake Elementary

2095 SW 96th Street

Stuart, FL 34997

(772) 219-1525 (Main Office)

Pinewood Extended Day

(772) 219-1602 | (772) 763-8117

Lauren Martin, Manager

martinl1@martinschools.org

Jessica Bentz, Assistant Manager

Zachary Ferrer, Assistant Manager

Pinewood Elementary

5200 SE Willoughby Blvd.

Stuart, FL 34997

(772) 219-1595 (Main Office)

Felix A. Williams Extended Day

(772) 219-1645 | (772) 486-7813

Kandy Gilbert, Manager

gilberk@martinschools.org

Jenna Haley, Assistant Manager

Kim Rich, Assistant Manager

Felix A. Williams Elementary

401 NW Baker Road

Stuart, FL 34994

(772) 219-1640 (Main Office)

Port Salerno Extended Day

(772) 219-1618 | (772) 486-4674

Joseph Sabol, Manager

sabolj@martinschools.org

Amina Jason, Assistant Manager

Port Salerno Elementary

3260 SE Lionel Terrace

Stuart, FL 34997

(772) 219-1610 (Main Office)

Hobe Sound Extended Day

(772) 219-1545 | (772) 341-2356

Chona Sierra, Manager

sierraa@martinschools.org

Hanna Delcourt, Assistant Manager

Hobe Sound Elementary

11555 SE Gomez Avenue

Hobe Sound, FL 33455

(772) 219-1540 (Main Office)

Seawind Extended Day

(772) 219-1630 | (772) 341-4626

Samantha Weston, Manager

westons@martinschools.org

Angelina Herrera, Assistant Manager

Seawind Elementary

3700 SE Seabranh Blvd.

Hobe Sound, FL 33455

(772) 219-1625 (Main Office)

J.D. Parker Extended Day

(772) 219-1588 | (772) 486-6475

Meg Crossman, Manager

crossmm@martinschools.org

TBA, Assistant Manager

J.D. Parker Elementary

1050 E. 10th Street

Stuart, FL 34994

(772) 219-1580 (Main Office)

Warfield Extended Day

(772) 597-3906 | (772) 214-7297

Susan Thomas, Manager

thomass@martinschools.org

TBA, Assistant Manager

Warfield Elementary

15260 SW 150th Street

Indiantown, FL 34956

(772) 597-2551 (Main Office)

NON-DISCRIMINATION AND PROHIBITION OF HARASSMENT

School Board Policy 8960

District Equity Contact:

Maurice Bonner
Director of Human Resources
District Equity Officer
1939 SE Federal Highway
Stuart, Florida 34994
Phone: (772) 219-1200 Ext. 30240 or 30261
Fax: (772) 219-1230

District ADA / Section 504 Contact:

Vicki L. Jenkins, MA
Director of Exceptional Student Education and
Student Services
ADA / 504 Coordinator
1939 SE Federal Highway
Stuart, Florida 34994
Phone: (772) 219-1200 Ext. 30425
Fax: (772) 219-1228

General Policy Statement

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful discrimination/harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful discrimination/harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the School Board.

The School Board will vigorously enforce its prohibition against discrimination and/or harassment based on sex, race, color, ethnicity, national origin, religion, marital status, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The School Board will investigate all allegations of discrimination and/or harassment and in those cases where unlawful discrimination and/or harassment is substantiated, the School Board will take immediate steps to end the discrimination and/or harassment. Individuals who are found to have engaged in unlawful discrimination and/or harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, superintendent, and all other school personnel, including School Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the School Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the School Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Discrimination and/or Anti-Harassment Policy

The School Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging discrimination and/or harassment, or who has participated as a witness in a discrimination and/or harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of discrimination and/or harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of discrimination and/or harassment, when responsibility for reporting and/or investigating discrimination and/or harassment charges comprises part of one's supervisory duties.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee in with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery". The issue of consent is irrelevant in regard to such criminal charge.

Discrimination/harassment on the basis of other protected characteristic is also strictly prohibited. Under this policy, discrimination/harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, religion, national origin, sex, age, marital status or disability, and that:

- A. has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- B. has the purpose or effect of unreasonably interfering with an individual's work performance; or
- C. otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but it is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

This grievance procedure exists to provide formal resolution of complaints that this has been violated. It does not prohibit the informal adjustment of any complaint. Although pursuit of an informal adjustment is not a valid reason for missing a filing deadline, a timely filed complaint may be continued by consent of the parties in order to allow pursuit of an informal adjustment.

The Director of Human Resources is hereby designated as the District's equity officer. His name is Maurice Bonner and he can be contacted by telephone at 772-219-1200 extension 30240. The equity officer shall be informed of the progress of all informal adjustments and grievances at each step by the District employee responsible for each step of the grievance so that the equity officer may be abreast of all matters concerning this policy and may be ready at any time to report on the same to the Superintendent, School Board or an outside agency.

