SCHOOL BOARD MEMBERS

District 1: Christia Li Roberts
District 2: Marsha Powers
District 3: Victoria Defenthaler
District 4: Tony Anderson
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
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The purpose of the student handbook is to communicate the expectations, policies, procedures, and practices for the school year. Please refer to the district website for policies not included herein: School Board Policies, Student Progression Plan, and Student Conduct and Discipline Code.

www.martinschools.org
**BELL SCHEDULE**

- **7:00 bell** Signals school campus is open for the day
- **7:25 bell** Signals students to proceed to classrooms
- **7:30 bell** Signals start of the instructional school day – Students entering the classroom after the 7:30 bell will be marked tardy
- **1:50 bell** Signals student dismissal and end of the instructional school day

**ARRIVAL/DISMISSAL PROCEDURES**

Your child’s safety is our number one concern.  
* School hours for students: 7:30am – 1:50pm. **No students are permitted on campus before 7:00 am.** Students must wait inside their cars until the morning bell rings signaling the opening of school at 7:00am. From 7:00am – 7:20am students can eat breakfast or talk with friends in the cafeteria.

A. BUS STUDENTS  
Students arriving by bus may have breakfast or wait in the cafeteria. Teachers greet students daily at 7:25am. Students will be dismissed to their buses beginning at 1:50pm. Students are to go directly to their bus and remain on the bus until they reach their assigned bus stop.

B. CAR STUDENTS  
The earliest students may arrive at school is 7:00am due to staff supervision at that time. Parents delivering or picking up students at school should use Viking circle or church gate. Due to the traffic pattern in the school driveway, parents parking to walk children to arrival or dismissal is unsafe and therefore not allowed. (The only exception is the first day of school.) Safety Patrol students and adult supervisors will be on duty to help your children in and out of your car. Please remain in cars and put vehicle in PARK when loading or unloading students. Students will be loaded and unloaded from the right side/passenger side of your vehicle. Please refrain from using your cell phone during car line. **Parking at other locations such as the Post Office, St. Martin de Porres, or Leilani Heights to pick up or drop off students is prohibited and will be strictly enforced.**

C. WALKERS AND BICYCLE RIDERS  
Children walking or riding bicycles to and from school should arrive no earlier than 7:00 am. These students will be dismissed at 1:50 pm, and they are to leave the campus promptly. Bicycle parking racks are provided for bike riders. Crossing guards are stationed at Savannah Road and the school entrance to help children who are walkers and bike riders cross these busy streets. **CHILDREN MAY NOT CROSS AT ANY OTHER LOCATION.** Children riding bicycles must walk their bikes on the school ground and park them in the bike racks provided. We require all bikes be locked. It is the law that all bike riders wear bike helmets. Hover Boards, roller blades and skate shoes are not allowed on campus.
D. RAINY DAY PROCEDURE
When inclement weather happens at dismissal, administration will put rainy day dismissal into effect at 1:45pm. All walkers and bike riders will be sent to front car line for parent pick up. Church gate dismissal will be closed during this time, and all students will be sent to the main school car line in front of the school. Every family should have a preplanned rainy day schedule. This will help to eliminate a crisis for parent, child, and school. Please sign up for text alerts to ensure communication is smooth. To join the school-wide text alert, text @jbevikings to 81010.

ACADEMICS

GRADING SYSTEM

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

**Reporting Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>The student demonstrates application and understanding that extends beyond the standard</td>
</tr>
<tr>
<td>3</td>
<td>The student demonstrates application and/or understanding of the standard</td>
</tr>
<tr>
<td>2</td>
<td>The student demonstrates partial understanding of the standard</td>
</tr>
<tr>
<td>1</td>
<td>The student demonstrates limited understanding of the standard</td>
</tr>
</tbody>
</table>

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 (FSA) in ELA and Mathematics in grades 3-5
- Florida Standards Alternate Assessment (FSAA), for applicable ESE Students in grades 3-5
- Florida Statewide Science Assessment (FSSA) in grade 5
- English Language Learners may also take ACCESS 2.0 (WIDA) in grades K-5

GRADING REPORTING SYSTEM (FOCUS)

Parents and students may view grades, progress reports, report card, and state assessment results at any time by logging into Focus. Go to [www.martinschools.org](http://www.martinschools.org) Click on Focus on the District home page and follow the instructions on how to register your parent account.
HOMEWORK GUIDELINES

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

Responsibilities:

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

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

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

PROGRESS REPORTS and FINAL REPORT CARD

Progress Reports are issued three times a year at the end of each nine-week grading period: October 21st, January 14th, March 30th.
Report Cards are issued at the end of the 4th nine-week grading period: May 28th.

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

Student progression from one grade to another is based on proficiency in English Language Arts,
mathematics, social studies, science, computer literacy, health and physical education, music, character education, and art. Reading, language arts, writing, and mathematics are considered essential skills and are emphasized. Students in elementary schools may attain progressively higher levels of skill in the use of digital tools and applications.

