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 Code of Student Conduct.

www.martinschools.org
SCHOOL CALENDAR

MARTIN COUNTY SCHOOL DISTRICT | 2020-2021 SCHOOL CALENDAR
WWW.MARTINSCHOOLS.ORG

JULY/AUGUST '20

31 Optional Teacher Work Day (Teachers Only)
34 Teacher PD Day (Teachers Only)
36 Teacher Work Day (Teachers Only)
12 Teacher Work Day (Teachers Only)
10 Teacher PD/Work Day (Teachers Only)
10 Elementary School Meet the Teacher*
10 9th Grade Orientation*
11 Students First Day
19-20 Elementary School Curriculum Night*
21 Middle School Curriculum Night*
24 Middle School Curriculum Night*
26 High School Curriculum Night*
27 Early Release

SEPTEMBER '20

7 Labor Day (Teachers & Students Off)
14 Interim Reports Posted (Grades 6-12)
23 Early Release
28 Yom Kippur (Teachers & Students Off)

OCTOBER '20

1 End of 1st Nine Weeks
15 Teacher PD Day (Students Off)
19 Early Release
21 Thanksgiving Break (Teachers & Students Off)
27 Early Release

NOVEMBER '20

11 Veterans Day (Teachers & Students Off)
16 Interim Reports Posted (Grades 6-12)
21-29 Thanksgiving Break (Teachers & Students Off)

DECEMBER '20

18 End of 2nd Nine Weeks
21-22 Emergency Make-Up Days

JANUARY '21

1-3 Winter Break (Teachers & Students Off)
4 Teacher Work Day (Students Off)
6 Teacher Work Day (Students Off)
16 Report Cards
18 Martin Luther King Jr. Day (Teachers & Students Off)
27 Early Release

FEBRUARY '21

8 Interim Reports Posted (Grades 6-12)
12 Teacher PD Day (Students Off)
19 Presidents' Day Conference Night 5-8pm
24 Early Release

MARCH '21

13-21 Spring Break (Teachers & Students Off)
29 Report Cards

APRIL '21

2 Good Friday (Teachers & Students Off)
8 Non-School Day (Teachers & Students Off)
7 High School Conference Night 5-8pm
8 Middle School Conference Night 5-8pm
13 Interim Reports Posted (Grades 6-12)
28 Early Release

MAY '21

18 IBHS Graduation
20 MCHS Graduation
21 SPHS Graduation
24 Graduations: Willowbry Learning Center, Spectrum Academy, Adult High School
26 Optional 9th Grade Evening Recognition*
28 Optional 9th Grade Evening Recognition
30 Students Last Day/End of 4th Nine Weeks
31 Memorial Day (Teachers Off)

JUNE '21

1 Post School Day/Teacher Work Day
2 Summer School/Reading Camp Begins

JULY '21

2 Summer School/Reading Camp Ends

*Times vary — visit www.martinschools.org for details

School Board Approved November 19, 2019
SCHOOL SCHEDULE

BELL SCHEDULE

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.

Arrival: Students should arrive at school between 7:00 a.m. and 7:25 a.m. (Supervision is provided during this time). Students must be in class by 7:30 a.m. to avoid being tardy. If arriving by car, enter the main parking lot and follow the car line through the parking lot to the curb in front of the school, where safety patrols will open door(s).

Late Arrival: Late arrivals (7:31 a.m. and after) Parent must sign-in his/her child in the office and receive a tardy pass to enter class.

Dismissal: Dismissal occurs at 1:50 p.m. Bus riders, car riders, and extended day students will report to their designated areas. Any change to a student’s dismissal routine must be received in writing with a parent’s signature (i.e., no phone calls). If a student needs to be picked up early from school, the parent must sign the student out in the office prior to 1:30 p.m.

Except in emergencies, we will not accept phone calls for last-minute changes in dismissal plans.

RAINY DAY / INCLEMENT WEATHER

It is impossible for all children to call home on school telephones; therefore, parents are requested to develop a “rainy day” plan with their children. Please put your plan in writing and send it to your child’s teacher.

Should severe thunder and/or lightning occur prior to dismissal, students will remain indoors until the weather passes. If these conditions occur during dismissal, students will be directed into the closest indoor area until the weather conditions improve.

We ask that parents wait patiently in their cars as we do not want to put our students or staff members in dangerous or unsafe conditions.
ACADEMICS

GRADING SYSTEM

Students in kindergarten through fifth grade use a standards-based grading system where:

<table>
<thead>
<tr>
<th>Grade/Scale</th>
<th>Definition</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>

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 the 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

Progress reports are issued three times a year at the end of each nine-week grading period: Oct. 19, 2020, Jan. 15, 2021, March 29, 2021. The final report cards will be available after school ends.

STUDENT PROGRESSION/PROMOTION REQUIREMENTS

Refer to the MCSD Student Progression Plan for a comprehensive program for your student progression, available at www.martinschools.org.

MAKE UP WORK

Students who are absent from school for any reason, excused or unexcused, are responsible for all assigned work and should speak to the teachers as to an appropriate timeline. Please speak to the school Principal for situations with extenuating circumstances.

ATTENDANCE

Policy 5200

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

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

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 at their first period class and prepared to work when the bell rings. Students who arrive after 9:10 am must report to the office and have a parent or guardian sign them in.

