Jensen Beach High School Student and Parent Handbook 2022 - 2023



MARTIN COUNTY SCHOOL DISTRICT

M C S D



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 Students and Families:

The success of every child depends on relationships built between students, parents, faculty, staff, and community partners. Whether you are a newcomer to our schools or are already familiar with our school system, we encourage you to be an active participant and partner in education.

The Martin County School District is committed to educating **all** students for success in a safe learning environment that is conducive to achievement. We are dedicated to helping our students grow as learners, critical thinkers, and global citizens. This handbook communicates expectations and policies that have been established for your child's school. These expectations play an important role in ensuring students are equipped to make decisions that result in positive outcomes as they interact with peers and employees each day.

Please review and discuss this handbook together, and do not hesitate to reach out to your child's school with any questions.

Thank you for being a valued member of our Martin County School District family. We look forward to partnering with you as we pursue our mission of educating **all** Martin County students for success.

Sincerely,

John D. Millay, Ph.D. Superintendent of Schools

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Jensen Beach High School 2875 NW Goldenrod Road Jensen Beach, FL 34957

Phone (772)232-3500 • Fax (772)232-3699

https://www.martinschools.org/o/jbhs

STAFF DIRECTORY					
Title	Name	Extension	Email		
Principal	Lori Vogel	37111	vogell@martinschools.org		
Assistant Principal	Andrew Connolly	37122	connola@martinschools.org		
Assistant Principal	Stacy Reese	37103	reeses@martinschools.org		
Assistant Principal	Lauren Thompson (Graff)	37104	graffl@martinschools.org		
Assistant Principal of Athletics	Ronald (RJ) Costello	37105	costelr@martinschools.org		
Dean of Students	Kathleen Wonnell	37125	wonnelk@martinschools.org		
Principal's Secretary	Marilena Guarino	37111	guarinm@martinschools.org		
Front Office Secretary	Danielle Karam	37100	karamd@martinschools.org		
Athletic Secretary	Jennifer Schroeder	37184	schroej@martinschools.org		
Dean's Office Secretary	Gina Holcomb	37106	holcomg@martinschools.org		
Attendance Secretary	Melanie Jennings	37129	Jenninm@martinschools.org		
Registrar	Tanita Braswell	37109	braswet@martinschools.org		
Bookkeeper	Kristina Ward	37107	wardk@martinschools.org		
Assessment Secretary	Anacelis Smith	37102	smitha1@martinschools.org		
Data Entry	Lourdes Martinez	37121	martinl2@martinschools.org		
School Counselor 9th Grade	Angela Kardos	37114	kardos@martinschools.org		
School Counselor 10th Grade	Diana Gutierrez	37127	gutierd@martinschools.org		
School Counselor 11 th and 12h Grade (A-G)	Jo Beckum	37130	beckumj@martinschools.org		
School Counselor 11 th and 12 th Grade (H-O)	Kim Saniscalchi	37116	sanisck@martinschools.org		
School Counselor 11 th and 12 th Grade (P-Z)	Lisa Thiesen	37128	thiesel@martinschools.org		
Guidance Secretary	Karissa Stecich	37113	stecick@martinschools.org		
Activities Director	Kathleen Wonnell	37125	wonnelk@martinschools.org		
Media Specialist	Jodi Wintercorn	37110	winterj@martinschools.org		
Health Assistant/Clinic	Joanne Getherall	37112	getherj@martinschools.org		
Plant Operator	Dana Martin	37108	martind@martinschools.org		
Cafeteria Manager	Jessica Lam	37150	lamj@martinschools.org		
School Resource Officer	Alan Shevak	37117	shevaka@martinschools.org		
School Resource Officer	Justin Seigler	37124	seiglej@martinschools.org		
OFFICE HOURS 7:3	30 am – 4:00 pm	SCHOOL I	HOURS 8:20 am – 3:05 pm		

Staff Directory

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 | 2022-2023 SCHOOL CALENDAR



JANUARY '23						
S	M	T	W	Th	F	5
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Teacher Work Day (Students Off)
- Classes Resume
- 16 Martin Luther King Jr. Day (Teachers & Students
- 17 Report Cards Posted

	5	м	T	W	Th	F	S
					1	2	3
	4	5	6	7	8	9	10
I	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

5	M	T	W	Th	F	S
		_	\vdash	\vdash	\vdash	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Secondary Report Cards Updated with EOC course grades when received from the Florida Department of Education

Bell Schedule





Martin County School District

2021-2022 Traditional Daily Schedule With A/B Lunch

	Duration	Time	Passing Time
Period 1	50 minutes	8:20 a.m. – 9:10 am	9:10 a.m9:14 am
Period 2	50 minutes	9:14 am-10:04am	10:04 am – 10:08 am
Period 3	50 minutes	10:08 am-10:58 am	10:58 a.m11:02 am
Period 4	50 minutes	11:02am-11:52 am	11:52 am-11:56 am
LUNCH A	30 minutes	11:52 am - 12:22 pm	12:22pm- 12:26 pm
LUNCH B	30 minutes	12:46 pm - 1:16 pm	1:16pm- 1:20 pm
Period 5	50 minutes With a 30 Minute Lunch	11:52 am – 1:16 pm	1:16 pm - 1:20 pm
Period 6	50 minutes	1:20 p.m 2:10 p.m.	2:10 p.m. – 2:14 p.m.
Period 7	51 minutes	2:14 p.m. – 3:05 p.m.	3:05 Dismissal

EDUCATE ALL STUDENTS FOR SUCCESS

Enrollment

All students enrolling in Jensen Beach High School must check into the Registrar's Office and fill out the appropriate forms. Children entering the District shall comply with F.S. 1003.21 and 1003.22. The following information is required:

New Students

(Out-of-state)

- 1. An up to date 680 Form issued by a Florida physician or through the Florida Department of Health, showing immunization verification of DPT, polio, two MMR's, tetanus, and hepatitis B.
- 2. Verification from a Florida doctor, dated within the last twelve (12) months prior to entering, indicating that the student has had a physical examination.
- 3. A parent signature permitting release of records from the child's former school.
- 4. Proof of date of birth.
- 5. <u>Two</u> forms of proof of Martin County/ Jensen Beach High School zone residency.
- 6. Social Security number. ****Optional ****

(Within State)

- 1. Proof of updated immunization, if not verified by the transferring school.
- 2. A parent signature permitting release of records from the child's former school.
- 3. Proof of date of birth.
- 4. Proof of Martin County/zone residency.
- 5. Social Security number. ****Optional***

Change of Address/Telephone

Report any change of residence or telephone number during the school year immediately to any member of the guidance staff. It is important for the school to have this up-to-date information in case of emergency.

Martin County District Resident Criteria

Policy 5120

According to State Law, it is a violation to falsify any information given to a governmental agency. A student who is not a legal resident of Martin County cannot come to this school unless he/she has the proper approval (Form #90). Those persons in violation will be removed from Jensen Beach High School directly after non-residence is discovered.

Residency Verification

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

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

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.

Parental School of Choice Plan

Policy 5113.01

This plan is designed to give families a choice in selecting from a range of schools offering varying educational program options. The current school attendance zones (neighborhood schools) will be maintained; students will continue in their assigned schools. Students in elementary, middle and high school will be eligible to complete a school choice application.

If a student is attending Jensen Beach High School on "School Choice" and truancy or a discipline problem occur, the student may be sent back to his/her "home" or originally assigned school immediately.

Academics

Registration

Registration occurs throughout the school year. When a student is registered, he/she will have an individual appointment scheduled with his/her counselor. For entering freshmen, a four-year plan of study will be developed during the freshman year. Parents are invited to the registration appointment to offer their input in developing the educational plan of study and/or to make the necessary program adjustments for their child.

- 1. With the assistance of their counselor, students will be registered for courses that are appropriate and necessary.
- 2. Students will be assigned to varying levels in academic courses based on teacher recommendation and classroom performance.
- 3. Students and their parents will be given a printout of the student's registration.
- 4. Students who are registered for courses will be obligated to attend the courses for which they have registered.

Drop/Add (including for Dual Enrollment)

See your child's school counselor for any course changes. Dual Enrollment students should follow the IRSC timelines that are outlined in the Dual Enrollment contract and the Martin County School District Dual Enrollment webpage.

Withdrawals

Policy 5130

The withdrawal procedure is as follows:

- 1. Students must have parental approval to withdraw.
- 2. Students wishing to withdraw should report to the registrar in the Guidance Office.
- 3. All textbooks and library books must be returned. All financial or other obligations are to be satisfied.
- 4. An exit interview with a Guidance Counselor is required.
- 5. Turn in your Student ID Card to the Registrar or pay a \$5.00 fee if you have lost it.

Subject Class Grade Changes

- 1. No grade may be changed after twenty (20) student attendance days following the end of a grading period without authorization from the teacher and the principal.
- 2. Grade changes must be reported to the registrar.
- 3. No grade may be changed after one calendar year of the completion of the course.

Schedule Changes

See your school counselor for any schedule changes.

Grading Scale

Grading Scale

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

Grade Determination

Please refer to the Student Progression Plan.

Grade Point Average (GPA)

An un-weighted grade point average is used to determine athletic and activity eligibility, honor roll, graduation, etc. All courses are included, and the average is based on a 4.0 scale with grades as follows:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0

Rank in Class

A weighted grade point average is used for class ranking purposes only. Extra weight is given to courses labeled by the Florida Department of Education as Honors, Advanced Placement or Dual Enrollment as well as Foreign Language at years III and above, Biology II, Chemistry II, Pre-calculus and Calculus. Please see the Martin County Pupil Progression Plan to obtain more detailed information about rank in class.

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

Parent(s):

- Monitor assigned homework and finished products
- Stay in communication with child's teachers to remain well informed of progress

Make-Up Work

Students who are absent from class are required to make up class work and/or tests. Students are responsible for arranging to make up all such work. Please refer to the Student Progression Plan.

Interim Reports and Report Cards

Interim Reports will be available 4 1/2 weeks into each quarter, as described in the District Calendar: The dates can be found on the 22-23 approved instructional calendar.

Report cards will be distributed nine (9) weeks into the semester, as described in the District Calendar: The dates can be found on the 22-23 approved instructional calendar.

End of semester report cards may be picked up in the guidance office shortly after school ends, or students may leave a self-addressed stamped envelope in the Registrar's Office and the report card will be mailed.

Report cards and state assessment score reports are available on FOCUS SIS.

Parent Conferences/Progress Reports

Parent teacher conferences are held twice a year. Conference dates for this school year are as follows: November 2nd, 5:00 pm - 8:00 pm and April 4^{th} , 5:00 pm - 8:00 pm Parents may arrange a conference with a teacher any time during the school year by calling the Guidance Department. However, daily access to grades and attendance is available by accessing Focus through the internet.

Weekly progress reports are also available for students who are having problems in school. Parents may request progress reports through the Guidance Department.

Grade Reporting System (Focus)

The link for FOCUS Parent Portal registration is

https://martin.focusschoolsoftware.com/focus/auth/

Purpose: Parent Portal Setup

Focus allows parents to directly log in to the school district's site, where they can view the information for their enrolled student(s). The district website provides step-by-step guidance for parents to set up their own Focus portal from the **Request Access** screen. If a parent has multiple children enrolled in the district, they can add each student individually. The district has set up the information requirements to create a parent account, and additional verification may be needed before student information can be accessed.