**STUDENT PROGRESSION**

Refer to the MCSD Student Progression Plan for a comprehensive program for your student progression, available at [www.martinschools.org](http://www.martinschools.org).

**ATTENDANCE**

*Policy 5200*

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

Please note that absences are excused for the following reasons only: illness, hospitalization, death in the family, court appearances, school-sanctioned activities, and religious reasons.

All students must be in attendance at least one-half of the school day in order to participate in practices, games or any other school sponsored event or activity.

**TARDINESS**

*Policy 5230*

Tardiness to School – Students are expected to arrive at school on time. All students are required to be inside their classroom and prepared to work when the 7:30 bell rings. Students who arrive after 7:30 am must report to the office and have a parent or guardian sign them in. Students entering the classroom after 7:30am will be marked tardy.

**WITHDRAWAL**

*Policy 5130*

No student will be allowed to withdraw from school without written permission from his/her parent or guardian. If you must withdraw from school, parent/guardian is asked to notify the school office several days before they plan to withdraw. All textbooks and library books must be returned or paid for if lost at the time of withdrawal.
BEHAVIOR SUPPORT/PBIS
Policy 5600

Jensen Beach Elementary School participates in the Positive Behavior Interventions & Support Program (PBIS). This program is designed to reduce the number of discipline behavioral problems at our school by identifying the antecedent behavior, locations, and the time of day in which they occur. Positive Behavior will be rewarded through school-wide and classroom incentives. Students will receive Viking Vouchers for following the school-wide expectations of:

J – Just Be Safe
B – Be Responsible
E – Everyone’s Respectful

We have a school-based team that continues to address altering environments to prevent common problems, teach appropriate skills, reward appropriate behaviors, and systematically track the data.

BICYCLES/SKATEBOARDS/HOVERBOARDS

Students who ride bicycles to school are required by law to wear bike helmets. Bikes are to be placed in designated bicycle racks and should be locked at all times. Bicycles and skateboards should not be left on campus overnight. The school is not responsible for lost, stolen or damaged bikes, including helmets and locks. Bikes and skateboards must be walked onto campus. Hoverboards are strictly prohibited on school property.

BULLYING AND HARASSMENT
Policy 5517.01

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

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

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

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

Bullying and harassment also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
   a. Incitement or coercion
   b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system
   c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

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

**BUS TRANSPORTATION**

*Policy 5610.04*

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

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

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

**For the Safety of our Students:**

- Parents should supervise students while at the bus stop each morning and afternoon.
• Bus drivers will not drop off Kindergarten students if a parent/guardian is not at the bus stop in the afternoon to meet the child. The student will be taken back to the school once the route is completed.
• Students will be dropped off only at their assigned stop.

BUS NOTE: Any parent needing to pick up a student who is normally a bus rider must report to the office, not the bus loop.

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 may 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 reduces 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 click on ‘Parents and Students’ section, then click on ‘Food and Nutrition Services’.

See the Food and Nutrition section in the appendix of this handbook for more detailed information.

As the safety, security, and well-being of students and staff is our top priority, JBE will follow the District’s recommendation and will implement the following lunch protocols beginning August 12, 2019:
• Visitors will not be permitted to have lunch with students on campus.
• Parents/guardians who are listed on their child’s “yellow card” wishing to have lunch with their child will be permitted to check their student out from the main office during the child’s regularly scheduled lunch period and enjoy lunch off campus.
• At the conclusion of the child’s regularly scheduled lunch period, parents/guardians will check their child back into school at the main office to ensure the child rejoins their class before instruction resumes.
• As always, we encourage registered volunteers to work in the cafeteria, classrooms, and supporting school programs.

Wellness Policy

The district’s Wellness Policy supports the mission of the Martin County School District by providing the environment that cultivates maximum student potential. Nutrition and physical activity influences a child’s development, health, well-being and potential for learning. Please refer to the MCSD Food & Nutrition Services webpage to access the current wellness policy.
CELL PHONES/ELECTRONIC DEVICES/BYOD

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

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

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

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

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

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

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

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

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

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

**CLUBS AND ORGANIZATIONS**

*Policy 5730*

JBE has various afterschool clubs such as: Green Team, Chorus, Ukulele, Sunshine State Book Club. There are outside agencies that support Kids Club and Band. Review the Viking Voyages newsletter for opportunities to join clubs.
COMMUNICATION PROTOCOL

Our intent is to resolve your student’s academic, discipline, or other issue as expeditiously as possible, which can usually be accomplished at the lowest level; thereby beginning with the teacher or sponsor. As detailed in the graphic below, we request you follow the appropriate chain-of-command so we can better assist you.

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.