Tardiness to Class – Students are to be physically in the classroom to which they are assigned at the appropriate time. Tardies, being out of area, and skipping class are all subject to disciplinary actions in a progressive manner. After campus wide warnings are given, students tardy to class will receive consequences.
WITHDRAWAL
Policy 5130

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

BEHAVIOR SUPPORT/PBIS
Policy 5600

What we focus on, we get more of. Positive Behavioral Interventions Supports (PBIS) provides a school wide framework for us to encourage and track the choices students make as we teach them skills to be successful. Join us in recognizing the good choices students make as we focus on:

Control, Good choices, and Effort

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.

BIRTHDAYS

CGE encourages healthy treats and any foods served to students must be commercially prepared.

Schools are no longer permitted to allow cupcakes, ice cream, etc. which do not adhere to the Wellness Policy of the District.

The CGE Café has a snack bar available daily with healthy snack options. As an option, Snacks are Smart Food items approved by the federal government and school board. The prices of snacks range from $0.25 - $1.00.

Parents may choose to either place money in their child’s account or bring in money on the day of the birthday. It is recommended that the parent discuss the plan with Christy Cole, Foodservice Manager in advance of the birthday to ensure an adequate supply of the chosen snack items. This is a cost-effective and safe alternative which also alleviates any concerns we have for our students with severe allergies.
When planning out-of-school birthday celebrations, invitations may be given out at school only if all students (or either all boys or all girls) are invited to the celebration. The delivery to classrooms of flowers, balloons, etc. for birthday celebrations is a distraction and is thus prohibited.

**BRINGING FORGOTTEN ITEMS TO SCHOOL**

If a student forgets to bring eyeglasses to school, we will be happy to get them to the student if it is dropped off during the school day. However, no other items will be delivered to students during the school day. This includes textbooks, homework, lunches, and personal items. Together we will teach the children that they are responsible for bringing their homework, their lunch, and/or their books.

**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. Perpetration 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.

**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 reduced cost. Parents must apply for free/reduced lunch each year. An application is available at the cash register in the cafeteria or at [www.martinschools.org](http://www.martinschools.org) click on ‘Parents and Students’ section, then click on ‘Food and Nutrition Services’.
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.

Meal Pricing: Student meal prices for school year 2018-2019

<table>
<thead>
<tr>
<th>Meal</th>
<th>Price</th>
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<tbody>
<tr>
<td>Breakfast (full paid)</td>
<td>$1.50</td>
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<tr>
<td></td>
<td>$0.30</td>
</tr>
<tr>
<td>Lunch (full paid)</td>
<td>$1.85</td>
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<tr>
<td></td>
<td>$0.40</td>
</tr>
<tr>
<td>Second Lunch (all age groups)</td>
<td>$2.75*</td>
</tr>
<tr>
<td></td>
<td>$2.25*</td>
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<tr>
<td>Premium Meal</td>
<td>$3.25</td>
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*Federal Reimbursement does not cover second meals.

Menus:

Students and their families can now view menus, nutrition data and allergen information for meals served in all schools through the Nutrislice webpage - www.martinschools.nutrislice.com 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 (sandwich and juice). 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.

**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 the front office 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. Repeated confiscations will result in suspension.

**Office Phone**

An emergency phone is provided in the Front Office. Students must get permission to use the telephone.
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

Numerous clubs and activities are offered at Citrus Grove. Clubs and activities are open to all students. Most require after-school meetings and transportation home (activity bus available). A 2.0 grade point average (GPA) and regular school attendance are required for participation. Meetings are announced in the morning announcements. Students are responsible for securing information related to their personal interests. Check the website for up to date information for each club/activity.

CHILD ABUSE/NEGLECT REPORTING

Anyone who suspects child abuse is ethically obligated to report that abuse. Under Florida law, school employees are required to report any suspected physical abuse or neglect of a child to the school administration, guidance counselors and/or proper public authorities. The abuse hot line number is 1-800-96ABUSE.

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, school counselor and administrators are glad to aid students with their problems. 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.

**Elementary Conference Nights**
October 29, 2020   5pm – 8pm
April 13, 2021      5pm – 8pm

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

Code of Student Conduct- English
Code of Student Conduct- Spanish
Citrus Grove Elementary
Dress Code

- Collared shirts, dresses, or Citrus Grove Elementary branded t-shirts are required daily. All shirts and dresses must have sleeves.
- All shirts must be longer than the top of the pants/skirts/skorts/shirts.
- Vests with collars do not replace collared shirts.
- Button-up shirts must stay buttoned and worn for the entire school day.
- Skirts/skorts/shorts/dresses must be no shorter than 4” above the knee and must be worn no lower than the hip. Words printed across the backside of pants/skirts/skorts/shorts are not permitted.
- Leggings and activewear are to be worn exclusively as undergarments, and do not change the length requirements for shorts, skirts and dresses being no shorter than 4” above the knee.
- Clothing must not be torn or ripped.
- Shoes must have a rubberlike sole, and must have a closed toe and closed heel. Shoes and boots must not have elevated heels. Shoes with laces must be tied tightly.
- Jewelry that is at risk of getting pulled or tangled, will be considered a safety risk and is not permitted.
- No hats/head coverings may be worn inside the building without written consent.
- Clothing with inappropriate/offensive language, message(s) or picture(s) is never permitted on campus.
- Exceptions may be made on days with special events (i.e. picture day). Notices for those events will be sent home.

The school administrators have the authority to determine whether the appearance of any student is in violation of the dress policy or is disruptive to the educational function or school setting.

Citrus Grove Spirit Shirts may be worn at any time.
EARLY RELEASE DAYS

To provide time for teacher training and curriculum development, students will be released two hours early on designated Wednesdays. Please note the dates as indicated on the Martin County School District website and make arrangements in advance for dismissal on these dates.