Where a statute or administrative rule provides a scheme for resolution of complaints arising under that statute or rule, this grievance procedure shall not be applicable.

The School Board will vigorously enforce its prohibition against discrimination/harassment based on race, religion, national origin, sex, age, marital status, disability, or any other unlawful basis, and encourages those within the District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The School Board will investigate all allegations of discrimination/harassment and in those cases where unlawful discrimination/harassment is substantiated the School Board will take

immediate steps to end the discrimination/harassment. Individuals who are found to have engaged in unlawful discrimination/harassment will be subject to appropriate disciplinary action.

The procedure for processing a complaint alleging a violation of this policy shall be as follows:

- A. Within sixty (60) calendar days of the occurrence of an alleged incident of discrimination/harassment, the complainant may file a written complaint with the principal or supervisory administrator setting forth the date of the alleged incident, the nature of the alleged discrimination/harassment, the names of the persons involved, any witnesses to the incident, other details as appropriate, and the remedy sought. Visitor complaints shall be filed with the equity officer for determination. Any complaint not filed within this time period shall be deemed untimely filed and shall not be processed.
- B. The principal, supervisory administrator or equity officer shall investigate the complaint and issue a written ruling within twenty (20) calendar days of receipt of the complaint.
- C. In the event the principal or supervisor is the person involved in the alleged discrimination/harassment, the complainant may file a written complaint with the equity officer or next level administrator who shall investigate the complaint and issue a written ruling within twenty (20) calendar days of receipt of the complaint.
- D. The complainant may appeal the ruling to the Superintendent within ten (10) calendar days following receipt by the employee of the ruling. Any appeal not timely filed shall not be processed.
- E. The Superintendent or his/her designee shall review the ruling and conduct such further investigation as may be appropriate. The Superintendent's disposition of the complaint shall be issued within twenty (20) calendar days.
- F. The complainant may appeal the Superintendent's decision to the School Board within fifteen (15) calendar days of the receipt by the complainant of the Superintendent's decision, by filing a request for a public hearing before the School Board. Any appeal not timely filed shall not be processed.
- G. Deadlines herein are directory only and not mandatory upon the District. If more than twice the allotted time has expired without a response, the appeal may be taken to the next step.
- H. A complainant who fails to comply with the timeliness requirements for filing appeals as contained herein shall be deemed to have accepted the ruling or decision at the given level as satisfactory and acceptable, and to have waived the right to appeal further.
- I. **Confidentiality**

The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the School Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred, to the extent possible.

J. **Retaliation**

Retaliating against a person who has made a report or filed a complaint alleging discrimination/harassment, or who has participated as a witness in a discrimination/harassment investigation, is prohibited.

The complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the District community or a third party to pursue a complaint of unlawful discrimination/harassment with the Florida Commission on Human Relations or the Equal Employment Opportunity Commission.

The School Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/harassment regardless of whether the member of the District community or third party alleging the discrimination/harassment pursues the complaint.

Education and Training

In support of this policy, the School Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative procedures. All training regarding the School Board's policy and administrative procedures and harassment in general will be age and content appropriate.

Effective 7/1/12
Revised 4/15/14
Technical Change 8/11/16

BULLYING AND HARASSMENT

School Board Policy 5517.01

The School Board is committed to providing an educational setting that is safe, secure, and free from bullying and harassment for all students and employees.

The Board will not tolerate unlawful bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

- A. during any education program or activity conducted by the District;
- B. during any school-related or school-sponsored program or activity or on a school bus of the District;
- C. through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of the District; or
- D. through the use of data or computer software that is accessed at a nonschool-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the District or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by the District or school or substantially disrupts the education process or orderly operation of a school.

This policy has been developed in consultation with District students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies as prescribed in F.S. 1006.147 and in conformity with the Florida Department of Education (FLDOE) Revised Model Policy (July 2013).

The Superintendent shall develop a comprehensive plan intended to prevent bullying and harassment and to cultivate the school climate so as to appropriately identify, report, investigate, and respond to situations of bullying and harassment as they may occur on school grounds, at school-sponsored events, and through school computer networks. Implementation of the plan will be ongoing throughout the school year and will be integrated with the school curriculum, District disciplinary policies, and violence prevention efforts.

Definitions

"Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. physical violence;
- G. theft;
- H. sexual, religious, or racial harassment;
- I. public or private humiliation; or
- J. destruction of property; and
- K. social exclusion.

"Cyberbullying" means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author or posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one (1) person or the posting of material on an electronic medium that may be accessed by one (1) or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

"**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.