**Elementary Conference Nights**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>November 7th, 2019</td>
<td>5:00 pm – 8:00 pm</td>
</tr>
<tr>
<td>April 8th, 2020</td>
<td>5:00 pm – 8:00 pm</td>
</tr>
</tbody>
</table>

**Elementary Open House Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 5th (K-2) &amp; September 12th (3-5)</td>
<td>5:00pm – 8:00 pm</td>
</tr>
</tbody>
</table>

**DELIVERIES**

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

**DISCIPLINE**

*Policy 5500*

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

Please refer to the Martin County School District Student Conduct and Discipline Code located at the district and school websites for a comprehensive description of discipline procedures. The full version of the Student Code of Conduct can be access at [www.martinschools.org](http://www.martinschools.org) under Departments/Student Services.

**DRESS CODE**

*Policy 5511*

Below please find our JBE Dress Code. Having a clearly defined dress code ensures that student learning time is free of distractions. Research shows that dressing for success leads to increased student achievement. Our dress code will be enforced and we will have a “Dress for Success Check” each morning. Please review the JBE Dress Code carefully as you make plans for the exciting school year ahead.

**Shirts:**

- Shirts or dresses with **collars and sleeves** are required. Students also have the option of wearing a JBE **spirit shirt** any day of the week. **Spirit shirts are shirts provided by the school or school district to promote our school and school sponsored activities**
- A t-shirt may NOT be worn over a shirt with a collar.
- All shirts must be longer than the top of pants/skirts/skorts/shorts.
• Clothing with inappropriate/offensive language, message(s) or picture(s) is not permitted on campus.
• Collared shirts or spirit shirts must be worn under all outerwear.
• Collared over-shirts or blouses must be buttoned.

**Skirts/Skorts/Shorts/Pants:**
• Skirts, skorts, 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.
• Skin tight clothing is not permissible.
• Leggings must be appropriately covered by dress, shorts, or long shirt and undergarments should not be visible.
• Clothing, to include jeans, must not be torn or ripped.
• Words printed across the backside of pants, skirts, skorts are not permitted.
• Pajamas may not be worn to school.

**Shoes:**
• Students must wear sneakers every day.
• Shoes with laces must be laced to the top and tied tightly.
• Examples of shoes NOT permitted include but not limited to: boots, sandals, flip flops, cleats, high heels, shoes with wheels, clogs, and Crocs (with or without straps).

**Accessories:**
• Jewelry or long scarves that are at risk of getting pulled are considered a safety risk and will not be permitted.
• Any jewelry or trinkets that distract/disrupt the learning environment are not permitted.
• No hats/head covering (to include jacket / sweatshirt hoods) or sunglasses may be worn inside the building without a doctor’s note.
• Hair colors, haircuts, and/or hair accessories that are distracting or disruptive to the learning environment are not permitted.

Our dress code will be strictly enforced. Students in violation of the dress code will be sent to the clinic. Parents have the option to bring replacement clothes to school or have the child borrow clothes from the clinic for the day.

**EMERGENCY CRISIS INFORMATION**

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

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

**Drills**

During fire, tornado, and lock-down drills students should follow the directions of the teacher closely. No talking, running, or misconduct of any kind is allowed. The following signals are used:

1. A continuous bell for fire
2. An intermittent bell for tornado
3. Intercom announcement for lock-down
4. Bus evacuation drills are practiced according to instructions from the bus driver

**EXCEPTIONAL STUDENT EDUCATION**

*Policy 2460*

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

**FIELD TRIPS**

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

**GUIDANCE**

*Policy 2411*

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

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

HEALTH SERVICES
Policy 2410

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

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

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

**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.

**INSURANCE – VOLUNTARY STUDENT ACCIDENT**

You will be receiving 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**

Missing jackets, lunch boxes, water bottles, etc. are placed in Lost and Found. On the last Friday of each month, the lost and found will be bagged and donated.

**MEDIA CENTER**

*Policy 8215*

The Media Center at JBE is designed to meet the needs of students and staff by providing a wide variety of materials and tools to supplement the elementary curriculum. The media center provides a hands-on atmosphere in which patrons can access materials in a variety of formats appropriate to various interests and viewpoints. Our goal is to promote reading and provide access to information through various means of technology in order to support learning and foster career readiness. All materials checked out of the media center are the responsibility of the patron. Lost or damaged materials must be paid for in full before additional materials may be borrowed.
PLEDGE OF ALLEGIENCE

Pursuant to Florida Statute 1003.44, students are hereby notified of the following:

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

RESIDENCY VERIFICATION

The Superintendent or his/her designee shall require proof of residency at the time of registration, and may require proof of residency at any other time. Two (2) proofs of residency indicating the address at which the student resides with his/her parent(s) or legal guardian are required to register a student. Examples of acceptable documents are as 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 reflecting current residential address

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.

SAFETY

Talking to your child about safety should be a year-round conversation. It is important to discuss safety rules and guidelines before something occurs. It is also important that your child
follow adult instructions throughout the school day. Please make sure that your student understands the importance of staying safe and the possible consequences of their actions.

While we encourage our parents and guardians to remain engaged and involved in their child’s education and school activities, many recommendations related to school safety and security have changed since the tragic incident that took place in Parkland, Florida. The Marjory Stoneman Douglas High School Public Safety Commission has advised Florida school districts that visitors should not be allowed to move about campus without a staff member present at all times.