EMERGENCY CRISIS INFORMATION

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

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

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

1. A continuous bell for fire
2. An intermittent bell for tornado
3. 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.
A teacher may refuse to take a child if he/she has demonstrated uncooperative classroom behavior. Students not attending the field trip will be placed in another class for the duration of the field trip.

**Chaperones:** Some field trips require a certain number of chaperones to assist in supervising students. To be considered a chaperone for any field trip, a parent must: submit a Volunteer Registration form #270, attend a Volunteer Orientation, and receive clearance as a result of a background check (depending on the trip). Chaperone selection will be determined by the teacher. Under no circumstances will a parent be permitted to “just show up” on a field trip. Each chaperone will be given a list of assigned students prior to leaving on the trip. Parents who accept the responsibility of chaperoning a field trip must make other provisions for younger siblings.

**Fifth Grade End of the Year / Safety Patrol & News Crew trips:** Students must follow school rules and serve as positive role models for others if they wish to attend these trips. Trip privileges may be revoked by teachers and/or administration for various reasons including, but not limited to, repeated disrespectful behavior, and non-compliance with school/classroom rules.

**Parents transporting their own children:** If a parent plans on transporting his/her own child at least one way or round trip on a field trip, he/she must complete the county “Parent Transportation in Private Vehicle Release” form. The principal must approve it no later than the day before the field trip.

A parent will not be permitted to take his/her child to the field trip location and/or bring the child home if this form was not completed and approved by the deadline stated above. A parent will not be permitted to transport any child but his/her own while on a field trip.

**EXTENDED DAY**

The CGE Extended Day Program is available for students who need supervision from dismissal until 6:00 p.m. The cost is $30 per week or a drop-in rate of $10 may be paid. A discount is offered for multiple children in a family. The yearly registration and materials fee is $32. All fees must be paid by check or money order. Students must be registered and paid a week in advance to attend the program.

**FEE WAIVERS:** Fees for the CGE Extended Day program may be waived with District level approval should there be an emergency family crisis, and/or extreme financial hardship. Input from administration and/or guidance will be considered and each waiver will be reviewed periodically to determine existing need. All fee waivers will require the approval of the Director of Career Development, Applied Technology and Continuing Education. For more information about the Extended Day Program, call Kim Grubbs, CGE Extended Day Manager, at (772) 221-4046 after 1:30 p.m.
GUIDANCE
Policy 2411

School counselors are 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 course leveling of students
- Parental assistance
- Identification and referral of students with particular needs
- Standardized testing
- Multi-tiered Student Support (MTSS)

Students requesting a conference with their school counselor may secure an appointment through the guidance secretary before school, after school or with permission during lunch. Students with emergency situations may be sent directly with a pass.

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 scoliosis 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.*

**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

Frequently, unmarked articles of clothing or other items are turned in at the office and not claimed by the owner. Parents should mark their child’s personal belongings so that lost items can be returned to the child. All unclaimed items will be hanging in the cafeteria. Unclaimed items will be donated to charitable organizations monthly.

MEDIA CENTER

Policy 8215

The Media Center at CGE is designed to meet the needs of students, parents, and faculty by providing a wide variety of materials to supplement the elementary curriculum. These materials are available for students, faculty, staff and parents to use. The media center is designed to provide a quiet, friendly atmosphere in which patrons can access materials in a variety of formats appropriate to all interests and viewpoints. Our goal is to promote reading and provide access to information.

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.
PTA

Our Parent-Teacher Association (PTA) is a vital part of the school program. It serves to unite the efforts of parents and teachers to provide the best educational opportunities for our children. A membership drive will be held at the beginning of the school year. Parents and grandparents are encouraged to become PTA members. Families will be kept abreast of PTA activities throughout the year via PTA newsletters and flyers.

PTA fundraisers will be held at various times during the school year. Students are encouraged to seek support by selling items to family and friends. Door-to-door solicitation is strictly prohibited.

RESIDENCY VERIFICATION

Policy 5120

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

1. Current utility bill with service address indicated;
2. Current year property tax bill;
3. Mortgage or deed of home;
4. Lease agreement with name of tenant, landlord, and contact information for all parties. Agreement must contain expiration date. A renewed lease must be provided to the school registrar;
5. State of Florida driver’s license or identification card.

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

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

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. Please call the school for dates and times.
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.

STUDENT DROP OFF AND PICK UP

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

SCHOOL SAFETY PATROL

School safety patrols are chosen on the basis of leadership and dependability. It is a privilege and honor to be chosen to serve as a safety patrol. Members are regarded as role models and are expected to set a good example by helping to keep our students and campus safe. Any safety patrol who exhibits uncooperative or inappropriate behavior may be suspended or removed from this program.

Our safety patrols provide an important service for students, parents and staff during arrival and dismissal. It is important that everyone obeys the patrol’s directions.

Patrol members are responsible for arranging their own transportation to and from school that allows for early arrival and late dismissal. Parents delivering patrols must follow the accepted arrival and dismissal procedures and routes.

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.

STUDENT INFORMATION CARD

Every student must have an updated Student Information card (yellow card) on file at the beginning of each school year. It is important for emergency and administrative reasons that every parent maintains an up-to-date address and telephone record with the school office. Please notify the school if you have a change of address or telephone number during the school year.

Students are often upset when they must remain in the office or clinic for extended periods of time because we cannot reach a family member or neighbor. For this reason we require at least one emergency phone number in addition to the parent’s home and work telephone numbers.