To complete the registration process you will need:

- 1. The last 4 digits of your child's social security number
- 2. Your child's student id number (ten- digit number beginning with 4300 which can be found on a prior report card or by contacting your child's school)
- 3. Your child's date of birth.

Final Exams

Per F.S. 1008.22 Student assessment program for public schools, a course that administers a statewide EOC assessment may not administer an additional final exam. The EOC will be used as the final cumulative exam for the course and will count as 30% of the grade. Secondary courses that currently administer an EOC are Civics, Algebra I, Geometry, Biology, and United States History. In an attempt to limit student testing, the Martin County School District has expanded the statewide EOC assessment to include courses that administer the FSA, AP and IB exams; no additional final exam will be administered in these courses. However, teachers of these courses may elect to assign a project, unit or chapter test to assess mastery of standards taught after the EOC, FSA, AP or IB exam.

Other courses may administer a final test, project or presentation to students.

Late Exam Policy

The Assistant Principal in charge of school attendance must approve late exams. If a student misses his/her appointed time to take a scheduled exam, he/she must provide documentation to explain why the exam was missed. The student will have ten days to make up the missed exam. Students who need to make up exams will need to schedule a time with the assistant principal or his/her designee.

Driver's Education

Policy 2432

Jensen Beach High School will offer driver's education during the school year. However, no high school credit will be given for the course.

Virtual High School

Policy 2370.01

This is a high school program that students can access through the Internet. In order for credit to be issued, approval must be arranged in advance with a school Guidance counselor. Driver's Education does count for credit or online requirement for graduation.

Certificate of Completion

*****Please refer to pupil progression plan for complete details*****

In order to earn a "certificate of completion" a student must:

- 1. Meet credit requirements for the appropriate graduation year,
- 2. Meet Florida State attendance requirements,
- 3. Be enrolled at Jensen Beach High School at least one (1) full semester.

Academic Advisement Flyer – What Students and Parents Need to Know

Standard Diploma Requirements Academic Advisement – What Students and Parents Need to Know

What are the diploma options?

Students must successfully complete one of the following diploma options:

- 24-credit standard diploma
- 18-credit Academically Challenging Curriculum to Enhance Learning (ACCEL)
- Career and Technical Education (CTE) Pathway
- Advanced International Certificate of Education (AICE) curriculum
- · International Baccalaureate (IB) Diploma curriculum

What are the state assessment requirements?

Students must pass the following statewide assessments:

- Grade 10 English Language Arts (ELA) or a concordant score
- Algebra 1 end of course (EOC) or a comparative score

Refer to <u>Graduation Requirements for Florida's</u>
<u>Statewide Assessments</u> for concordant and comparative scores.

Students enrolled in the following courses must participate in the corresponding EOC assessment, which constitutes 30 percent of the final course grade':

- Algebra 1
- Geometry
- Biology 1
- U.S. History

What is the difference between the 18-credit ACCEL option and the 24-credit option?

- 3 elective credits instead of 8
- Physical Education is not required
- Online course is not required

What is the difference between the CTE Pathway option and the 24-credit option?

- At least 18 credits are required
- 4 elective credits instead of 8
 - 2 credits in CTE courses, must result in completion and industry certification
 - 2 credits in work-based learning programs or up to 2 elective credits including financial literacy
- Physical Education is not required
- Fine and Performing Arts, Speech and Debate, or Practical Arts is not required
- Online course is not required

24 Credit Standard Diploma

4 Credits ELA

- ELA 1, 2, 3, 4
- ELA honors, Advanced Placement (AP), AICE, IB and dual enrollment courses may satisfy this requirement

4 Credits Mathematics*

- One of which must be Algebra 1 and one of which must be Geometry
- Industry Certifications that lead to college credit may substitute for up to two mathematics credits (except for Algebra 1 and Geometry)
- An identified computer science** credit may substitute for up to one mathematics credit (except for Algebra 1 and Geometry)

3 Credits Science

- One of which must be Biology 1, two of which must be equally rigorous science courses
- Two of the three required course credits must have a laboratory component
- Industry Certifications that lead to college credit may substitute for up to one science credit (except for Biology 1)
- An identified computer science** credit may substitute for up to one science credit (except for Biology 1)

3 Credits Social Studies

- 1 credit in World History
- 1 credit in U.S. History
- 0.5 credit in U.S. Government
- 0.5 credit in Economics

1 Credit Fine and Performing Arts, Speech and Debate, or Practical Arts*

1 Credit Physical Education*

· To include the integration of health

8 Elective Credits

1 Online Course

Students must earn a 2.0 grade point average (GPA) on a 4.0 scale for all cohort years and pass statewide, standardized assessments unless a waiver of assessment results is granted by the IEP team for students with disabilities.

- * Eligible courses are specified in the <u>Florida Course</u> Code Directory.
- **A computer science credit may not be used to substitute for both a mathematics and science credit.

^{*}Special note: Thirty percent not applicable if not enrolled in the course but passed the EOC (credit acceleration program [CAP]).

Scholar Diploma Designation

In addition to the requirements of section (s.) 1003.4282, Florida Statutes (F.S.), a student must satisfy the following requirements (per. s. 1003.4285, F.S.):

- Earn 1 credit in Algebra 2 or an equally rigorous course
- Pass the Geometry EOC
- Earn 1 credit in Statistics or an equally rigorous mathematics course
- Pass the Biology 1 EOC*
- · Earn 1 credit in Chemistry or Physics
- Earn 1 credit in a course equally rigorous to Chemistry or Physics
- Pass the U.S. History EOC*
- Earn 2 credits in the same World Language
- Earn at least 1 credit in an AP, IB, AICE or a dual enrollment course

*A student is exempt from the Biology 1 or U.S. History EOC assessment if the student is enrolled in an AP, IB or AICE Biology 1 or U.S. History course; takes the respective AP, IB or AICE assessment; and earns the minimum score to earn college credit.

Merit Diploma Designation

- Meet the standard high school diploma requirements
- Attain one or more industry certifications from the list established (per s. 1003.492, F.S.)

What are the additional graduation options for students with disabilities?

Two additional options are available only to students with disabilities. Both allow students to substitute a CTE course with related content for one credit in ELA 4, mathematics, science and social studies (excluding Algebra 1, Geometry, Biology 1 and U.S. History). The two options are as follows:

- Students with significant cognitive disabilities may earn credits via access courses and be assessed via an alternate assessment.
- Students who choose the academic and employment option must earn at least 0.5 credit via paid employment.

What is the CAP?

The CAP allows a student to earn high school credit if the student passes an AP examination, a College Level Examination Program (CLEP) or a statewide course assessment without enrollment in the course. The courses include:

- Algebra 1
- Geometry
- Biology 1
- U.S. History

FLORIDA DEPARTMENT OF EDUCATION

State University System (SUS)

Admission into Florida's public universities is competitive. Prospective students should complete a rigorous course of study in high school and apply to more than one university to increase their chance for acceptance. To qualify to enter one of Florida's public universities, a first-time-in-college student must meet the following minimum requirements (credit earned by industry certification does not count for SUS admission):

- High school graduation with a standard diploma, a minimum of a 2.5 GPA, and admission test scores meeting minimum college-ready test scores per Board of Governors (BOG) Regulation 6.008
- 16 credits of approved college preparatory academic courses per BOG Regulation 6.002
- 4 English (3 with substantial writing)
- 4 Mathematics (Algebra 1 level and above)
- 3 Natural Science (2 with substantial lab)
- 3 Social Science
- 2 World Language (sequential, in the same language or other equivalents)
- 2 approved electives

State University System of Florida

The Florida College System

The 28 colleges of the Florida College System serve nearly 800,000 students. Colleges offer affordable and stackable workforce credentials including certificate programs, associate in science degrees and associate in arts degrees, which transfer to a bachelor's degree program. Many colleges also offer workforce bachelor's degree programs in areas of high demand. All Florida College System institutions have opendoor admissions for students who earned a standard high school diploma or an equivalent diploma or successfully earned college credit.

Florida College System

Career and Technical Colleges and Centers

Florida also offers students 49 accredited career and technical colleges or centers throughout the state, which provide the education and certification necessary to work in a particular career or technical field. Programs are flexible for students and provide industry-specific education and training for a wide variety of occupations.

Career and Technical Education Directors

Where is information on financial aid located?

The Florida Department of Education's Office of Student Financial Assistance administers a variety of postsecondary educational state-funded grants and scholarships.

Office of Student Financial Assistance

August 2020

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.

Athletics

FALL SPORTS

TALEST ONTO			
Bowling	Jennifer Schroeder/Aaron		
	Gilbert		
Cross Country – Boys	Dana Martin		
Cross Country – Girls	Mark Colbert		
Football	Tim Caffey		
Golf – Boys	Sam Elliott		
Golf – Girls	Guy Power		
Swimming/Diving	April Sparling		
Volleyball	Mike Sawtelle		
Cheerleading – Football	Katrina Resch		

WINTER SPORTS

Basketball – Boys	Ryan Power
Basketball – Girls	Quintina Harris
Soccer – Boys	Richard Soviero
Soccer – Girls	AJ Diaz
Weightlifting – Girls	TBA
Wrestling	Tom McMath
Cheerleading - Basketball	TBA

SPRING SPORTS

Baseball	Corey Cooke	
Softball	Sarah Gillooly	
Flag Football	Aaron Gilbert	
Tennis	TBA	
Track – Boys	Kindell Rivers	
Track – Girls	TBA	
Lacrosse – Boys	Brent Mahieu	
Lacrosse – Girls	Bob Windsor	

Eligibility

Policy 2431

Jensen Beach High School offers the opportunity for its students to participate in a wide variety of interscholastic sports programs. All participating student athletes must meet the eligibility requirements of the Martin County School Board, the Florida High School Athletic Association, and Jensen Beach High School. Prior to one's participation, he/she must be ruled eligible by the principal. The following are required in order for the athletic director to review and present for approval:

- 1. Original birth certificate with seal which will be copied and returned to the athlete.
- 2. Physical form certified by a physician stating that the student athlete is approved for athletic participation.
- 3. Enrollment in school within the first ten days of the school year or confirmation of situation concerning transferring into school after the ten day period.
- 4. Eleventh and twelfth graders must have a cumulative 2.0 grade point average on a 4.0 unweighted scale in all courses taken through the end of the previous quarter.
- 5. Ninth and tenth graders must have the same OR must have earned a 2.0 grade point average on a 4.0 un-weighted scale in the courses taken in the previous quarter alone, provided the student signs an academic performance contract with the school and attends summer school as necessary.
- 6. Middle school students, who want to participate in interscholastic athletics as freshmen in the first semester of their freshman year, must have been regularly promoted (not administratively placed), must have carried a normal class load, must have done satisfactory class work and must have maintained satisfactory conduct.
- 7. Students must have a Parent Permission/Emergency Medical Treatment form on file in the athletic department.
- 8. All students must be in attendance at least one-half of the school day in order to participate in practices or games.