**SCHOOL ADVISORY COUNCIL (SAC)**

*Policy 2125*

Parents, community members, students and school staff meet monthly to discuss school events and activities. These meetings are held in the media center once a month at 2:00 p.m. The scheduled dates are: August 13th, September 10th, October 8th, November 12th, January 14th, February 11th, April 14th, May 12th.

**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. Students may not be on campus before 7:00am. Students arriving early must wait inside their cars until the first bell rings at 7:00am signaling campus is open for the day. **No early drop offs are permitted.**

Parents/Guardians wishing to sign out students early must show photo ID at the front desk. Parent/guardian name will be verified with information listed on the student’s yellow card. Students will not be released to any person not on the yellow card without written consent from the legal guardian.

**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.
VOLUNTEERS

Policy 8120

The JBE Volunteer Coordinator is Mrs. Kelly Brill. She can be contacted via email at: volunteersjbe@gmail.com

Online volunteer registration for the 2019-2020 school year is now open. A new form e270 must be completed each school year. Registration is required if you would like to volunteer in the classroom or chaperone field trips and must be at a level II Background Screen (valid for 2 years). The cost is $20.00 and can be paid online. All volunteers are also required to attend a brief orientation at JBE on August 29th at either 8am or 6pm.

Many volunteer opportunities are available...

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

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

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

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

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

For more information and to complete the e270 form visit www.martinschools.org and click on ‘Volunteer Services’ under Quick Links.
# Florida Standards Assessments (FSA)

## FSA English Language Arts (ELA) and Mathematics

<table>
<thead>
<tr>
<th>Dates</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 18–December 20, 2019; January 6–31, 2020</td>
<td>Grades 4–10 ELA Writing Field Test</td>
</tr>
</tbody>
</table>
| April 1–14, 2020 | Grade 3 ELA Reading  
| | Grades 4–10 ELA Writing |
| May 1–29, 2020 | Grades 7–10 ELA Reading  
| | Grades 7 & 8 Mathematics |
| May 4–15, 2020 | Grades 4–6 ELA Reading  
| | Grades 3–6 Mathematics |

## FSA End-of-Course Assessments

<table>
<thead>
<tr>
<th>Dates</th>
<th>Assessment</th>
</tr>
</thead>
</table>
| September 9–27, 2019  
| December 2–20, 2019  
| May 1–29, 2020  
| July 13–24, 2020 | Algebra 1 & Geometry |

## FSA Retakes

<table>
<thead>
<tr>
<th>Dates</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 9–20, 2019</td>
<td>Grade 10 ELA Writing Retake</td>
</tr>
<tr>
<td>September 9–27, 2019</td>
<td>Grade 10 ELA Reading Retake</td>
</tr>
</tbody>
</table>
| February 24–March 13, 2020 | Grade 10 ELA Writing Retake  
| | Grade 10 ELA Reading Retake  
| | Algebra 1 EOC Retake |

## Next Generation Sunshine State Standards (NGSSS) Assessments

### Statewide Science Assessments

<table>
<thead>
<tr>
<th>Dates</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 4–15, 2020</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>
</table>
| September 9–27, 2019  
| December 2–20, 2019  
| May 1–29, 2020  
| July 13–24, 2020 | Biology 1, Civics, & U.S. History |
## FLORIDA STATEWIDE ASSESSMENT PROGRAM
### 2019–2020 SCHEDULE

<table>
<thead>
<tr>
<th>Dates</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 8–October 11, 2019</td>
<td>Florida Kindergarten Readiness Screening (FLKRS) (Administered within the first 30 instructional days of the school year)</td>
</tr>
<tr>
<td>August 2019–June 2020</td>
<td>Florida Assessments for Instruction in Reading (FAIR) (optional: Grades 3–12)</td>
</tr>
<tr>
<td>September–December 2019</td>
<td>Preliminary ACT (PreACT)</td>
</tr>
<tr>
<td>October 16, 2019</td>
<td>Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)</td>
</tr>
<tr>
<td>January–March 2020</td>
<td>National Assessment of Educational Progress (NAEP) Pilot Assessments: Grades 4, 8, &amp; 12</td>
</tr>
<tr>
<td>January 27–March 20, 2020</td>
<td>ACCESS for ELs Alternate ACCESS for ELs</td>
</tr>
<tr>
<td>March 2–April 17, 2020</td>
<td>Florida Standards Alternate Assessment (FSAA) – Performance Task Grades 3–8 ELA &amp; Mathematics Grades 4–8 Writing Grades 5 &amp; 8 Science End-of-Course Assessment (Civics)</td>
</tr>
<tr>
<td>March 16–May 1, 2020</td>
<td>Florida Standards Alternate Assessment (FSAA) – Performance Task Grades 9 &amp; 10 ELA Grades 9 &amp; 10 Writing End-of-Course Assessments (Algebra 1, Biology 1, Geometry, &amp; U.S. History)</td>
</tr>
<tr>
<td>May 2020</td>
<td>Advanced Placement (AP) Exams</td>
</tr>
</tbody>
</table>

