

MARTIN COUNTY SCHOOL DISTRICT

MARTIN COUNTY SCHOOL BOARD

Mrs. Lori Shekailo	District 1
Mrs. Sue Hershey	District 2
Mrs. Nancy Kline	District 3
Dr. David Anderson	District 4
Mrs. Laurie Gaylord	District 5

Dr. Sara A. Wilcox, Superintendent

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Mr. Henry Salzler Assistant Superintendent for Leadership Services, Instruction, and Planning

INSTRUCTIONAL SERVICES

Mrs. Delores Oliver Calloway	Executive Director for Instructional Services
Mrs. Terri D'Albora	Director of School Improvement & Curriculum
Dr. Joyce Holmes	Director of Exceptional Student Education
Mrs. Deanna Newson	Director of Staff Development and HRMD
Ms. Gail Williams	Director of Personnel
Mr. William Connolly	Coordinator of Student Services

NON-INSTRUCTIONAL SERVICES

Mrs. Julie Sessa	Director of Facilities & Planning
Mr. Chris Singley	Maintenance Manager
Mr. Willie Sauls	Director of Transportation

AN EQUAL OPPORTUNITY AGENCY

ROUTINES AT SEAWIND ELEMENTARY SCHOOL

<u>WHAT</u>	<u>TIME</u>	<u>SPECIFIC INFORMATION</u>
Arrival at School	7:25 a.m.	Supervision is not provided before 7:25 a.m.
If you are driving your child to school, please use the circular drive in front of the school.		
After 7:25 a.m.	Students eating breakfast go to cafeteria; others should go to these areas: K-2nd ◇ Cafeteria 3rd ◇ Computer 4th ◇ Art Room 5th ◇ Music Room	
First Bell Rings	7:45 a.m.	Students are dismissed to their classrooms.
Second Bell Rings	7:48 a.m.	Two minute warning.
School Day Begins (Late Bell)	7:50 a.m.	Students should be in their rooms by 7:50 a.m.
Late Arrival	After 7:50 a.m.	Late arrival - go to the office for late slip.

PARENTS WILL BE NOTIFIED OF CONTINUAL TARDINESS.

Dismissal	Begins at 2:05 p.m. 2:15 p.m.	Extended Day Car riders, walkers, bike riders, and bus students as announced by the office.
Parent Pick-up	2:10 p.m.	For pick-up of students, use circular drive in the front of school.
Students Leaving During the School Day		The student must be checked out through the school office. The parent/guardian must come in and sign the student out. This is for the safety of your child. We ask for your cooperation.

Philosophy

SeaWind Elementary School believes that our responsibility as educators is to provide all students with the opportunity to develop to their full potential while instilling in them a love of learning. Our school will strive to create a positive environment where children's individual developmental needs are addressed as we aid in their growth toward competent and responsible citizenship.

Vision Statement

The SeaWind family is dedicated to fostering an atmosphere of caring, respect, responsibility, and a love of learning, as we strive for excellence in the total development of our future.

School Colors and Mascot

SeaWind Elementary School, upon opening in 1995, adopted school colors of royal blue, and silver. Our mascot is the dolphin. These were chosen by the first students to attend SeaWind. We encourage our students to identify with these symbols as a representation of our school pride and spirit.

School Goals

All students shall have the opportunity to:

- A. Master the basic skills;
- B. Significantly increase their success rate as measured by standardized test scores, state assessment scores, grade distribution, retention rate, attendance data, and other indicators directly related to student success;
- C. Acquire the general education fundamental to career and personal development;
- D. Develop skills, attitudes, and knowledge for general problem solving and survival;
- E. Practice good citizenship, moral and ethical conduct while expanding human relationships;
- F. Develop positive mental, physical, and emotional health;
- G. Develop scientific and cultural appreciation;
- H. Increase environmental and economic understanding;
- I. Promote the conservation of natural resources;
- J. Participate in an environment which supports a close personal relationship between the home and the school;
- K. Be provided with a positive learning environment and the support necessary to acquire and develop a positive self-concept.

Arrival Procedures

When students arrive at school they should go directly to the appropriate area for their grade level. They will be dismissed to go to class at 7:45 a.m. They should go directly

to their classroom and remain there. Instruction time will begin at 7:50 a.m.

Early Arrival

STUDENTS ARE NOT ALLOWED ON THE SCHOOL GROUNDS BEFORE 7:25 A.M. THE SCHOOL DOES NOT PROVIDE SUPERVISION PRIOR TO THIS TIME. Parents of students arriving prior to 7:25 a.m. will be asked to make other arrangements for their child's supervision. If a sufficient number of students are interested, a morning extended day program will be offered.

Extended Day Program

The Extended Day Program is available for students K-5 who need after-school supervision. The rates for the 2005-2006 School Year are as follows:

Full time	(5 days)	\$30.00	Part time	(3 days)	\$21.00
Daily	(add a day)	\$10.00	Non School Day		\$16.00

Registration costs for the 2005-2006 School Year are as follows:

One Child - \$92.00	Two Children - \$172.00	Three Children - \$240.00
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Beginning with the Fall Registration, the Martin County Extended Day Program will require an additional deposit equal to one full week's tuition (\$30.00) per child. This deposit must be maintained throughout the school year and will be used to cover the last week's tuition or to maintain pre-paid status in the event of a missed payment.

All fees must be paid by check or money order, as we can not accept cash. Students must be registered and paid in advance to attend the program. Any questions please call the SeaWind Extended Day Manager, Lois Brandman, at 219-1630, or Gary Ricciardi, Lead Extended Day Manager at 219-1200, Extension 30339.