NO ATHLETE IS ALLOWED TO PARTICIPATE IN A PRACTICE OR GAME WITHOUT A PHYSICAL ON FILE IN THE ATHLETIC DEPARTMENT.

Jensen Beach High School has an excellent athletic program, with many opportunities for student participation. Students are expected to behave in an exemplary manner at all athletic events. Students are expected to be courteous and considerate when in contact with students, parents and adults from other schools.

Hazing

Policy 5516

The Martin County School District and Jensen Beach High School forbid hazing in any form. No student shall conspire to engage in hazing, participate in hazing, or commit any act that causes or that is likely to cause bodily damage or physical and/or mental harm. Hazing of any kind is to

be reported to a teacher, coach and/or an administrator on campus immediately. Violation will result in an immediate suspension from athletics/school sponsored activity and possible further disciplinary actions from school authorities.

Attendance

Attendance Policies and Procedures

Policy 5200

Jensen Beach High School will provide a safe and friendly environment which is conducive to student learning. In accordance with Florida law and school board rules, the school is designed to operate toward high levels of student achievement, which can only be realized when each student is in school, on time and participating in every class, every day. It is the responsibility of every parent and student to uphold and abide by the attendance policies.

Occasionally, it may be necessary for a student to be absent. When the student is absent, the parent should call, e-mail, or write a note to the Attendance Office on the day of the absence.

Parents will receive a recorded message to notify them of their student's absence. The absence must be explained in writing within ten (10) days of the students return to school. Failure to provide such certification by the tenth day will result in the absence being "unexcused". IF YOU DO NOT CALL, EMAIL OR WRITE WITHIN TEN DAYS OF THE ABSENCE, YOUR CHILD'S APPEAL MAY BE DENIED.

Acceptable reasons for an excused absence are as follows:

- Illness of the student (A doctor's statement may be required to excuse more than 3 consecutive absences).
- An accident resulting in bodily injury to the student.
- A death in the immediate family of the student.
- An observance of an established religious holiday in line with the recorded specific faith of the student.
- A subpoena by a law enforcement agency or a court appearance.
- Principal-approved participation in academic, vocational or non-vocational activities.
- Insurmountable conditions as defined by regulations of the state board and determined by the principal. As otherwise determined by the principal in accordance with state laws and School Board rules.

Mitigated Absences

For absences other than those deemed acceptable/excusable a mitigated absence form must be completed and submitted for administrative review/approval.

If a student has excessive absences, a referral may be made to the Student Services Office/Social Worker, and the Division of Motor Vehicles. They will contact the parents, either in person or in writing, making the parents aware of the statutory requirements concerning

absences. If a student has fifteen unreported absences, in any ninety-day period, the student may lose their driver's license.

Activity Attendance Guidelines

Students must be present at school a minimum of 90% of the school days. If, at any time, a student exceeds the established 10% absentee rate (unexcused), he or she may immediately become ineligible to participate in all athletics and extra-curricular school activities including, but not limited to, all games, practices, rehearsals, performances, meetings, field trips, dances, socials, ceremonies, and banquets. The participation restriction will continue until the student re-attains a 90% attendance rate. All attendance will be reviewed and calculated every 20 days. Participation privileges can be restored on the day the student is in compliance. Excused absences will be reviewed by the Assistant Principal over Student Services and/or the Attendance Committee. Students parking on campus who accumulate 10 or more unexcused absences may get their parking privileges revoked.

Attendance Policy for Athletes

Athletes are expected to be in attendance at school in order to participate in an athletic activity that day. The school policy emphasized that the athlete MUST attend at least one-half of the school day in order to participate in an athletic event. Exceptions to this rule must be cleared PRIOR to the absence with the principal. All athletes should be made aware of this policy on the first day of practice.

College Visits

Students are allowed two college visits per half credit course (semester). Any college visits beyond two per semester will not be excused. Students must submit official documentation from the university to the Attendance Office, upon return to school.

Tardy Policy

Policy 5230

Tardy to Class

Students who are tardy to class will receive an After-School Detention every time they are tardy. Being on time to class is defined as being in class and ready to begin work when the tardy bell rings. Consequences for being tardy to class are:

- Any Tardy: After School Detention (ASD) 1 hour
- Excessive Tardiness: Extended detention 2 hours, Parent Conference and/or driving privileges may be suspended or revoked.

Tardy to School

STUDENTS TARDY TO SCHOOL MUST REPORT TO THE ATTENDANCE OFFICE.

STUDENTS TARDY TO SCHOOL MUST REPORT TO THE ATTENDANCE OFFICE. Consequences for being tardy to the 1st block of the day are:

- 1-5: Warning
- 6-7: Lunch Detention
- 8-10: After School Detention 1 hour
- Excessive Tardiness: Extended detention 2 hours Parent Conference and/or driving privileges may be suspended or revoked. JBHS will, however, ALLOW each student Five (5) excused tardies per semester or 18-week grading period to the student's first class of the day. An excused tardy must be a Physician's note, a court subpoena, or a signed parent note. Any unexcused tardies beyond the 5th excused tardy will earn a discipline consequence as listed above.

Truancy/Skipping Policies

Students who are truant from school or skip class will be subject to disciplinary consequences that may include but are not limited to: extended 2-hour detention or parking privileges being suspended or revoked.

Off Campus Passes

When a student needs to leave campus, the student should bring a note to the Attendance Office, prior to class starting at 8:20 am. ALL NOTES MUST HAVE A VALID TELEPHONE NUMBER TO VERIFY THE REQUEST, THE TIME THE STUDENT IS LEAVING AND WHO IS PICKING UP THE STUDENT or IS A SELF_DRIVER. IN THE EVENT THE PARENT/GUARDIAN CANNOT BE CONTACTED, A PASS WILL NOT BE ISSUED. The student will be given a pass to leave class at the designated time and an Off-Campus pass will be left at the Front Desk for the parent to sign. Leaving school grounds without a pass will result in a referral to the Dean's Office.

Only students with a medical (dental) excuse or court appointment are permitted to leave school and return. Documentation is required upon return.

Students are not allowed to leave school for lunch.

Discipline Plan

Policy 5500

The administration and faculty of Jensen Beach High School fully support the discipline policies published in the Martin County School District Code of Student Conduct. Each student at Jensen Beach High School receives a copy of this publication and is responsible for knowledge of the rights and responsibilities contained in the booklet. Furthermore, we believe that no student should be allowed to interfere with a teacher's right to teach or a student's right to learn. We accept the responsibility of not allowing students to cause harm to themselves or others. For a complete listing of infractions and consequences, please refer to the Code of Student Conduct.

(Will insert link for Code of Student Conduct once approved)

NOTE: Possession shall be defined as on one's person or under one's control anywhere on school campus which would be considered part of one's possession, including but not limited to the student's locker, car, book bag, purse, desk.

Students who are involved in fighting, violence, stealing, using profanity towards a staff member, defiance, leaving campus without permission, the use or possession of drugs, alcohol and/or related paraphernalia, tobacco products, or firearms, or any action which presents a danger to the student or others are subject to immediate suspension. Other infractions of school rules could result in a variety of consequences that include, but are not limited to, warnings, conferences, referral to the Guidance Counselor, After School Detention, extended 2 hour detention, Out of School Suspension, recommendation for alternative placement, and/or recommendation for expulsion.

Fighting/Physical Altercation

Students who argue, taunt, name call, or use abusive language, but are not involved in physical contact may be subject to suspension. If such verbal abuse results in a physical confrontation (fight), the student may be given up to ten (10) days out-of-school suspension. A student who approaches another student for the purpose of fighting and makes no contact is subject to suspension. If the aggressor hits first, he/she may be given up to ten (10) days out-of-school suspension. If the second party hits back, he/she may be given up to ten (10) days out-of-school suspension.

After School Detention

The After-School Detention program helps students to learn appropriate behavior by participating in a silent study hall and/or behavior modification exercise under the direction of a teacher in a one-hour after school session. After school detentions will be held on designated days excluding early release days and holidays, from 3:00 p.m. until 4:00 p.m. Parents will be notified of the ASD assignment either by phone or by note carried home by the student.

After School Detention Rules

- 1. Students must report on time or will not be permitted to stay and serve.
- 2. Students must bring enough school related work to occupy them the entire detention time.
- Students may not eat, drink, talk, sleep or use cell phones or any other electronic device in detention. Non-cooperative behavior or poor attitudes may be referred to the Dean's Office with recommendation for stronger disciplinary action (extended detention or OSS).
- 4. Students who do not attend detentions on their assigned date will have their assignment doubled; receive an extended detention or OSS. If a student is suspended for missing detention, he/she will be expected to make up the missed detention as well as serve the OSS.
- 5. Any infraction of after-school detention rules may result in further disciplinary action.

Extended Detention – 2 hours

On designated days students are assigned work details on campus for many infractions committed during the week that require behavior modification but are not sufficiently serious to warrant suspension from school. During that time a teacher directs students in clean-up details around campus. The students' parents provide transportation for the assigned sessions. Students must report on time or will not be permitted to stay and serve.

Out of School Suspension

Students are suspended from school for serious misconduct that may represent a danger to the student or others at Jensen Beach High School or otherwise represent unacceptable behavior of a Jensen Beach High School student. Such behaviors include, but are not limited to, fighting, violent behavior or speech, theft, smoking, open defiance of authority, possession of banned materials or substances, or repeated minor offenses. When a student is to be suspended, parent(s) are notified by phone if possible, with a follow up letter describing the reason and duration of the suspension. Suspended students are given due process rights. DURING THE SUSPENSION THE STUDENT IS NOT ALLOWED ON CAMPUS OR AT ANY SCHOOL RELATED ACTIVITIES OR FUNCTIONS.

Due Process Rights and Responsibilities

Policy 5610

The Code of Student Conduct, which has been distributed to ALL students, lists the specific guidelines for disciplinary action and the due process provided each student. Please be familiar with this booklet and refer to it for further information.

Student Removal

Policy 5610 & F.S.1003.32

Students should note that a teacher has the right to remove habitually misbehaving, violent or abusive students from his/her class who prevent learning for other students.

Tobacco/Vapor Products

Policy 5512

Smoking on school property will be considered a major infraction and is a misdemeanor. It is also against school board rule for any student, regardless of age, to be in possession of tobacco products, smoking paraphernalia, vape pens or electronic cigarettes at school or at school functions. It should be noted that use of tobacco or tobacco products is prohibited by students, faculty or guests anywhere on Martin County School property.

Alcohol and Other Drugs

The illegal possession, use, or distribution of drugs and intoxicants or other controlled, illegal substances on school property or in connection with any school related activity is prohibited by school board policy, as well as by the law, and is cause for suspension and/or expulsion from

school. A student possessing, buying, selling, or dealing drugs shall be recommended for expulsion.

Firearms

Any student apprehended in possession of a loaded or unloaded gun, which could be capable of discharging a projectile, including but not limited to pellet guns and B.B. guns, shall be recommended to the Superintendent for expulsion. This prohibition against firearms on campus includes the possession of a gun or storing of a gun in a school facility or on school grounds or at school sponsored functions, including vehicles parked on school grounds. Any student apprehended with a facsimile of a firearm (toy, replica, etc.) or using one in a threatening manner shall be subject to suspension and/or recommendation for expulsion.