11/30/18
Martin County Schools provide both breakfast and lunch service to students. The menus have been created by a registered dietitian to encourage healthy selections and to meet the nutritional needs of growing students. School lunches meet meal pattern and nutrition standards based on the Dietary Guidelines for Americans and are designed to provide children with approximately one-third of the nutrients required according to the Recommended Dietary Allowances (RDA). The current meal pattern increases the availability of fruits, vegetables and whole-grains while reducing sodium. Additional information pertaining to the National School Breakfast and/or Lunch Program can be located at - www.fns.usda.gov.

**School Lunch:**
The USDA has set new standards and guidelines for what constitutes a reimbursable meal for students. Students are offered at least 5 components. These 5 components are various varieties of proteins, fruits, vegetables, whole grains and milk. Students are required to take at least 3 of these components: one component must be a vegetable or fruit to qualify as a meal. The student will be charged ala carte prices for each item if the components are not met. Cashiers try to encourage each student to get items to complete their tray to make a reimbursable lunch.

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

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

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

Foods must also meet several nutrient requirements:
- Calorie limits: ≤ 200 calories
- Sodium limits: ≤ 230 mg
- Fat limits: * Total fat: ≤35% of calories * Saturated fat: < 10% of calories * Trans-fat: zero grams
- Sugar limit: * ≤ 35% of weight from total sugars in foods
Food Allergies & Menu Modifications:
At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District and Food & Nutrition Services Department. Substitutions to regular school meals provided by the District will be made for students who are unable to eat regular meals due to a qualifying dietary need when that need is certified in writing by the student’s physician. Please print out the most current Medical Request for Special Dietary Accommodations form from the MCSD Food & Nutrition Services Department webpage (or request a paper copy from the school’s cafeteria manager). Once the form is submitted to the school, please allow 5-10 business days for processing. During this timeframe, please provide a safe meal for breakfast and lunch.

Meal Payment and Meal Charging:
We encourage parents to periodically check your student’s account to make certain your child is current. Parents can view purchases and are able to make online payments at www.k12paymentcenter.com. It is the parent and student’s responsibility to keep meal account balances positive. Elementary students are allowed up to two (2) meal charges. After the second charge, the student will receive an alternate meal. The alternate meal will be allowed for up to two times. After this time, the parent will be contacted to bring money in for the student, or bring a lunch for the child. There is no charge for the alternate meal.

Free and Reduced Meal Family Applications:
The Martin County School district participates in the National School Lunch Program. As a participant, the district must make available free or reduced priced meals to all eligible students. All Florida districts participating in the National School Lunch Program must participate in the State of Florida Direct Certification Process. This Process provides each district with a list of students in their district, who reside in a food stamp-eligible family. These students are automatically certified as eligible to free or reduced priced meals. A notification letter will be sent to the household listing students in the household who are eligible for direct certification benefits. Parents are permitted to decline this benefit by returning the notification letter to the District Food & Nutrition Services (FNS) Department Office indicating a decline of benefits. If a sibling is not listed on the Direct Certified notification letter, we ask the parent to please notify the FNS office in order to extend the free lunch benefit to other family siblings. If you do not received the Direct Certified notification letter within the first 30 days of school, please fill out the application for Free and Reduced Price Meals https://www.lunchapplication.com. Please submit only one application per family, listing all Martin County students. Once an application is submitted, the Food and Nutrition Services Department will process it within 10 business days. Make sure during the application process that your student brings money for meals or a lunch from home. Parents may apply for Free/Reduced lunch by filling out an application online at lunchapplication.com or by filling out a paper application. Paper applications can be obtained through the cafeteria manager or the food and nutrition services office located at 1050 East 10th Street, Building 13, Stuart FL 34996. Free/Reduced lunch applications are to be submitted every year unless the student is pre-qualified. Previous year’s eligibility status will rollover until a new eligibility is determined or until the first 30 operating days are over, whichever comes first.

Applications are accepted any time during the school year. Families whose circumstances have changed during the year may apply/ or reapply for benefits. Please direct all of your questions to the Food Nutrition Service Manager at your school or the Food & Nutrition Services Office by calling 772-223-2655 ext. 100.
Wellness Policy

The district’s Wellness Policy supports the mission of the Martin County School District by providing the environment that cultivates maximum student potential. Nutrition and physical activity influences a child’s development, health, well-being and potential for learning. Please refer to the MCSD Food & Nutrition Services webpage to access the current wellness policy.
Manual de Servicio de alimentos y nutrición del Departamento de Educación Elemental

Las escuelas del Condado de Martin brindan servicio de desayuno y almuerzo a los estudiantes. Los menús han sido creados por un dietista para fomentar selecciones saludables y satisfacer las necesidades nutricionales de los estudiantes en crecimiento. Los almuerzos escolares cumplen con el patrón de comidas y los estándares nutricionales basados en las pautas dietéticas para los estadounidenses y están diseñados para proporcionar a los niños aproximadamente un tercio de los nutrientes requeridos de acuerdo con las dietas recomendadas (RDA). El patrón de comida actual aumenta la disponibilidad de frutas, vegetales y cereales integrales mientras reduce el sodio. Información adicional relacionada con el programa nacional de desayuno y/o almuerzo de la escuela puede estar ubicado en- www.fns.usda.gov.