"**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 that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

"**Bullying**" and "**harassment**" also encompasses:

- A. 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.
- B. Perpetuation of conduct listed in the definition of bullying and/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:
 1. incitement or coercion
 2. 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; or
 3. acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

"**Harassment**" also means electronically transmitted acts (i.e., Internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

"**Within the scope of the District**" means regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.

Expected Behavior

The District expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Such behavior is essential in maintaining an environment that provides each student the opportunity to obtain a high quality education in a uniform, safe, secure, efficient, and high quality system of education.

The standards for student behavior shall be set cooperatively through interaction among students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of such an atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. School administrators, faculty, staff, and volunteers serve as role models for students and are expected to demonstrate appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment or bullying.

Students are expected to conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority.

The District shall provide for appropriate recognition and positive reinforcement for good conduct, self-discipline, good citizenship, and academic success.

Consequences

Consequences and appropriate remedial action for students who commit acts of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.

Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment shall include discipline in accordance with District policies, administrative procedures, and the collective bargaining agreement. Egregious acts of harassment by certified educators may result in a sanction against an educator's State-issued certificate. (See *The Principles of Professional Conduct of the Education Profession in Florida - F.A.C. 6B-1006*)

Consequences and appropriate remedial action for a visitor or volunteer found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Procedure for Reporting

The Board designates the principal as the person responsible for receiving all complaints of bullying. Any student or student's parent/guardian who believes s/he has been or is the victim of bullying or harassment should immediately report the situation to the school principal. Complaints against the principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board Chair.

All school employees are required to report alleged violations of this policy and alleged acts of bullying and harassment to the principal or as described above. The alleged violations and acts must be reported by school employees to the principal within twenty-four (24) hours.

All other members of the school community, including, students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the principal or as described above.

Written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The principal shall establish and prominently publicize to students, staff, volunteers, and parents/guardians the procedure for reporting bullying and how such a report will be acted upon. A victim of bullying and/or harassment, anyone who witnessed the act, and anyone who has credible information that an act of bullying and/or harassment has taken place may file a report.

Procedure for Investigation

The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act. All complaints about bullying and/or harassment that may violate this policy shall be promptly investigated by an individual, designated by the principal, who is trained in investigative procedures. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately and shall be confidential. The investigator may not be the accused perpetrator or victim. At no time shall the accused perpetrator and victim be interviewed together. The investigator shall collect and evaluate the facts including, but not limited to, the following:

- A. a description of incident, the nature of the behavior, and the context in which the incident occurred;
- B. how often the conduct occurred;
- C. whether there were past incidents or past continuing patterns of behavior;
- D. the relationship between the parties involved;
- E. the characteristics of parties involved;
- F. the identity of the alleged perpetrator, including whether the individual was in a position of power over the individual allegedly subjected to bullying or harassment;
- G. the number of alleged bullies/harassers;
- H. the age of the bully/harasser;

- I. where the alleged bullying and/or harassment occurred;
- J. whether there have been other incidents in the school involving the same or other students;
- K. whether the conduct adversely affected the student's education or educational environment;
- L. the date, time, and method in which the parent(s) of all parties involved were contacted.

In accordance with State law, District staff may monitor as part of any bullying or harassment investigation any non-school-related activity, function, or program.

If, during an investigation of reported acts of bullying and/or harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful

discriminatory harassment based on sex, race, color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 – Anti-Harassment.

Upon the completion of the investigation to determine whether or not a particular action or incident constitutes a violation of the policy, the designated individual who has conducted the investigation shall make a determination based on all the facts and surrounding circumstances and shall include:

- A. a recommendation of remedial steps necessary to stop the bullying and/or harassing behavior; and
- B. a written report to the principal.

A maximum of ten (10) days should be the limit for the completion of the investigative procedural steps and submission of the incident report. While (10) days is the expectation for completion of the investigative procedural steps, more time may be needed based on the nature of the investigation and the circumstances affecting that investigation. The investigator shall document in his/her report the reasons for needing additional time beyond ten (10) days. The highest level of confidentiality possible shall be provided regarding the submission of a complaint or a report of bullying and/or harassment and for the investigative procedures that are employed.

The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

Scope

The investigator will provide a report on the results of the investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of District authority. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated. If the action is within the scope of the District, District procedures for investigating bullying and/or harassment shall be followed. If the action is outside the scope of the District, and believed to be a criminal act, the action shall be referred to the appropriate law enforcement agency. If the action is outside the scope of the District and believed not a criminal act, the principal shall inform parents/guardians of all minor parties.

Parent Notification

The principal shall report the occurrence of an incident of bullying as defined by District policy to the parent/guardian of all students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone or by personal conference and in writing by first-class mail and shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). The notice shall advise the individuals involved of their respective due process rights including the right to appeal any resulting determination or action to the State Board of Education.