Items to be confiscated

Sunglasses, hats, toys, glow sticks, ear buds, cards, cell phones, blue tooth speakers, smart watches, IPods and other items that are considered infractions of the Code of Student Conduct will be confiscated and stored for parent pickup. Skates, skateboards, etc., are not allowed on campus. The school will not be responsible for the loss of or damage to, any confiscated items. Items NOT picked-up by July 1st will become the property of Jensen Beach High School.

Zero Tolerance

Please refer to the Martin County School District Secondary Code of Conduct for specific statute language.

Student Dress Code

Policy 5511

A. Right

Students have the right to learn without being offended or distracted by the way other people are dressed.

B. Responsibility

Students have the responsibility to dress neatly, be clean, and well groomed, and avoid dressing in a manner that offends or distracts others.

C. General

Clothing or hairstyles worn by students of all grades shall be neat and clean (not distracting or disruptive to the learning environment), and shall not present a safety or health hazard to the wearer or to others.

D. Procedures

- 1. Clothing that exposes the torso is not allowed. Clothing that displays/exposes cleavage is not allowed. The following examples include but are not limited to what is considered unacceptable: tube tops, tank tops, spaghetti straps and halters, bare back or midriff clothing, skin-tight clothing, see-through clothing, bathing suits (except with permission for specified events).
- 2. Skirts, skorts, and dresses may be no shorter than two (2) inches above the top of the knee. Shorts must be no shorter than four (4) inches above the knee.
- 3. Appropriate undergarments must be worn but shall not be exposed, i.e., boxer shorts, underwear, bras. Pajamas shall not be worn to school.

- 4. Students must wear shoes at all times. Slippers or shoes with containers, cleats, wheels, or tap shoes are prohibited. Athletic shoes may be required for physical education classes. Shoes with laces and/or straps must be secured at all times.
- 5. Headgear (with the exception of safety helmets) are not to be brought to school unless for medical purposes. Students may wear sunglasses, hats, or other sun-protective wear while outdoors during school hours, such as when students are at recess.
- 6. No clothes or accessories with metal studs, ornaments, chains, or other objects which can scratch furniture, damage property, or cause harm to oneself or others, may be worn.
- 7. Clothing, jewelry, and accessories shall not convey messages that are crude; vulgar/profane; violent/death-oriented (Gothic); gang related; sexually suggestive; and/or promoting alcohol, drugs, or tobacco.
- 8. Clothing which is not worn appropriately, is not properly fastened, or has tears or holes will not be permitted.
- 9. Pants, jeans, slacks, and shorts must be worn to the top of the hipbone or higher. Pants must be secured at the hip, must not be baggy or oversized and the hem of the pant leg must not drag on the ground.
- 9. No hairstyle, jewelry, or tattoo that is a distraction to the learning environment is allowed. These samples are not all-inclusive but serve as a guide for individual schools. Individual schools may have a stricter <u>Dress Code Approved by the school advisory council (SAC)</u>, but all such restrictions must be justifiable with a rationale related to the health, safety, or welfare of the students. All school dress codes should be reviewed and approved by the Superintendent/Superintendent's designee before implementation.

Violation of Dress Code

- A. Students may be subject to disciplinary action for violation of dress code.
- B. Students may be provided alternate clothing at school to comply with the dress code.
- C. Parents will be requested to bring alternative clothing to the school, and/or the student will be subject to disciplinary action when s/he violates the dress code.

Consequences for dress code violations will be as follows:

1st Offense – Warning/Parent phone call 2nd Offense – Lunch Detention 3rd Offense - After School Detention (ASD) 4th Offense – Extended Detention 5th Offense – In School Solutions

Cheating

What is cheating?

- 1. Copying someone else's work, test or homework,
- 2. Looking or glancing around the room during a test, particularly in the direction of another

- student's desk,
- 3. The use, attempted use, or giving or attempting to give any unauthorized materials or means in a testing or homework situation, including using a "cheat sheet", notes taken in class, information written on hands, desk, body parts, clothing, book covers, or any other material,
- 4. Talking during a test, for any reason,
- 5. Plagiarizing: representing someone else's work as your own. This includes, but is not limited to:
 - a. Word for word copying of a source, (this includes internet sources)
 - b. Copying sections of someone else's work,
 - c. Modifying a small portion of someone else's words,
 - d. Incorrect documentation, or
 - e. Making up sources.
- 6. Using someone else's work as a guide without permission or authorization,
- 7. Sharing assigned homework by doing only a portion with the intent of exchanging that portion for a portion done by another student,
- 8. In physical activities, lying about the amount or completion of an activity, such as number of sit-ups or cutting through laps, is considered cheating,
- 9. A teacher may reasonably assume a student is cheating or attempting to cheat if an assignment which is handed in is identical, item for item, in appearance to another student's work.

What Disciplinary Action May Be Taken?

- 1. "0" on test/assignment, no make-up,
- 2. Parent notification/conferences,
- 3. Referral to deans for documentation, parent contact, warning, and/or disciplinary action,
- 4. Referral to guidance for counseling.

General Information

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.

Communication Protocol				
Activities-Athletics- Discipline	Attendance	Academics		
Teacher/Coach/Sponsor	Teacher	Teacher		
Appropriate Assistant Principal	Appropriate Assistant Principal	Appropriate Assistant Principal		
Principal	Principal	Principal		
Director of Student Services	Coordinator of Student Services	Director of Curriculum & Instruction		
Deputy Superintendent	Director of Student Services	Assistant Superintendent of Academics		
Superintendent	Deputy Superintendent	Deputy Superintendent		
	Superintendent	Superintendent		

Guidance Department

Policy 2411

The purpose of guidance services at Jensen Beach High School is to help students develop educational and career plans, learn about career opportunities, and gain increased understanding of their individual abilities and interest. The ultimate goal of the Guidance Department is to work closely with teachers, administration and staff to create and maintain a school environment that will promote the growth of all students. Jensen Beach High School counselors are to provide individual and group counseling, arrange parent/teacher conferences, and coordinate the school's testing program, assist students with applications for college/financial aid, help students with special needs, and play a major role in registering and scheduling students for classes.

School Counselor 9th Grade	Angela Kardos	37114	kardos@martinschools.org
School Counselor 10th Grade	Diana Gutierrez	37127	gutierd@martinschools.org
School Counselor 11th and	Jo Beckum	37130	beckumj@martinschools.org
12h Grade (A-G)			
School Counselor 11th and	Kim Saniscalchi	37116	sanisck@martinschools.org
12th Grade (H-O)			
School Counselor 11 th and	Lisa Thiesen	37128	thiesel@martinschools.org
12 th Grade (P-Z)			
Guidance Secretary	Karissa Stecich	37113	stecick@martinschools.org

Media Center

Policy 8215

The media center will be an inviting area to encourage use by students, teachers, and staff. Current print and audio-visual materials will be maintained, and nationally accepted media center guidelines used.

A. Media Center Hours

The school media center will be open at least fifteen (15) minutes before school, throughout the school day, and at least fifteen (15) minutes after school. The media center will be open and available every school day.

B. Schedules

There shall be no regularly scheduled classes (other than library classes) in the media center. Complete classes must be previously scheduled and supervised by the teacher. Individuals and small groups may come at any time as space and conditions permit.

C. Area Use

Use of the media center is for educational pursuits and not for disciplinary reasons or as a "holding area".

D. Number of Books

A student may check out any reasonable number of books at any time as determined by the media specialist. An exception to this rule shall concern "on reserve" units as requested by teachers.

E. Reference Books

Sets or parts of sets may be checked out from the media center provided the media center owns more than one set.

F. Curriculum

The media specialist should be involved in curriculum development and be informed of needs.

G. **Inventory**

A physical count of books and materials shall be made at the close of each school year and submitted to the principal and District Director of Media on the proper form. The media centers are to remain open during inventory.

H. Discards

Books no longer in condition for media center use may be removed from inventory and disposed of properly. A shelf list of discarded books should be kept.

I. Budget

Each media specialist should be informed and kept current on budget amounts related to the media center and responsible for keeping expenditures within the same. Purchase order copies will be made available to the media specialist.

J. Selection of Materials

Each school is to establish a Selection Committee to review and recommend the purchase of new materials to the media specialist. Approval rests with the Coordinator of Media and Technical Equipment or Director of Secondary or Elementary Education.

K. Objectionable Materials

Any complaint or objection to the use of the selection of a library book will be brought to the attention of the principal. A Request for Reconsideration of Instructional or Library Materials will be completed, and the same procedure followed as for any other instructional materials.

Student Activities

All activities are coordinated through the director of student activities. An activity booklet, which lists all clubs and organizations on campus, is available to interested students and parents. All athletic events are coordinated through the athletic director. Available activities and sponsors are as follows:

Director of Student Activities Kathleen Wonnell – 37125 wonnelk@martinschools.org

Athletic Director
RJ Costello – 37105
costelr@martinschools.org

Eligibility for Activities

Interscholastic and Extracurricular Activities

Interscholastic athletics and sports have a positive impact on students and are an integral part of the school experience, benefitting the community as a whole. The program should foster the growth of school loyalty within the student body and stimulate community interest in athletics. Participation in the district's interscholastic athletics programs is a privilege.

All high schools are members of the FHSAA and are governed by its rules and regulations. All district students (including transfer students) shall satisfy the eligibility requirements established by the FHSAA, Florida law, and school board policy.

A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in Policy 2431.01 – Participation by Transfer Students. A student's eligibility to participate in any interscholastic or extra-curricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to F.S. 1006.20.

The school board authorizes the superintendent, principals, and assistant principals to prohibit a student from participating in extracurricular activities of the school district for offenses or violations of the Student Code of Conduct.

A student not currently suspended from interscholastic or extra-curricular activities, or suspended or expelled from school, pursuant to School Board policy and Florida law, is eligible to participate in interscholastic and intra-scholastic extra- curricular activities.

In addition, student athletes are further subject to the Florida High School Athletic Association (FHSAA) Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

Extracurricular Grade Point Average Requirement

To be eligible to participate in interscholastic extracurricular student activities, a student entering the 9th grade must be regularly promoted and thereafter must maintain a cumulative unweighted grade point average of 2.0 or above on a 4.0 scale. Students in the 9th and 10th grades may participate without having a cumulative 2.0 grade point average, if they agree to an Academic Performance Contract as prescribed by State Statute.

Additionally, a student must maintain satisfactory conduct, and, if a student is convicted of, or is found to have committed a felony or a delinquent act which would have been a felony if committed by any adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities may be denied by the principal.

Student Government Advisor

Class of 2023 Mrs. Hance and Ms. Silvia
Class of 2024 Mr. McIntyre and Mrs. Pigott
Class of 2025 TBA
Class of 2026 Mr. Gilbert

School Health Information

Related School Board Policies 2410 and 5330

General Information

Martin County School District employs a Licensed Practical Nurse (elementary) or Certified Nursing Assistant (middle & high) for each school campus. Clinic staff work under the direction of District Registered Nurses. Registered school nurses oversee and delegate to school site staff in addition to developing Individual Care Plans, and emergency action plans for students based on physician orders and with parent consultation.