Almuerzo escolar:
El USDA ha establecido nuevos estándares y pautas para lo que constituye una comida reembolsable para los estudiantes. A los estudiantes se les ofrecen al menos 5 componentes. Estos 5 componentes son variedades de proteínas, frutas, verduras, cereales integrales y leche. Los estudiantes están obligados a tomar al menos 3 de estos componentes: un componente debe ser un vegetal o fruta para calificar como una comida. Al estudiante se le cobrarán los precios a la carta por cada artículo aunque no cumplan los componentes. Los cajeros animarán a cada estudiante a conseguir artículos que completen su bandeja para hacer un almuerzo reembolsable.

Precios y menú de comidas:
Los estudiantes y sus familias ahora pueden ver los menús, los precios, los datos nutricionales y la información sobre alérgenos de las comidas que se sirven en todas las escuelas a través de la Página Web de Nutrislice-www.martinschools.nutrislice.com y aplicación (gratuita) para los celulares smartphones. Para aquellos con el dispositivo Alexa, instalen gratuitamente la habilidad de Alexa bajo "menú escolares por Nutrislice" y simplemente pregunten: "Alexa, abre el menú escolar." Y pregunten "¿Qué hay para almorzar?" y obtendrá una respuesta en audio lo que está en el menú para ese día!

Merienda a la carta:
Los estudiantes pueden usar dinero de su cuenta para comprar una segunda entrada, así como meriendas aprobadas por "Smart Snack". Los padres pueden restringir a su estudiante de comprar ciertos platos enviando una solicitud escrita al Gerente de la cafetería de la escuela.

Normas nutricionales para las meriendas / Las Normas de el" Smart Snack"
Cualquier alimento vendido en las escuelas debe:
• ser un producto de grano entero rico en granos; o
• tener como primer ingrediente una fruta, un vegetal, un producto lácteo, o un alimento proteico; o
• ser un alimento combinado que contenga al menos 1/4 taza de fruta y/o verdura

Los alimentos también deben cumplir con varios requisitos nutricionales:
• límites de calorías: ≤ 200 calorías
• límites de sodio: ≤ 230 mg
• límites de grasa: ° grasa total: ≤ 35% de calorías ° grasa saturada: < 10% de calorías ° trans- grasa: cero gramos
• límite de azúcar: ° ≤ 35% de peso de azúcar total en la comida

**Alergias alimenticias y modificaciones de menú:**
Al comienzo de cada año escolar, o en el momento de la inscripción, los padres son responsables de comunicar cualquier necesidad dietética especial de su hijo, incluyendo alergias alimenticias, al Departamento de Servicios de Alimentos y Nutrición del distrito. Las sustituciones a las comidas escolares regulares proporcionadas por el distrito se harán a los estudiantes que no puedan comer comidas regulares debido a una necesidad dietética con prueba escrita por el médico del estudiante. Por favor imprima el formulario de solicitud médica para adaptaciones dietéticas especiales más actual de la página web del Departamento de servicios de alimentos y nutrición de MCSD (o solicite una copia impresa del Gerente de la cafetería de la escuela). Una vez que el formulario se envíe a la escuela, por favor permita 5-10 días para procesar. Durante este período de tiempo, por favor, proporcione una comida segura para el desayuno y el almuerzo de su hijo(a).

**Pago de comida:**
Animamos a los padres a revisar periódicamente la cuenta de su estudiante para asegurarse de que su hijo esté al día. Los padres pueden ver las compras y pueden hacer pagos en línea en www.k12paymentcenter.com.

Es responsabilidad del padre y el estudiante mantener los saldos de las cuentas de comidas positivas. A los estudiantes de primaria se les permite hasta dos (2) cargos por comida. Después de la segunda carga, el estudiante recibirá una comida alternativa. La comida alternativa se permitirá hasta dos veces. Después de este tiempo, el padre será contactado para traer dinero al estudiante, o traer un almuerzo para el niño. La comida alternativa no será cargada.

**Aplicaciones de comidas gratuitas y reducidas de familiares:**
El distrito escolar del Condado de Martin participa en el programa nacional de almuerzos escolares. Como participante, el distrito debe poner a disposición comidas gratuitas o a precio reducido a todos los estudiantes elegibles. Todos los distritos de Florida que participan en el programa nacional de almuerzos escolares deben participar en el proceso de certificación directa del estado de Florida. Este proceso proporciona a cada distrito una lista de los estudiantes en su distrito, que residen en una familia elegible para alimentos.