Code Word: On the yellow card, please provide us with a code word that you can provide us in the case of an emergency telephone dismissal change.
TEXTBOOKS

Students are responsible for the proper care of school property and the textbooks assigned to them. Failure to pay for lost or damaged books may result in the student being suspended from extracurricular activities until debt has been paid or the debt may be satisfied by the student through community service activities at the school site as determined by the principal. We reserve the right to withhold a report card from any student whose payment for lost or damaged books is in arrears until the account is reconciled.

TOYS

Although students may be permitted to bring toys to school, they must remain in their backpacks during the instructional day so as not to disrupt the educational environment. CGE is not responsible for lost or damaged toys.

VOLUNTEERS

Policy 8120

You can register to volunteer online. 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
- Assist with arrival and dismissal

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.

Please refer to the school’s website [http://cge.martinschools.org] often to keep abreast of school-related activities and programs.
# FLORIDA STATEWIDE ASSESSMENT SCHEDULE

## FLORIDA STATEWIDE ASSESSMENT PROGRAM

### 2020–2021 SCHEDULE*

<table>
<thead>
<tr>
<th>English Language Arts (ELA), Mathematics, and Science</th>
<th>Dates</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>April 5–16, 2021</td>
<td>Grades 4–10 ELA Writing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grade 3 ELA Reading</td>
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<tr>
<td></td>
<td>May 3–14, 2021</td>
<td>Grades 4–6 ELA Reading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grades 3–6 Mathematics</td>
</tr>
<tr>
<td></td>
<td>May 3–28, 2021</td>
<td>Grades 7–10 ELA Reading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grades 7 &amp; 8 Mathematics</td>
</tr>
<tr>
<td></td>
<td>May 10–21, 2021</td>
<td>Grades 5 &amp; 8 Science</td>
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</tbody>
</table>

### End-of-Course Assessments

<table>
<thead>
<tr>
<th>Dates</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 14–October 2, 2020</td>
<td>Algebra 1, Biology 1, Civics, Geometry &amp; U.S. History</td>
</tr>
<tr>
<td>November 30–December 18, 2020</td>
<td></td>
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<tr>
<td>May 3–28, 2021</td>
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<tr>
<td>July 12–23, 2021</td>
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### Florida Standards Assessments (FSA) Retakes

<table>
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<th>Dates</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>September 14–October 2, 2020</td>
<td>Grade 10 ELA Reading Retake</td>
</tr>
<tr>
<td></td>
<td>Grade 10 ELA Writing Retake</td>
</tr>
<tr>
<td>February 22–March 12, 2021</td>
<td>Grade 10 ELA Writing Retake</td>
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<tr>
<td></td>
<td>Grade 10 ELA Reading Retake</td>
</tr>
<tr>
<td></td>
<td>Algebra 1 Retake</td>
</tr>
</tbody>
</table>

* School districts establish daily testing schedules within these windows according to state-provided guidance. For more detailed scheduling information for a specific school or district, please visit that organization’s website.
## FLORIDA STATEWIDE ASSESSMENT PROGRAM
### 2020–2021 SCHEDULE

<table>
<thead>
<tr>
<th>Dates</th>
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<tbody>
<tr>
<td>July 13–October 16, 2020</td>
<td>Florida Kindergarten Readiness Screener (FLKRS)</td>
</tr>
<tr>
<td></td>
<td>[Administered within the first 30 instructional days of the school year]</td>
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<tr>
<td>July 2020–June 2021</td>
<td>Florida Assessments for Instruction in Reading (FAIR)</td>
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<td>[optional: Grades 3–12]</td>
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<tr>
<td>September 28–October 16, 2020</td>
<td>Florida Standards Alternate Assessment (FSAA)—Performance Task</td>
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<tr>
<td></td>
<td>Grade 10 ELA Makeup</td>
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<tr>
<td></td>
<td>Algebra 1 Makeup</td>
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<tr>
<td>September–December 2020</td>
<td>Preliminary ACT (PreACT)</td>
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<tr>
<td>October 14, 2020</td>
<td>Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)</td>
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<td>January–March 2021</td>
<td>National Assessment of Educational Progress (NAEP)</td>
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<tr>
<td></td>
<td>Grades 4 &amp; 8 Mathematics</td>
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<tr>
<td></td>
<td>Grades 4 &amp; 8 Reading</td>
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<tr>
<td></td>
<td>Grade 8 Civics</td>
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<tr>
<td></td>
<td>Grade 8 U.S. History</td>
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<td>January 25–March 19, 2021</td>
<td>ACCESS for ELLs</td>
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<td>Alternate ACCESS for ELLs</td>
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<tr>
<td>March 1–April 16, 2021</td>
<td>FSAA—Performance Task</td>
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<td>Grades 3–8 ELA &amp; Mathematics</td>
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<td></td>
<td>Grades 4–8 Writing</td>
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<tr>
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<td>Grades 5 &amp; 8 Science</td>
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<tr>
<td></td>
<td>End-of-Course Assessment (Civics)</td>
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<tr>
<td>March 15–April 30, 2021</td>
<td>FSAA—Performance Task</td>
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<tr>
<td></td>
<td>Grades 9 &amp; 10 ELA</td>
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<tr>
<td></td>
<td>Grades 9 &amp; 10 Writing</td>
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<tr>
<td></td>
<td>End-of-Course Assessments (Algebra 1, Biology 1, Geometry &amp; U.S. History)</td>
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<tr>
<td>Data Collection Periods:</td>
<td>FSAA—Datafolder</td>
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<tr>
<td>September–October 2020</td>
<td>Grades 3–10 ELA (Reading &amp; Writing)</td>
</tr>
<tr>
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<td>Grades 3–8 Mathematics</td>
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<td>End-of-Course Assessments (Algebra 1, Biology 1, Civics, Geometry &amp; U.S. History)</td>
</tr>
<tr>
<td>May 2021</td>
<td>Advanced Placement (AP) Exams</td>
</tr>
</tbody>
</table>
Alimentos & Departamento de servicios de nutricion informacion del manual del estudiante de Escuela Intermedia/Superior

Las escuelas del Condado de Martin brindan servicio de desayuno y almuerzo a los estudiantes. Los menús han sido creados por un dietista matriculado 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 diversas 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 para cada artículo si no se cumplen los componentes. Los cajeros intentan animar a cada estudiante a conseguir artículos para completar su bandeja para hacer un almuerzo reembolsable.