Emergency Contact Form

Every student is required to have an emergency information form (formerly known as a "yellow card") completed annually. This form not only includes emergency contact information but also includes important health information such as allergies and current medical diagnosis and conditions, along with the name of their health care provider. This form gives parental permission for screenings and to share personal health information in cases of health and safety emergencies. All parents/guardians are responsible for updating their information with the school in case of a move or change in phone number. If the phone number is wrong in the school's database, school personnel will not be able to notify the parent/guardian in case of an emergency. In case of a serious accident or emergency, emergency services will be called, and the school personnel will call the other numbers on the student's contact list to try to get in touch with the parents/guardians.

Immunizations and Communicable Disease

In some cases, children who are suspected of having a contagious disease will be excluded from school until a physician or medical practitioner has evaluated them. The student must bring a note from the medical practitioner when they return to school.

Communicable Disease Control: Florida Stature 1003.22 requires a physical exam and grade-specific immunization to attend schools in Florida. Temporary medical or permanent medical exemptions must be authorized by a medical provider on the required form. Religious exemptions can only be issued from the Health Department. A student will be excluded from school until compliance to these requirements are met. The FL Department of Health Required School Immunization schedule can be found at https://www.floridahealth.gov/programs-and-services/immunization/children-and-adolescents/schedules-and-requirements/index.html#schedules

Illness

Sick children should not be sent to school. If a student becomes sick at school, a call will be made to the parent or guardian to come pick up the student. A student who is sent home with a fever of 100.4 degrees or higher must stay home the following school day (if not the day before a weekend or holiday). In most other cases the student may return the next day or when they have no vomiting or other symptoms for 24 hours without medication before being sent back to school

School Clinic

The school clinics cannot be used for the treatments of illnesses/injuries that happened off school property. School clinic staff cannot make a diagnosis or suggest that symptoms might be due to a certain disease. Please contact your healthcare provider to obtain a diagnosis for your child's condition. Sick or injured students must have a pass and their student ID to report to the clinic. Students are not permitted use cell phones to call home due to illness and request to be picked up during the school day, outside of the clinic. Any student in violation of this rule may subject to disciplinary action per the <u>Code of Student Conduct</u>. Clinic services include the following:

- Health room access for illnesses occurring at school/ First aid for injuries
- Assistance with medications

If your child has a special health need, it is best to discuss it with the clinic staff on campus. An individualized health plan or emergency plan, developed by a Registered Nurse, may be needed. The primary responsibility of the clinic staff is to take care of the students. Some of their other responsibilities include:

- Teaching staff about student needs
- Gathering health information on students
- Calling parents
- Updating health records for students
- Making decisions in emergencies

Medication

No internal or external medication, prescription or non-prescription will be given at school unless a Physician's Authorization of Medication form (form #135) is filled out and signed by the patient's doctor. These forms are available in the clinic and <u>on</u> the school district website. The medication will be kept in the clinic. No medication will be taken into the classroom. The administration of prescription medicines to pupils by school personnel will be done only in exceptional circumstances wherein a student's health may be in jeopardy without it.

If medication is to be administered by school personnel, it must be under the following conditions:

1. A signed form #135 (Physician's Authorization of Medication for a Student at School) by the parent/guardian and physician with specific directions for administration **must** be

submitted to the clinic.

- 2. A bottle with the pharmacist's label designating patient's name, instruction, name of drug and name of physician must accompany form #135.
- 3. For each prescribed medication, the student's guardian shall provide to the clinic a copy of the completed form #135.
- 4. The prescription or non-prescription medication must have a pharmacy label that coincides exactly with the information on the form #135.
- 5. When initially submitted, an over-the-counter medication must be unopened.

Only emergency first aid will be rendered in schools. School personnel are prohibited from dispensing drugs or medication to students unless they are prescribed, and a physician and the parent or guardian has signed the necessary permission form #135. The school is responsible for emergency handling of sudden illness or accident but is not responsible for subsequent treatment.

Temporary Crutches and Wheelchairs

Students requiring temporary <u>crutches</u> and <u>wheelchairs</u>: Students who need to have crutches or a wheelchair are required to present a doctor's note specifying how long they will need to use the assistive device. The doctor or physical therapist should fit the child for correct crutch size and ensure proper training for gait and use. The student must report to the clinic before entering the classroom. The note from the doctor alerts the school to make the necessary accommodations for the student. Emergency evacuation plans must be made for any student needing these accommodations.

State Mandated Health Screenings (Performed by The Dept. Of Health – Martin)

Kindergarten – Vision/Hearing 1st Grade – Vision/Hearing/BMI 3rd Grade– Vision/BMI 6th Grade– Vision/Hearing/BMI/Scoliosis

School personnel may recommend additional screenings. Participation in the mandated health screenings is voluntary. Permission for these screenings is on the emergency card. Parents/guardians whose student has failed a mandated screening will be notified of the results. It is the parent's responsibility to have the child seen by the appropriate practitioner after being notified by the school of a failed screening.

Sunscreen

Students can 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.

FOOD AND NUTRITION SERVICES (FNS) DEPARTMENT INFORMATION

Mission Statement

Providing the resources to nourish student success.

For the latest information, please visit our website at https://www.martinschools.org/page/food-nutrition-services or contact us via phone at 772-223-2655 ext. 58100 or via email at AskFNS@martinschools.org.

National School Breakfast & Lunch Programs

The Martin County School Food & Nutrition Services Department provides breakfast and lunch to students through the federally funded National School Breakfast and Lunch Programs. School meals are required to meet the *Dietary Guidelines for Americans*. To receive federal reimbursements, school meal programs must offer "reimbursable" meals that meet strict federal nutrition standards. These standards require schools to offer a balance of fruits, vegetables, low-fat or fat-free milk, whole grains and lean protein. Additional information pertaining to the National School Breakfast and Lunch Programs can be located at - www.fns.usda.gov.

Menus

Students and families can view the school menus, nutrition data and allergen information on the Nutrislice webpage, www.martinschools.nutrislice.com. The menu is also available on the Nutrislice 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?".

Reimbursable Meals

USDA has set nutritional standards and guidelines for meals served in schools.

Breakfast - students are offered at least 4 meal components (protein, fruit, whole grain, and milk). Students are required to take at least 3 of these components - *one component must be a fruit to qualify as a reimbursable meal.*

Lunch - students are offered at least 5 meal components (protein, fruit, vegetable, whole grains and

milk) - one component must be a fruit or vegetable to qualify as a reimbursable meal.

A La Carte/Smart Snacks

Students often need snacks to help them get enough calories (ENERGY) throughout the day. Choosing healthy snacks that add nutrients to their diets may be necessary. Smart snacking is a great way to meet this need. The Smart Snacks - school standards ensure that all foods and beverages available for sale to students are tasty and nutritious. The standards incorporate science-based nutrition guidelines and set limits on the amount of calories, sodium, fat and sugar. For more information regarding smart snacks, please visit the following site. https://www.fns.usda.gov/cn/tools-schools-focusing-smart-snacks Students are permitted to use money from their account to purchase a second entrée/meal as well as Smart Snacks. Parents may restrict their students from purchasing snacks by submitting a written request

to the school's cafeteria manager.

Food Allergies & Menu Modifications

At the beginning of each new school year, parents must communicate with the Food & Nutrition Services Department or school Cafeteria Manager regarding all dietary needs (including food allergies).

The cafeteria will provide menu substitutions for students who have a qualifying dietary need that is certified in writing by the student's acting physician. Please have your student's acting physician complete a **Medical Request for Special Dietary Accommodations form.** This form can be located on the Food & Nutrition Services webpage or from the school's cafeteria manager. Once the form is submitted to the school, please allow up to 10 business days for processing. During this time, students must pack meals from home. An alert will be placed on the students account after it is processed listing the food allergy.

All Medical Request for Special Dietary Accommodations forms must be completed annually OR when changes occur to the dietary needs during the school year.

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 influence 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.

Free and Reduced Meal Applications

As a non-profit participant of the National School Breakfast and Lunch programs, the district must make available free or reduced priced meals to all eligible students. All Florida districts participating in the National School Breakfast and Lunch Programs 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 for free or reduced priced meals. A Notice of Direct Certification letter will be sent to the household of listed students who are eligible for direct certification benefits. Parents are permitted to decline this benefit by returning the notification letter to the Food & Nutrition Services (FNS) Department Office indicating a decline of benefits. If a sibling is not listed on the Notice of Direct Certification letter, we ask the parent to please notify the FNS office in order to extend the free breakfast and lunch benefits to other family siblings. If you do not receive this letter within the first 30 days of school, please fill out the application for free and reduced-price meals at myschoolapps.com. Please submit only one application per family, listing all Martin County students. Household members who are not attending a school in the Martin County School District should be listed in the household member section of the application. Once an application is submitted, the FNS Department will process it within 10 business days. During this timeframe, please have your student bring money for school meal purchase or pack meals from home. Parents may apply for free/reduced meals by filling out an application online at myschoolapps.com or by filling out a paper application. Paper applications can be obtained through the school cafeteria manager or the FNS Office located at 1050 East 10th Street, Building 13, Stuart FL 34996. Free/reduced meal 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 any questions you may have to the cafeteria manager at your school or the FNS Office by calling 772-223-2655 ext. 58100.

Meal Payment and Charges

The cafeteria is on a computerized system for accounting. Parents may deposit money, view purchases and make online payments by accessing their child's account at **www.myschoolbucks.com**. Deposits and

payments may also be made with the cashier in the cafeteria. Parents may deposit any amount of money into their child's account to purchase food items. It is the parent and student's responsibility to keep meal account balances positive. We encourage parents to periodically check their student's account

to make certain the student is current. The student is also able to see the remaining balance after each purchase made in the cafeteria.

Meal Charging: Elementary school students are allowed to charge up to two (2) days' worth of meals (two breakfasts and two lunches). After the 2nd day, the student will receive an alternate meal. Parents of the students who charge will be contacted, by phone, after their child has charged one meal to bring money in for the student or to pack a meal for the child. If the charges are not paid, and the student wants a meal, an alternate reimbursable meal will be provided to the student. Students will not be permitted to charge a la carte items.

Meal Charging: Middle and High school students are allowed to charge up to one (1) days' worth of meals (one breakfast and one lunch). After the first day, the student will receive an alternate meal. Parents of the students who charge will be contacted, by phone, after their child has charged one meal to bring money in for the student or to pack a meal for the child. If the charges are not paid, and the student wants a meal, an alternate reimbursable meal will be provided to the student. Students will not be permitted to charge a la carte items.

Cafeteria Rules

To make the cafeteria run smoothly, students must be polite and considerate of one another. Please follow the rules listed:

- 1. Pick up all trash and place it into trash cans; throwing trash into trash cans is prohibited
- 2. Littering is prohibited.
- 3. Loud and/or boisterous behavior will not be tolerated.
- 4. Sitting on tables is prohibited.
- 5. When buying food, join the serving line at the end; please DO NOT CUT IN LINE.
- 6. Food and drink will not be allowed out of the cafeteria. Water will be allowed out of the cafeteria for students during their lunch period only. Students may eat outside when they bring their own lunch or purchase food from the outside cafeteria windows.
- 7. Students violating these rules will receive disciplinary action.
- 8. Students may not leave the cafeteria areas during lunch.
- 9. Students may not give money to friends in line to buy something for them, that will be considered cutting in line.