Estos estudiantes están certificados automáticamente como elegibles para comidas gratis o a precio reducido. Se enviará una carta de notificación a los estudiantes del hogar que son elegibles para los beneficios. Los padres pueden declinar este beneficio al devolver la carta de notificación a la oficina del Departamento de servicios de nutrición y alimentos del distrito (FNS) indicando una disminución de beneficios. Si un hermano no aparece en la carta de notificación certificada directamente, le pedimos al padre que notifique a la oficina del FNS para extender el beneficio del almuerzo gratis a otros hermanos de la familia. Si no recibió la carta de notificación de certificado directo dentro de los primeros 30 días de la escuela, por favor llene la solicitud de comidas gratis y precio reducido https://www.lunchapplication.com. Por favor, envíe solo una solicitud por familia, enumerando todos los estudiantes del Condado de Martin. Una vez enviada la solicitud, el Departamento de servicios de alimentos y nutrición lo procesará en un plazo de 10 días. Los padres pueden solicitar el almuerzo gratis/reducido rellenando una solicitud en línea en lunchapplication.com o rellenando una solicitud en papel. Las aplicaciones de papel se pueden obtener a través del Gerente de la cafetería o la oficina de servicios de alimentación y nutrición ubicada en 1050 East 10th Street, edificio 13, Stuart FL 34996. Las solicitudes de almuerzo gratuitas/reducidas se necesitan cada año a menos que el estudiante esté precalificados. El estado de elegibilidad del año anterior se reenviará hasta que se determine una nueva
elegibilidad o hasta que hayan terminado los primeros 30 días de funcionamiento, lo que ocurra primero.

Las solicitudes se aceptan en cualquier momento durante el año escolar. Las familias cuyas circunstancias hayan cambiado durante el año pueden aplicar/o volver a solicitar beneficios. Dirija todas sus preguntas al Gerente de servicio de nutrición alimenticia de su escuela o a la oficina de servicios de alimentos y nutrición llamando al 772-223-2655 ext. 10

**Política de Bienestar**

La política de bienestar del distrito apoya la misión del distrito escolar del Condado de Martin al proporcionar al medio ambiente el máximo potencial estudiantil. La nutrición y la actividad física influyen en el desarrollo, la salud, el bienestar y el potencial de aprendizaje del niño. Por favor refiérase a la Página Web de servicios de alimentos y nutrición de MCSD para acceder a la política de bienestar actual.
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: Vicki Jenkins, 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:**
Vicki 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 Vicki Jenkins,, 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 Vicki Jenkins, Coordinadora de ESE.

Contacto Distrital de Equidad:
Maurice Bonner
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:
Vicki 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 2019-20

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
Sr. Community Health Nursing Supervisor
Florida Department of Health | Martin County
Año Escolar 2019-20

Queridos Padre/Guardian,

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

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

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

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

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

Sinceramente,

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

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

Medicaid Annual Notification Regarding Parental Consent

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

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

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

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

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

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

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

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

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

What if you have questions?
Please call your school district’s Special Education Department with questions or concerns, or to obtain a copy of the parental consent form 772 219-1200 Ext 30421.

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 de manera diferente al 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 negativa afectará los servicios para su hijo?
NO. Independientemente de si usted tiene cobertura de Medicaid o no (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 Igualles
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 age ("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 deseen 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 financiamento del Departamento de Educacion (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 participacion 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
HOMEBOUND/HOSPITALIZED PROGRAM

THE SCHOOL BOARD OF MARTIN COUNTY, FLORIDA

Exceptional Student Education Department
500 East Ocean Blvd. • Stuart, Florida 34994 • Telephone (772) 219-1200 Ext: 30422 • Fax: (772) 219-1228

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,

[Signature]
Justin Browning
Exceptional Student Education

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Laurie J. Gaylord, Superintendent

School Board Members: Michael DiTortozi • Tina McSorley • Rebecca Negron • Marsha Powers • Christia Li Roberts

"An Equal Opportunity Agency"
Estimados Padres de Familia de los Estudiantes del Distrito Escolar del Condado de Martin:

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 al 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 AUENTE 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

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Laurie J. Gaylord, Superintendent

School Board Members: Michael DiTerlizzi • Tina McSoley • Rebeca 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>Just Take 20</th>
<th>AskALibrarian.org</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical, easy-to-implement reading activities that establish literacy as a lifelong value.</td>
<td>The human search engine</td>
</tr>
</tbody>
</table>

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

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

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

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

RESOURCES:

Positive Behavior Support Home Matrix
http://flipbs.fhhs.usf.edu/resources_family.cfm

Bullying Prevention
Fl DOE.org/schools/healthy-schools/safe-schools/bullying-prevention.shtml

Positive Solutions for Families Brochure
http://flipbs.fhhs.usf.edu/resources_family.cfm

Engaging Youth in Service
Youth.gov/youth-topics/civic-engagement-and-volunteering/how-can-youth-be-successfully-engaged-service