Precios del menú y comida:
Los estudiantes y sus familias ahora pueden ver los menús, los precios, los datos nutricionales y la información sobre alérgenos en 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 smartphones. Para aquellos con el dispositivo Alexa, instale la habilidad gratuita de Alexa "menús escolares por Nutrislice" y simplemente pregunte: "Alexa, abre el menús escolar " y "¿Qué hay para almorzar?" y obtendrá una respuesta de audio que le dirá lo que está en el menú para hoy!

Merienda a la carta:
Los estudiantes pueden usar dinero de su cuenta para comprar una segunda entrada, así como snacks aprobados por "Smart Snack". Los padres pueden restringir a su estudiante de comprar bocadillos enviando una solicitud por escrito al Gerente de la cafetería de la escuela.

Estándares y pautas para las meriendas/"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 calorias ° trans-grasa: cero gramos • límite de azúcar: ° ≤ 35% del peso de azúcares totales en Alimentos

Alergias alimentarias & modificaciones del 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 alimentarias, al Departamento de servicios de nutrición y de alimentos & distrito. Las sustituciones a las comidas escolares regulares proporcionadas por el distrito se harán para los estudiantes que no pueden comer comidas regulares debido a una necesidad dietética que califica cuando esa necesidad está certificada por escrito 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 nutrición de MCSD Food & (o solicite una copia impresa del Gerente de la cafetería de la escuela). Una vez que el formulario se envía a la escuela, por favor permita 5-10 días hábiles para el procesamiento. Durante este período de tiempo, por favor, proporcione una comida segura para el desayuno y el almuerzo.

**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 la dirección 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 para el estudiante, o traer un almuerzo para el niño. No hay ningún cargo por la comida alternativa.

**Aplicaciones de comidas gratuitas y reducidas para 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 estampillable de alimentos. Estos estudiantes están certificados automáticamente como elegibles para comidas gratis o a precio reducido. Se enviará una carta de notificación a la lista de los estudiantes del hogar que son elegibles para los beneficios de certificación directa. Los padres pueden declinar este beneficio al devolver la carta de notificación a la oficina del Departamento de servicios de nutrición 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 procesará en un plazo de 10 días hábiles. Asegúrese de que durante el proceso de solicitud que su estudiante trae dinero para las comidas o un almuerzo desde casa. Los padres pueden solicitar el almuerzo gratis/reducido llenando una solicitud en línea en lunchapplication.com o llenando 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 presentarán cada año a menos que el estudiante esté precalificado. El estado de elegibilidad del año anterior se re enviará 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 han cambiado durante el año pueden aplicar/o volver a solicitar beneficios. Por favor dirija todas sus preguntas al Gerente de servicio de nutrición alimentaria en su escuela o a la oficina de servicios de alimentos & nutrición llamando al 772-223-2655 ext. 100.

**Política de bienestar**
La política de bienestar del distrito apoya la misión del distrito escolar del Condado de Martin al proporcionar el medio ambiente que cultiva 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. Consulte la Página Web de servicios de nutrición de MCSD Food & para acceder a la política de bienestar actual. Las escuelas del Condado de Martin brindan servicio de desayuno y almuerzo a los estudiantes. Los menús
han sido creados por un dietista matriculado 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.
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: Maurice Bonner, 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: Vicki Jenkins, Director of Exceptional Student Education.

**District Equity Contact:**
Tyson Villwock  
Director of Professional Standards  
District Equity Officer  
1939 SE Federal Highway  
Stuart, Florida 34994  
Phone: (772) 219-1200 Ext. 30288  
Fax: (772) 219-1230

**District ADA / Section 504 Contact:**  
Vicki Jenkins  
Director of Exceptional Student Education  
ADA / 504 Coordinator  
1939 SE Federal Highway  
Stuart, Florida 34994  
Phone: (772) 219-1200 Ext. 30425  
Fax: (772) 219-1228
NO-DISCRIMINACIÓN/POLÍTICA ANTI ACOSO

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 Maurice Bonner, 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, Directora de la Educación del Estudiante Excepcional y Servicios.

Contacto Distrital de Equidad:
Tyson Villwock
Director de Normas Profesionales
1939 SE Federal Highway
Stuart, FL 34994
Teléfono: (772) 219-1200 Ext. 30288 Fax: (772) 219-1230

Contacto Distrital de ADA Sección 504:
Vicki Jenkins
Directora de la Educación del Estudiante Excepcional y Servicios
1939 SE Federal Highway
Stuart, Florida 34994
Teléfono: (772) 219-1200 Ext. 30425 Fax: (772) 219-1228
School Year 2020-21

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](http://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. 6101 or 6102.

Sincerely,

Laura McBride, RN
Sr. Community Health Nursing Supervisor
Florida Department of Health | Martin County
Año Escolar 2020-21

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 está 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, escoliosidad 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 día, incluyendo el examen físico requeridos para la admisión al Kinder y refuerzo de Tdap para entrada al 7mo grado. Para más 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 en (772) 221-4000 ext. 6101 or 6102.