Bus Regulations

Policy 5610.04

Riding a school bus is a privilege. Improper conduct on the bus will result in that privilege being denied. Only regularly scheduled bus students are to ride the school buses. On the first day of school, students must complete Emergency Orange Cards. Orange Cards should be and obtained from and returned to the Bus Driver. Students shall not throw or yell out of the school bus windows. Parents and/or students will be held responsible for damage caused by violation of this policy. No tape players, radios, IPods, cell phones or televisions are allowed.

For bus safety reasons the following rules must be observed:

- 1. Be on time. The bus cannot wait for those who are tardy.
- 2. Stand off the roadway while awaiting the bus.
- 3. Remain in a seat at all times while the bus is moving.
- 4. Keep arms and heads inside the windows.
- 5. Avoid unnecessary conversation with the driver.
- 6. Keep conversation to a low tone.
- 7. Eating and drinking on the bus is prohibited.
- 8. Possession of tobacco and/or smoking on the bus is prohibited.
- 9. Wait for the driver's signal before crossing the road.
- 10. Cross the road in front of the bus.
- 11. Respect the driver and his/her instructions.

NOTE: School Code of Conduct is in effect at all times on the bus, at bus stops, and in route to and from the bus stop. Students not complying with bus rules/code of conduct will be subject to disciplinary action and/or loss of bus riding privileges.

Seat Belts on School Buses

Whenever lap belts are provided on school buses, each student is required to secure and wear the lap belt when the bus is in motion (F.S. 316.6145).

Technology

Cell Phones, Smart Watches and Other Wireless Communication Devices

The possession of a cellular telephone, Smart Watches, iPod's, MP3 players, etc. is not, in and of itself, a violation of the Code of Student Conduct. The Code of Student Conduct allows for the possession of cellular telephones; however, when the cellular telephone disrupts the educational process then it would be a violation of the Code of Student Conduct.

Cellphone, headphones/AirPods, Smart Watches are not to be used during the school day – 8:20am-3:05pm. If students are in violation of this expectation, the item will be confiscated.

Wireless Devices - Communication Letter - Jensen Beach High School

Bring Your Own Device (HIGH SCHOOL)

Students are allowed to bring and use their own personal technology device to connect to the District Wi-Fi network and Internet for use during classroom instructional activities directed by instructional personnel. The District is not liable for content that is accessed or charges that may be incurred if a student chooses to use his/her personal data pan to access the Internet. 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. MCSD is not liable for any device stolen or damaged on campus. MCSD will NOT replace or provide financial restitution for any stolen or damaged personal electronic device. The use of technology to access educational material is a privilege. When abused, privileges will be revoked, and disciplinary consequences will be issued. All students and parents must sign the Responsible Use Guideline Agreement acknowledging and adhering to the following but not limited to:

- Devices are only allowed to be used in the classroom with teacher permission and for educational purposes only.
- Devices will NOT be allowed in the common areas (outside café, hallways, courtyard, media center, gym).
- Devices must be in silent mode while on school campus and while riding the bus.
- Students are not allowed to use any device to photograph or record (either audio or video format) another person on school property at any time.
- Devices may not be used for any purpose that promotes academic dishonesty.
- Students are prohibited from processing or accessing information by "hacking", altering, or bypassing MCSD network security policies.
- Students will not participate in any 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(s) occurs, disciplinary action will be issued as deemed appropriate by the MCSD Code of Conduct and JBHS Student Parent Handbook.

Internet Use

Policy 7542

In order for a student to have Internet access, all students and parents must sign the Responsible Use Guideline Agreement form located on the back page of the Martin County School Code of Conduct Book given out at the beginning of each year.

In addition, students having Internet access on campus are bound by the following rules.

- 1. Students will obtain permission to use computers from the faculty member responsible for the equipment. This will be done each time prior to logging on to the system.
- 2. Students will use the Internet or other electronic information sources only for assigned research in conjunction with an approved science project or other assigned research report.
- 3. Students will not treat computers as toys. They will not "surf" for entertainment nor play

- games. Downloading any copyrighted material such as movies or music is prohibited.
- 4. Students who follow links that are labeled with an assigned topic, only to find inappropriate, obscene, or offensive material, will immediately report it to their teacher. The teacher will record that URL and any links that a student followed to the inappropriate site.
- 5. The faculty will, to the extent practical, warn other students doing similar research to avoid the offensive site. However, this is no guarantee that every student will be forewarned in every case. Students will not intentionally search for offensive sites or enter offensive sites after having been warned of their nature. Those who do will lose their privilege to use the computers and may be subject to additional disciplinary action.
- 6. Students will not change any settings on District issued computer equipment that is not part of normal and usually accessible user settings.

If students refuse to comply with the above guidelines, the following consequences will apply: students will lose Internet privileges and/or receive disciplinary action.

Educational Technology Department Responsibilities

The Educational Technology department's Site Support Technician will assess the laptop fee for the student and make the fee available in FOCUS. When the Site Support Technician enters the type of damage, the fees are automatically assigned in FOCUS. The Educational Technology department provides pictures of the damage, if needed. These photos are taken at the time the laptop is turned in for repair or replacement. ThrillShare will be used to communicate all fees with parents.

School Site Responsibilities

The school site will need to communicate with the student's parent through ThrillShare that their student has been charged a fee for a damaged or replaced laptop. The school site will collect the laptop fees that will be submitted to the Finance department to be reimbursed to the Educational Technology department.

Student Laptop Fees Information

- The laptop fees are subsidized by the Martin County School District. The student/parent is not being assessed the actual full cost for these repairs. The fees assessed are not the full cost of repair. The school district subsidizes roughly 40-60% of the hardware and labor costs to repair a student laptop. For instance, the student/parent is charged \$200 to replace a lost/damaged laptop when the laptop is beyond economical repair. The actual cost of the laptop is \$330 as of June 2022.
- Laptop fees are assessed based on the amount of damage and the student's financial status.
- The maximum fee is assessed if the laptop is considered unrepairable.
- Students will receive a functional district-owned laptop. All laptops are thoroughly inspected and confirmed to be 100% operational before it is issued. The age of an

- individual laptop can be determined by looking at the asset tag. For example, the 2^{nd} and 3^{rd} digits indicate the year the laptop was purchased.
- When a student has been assessed a third fee, the Educational Technology department will not issue a device to the student until receiving authorization from the school administrator.
- If a payment plan for a damaged laptop is needed, the principal will develop a plan based on the student's individual circumstances.

The following table contains the fee schedule broken out by general categories of damage.

Status	Reason	Fee
Lost	Charger	\$25
Lost	Lost Laptop	\$200
Lost	Stolen Police Report = Yes	\$200
Lost	Withdrawn	\$200
Returned	Bezel	\$50
Returned	Biohazard (Body Fluid)	\$200
Returned	Broken Power Port	\$200
Returned	Camera Non-Functional	\$50
Returned	CB Daughter-Board	\$50
Returned	Charger	\$25
Returned	Cracked Screen-Repairable	\$50
Returned	Damaged Webcam	\$50
Returned	Hazardous Waste	\$200
Returned	I/O Port	\$50
Returned	Keyboard	\$50
Returned	Lid	\$50
Returned	Motherboard	\$200
Returned	Mouse Pad	\$50

Returned	NIC Pins	\$200
Returned	Repair Cost is Greater Than Value	\$200
Returned	Roach Infestation	\$200
Returned	Shattered Screen-Unrepairable	\$200

Videos/Photographs

The taking of videos or photographs on campus or at school-sponsored events without permission is prohibited. In cases where the video or photograph taken is in connection with inappropriate student behavior or the photographing of staff, the taking of such or the possession of such will result in consequences including suspension.

Bullying and Harassment

Policy 5517.01

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

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

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

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

Bullying and harassment also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or

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

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

Hall Passes

Students that leave a classroom for any reason, including restroom, guidance, attendance, dean's, administration, or another teacher's classroom are required to have a "Hall Pass". Students outside of their class without their "Hall Pass" are subject to disciplinary action. No passes shall be provided to students to use the vending machines during class.

Textbooks

Textbooks, including dual enrollment books, are state owned, on loan to students. Students are responsible for maintaining textbooks issued to them. Reasonable wear and tear is expected, but students must pay for textbooks that have been abused or lost. A new textbook may not be issued until the lost book is paid for and a receipt is shown to the teacher. Payment is made to the bookkeeper. If a lost book is subsequently found, a student may obtain a refund.

ID Cards

ID cards must be carried at all times while on campus. Students who do not carry the card as required or who do not present their card to a member of the school staff when asked to do so, will face disciplinary action. If the card is lost, it must be replaced immediately in the Deans' Office/Student Services at a cost of \$5.00. In addition to being required for identification purposes during the school day, students will need ID cards to leave campus, to purchase lunch in the cafeteria, to attend dances, to purchase tickets to school events and for admittance to the prom, to borrow library books, and to attend other school events.

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.

Parents should pick-up/drop-off their student(s) ONLY in the designated "Student Pick-up Area". Please do NOT use student or faculty parking lots from 7:00 a.m. until 3:30 p.m. Please do not pick up/drop off students on the roadways. This creates both a safety and traffic concern.

Parking on Campus

Parking decals can be purchased in the Dean's Office and must be displayed properly. Students must park in the student parking lot and are not permitted in the faculty/visitor lot. Violators will be subjected to discipline consequences and/or lose their Jensen Beach High School parking privileges. Students may only park in their ASSIGNED space. Students are required to obey all speed limits, including the 10 miles per hour in the parking lots. Improper parking or improper driving on campus will result in the loss of parking privileges. Students must maintain a cumulative 2.0 un-weighted GPA in order to acquire or keep parking privileges. Parking decals are sold according to graduating class and GPA.

Students who miss 10% or more days (excused or unexcused) of school the first semester (Aug-Dec) will lose their parking privileges for the 2nd semester (Jan-June). No refunds will be given. ONLY SENIORS AND JUNIORS WITH PASS MAY PARK ON CAMPUS. Students allowing other students to use their assigned space or parking decal will face loss of driving privileges and/or other disciplinary actions.

Driver's License Law

According to F.S. 322.091 a driver's license will be available to 15, 16, 17-year-old students only if they are enrolled in some form of educational or training program. The law also requires schools to report to the Department of Highway Safety and Motor Vehicles (DHSMV) the names, dates of birth, sex, and social security numbers of minors who accumulate 15 unexcused absences in a period of 90 calendar days. This legislation provides that those minors who fail to satisfy attendance requirements will be ineligible for driving privilege.

Bicycle/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 or other electric and battery-operated rolling-type pedestrian conveyances are strictly prohibited on school property.

Announcements and Bulletin Notices

The daily bulletin will be read aloud in class or presented via closed-circuit television during class. The bulletin may also be posted in classrooms. All public address announcements and bulletin

notices must be approved by the administration prior to their being disseminated in any fashion.

Assemblies

ATTENDANCE IS MANDATORY AT ASSEMBLIES. Failure to attend an assembly will be treated the same as skipping class. Appropriate behavior is expected of all students at assemblies.