Helping Your Child Become a Responsible Citizen
http://www2.ed.gov/parents/academic/help/citizen/index.html

Become a Martin County School District Volunteer
http://www.martinschools.org/pages/Martin_County_School_District/Departments/Instructional_Services/Volunteer_Services

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:

MyCareerShines Kuder Navigator®
https://www.floridashines.org/find-a-career/mycareershines/

Help Kids Start to Think About Careers
https://kids.usa.gov/teens/jobs/index.shtml

Financing Future Education Goals
https://www.floridashines.org/go-to-college/pay-for-college

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:

Tips for Communicating With Teachers Effectively
http://www.pta.org/programs/content.cfm?ItemNumber=1758

The Parent-Teacher Conference
Readingrocks.org/pdfs/edextras/19842-en.pdf

Parent-Teacher Conference Tip Sheets

https://www.martinschools.org/pages/Martin_County_School_District/Departments/Instructional_Services/Volunteer_Services
**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 Martin, es para apoyar el involucramiento de los padres de familia en el progreso educativo de sus hijos, identificando acciones y enlazando recursos que:

- Refuerzen el progreso académico de los niños, especialmente en el área de la lectura;
- Refuerzen el cívismo 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
- Enfáticen la comunicación entre la escuela y el hogar.

**ÁREA ACADÉMICA**

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

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

**RECURSOS**

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

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

<table>
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<tr>
<th><strong>Recursos para los Estudiantes y Sus Familias Acerca de los Estándares de Florida</strong></th>
<th><strong>FloridaShines.org</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Recursos e información para ayudar a preparar a sus hijos para el éxito en cada nivel de grado.</td>
<td>FloridaShines trabaja con las 40 universidades del estado y otros asociados, para ayudarlos a que tengan éxito en la escuela y en lo que venga después. Para checar sus expedientes académicos. Para registrarse en un curso en línea. Para buscar bibliotecas en todo el estado y muchas cosas más, todas diseñadas para ayudarlos a brillar</td>
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</tbody>
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<table>
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<tr>
<th><strong>Involucramiento de los Padres de Familia en la Educación del Estudiante Excepcional</strong></th>
<th><strong>Caja de Herramientas Para la Educación Especial</strong></th>
</tr>
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<td>Forparents.florida-ese.org</td>
<td><a href="http://www.pta.org/parents/content.cfm?itemNumber=37715&amp;navItemNumber=3728">http://www.pta.org/parents/content.cfm?itemNumber=37715&amp;navItemNumber=3728</a></td>
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1 Referencia al Estatuto de Florida 1002.23(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.
2 Los enlaces con los recursos relacionados con el área académica, el cívismo, el trasiego de metas y la comunicación, deberían ser considerados como una guía para ayudar en el descubrimiento de información que refuerce el involucramiento de los padres de familia.
**CIVISMO**

Enseñando y reforzando comportamientos positivos tales como el respeto a sí mismo y a los demás, el trabajo arduo y la responsabilidad.

Asegurándose que su hijo tenga una rutina regular.

Animando a su hijo para que acepte responsabilidad por sus acciones.

Asegurándose que su hijo asista y llegue a la escuela a tiempo todos los días.

Monitoreando y promoviendo la participación de su hijo en actividades extra-curriculares y después de la escuela.

Monitoreando el acceso de su hijo a la internet, a los medios sociales y a la televisión.

Reforzando las expectativas en cuanto a su comportamiento en la escuela.

<table>
<thead>
<tr>
<th>RECURSOS</th>
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<tbody>
<tr>
<td>Matriz para el Apoyo al Comportamiento Positivo en el Hogar <a href="http://flpbs.fmhi.usf.edu/resources_family.cfm">http://flpbs.fmhi.usf.edu/resources_family.cfm</a></td>
</tr>
<tr>
<td>Folleto con Soluciones Positivas para las Familias <a href="http://flpbs.fmhi.usf.edu/resources_family.cfm">http://flpbs.fmhi.usf.edu/resources_family.cfm</a></td>
</tr>
<tr>
<td>Ayudando a Sus Hijos Para que Lleguen a Ser Ciudadanos Responsables <a href="http://www2.ed.gov/parents/academic/help/citizen/index.html">http://www2.ed.gov/parents/academic/help/citizen/index.html</a></td>
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**ESTABLECIEIENDO METAS**

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.

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<tr>
<th>RECURSOS</th>
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<tr>
<td>Financiando las Futuras Metas de Educación <a href="https://www.floridashines.org/go-to-college/pay-for-college">https://www.floridashines.org/go-to-college/pay-for-college</a></td>
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</table>

**COMUNICACIÓN EN LA ESCUELA Y EL HOGAR**

Comunicándonos regularmente con los profesores de su hijo en persona, por teléfono o a través de correos electrónicos, o por escrito.

Preparándonos y asistiendo a las conferencias padres 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.

<table>
<thead>
<tr>
<th>RECURSOS</th>
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</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.