Sinceramente,

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

THE SCHOOL BOARD OF MARTIN COUNTY, FLORIDA
Exceptional Student Education Department
1939 SE Federal Highway, 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.

Revised March 15, 2013
JUNTA ESCOLAR DEL CONDADO DE MARTÍN, FLORIDA
Departamento de Educación del Estudiante Excepcional
1939 SE Federal Highway, Stuart, FL 34994

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Directory Information

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

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

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

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

Protection of Pupil Rights Amendment (PPRA)

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

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

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

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

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

3. El derecho a solicitar una enmienda de los archivos educativos del estudiante, que el padre o el estudiante elegible, creen que son inexactos o engañosos. Los padres o los estudiantes elegibles, pueden pedir al Distrito Escolar del Condado de Martín, que corrija un archivo que ellos creen que es inexacto o engañoso. Ellos deberán escribir al director de la escuela, identificando claramente, cual es la parte del archivo que ellos desean cambiar, y especificar porque es inexacto o engañoso. Si el Distrito decide no corregir los archivos, conforme ha sido solicitado por el padre o el estudiante elegible, el Distrito notificará al padre o al estudiante elegible esta decisión y les hará saber de su derecho a una audiencia, 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 sin consentimiento. Una excepción que permite revelación sin consentimiento, es la revelación a oficiales escolares con legítimos intereses educativos. Un oficial escolar es una persona empleada por el distrito como un administrador, supervisor, instructor o miembro del personal de apoyo (incluyendo personal médico o sanitario y personal de la unidad del cumplimiento de la ley); una persona que sirve en la Junta Escolar; una persona o compañía con quien el distrito tiene contrato para realizar una tarea especial (tales como un abogado, auditor, consultor médico o terapeuta; o un padre de familia o un estudiante sirviendo en un comité oficial, tales como el comité disciplinario o de quejas, o asistiendo a otro oficial escolar en la realización de sus tareas. Un oficial escolar tiene un legítimo interés educativo, si el oficial necesita revisar un archivo educativo, de manera de poder cumplir su responsabilidad profesional.

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

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

La información del Directorio puede ser revelada a las agencias apropiadas locales, estatales y federales, incluyendo reclutadores militares o universitarios, organizaciones científicas de salud y educación, y para
actividades escolares aprobadas tales como libros del año, programas atléticos y listas de graduación y eventos, sin notificaciones específicas a, o aprobación de los padres de familia/guardián/es o estudiante/s involucrados. La información del Directorio incluye:

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

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

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

Pupilo (PPRA)

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

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

   1. Afiliaciones políticas;
   2. Problemas mentales o sicológicos potencialmente embarazosos para el estudiante o su familia;
   3. Comportamiento o actitudes sexuales;
   4. Comportamiento ilegal, antisocial, auto-incriminante o degradante;
   5. Apreciaciones críticas de aquellos con quienes los participantes tienen relaciones familiares cercanas;
   6. Relaciones privilegiadas legalmente reconocidas, tales como aquellas con abogados, doctores o ministros; o
   7. Ingreso (otro que el requerido por ley para determinar la elegibilidad para 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 pudieron haber sido violados, pueden presentar una queja ante el Departamento de Educación, escribiendo a la Oficina del Cumplimiento de las Políticas Familiares. Las quejas deben contener alegaciones específicas del hecho que da causa razonable a la creencia que ha ocurrido una violación a la PPRA.
Para información adicional o asistencia técnica, pueden llamar al (202) 260-3887 (voz). Las personas que utilizan TDD pueden llamar al Servicio de Transmisión de Información Federal al 1-800-877-8339. O pueden contactarnos en la siguiente dirección:

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

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

Consideration for participation in the Hospital/Homebound 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 HOSPITAL HOMEBOUND PROGRAM.** It means that as soon as the student becomes ill and is unable to attend school, a referral for the Hospital Homebound 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 the Hospital Homebound Program, please contact Justin Browning at 219-1200 extension 30499, or email at brownij2@martinschools.org.

Sincerely,

Justin Browning
Exceptional Student Education

---

Laurie J. Gaylord, Superintendent

School Board Members: Tony Anderson • Victoria Defenthaler • Michael DiTerlizzi • 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. (Sírvanse 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 ESTARAUSENTE 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 Justin Browning al 219-1200 ext 30499 or email at brownj12@martinschools.org.

Sinceramente,

Justin Browning
Educación del Estudiante Excepcional

---

**Laurie J. Gaylord, Superintendent**

School Board Members: Tony Anderson • Victoria DeFantiuk • Michael D’Ierlizzi • Martha Powers • Christi Li Roberts

*“An Equal Opportunity Agency”*
NOTICE REGARDING COLLECTION OF SOCIAL SECURITY NUMBERS

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

I. Collection

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

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

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

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

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

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

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

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

D. Social security numbers may be collected from students:

1. As required by § 1008.386, Florida Statutes;

2. To facilitate proper processing of student scholarship applications;

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

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

1. Initial background screening not requiring fingerprints;

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

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

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

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

III. Review

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

IV. Confidentiality

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

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

V. Release to Commercial Entities

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

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

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

B. The School Board shall annually report to the Executive Office of the Governor, the President of the Senate, and the Speaker of the House of Representatives the identity of all commercial entities that have requested social security numbers during the preceding year and the reasons for the requests. If no requests have been received during the preceding year, the report shall so state. The report shall be filed by January 31st of each year.
PARENT CHECKLIST

MARTIN COUNTY SCHOOL DISTRICT PARENT CHECKLIST

The purpose of the Martin County School District Parent Checklist is to support parent’s involvement in their child’s educational progress by identifying actions and linking to resources that:

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

ACADEMIC

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

RESOURCES:

<table>
<thead>
<tr>
<th><strong>Just Take 20</strong></th>
<th><strong>AskALibrarian.org</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Just Read, Families!</strong></td>
<td><strong>Floridastudents.org</strong></td>
</tr>
<tr>
<td><strong>Florida Standards Assessments (FSA)</strong></td>
<td><strong>FloridaShines.org</strong></td>
</tr>
<tr>
<td><a href="https://fsassessments.org/users/students-and-families.stml">https://fsassessments.org/users/students-and-families.stml</a>, General information about the Florida Standards Assessments (FSA) and links to other FSA resources.</td>
<td><a href="https://www.floridashines.org/">https://www.floridashines.org/</a>, 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>
<tr>
<td><strong>Exceptional Student Education - Parent Involvement</strong></td>
<td><strong>Special Education Toolkit</strong></td>
</tr>
<tr>
<td><a href="http://Forparents.florida-ese.org">Forparents.florida-ese.org</a></td>
<td><a href="https://www.pta.org/home/family-resources/Special-Education-Toolkit">https://www.pta.org/home/family-resources/Special-Education-Toolkit</a></td>
</tr>
</tbody>
</table>

*Reference Florida Statute 1002.23(3). The Florida parent checklist must be issued each school year to all parents of students in grades K-12.

*Resource links related to academics, citizenship, goal-setting, and communication should be considered as a guide to assist in the discovery of information to strengthen parental involvement.*
## CITIZENSHIP

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

### RESOURCES:

<table>
<thead>
<tr>
<th>Positive Behavior Support Home Matrix</th>
<th>Bullying Prevention</th>
</tr>
</thead>
</table>

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<thead>
<tr>
<th>Become a Martin County School District Volunteer</th>
<th>Engaging Youth in Service</th>
</tr>
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<table>
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<tr>
<th>Martin County School District Student Community Service program</th>
<th>“Citizenship - It All Starts Here!”</th>
</tr>
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<table>
<thead>
<tr>
<th>Helping Your Child Become a Responsible Citizen</th>
<th>Youth, Social Media and Digital Civic Engagement</th>
</tr>
</thead>
</table>

## SETTING GOALS

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

### RESOURCES:

<table>
<thead>
<tr>
<th>Career planning</th>
<th>Help Kids Start to Think About Careers</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Financing Future Education Goals</th>
<th>Goal Setting Guide Sheet</th>
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<tbody>
<tr>
<td><a href="https://www.floridashines.org/so-to-college/pay-for-college">https://www.floridashines.org/so-to-college/pay-for-college</a></td>
<td><a href="http://trio.ucsd.edu/files/staff_forms/SMART%20goal">http://trio.ucsd.edu/files/staff_forms/SMART%20goal</a></td>
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<tr>
<th>Time Management and Goal Setting</th>
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<tbody>
<tr>
<td><a href="https://uwosh.edu/car/time-management-goal-setting/">https://uwosh.edu/car/time-management-goal-setting/</a></td>
<td></td>
</tr>
</tbody>
</table>
SCHOOL TO HOME COMMUNICATION

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

RESOURCES:

<table>
<thead>
<tr>
<th>Tips for Communicating With Teachers Effectively</th>
<th>The Parent-Teacher Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tips for Parents on Parent-Teacher Conferences</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.nea.org/home/60103.htm">http://www.nea.org/home/60103.htm</a></td>
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</table>
La Lista de Control¹ para Padres del Distrito Escolar del Condado de Martin tiene como finalidad apoyar la participación de padres en el progreso educativo de sus hijos identificando acciones y relacionándolas con recursos² que:

- Refuerzan el progreso académico de su hijo(a), especialmente en el área de lectura;
- Refuerzan el carácter de buen ciudadano, especialmente con destrezas sociales y respeto para los demás.
- Refuerzan la comprensión de su hijo(a) de grandes expectativas y de trazar metas de aprendizaje para toda la vida; y
- Enfatan la comunicación entre la escuela y la casa.

**ACADEMICO**

☐ Apoyar la lectura con actividades en casa apropiadas para la edad.
☐ Asegurarse que su hijo(a) tenga una hora y un lugar para hacer la tarea de manera consistente.
☐ Asegurarse que su hijo(a) tenga acceso a todos los materiales que necesita para completar las asignaciones.
☐ Hablar del trabajo de la escuela con su hijo(a) de manera regular.
☐ Asistir a talleres sobre cómo ayudar a su hijo(a) en casa.
☐ Visitar la biblioteca local y animar a su hijo(a) que saque libros que le interesen.
☐ Leer a/con su hijo(a) diariamente.
☐ Dar el ejemplo leyendo en casa y hablar de lo que está leyendo con su hijo(a).
☐ Pedirle a su hijo(a) que le explique su tarea.
☐ Enfatizar la importancia de la educación y de dar lo máximo de sí mismo en la escuela.