If a student buys a ticket to any voluntary activity, he/she must attend that activity or remain in class. During some assemblies, students will be required to sit in a designated area with their classroom teacher.

Trips/School Sponsored Activities

All students are subject to the same school rules from the time that they leave campus until the time that they return. The penalties for infractions are generally the same as if they occurred on campus.

Prom, Homecoming, and Other Selected Events

The following rules and regulations will be in effect for events:

- 1. A valid JBHS ID card will be required for entry. Driver licenses will be accepted ONLY for guests.
- 2. All guests must be under 21 years of age. Middle school students will not be permitted to attend.
- 3. Anyone who is not a junior or senior at JBHS will be considered a guest (except for homecoming).
- 4. A Guest Approval form must be completed and submitted in order for a guest to obtain a ticket.
- 5. Any student presently or previously enrolled at our school must be or must have been a student in good standing, or he/she will not be permitted to attend. A student's good standing will be determined by the dean and/or the assistant principal in charge of discipline, based upon the record and/or knowledge of the individual's behavior.
- 6. The Activity Attendance policy must be followed. See the policy on page 21.
- 7. All students must be in attendance at least one-half the day of the event to be eligible to participate.

Guest Approval Process

- 1. Students should pick up Guest Approval forms from the Dean's Office/Student Services.
- 2. Students must complete the Guest Approval form in its entirety including the JBHS student information, parent approval of guest, guest information, and the guest's school administrator approval.
- 3. Students should bring the completed Guest Approval forms to the Dean's Office/Student Services for JBHS administrative approval. Students must have a copy of their guest's student ID or driver's license attached.
- 4. After JBHS administrative approval, the student should use the Guest Approval form to purchase tickets for the event.
- 5. Event staff will collect the Guest Approval forms and bring them to the Dean's

- Office/Student Services.
- 6. Note: All JBHS students and guests must sign a Zero Tolerance form.
- Administrators and the school resource officer will check the backgrounds of all guests. If guests do not clear the background check, the JBHS student will be notified and their ticket will be refunded.

Loitering in Hallways, Stairwells and Parking Lots

Students cannot stand, wait or loiter in hallways and stairwells before, during or after classes. Once on campus, students must immediately leave their vehicles and enter campus. No loitering in parking lots will be permitted before or after school.

Out of Bounds Area

Out of Bounds areas are defined as those locations that are considered off-limits to all students because of safety concerns. Violations of the Out of Bounds Area policy will result in disciplinary action. The following are designated as out of bounds areas:

- Parking Lots. Administrative approval is required to enter the parking lot during the school day.
- Gymnasium and Athletic Fields. Only students scheduled for Physical Education are permitted in these areas during the school day.
- Interior stairwells during class time/before and after school. Students are only allowed to use interior stairwells during the change of classes. Students needing to use the stairs during classes, before, or after school must use the exterior stairwells located in the front of Building 4.
- Cafeteria and Lunch Areas. Students are only permitted in the cafeteria or lunch area during their scheduled lunch period.
- Elevators. Only students who have obtained an Elevator Pass from the Clinic may use the elevator.
- Any area outside the doors or gates of the Jensen Beach High School courtyard or any area in the future that the Jensen Beach High School administration shall designate as an out of bounds area.
- Interior stairwells during class time/before and after school- Students are only allowed to use interior stairwells during the change of classes. Students needing to use the stairs during classes, before, or after school must use the exterior stairwells located in the front of Building 4.
- Cafeteria and Lunch Areas- Students are only permitted in the cafeteria or lunch area during their scheduled lunch period.
- Elevators-Only students who have obtained an Elevator Pass from the Clinic may use the elevator.
- Any area outside the doors or gates of the Jensen Beach High School courtyard or any area in the future that the Jensen Beach High School administration shall designate as an out of bounds area.

Physical Education Lockers

All students taking Physical Education are required to have a P.E. locker. Lockers and combinations should not be shared with others. Under no circumstances should money or valuables be left in P.E. lockers or unlocked in the locker room. The school will not be held responsible for stolen articles. Lockers are the property of the school and may be inspected at any time.

Physical Handicaps

If a student has a physical handicap that would hinder participation in the normal school routine, a doctor must furnish a written statement to the school health aide.

Food or Drink in the Classroom

There is no food allowed in the classroom. Students carrying their lunch to school must keep it in an appropriate bag or container and not take it out or eat it during class time. Clear water in the original water bottle is the only drink that is allowed in the classroom. All other forms of drink and cups will be confiscated; this includes drinks bought from the soda machines. Violation of the food and drink policy may result in discipline consequences being assigned.

Vending Machines

The use of vending machines is prohibited during classes. Students purchasing drinks from a vending machine during classes will have the drink confiscated and may also be subject to disciplinary actions. All vending machines are operated by a private business and Jensen Beach High School assumes no responsibility for money lost or damaged goods received from vending machines. School personnel are unable to give refunds from vending machines. No passes shall be provided to students to use the vending machines during class.

Fundraising

Policy 5830

All fundraising activities must be submitted to the administration for approval two weeks in advance of the activity. There are penalties for not following fundraising guidelines. Once a student signs for a product, he/she is responsible for the full monetary value of the product. JBHS is not responsible for lost or stolen monies or products. No unauthorized sales will be tolerated on campus.

School Visitors

Policy 9150

All visitors must report to the Front Office where they will be given assistance. No student visitors will be permitted on Jensen Beach High School's campus unless they are on official school business. All other student visitors will be considered trespassers. Friends or relatives visiting are NOT permitted to visit during school hours. Visitors need to wear their visitor pass at all times while on campus. If parents and/or family are on the school campus to attend a special event, they should report directly to the Front Office for a visitor's pass and instructions for seating.

Lost and Found

All books and personal property found should be taken to the Dean's Office/Student Services and may be claimed there.

Pledge of Allegiance

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

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

Moment of Silence

In accordance with Chapter 1003.45, Florida Statutes, the District will observe a moment of silence each school day this year. This moment of silence will occur during first period or at the beginning of the day.

In accordance with the Statute, the District will not make suggestions as to the nature of any reflection that a student may engage in during the moment of silence. Families are encouraged to discuss the moment of silence with their child(ren) and to make suggestions as to the best use of this time.

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.

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.

Volunteers

Policy 8120

Volunteers can register 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

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.

Use of Facilities After School Hours

After a student's school day has ended, he/she is expected to leave campus except in cases where the student is involved in a school-sponsored, after-school activity. The school cannot permit students to remain on campus, unsupervised, after school hours.

Fire Drills and Emergency Evacuations

Fire drill evacuation routes are posted in classrooms. The signal to evacuate will be the loud continuous ringing of the fire alarm system. Students are to evacuate quietly and walk single file quickly to the area designated, leaving books, sweaters or jackets, etc., in the classroom.

Windows and doors are to be closed, but not locked. Students may return to the classrooms and buildings when the all clear signal is sounded. If the evacuation signal sounds during the time students are in halls between classes, students should proceed immediately to the nearest exit and wait some distance from the buildings for the "all clear" signal. In the event of evacuation for other emergencies, similar procedures as for fire drills will be used.

Nuclear Power Plant Evacuations

TO THE PARENTS OF STUDENTS ATTENDING PUBLIC SCHOOL IN THE NORTHERN MARTIN COUNTY AREA Your child's school is located within a 10-mile area surrounding Florida Power and Light's St. Lucie Nuclear Power Plant. Federal Law requires that local government develop evacuation plans for this area. We have no reason to believe there will be an incident at the nuclear facility, which would in any way endanger the public. However, our concern for the health and safety of your children has prompted the development of evacuation safeguards in the remote possibility that students should have to be moved from the affected area. DO NOT ATTEMPT TO PICK UP YOUR CHILD FROM THE EVACUATED SCHOOL. SHERIFF'S OFFICE DEPUTIES, ALONG WITH SCHOOL AUTHORITIES WILL NOT ALLOW ANYONE TO PICK UP THEIR CHILDREN ONCE AN EMERGENCY EVACUATION HAS BEEN DEEMED NECESSARY. Children attending Jensen Beach High School, Jensen Beach Elementary or Felix A. Williams Elementary or visiting the Environmental Studies Center will be transported to a special reception center at Martin County High School, 2801 S. Kanner Highway, Stuart or to the alternate reception center at South Fork High School, 10205 SW Pratt Whitney Road, Hobe Sound. Local radio and television stations will announce when and where parents may pick up their children. For further information, contact Martin County School District Department of Student Service, at (772) 219-1200 ex. 30425 or the Martin County Division of Emergency Management, at (772) 287- 1652.

Emergency Management Director

Lockdown Situations

Certain emergencies may require a "lockdown" instead of an evacuation. In such instances, the school administration will use the public address system and/or other methods of communication to notify students and staff that a lockdown is in effect. Plain simple English will be used rather than a code. A lock-down is necessary when an intruder or event is jeopardizing the safety of the students and staff. School personnel have been instructed in the event of a lock-down to secure the area in which they are located. Staff and students are to remain in their secured area until an "all-clear" signal is given by administration.

Parents will be notified through an automated phone call when a lock-down is initiated at their child's school and when it is lifted. Parents can also expect a call from the school principal recapping the lockdown at the end of the day.

Student responsibilities in a lockdown situation are as follows.

- 1. Remain in classrooms.
- 2. Follow directions of the teacher.
- 3. Remain calm and quiet; cell phones should be in the off position.
- 4. Initiate no actions that would reveal your physical presence in the room or place yourselves in danger.
- 5. Do not leave the room under any circumstances unless specifically directed to by an adult authority.
- 6. Those out of classrooms will follow the directions provided by the adult authorities. If no adult authority is present, head for the closest inhabited classroom and follow the directions of the adult authority in that room.
- 7. Take no other actions until the "all clear" signal is given. Instructions will be provided at that time.

Common Questions:

Can I call or email the school?

No. Please refrain from calling or emailing the school directly during a lockdown. The primary responsibility of the school administration and staff is to maintain safety and security for everyone at the location.

Information will be delivered to parents via phone calls as it is available. Updates will also be made on the District website at www.martinschools.org

Can I pick up my child during a lockdown?

No. Parents cannot pick their children from school during a lockdown. Dismissal time and pickup information will be communicated via phone calls and the District website as it is available.

What should I do?

Parents should be alert for phone calls from the school district and can also monitor the District's website at www.martinschools.org for updates. They may also monitor local news media (TV, radio, internet) for information. Parents should remain calm and know that their child's school is doing everything to keep students and staff safe.



Please consult the Martin County School District website for a detailed District Assessment Calendar.			ent	

Non-Discrimination/Anti-Harassment Policy

- 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.
- 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:

Lisa Estevez
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

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 <u>annually</u> 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

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:
 - Political affiliations:
 - 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;
 - Critical appraisals of other individuals with whom respondents have close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 - 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.

Homebound/Hospitalized Program





Exceptional Student Education Department

Dear Parents of Martin County 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 of 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 BEFORE A REFERRAL CAN BE MADE FOR THE WEEKS 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 Jamie Parton, ESE Program Specialist, at 772-219-1200 extension 30538 or email at partonj@martinschools.org.

Sincerely.