If the bullying incident results in the perpetrator being charged with a crime, the principal shall inform by first class mail or by telephone the parent/guardian of the identified victim(s) involved in the bullying incident about the Unsafe Schools Choice Option (No Child Left Behind (NCLB), Title IX, Part E, Subpart 2, Section 9532) that states, in pertinent part, as follows:

"...a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local education agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a

public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

Upon completion of the investigation and if criminal charges are to be pursued against the perpetrator, the appropriate law enforcement agencies shall be notified by telephone and/or in writing.

Counseling Referral

The District shall provide a referral procedure for intervening when bullying or harassment is suspected or when a bullying incident is reported. The procedure will include:

- A. a process by which the teacher or parent/guardian may request informal consultation with school staff (e.g., school counselor, school psychologist, etc.) to determine the severity of concern and appropriate steps to address the concern;
- B. a referral process to provide professional assistance or services that may include a process by which school personnel or parent/guardian may refer a student to the school intervention team (or equivalent school-based team with a problem-solving focus) for consideration of appropriate services (parent/guardian involvement is required at this point); or If a formal discipline report or formal complaint is made, the principal must refer the student(s) to the school intervention team for determination of counseling support and interventions (parent/guardian is required at this point).
- C. a school-based action to address intervention and assistance as determined appropriate by the intervention team that includes:
 1. counseling and support to address the needs of the victim(s) of bullying or harassment;
 2. interventions to address the behavior of the students who bully and harass others (e.g., empathy training, anger management, etc.);
 3. interventions which include assistance and support for parents/guardians, as may be deemed necessary or appropriate.

Data Report

The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data as prescribed. If a bullying (including cyberbullying) and/or harassment incident occurs it will be reported in SESIR, coded appropriately using the relevant incident code and the related element code. Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information System. In a separate section, the District shall include each reported incident of bullying or harassment that does not meet the criteria of a prohibited act under this policy with recommendations regarding such incidents.

The District will provide bullying incident, discipline, and referral data to the Florida Department of Education (FLDOE) in the format requested, through Surveys 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat/intimidation incidents as well as any bullying-related incidents that have as a basis sex, race, or disability should include the incident basis. Victims of these offenses should also have the incident basis (sex, race, or disability) noted in their student record.

Training and Instruction

Students, parents/guardians, teachers, school administrators, counseling staff, and school volunteers shall be provided training and instruction, at least annually, on the District's policy and administrative procedures regarding bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as information about how to effectively identify and respond to bullying in schools. Instruction regarding bullying, harassment, and the District's violence prevention and school safety efforts shall be integrated into District curriculum at the appropriate grade levels. The training and instruction shall include recognizing behaviors that lead to bullying and harassment and taking appropriate preventative action based on those observations.

Victim's Parent Reporting

The principal shall report the occurrence of an incident of bullying as defined herein to the parent/guardian of students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone and in writing by first-class mail and shall be consistent with the student privacy rights under applicable provision of the Family Educational Rights and Privacy Act of 1974 (FERPA). According to the level of infraction, the victim's parents/guardians will be notified by telephone and/or in writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident.

Policy Publication

At the beginning of each school year, the Superintendent shall, in writing, inform school staff, parents/guardians/other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.

The District shall provide notice to students and staff of this policy in the Code of Student Conduct, employee handbooks, and/via the District's official website. The Superintendent will also provide such notification to all District contractors.

Each principal shall implement a process for discussing, at least annually, the District policy on bullying and harassment with students in a student assembly or other reasonable format. Reminders of the policy and bullying prevention messages will be displayed, as appropriate, at each school and at District facilities.

Immunity

A school employee, school volunteer, students, parent/guardian, or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Such immunity from liability shall not apply to any school employee, school volunteer, student, parent/guardian, or other person determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Privacy/Confidentiality

The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

Nothing in this policy shall be construed to abridge the rights of students or school employees that are protected by the First Amendment to the Constitution of the United States.

Effective 7/1/12
Revised 4/15/14

RECEIPT AND REVIEW

We, understand that this handbook contains important information for parents, guardians and students. We acknowledge that we have received a copy of the 2020 – 2021 MCSD Extended Day Parent Handbook. We are aware that this handbook contains information and policies for our review. We have reviewed the information and policies contained in this handbook.

We understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for student behavior can result in the discipline outlined in this handbook.

We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the parent handbook, MCSD Extended Day policies, regulations, and guidelines.

We are aware that MCSD Extended Day reserves the right at any time to amend or to add to the policies, regulations and guidelines contained or referred to in this handbook. We are also aware that the 2020 -2021 parent handbook is accessible online at www.martinschools.org, and that any changes or updates to this handbook will be posted on the Extended Day main page.

*An additional *Receipt and Review Document* for acknowledgment and parent signature will be provided upon registration.