**RECURSOS:**

<table>
<thead>
<tr>
<th><strong>Just Take 20 (Sólo demora 20)</strong></th>
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<tbody>
<tr>
<td>Actividades de lectura prácticas y fáciles de implementar que establecen literatura como algo valioso de por vida.</td>
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<tr>
<th><strong>AskALibrarian.org</strong></th>
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<td><a href="https://askalibrarian.org/">https://askalibrarian.org/</a></td>
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<tr>
<td>Motor de búsqueda humano</td>
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<tr>
<th><strong>Just Read, Families! (Sólo lean, Familias!)</strong></th>
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<tr>
<td>Sugerencias y recursos para ayudar a su hijo a aumentar sus destrezas de lectura.</td>
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<tr>
<th><strong>Floridastudents.org</strong></th>
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<tbody>
<tr>
<td>Fuente de Recursos y Tutoriales de los Exámenes Normalizados de la Florida para Estudiantes.</td>
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<tr>
<th><strong>Florida Standards Assessments (FSA)</strong></th>
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<td><a href="https://fsassessments.org/users/students-and-families.stml">https://fsassessments.org/users/students-and-families.stml</a></td>
</tr>
<tr>
<td>Información General sobre los Exámenes Normalizados de Florida (FSA) y enlaces a otros recursos FSA.</td>
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<tr>
<th><strong>FloridaShines.org</strong></th>
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<tbody>
<tr>
<td><a href="https://www.floridashines.org/">https://www.floridashines.org/</a></td>
</tr>
<tr>
<td>FloridaShines trabaja con 40 facultades y universidades y otros socios para ayudarle a tener éxito en la escuela y en el futuro. Chequean los transcript. Registan para tomar cursos online. Buscan en bibliotecas en todo el estado y le ayudan a brillar.</td>
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<tr>
<th><strong>Educación para Estudiantes Excepcionales – Participación de Padres</strong></th>
</tr>
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<tbody>
<tr>
<td><a href="http://www.fldoe.org/academics/standards/just-read-fl/families">Forparents.florida-ese.org</a></td>
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¹Referencia del Estatuto de Florida 1002.23(3). La Lista de Control de padres debe ser dada a los padres de estudiantes en grados K-12 todos los años.

² Los enlaces relacionados con lo académico, ciudadanía, metas y comunicación deben ser considerados como una guía para descubrir información para fortalecer la participación de los padres.
**CIUDADANÍA**

- Enseñar y Reforzar comportamiento positivo como respecto a sí mismo y a los demás, trabajo duro y responsabilidad.
- Asegurarse que su hijo(a) tenga una rutina regular.
- Inculcar a que su hijo(a) acepte responsabilidad por sus acciones.
- Asegurarse que su hijo(a) sea puntual y vaya a la escuela todos los días.
- Monitorear y promover la participación de su hijo(a) en actividades extra-curriculares y después de clases.
- Monitorear el acceso de su hijo(a) a la internet y media social y lo que ve en la televisión.
- Repetir las expectativas de comportamiento de la escuela.

**RECURSOS:**

<table>
<thead>
<tr>
<th>Matriz para el Apoyo de Comportamiento en Casa</th>
<th>Prevención de Bullying</th>
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<tr>
<th>Sea un Voluntario del Distrito Escolar de Martin County</th>
<th>Hacer que los Niños participen en Voluntariado</th>
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<thead>
<tr>
<th>Programa de Servicio a la Comunidad del Condado de Martin</th>
<th>“Ciudadanos – ¡Todo Comienza Aquí!”</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Ayudando a que su hijo(a) sea un Ciudadano Responsable</th>
<th>Juventud, Media Social y Participación Cívica Digital</th>
</tr>
</thead>
</table>

**TRAZANDO METAS**

- Expresar su confianza en la habilidad de su hijo(a) de ser exitoso(a).
- Animar a su hijo(a) a fijarse metas a corto plazo y a largo plazo.
- Celebrar triunfos académicos.

**RECURSOS:**

<table>
<thead>
<tr>
<th>Planeando la Carrera</th>
<th>Ayudar a los Hijos a Comenzar a pensar en Carreras</th>
</tr>
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<thead>
<tr>
<th>Financiando Futuras Metas Educativas</th>
<th>Hoja Guía para Trazar Metas</th>
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<tr>
<td><a href="https://www.floridashines.org/go-to-college/pay-for-college">https://www.floridashines.org/go-to-college/pay-for-college</a></td>
<td><a href="http://trio.ucsd.edu/files/staff_forms/SMART%20goal">http://trio.ucsd.edu/files/staff_forms/SMART%20goal</a></td>
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<th>Manejo del Tiempo y Trazar Metas</th>
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<tbody>
<tr>
<td><a href="https://uwosh.edu/car/time-management-goal-setting/">https://uwosh.edu/car/time-management-goal-setting/</a></td>
<td></td>
</tr>
</tbody>
</table>
**COMUNICACION DE LA ESCUELA A LA CASA**

- Comunicarse regularmente con la maestro(o) de su hijo(a) en persona, teléfono, email o por escrito.
- Prepararse y asistir a las conferencias de padres y maestros y/o reuniones individualizadas del estudiante, como reuniones del Plan Individualizado Educativo o de monitoreo de progreso.
- Asistir a la Casa Abierta, ferias de ciencia, obras de teatro y actuaciones musicales, paseos escolares, eventos deportivos, noches de currículo y otras actividades escolares.
- Ser voluntario en la escuela siempre que pueda.

**RESOURCES:**

<table>
<thead>
<tr>
<th>Pautas para Comunicarse con los Maestros Efectivamente</th>
<th>Las Conferencias de Padres y Maestros</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.pta.org/programs/content.cfm?ItemNumber=1758">http://www.pta.org/programs/content.cfm?ItemNumber=1758</a></td>
<td><a href="http://www.pta.org/programs/content.cfm?ItemNumber=1758">Readingrocks.org/pdfs/edextras/19842-en.pdf</a></td>
</tr>
<tr>
<td>Hojas con Pautas para Conferencias de Padres y Maestros</td>
<td>Preparación para Reuniones con Maestros para los Padres con niños con ADHD.</td>
</tr>
</tbody>
</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.