Wilma Almestica-Sanchez

Coordinator of Exceptional Student Education

Dr. John D. Millay, Superintendent

School Board Members: Tony Anderson • Victoria Defenthaler • Michael DiTerlizzi • Marsha Powers • Christia Li Roberts "An Equal Opportunity Agency"

THE SCHOOL BOARD OF MARTIN COUNTY, FLORIDA 1939 SE Federal Hwy.. Stuart, Florida 34994 • Telephone (772) 219-1200 Ext: 30422 • Fax: (772) 219-1228



Exceptional Student Education Department

Estimados Padres de Familia de los Estudiantes del Districto Escolar del Condado de Martin:

Durante el año escolar, algunos estudiantes no pueden asistir a la escuela durante períodos prolongados debido a alguna enfermedad. Para mantener la continuidad en el programa académico durante una enfermedad extendida, un estudiante puede ser elegible para recibir servicios de instrucción en el hogar o en el hospital. (Tenga en cuenta, que algunos cursos pueden no ser apropiados para la instrucción en un ambiente de hogar/hospital).

La consideración para participar en el programa confinado en el hogar/hospital, requiere una declaración de un medico de que el estudiante no les es possible asistir a la escuela por tres o más semanas consecutivas, debido a una seria condición médica identificada. ESTO NO SIGNIFICA **OUE EL ESTUDIANTE DEBE ESTAR AUSENTE DURANTE TRES SEMANAS ANTES** DE QUE UN REFERIDO PUEDA HACERSE PARA LA CONSIDERACIÓN DE SU ELIGIBILIDAD PARA EL PROGRAMA CONFINADO EN EL HOGAR/HOSPIAL. Esto significa que tan pronto como el estudiante se enferme y no pueda asistir a la escuela, se puede hacer un referido en el formulario (#212) del Districto Escolar del Condado de Martin para el programa confinado en hogar/hospital, con la declaración de un médico de 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 obtener información específica o para referir a un estudiante para el programa confinado en hogar/hospital, comuníquese con Jamie Parton, Especialista del Programa ESE, al 772-219-1200 extensión 30538 o envíe un correo electrónico a partoni@martinschools.org.

Sinceramente,

Wilma Almestica-Sanchez

Coordinator of Exceptional Student Baucation

Dr. John D. Millay, Superintendent

School Board Members: Tony Anderson • Victoria Defenthaler • Michael DiTerlizzi • Marsha Powers • Christia Li Roberts "An Equal Opportunity Agency"

Notice Regarding Collection of Social Security Numbers

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

- I. Collection
 - A. Social security numbers shall be collected only when allowed by law or when necessary for the performance of the school system's duties.
 - B. The District shall collect the social security number of each applicant and employee for the following purposes:
 - 1. Verification of citizenship or immigration status, as required by the U.S. Department of Homeland Security or other governmental agencies;
 - 2. Employee benefit processing, including membership in the Florida Retirement System, health insurance, prescription, insurance, or other benefits offered to employees by the School Board;
 - 3. Compliance with reporting requirements of the I.R.S., U.S. Social Security Administration, Florida Agency for Work Force Innovation, and such other official reporting responsibilities imposed by law.
 - 4. Processing pre-employment and post-employment criminal background checks required by law.
 - 5. For such other purposes as may be directed by the employee, such as direct deposit of wages or salary, etc.
 - C. Social security numbers or federal employer identification numbers shall be collected from all vendors to facilitate vendor record keeping by the School Board and to permit compliance with income reporting requirements of the U.S. Internal Revenue Code, including but not necessarily limited to issuance of U.S. Internal Revenue Form 1099.
 - D. Social security numbers <u>may</u> 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 Checklist¹ is to support parent's involvement in their child's educational progress by identifying actions and linking to resources² 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.

Just Take 20 http://www.justtake20.org/ Practical, easy-to-implement reading activities that establish literacy as a lifelong value.	AskALibrarian.org https://askalibrarian.org/ The human search engine
Just Read, Families! http://www.fldoe.org/academics/standards/just-read-fl/families Suggestions and resources to help build your child's reading skills.	Floridastudents.org http://www.floridastudents.org/ Source for Florida Standards Student Tutorials and Resources.
Florida Standards Assessments (FSA) https://fsassessments.org/users/students-and- families.stml General information about the Florida Standards Assessments (FSA) and links to other FSA resources.	FloridaShines.org https://www.floridashines.org/ 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.
Exceptional Student Education- Parent Involvement Forparents.florida-ese.org	Special Education Toolkit https://www.pta.org/home/family- resources/Special-Education-Toolkit

¹Reference Florida Statute 1002.23(3). The Florida parent Checklist must be issued each school year to all parents of students in grades K-12.

²Resource 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.
П	Reinforce the school's behavioral expectations.

RESOURCES:

RESOURCES.			
Positive Behavior Support Home Matrix http://flpbs.fmhi.usf.edu/resources_family.cfm	Bullying Prevention http://www.fldoe.org/safe-schools/bullying-prevention.stml		
Become a Martin County School District Volunteer https://www.martinschools.org/Domain/245	Engaging Youth in Service Youth.gov/youth-topics/civic-engagement-and-volunteering/how-can-youth-be-successfully-engaged-service		
Martin County School District Student Community Service program Get information about student community service, opportunities and forms to get service hours on transcripts. https://www.martinschools.org/Domain/4645	"Citizenship - It All Starts Here!" an online Civics tutorial for students in the seventh grade https://www.floridastudents.org/PreviewResource/StudentResource/1 16268 or http://www.cpalms.org/uploads/resources/116268/AccessibleVersion. pdf		
Helping Your Child Become a Responsible Citizen https://www2.ed.gov/parents/academic/help/citizen/citizen.pdf	Youth, Social Media and Digital Civic Engagement https://www.socialstudies.org/positions/youth-social-media-and-digital- civic-engagement		

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.

Career planning	Help Kids Start to Think About Careers	
https://www.kuder.com/k-20-education/students-parents/	https://kids.usa.gov/teens/jobs/index.shtml	
Financing Future Education Goals	Goal Setting Guide Sheet	
https://www.floridashines.org/go-to-college/pay-for-college	http://trio.ucsd.edu/ files/staff forms/SMART%20goal	
Time Management and Goal Setting		
https://uwosh.edu/car/time-management-goal-setting/		

School to Home Commmunication

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.

Tips for Communicating With Teachers Effectively	The Parent-Teacher Conference
http://www.pta.org/programs/content.cfm?ItemNumber=1758	Readingrockets.org/pdfs/edextras/19842-en.pdf
Parent-Teacher Conference Tip Sheets	Parents of children with ADHD preparation for meeting
http://www.hfrp.org/var/hfrp/storage/fckeditor/File/Parent-	with teachers.
Teacher-ConferenceTipSheet-100610.pdf	https://www.additudemag.com/prepare-for-parent-
Tips for Parents on Parent-Teacher Conferences	
http://www.nea.org/home/60103.htm	



DISTRITO ESCOLAR DEL CONDADO DE MARTIN -LISTA DE VERIFICACION PARA LOS PADRES

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:

- Refuercen el progreso académico de su hijo(a), especialmente en el área de lectura;
- Refuercen el carácter de buen ciudadano, especialmente con destrezas sociales y respeto para los demás.
- Refuercen la comprensión de su hijo(a) de grandes expectativas y de trazar metas de aprendizaje para toda la vida: v
- Enfaticen 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:

Just Take 20 (Sólo demora 20) http://www.justtake20.org/ Actividades de lectura prácticas y fáciles de implementar que establecen literatura como algo valioso de por vida.	AskALibrarian.org https://askalibrarian.org/ Motor de bùsqueda humano
Just Read, Families! (İSólo lean, Familias!) http://www.fldoe.org/academics/standards/just-read- fl/families Sugerencias y recursos para ayudar a su hijo a aumentar sus destrezas de lectura.	Floridastudents.org http://www.floridastudents.org/ Fuente de Recursos y Tutoriales de los Exámenes Normalizados de la Florida para Estudiantes.
Florida Standards Assessments (FSA) https://fsassessments.org/users/students-and- families.stml Información General sobre los Exámenes Normalizados de Florida (FSA) y enlaces a otros recursos FSA.	FloridaShines.org https://www.floridashines.org/ FloridaShines trabaja con 40 facultades y universidades y otros socios para ayudarle a tener éxito en la escuela y en el futuro. Chequean los transcripts. Registran para tomar cursos online. Buscan en bibliotecas en todo el estado y le ayudan a brillar.
Educación para Estudiantes Excepionales – Participación de Padres Forparents.florida-ese.org	Herramientas para Educación Especial https://www.pta.org/home/family-resources/Special-Education-Toolkit

Referencia 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 descurbrir información para fortalecer la participación de los padres.

CIUDADANIA

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:

NECONSOS!			
Matriz para el Apoyo de Comportamiento en Casa http://flpbs.fmhi.usf.edu/resources_family.cfm	Prevención de Bullying http://www.fldoe.org/safe-schools/bullying-prevention.stml		
Sea un Voluntario del Distrito Escolar de Martin County https://www.martinschools.org/Domain/245 Programa de Servicio a la Comunidad del Condado de Martin Obtenga información sobre servicio estudiantil a la comunidad, oportunidades y cómo hacer que las horas se reflejen en los transcripts. https://www.martinschools.org/Domain/4645	Hacer que los Niños participen en Voluntariado Youth.gov/youth-topics/civic-engagement-and- volunteering/how-can-youth-be-successfully-engaged-service "Ciudadanos – İTodo Comienza Aquí!" Un tutorial en línea para estudiantes de 7mo grado https://www.floridastudents.org/PreviewResource/StudentResource/1 16268 or http://www.cpalms.org/uploads/resources/116268/AccessibleVersion. pdf		
Ayudando a que su hijo(a) sea un Ciudadano Responsable https://www2.ed.gov/parents/academic/help/citizen/citizen.pdf	Juventud, Media Social y Participación Cívica Digital https://www.socialstudies.org/positions/youth-social-media-and-digital-civic-engagement		

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.
П	Celebrar triunfos académicos.

RECURSOS:

Planeando la Carrera	Ayudar a los Hijos a Comenzar a pensar en Carreras		
https://www.kuder.com/k-20-education/students-parents/	https://kids.usa.gov/teens/jobs/index.shtml		
Financiando Futuras Metas Educativas	Hoja Guía para Trazar Metas		
https://www.floridashines.org/go-to-college/pay-for-college	http://trio.ucsd.edu/ files/staff forms/SMART%20goal		
Manejo del Tiempo y Trazar Metas			
https://uwosh.edu/car/time-management-goal-setting/			

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 Educacional o de monitoreo de progreso.
l	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.

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Readingrockets.org/pdfs/edextras/19842-en.pdf
Preparación para Reuniones con Maestros para los
Padres con niños con ADHD.
https://www.additudemag.com/prepare-for-parent-
P

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.

Awaiting Food and Nutrition flyer information for 2022-2023 SY- Will be sent once available	e
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Awaiting Food and Navailable	Nutrition flyer infor	mation for 2022-	2023 SY- SP – wi	l be sent once	

EDUCATE ALL STUDENTS FOR SUCCESS



www.martinschools.org



www.facebook.com/MartinCountySchoolDistrict



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