Parental Choice Plan

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 school.

Parents/guardians who wish to choose a school outside their attendance zone can complete a School Choice application. A School Choice application is available from any district school or the Assistant Superintendent's Office.

Applications will be received from March through June of each year. Assignments will be limited to the number of available seats at the choice school. Preference will be given to siblings of choice students, district-wide special programs, and children of Martin County School Board employees

Parents/guardians must provide transportation to their school of choice.

Dress Code

The following information on the dress code is found in the 2006-2007 Martin County School District Elementary Student Conduct and Discipline Code Handbook.

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

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

- 1) Clothing that exposes the torso is not allowed.
- 2) The following are examples of prohibited articles of clothing: 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).
- 3) Shorts and dresses may **not** be shorter than the tips of the individual's fingers when standing upright with their arms at their sides or is of sufficient length to cover to the mid thigh of the wearer when standing upright (whichever is the longer measure).
- 4) Undergarments shall not be exposed, i.e., boxer shorts, underwear, bras. Pajamas shall not be worn to school.
- 5) Shoes must be worn at all times. For safety reasons, no sandals, shoes without a back, open toe shoes, flip-flops, tap shoes or shoes with cleats may be worn.
- 6) Sunglasses and headgear (with the exception of safety helmets) are not to be brought to school unless for medical purposes.
- 7) No clothes or accessories with metal studs, ornaments, chains, or other objects that can scratch furniture, damage property, or cause harm to one's-self or others, may be worn.
- 8) No messages, pictures, symbols or clothing may be worn or displayed which portrays ideas that are harmful to the health, safety, and welfare of students, e.g., messages which relate to drugs, smoking, alcohol, sex, profanity or violence.
- 9) Clothing which is not worn appropriately, is not properly fastened, or has tears that are indecent will not be permitted. All trousers, including oversize or low hanging trousers, must be worn and secured at waist level.
- 10) No hairstyle or jewelry 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 stricter dress code, but all such restrictions must be justifiable with a rationale related to the health, safety or welfare of students. All school dress codes should be reviewed and approved by the Superintendent/Superintendent's designee before implementation.

Students may be subject to disciplinary action for violation of dress code. (See Section V of 2006-2007 MCSD Elementary Student Conduct and Discipline Code.)

Parents will be requested to bring alternative clothing to school and/or the student will be subject to disciplinary action when he/she violates the dress code.

Checkout During School Day

Students must be checked out through the office by a parent/guardian. The parent must come directly to the office to sign the checkout list and their child will be notified to come to the office. Parents should send a **WRITTEN NOTE** to school to let the teacher and the office know that the student will be leaving early. Students will only be released to adults whose names appear on the orange emergency card. A request for a child to be dismissed early from school must be received in the office no later than 1:30 p.m. of the date requested. Parents should notify the office immediately of any changes in legal custody. Adults to whom children are released will be required to have a photo ID.

Visitors

Parents are always welcome to visit the school. Visitor parking will be available for those persons who will be visiting school for a short period of time - 30 minutes or less. They should use the parking lot in front of the school. **Please do not park on the East Side of the building by the bus loop. Please refrain from curbside parking to allow a smooth flow of car and bus traffic.**

All visitors to the campus must check in at the office first and obtain a visitor's pass. Parents who would like to observe a classroom must receive prior permission from the principal. As per school board rule, **pre-school children and children not registered, as students are not permitted to spend the day at school or visit classrooms.**

Dismissal Procedure

Students will be dismissed at 2:10 p.m. Parents who pick up their children are encouraged to arrive no earlier than 2:00 p.m. All students who are picked up by parents in cars will leave from the student pick-up area in front of the school. **ALL STUDENTS MUST BE PICKED UP NO LATER THAN 2:30 p.m.** It is extremely important that all drivers cooperate with staff and patrols in helping keep our traffic flow as safe as possible. **Cars should NOT enter the bus loading area.** Please obey safe rules of driving whenever you are on campus. **Parents picking up their children must wait in the car line and not come across the parking lot through traffic.**

Transportation Notes

At dismissal, students will be dismissed to the buses, car pick-up, walkers/ bike riders, Extended Day, or the Boys and Girls Club. It is important that students know where they are going at dismissal. When it becomes necessary for a child to go home by different means, **the school office must receive a note from the parent/guardian indicating the change in transportation arrangements prior to the intended change.** Parent notification of a change in a child's dismissal procedure must be received in the school office by 1:30 p.m. on the day it is to be in effect. During the first two weeks of school, students will not be permitted to ride a different bus.

Early Release Days

The Martin County School Board is again planning Early Release/Program Improvement dates. Students will be dismissed two hours earlier than usual, therefore parents need to make after school provisions for their children. Normal bus service and extended day programs will be provided. These dates are as follows: **9/27/06, 11/29/06, 1/10/07, 2/14/07, 3/21/07, 4/18/07, and 5/9/07.**

Emergency Early Dismissal

In case of an emergency, the Superintendent may find it necessary to close one or more schools. This could happen anytime during the day for one of the following reasons:

- severe or dangerous weather
- loss of water or electrical supply
- any generally unsafe condition

When such an emergency occurs, the superintendent or designee will notify local radio and television stations of the details of an early closing. This will include the status of the Extended Day Programs. Parents must assume the responsibility of providing safe home supervision when such an emergency occurs.

Rainy Day Arrangements

Please arrange a rainy day schedule for your child. Children will not be allowed to call home about rides on rainy days. If your child knows in advance what he/she is to do if it is raining, it will help us better meet his/her needs.

Bicycles

Students riding bicycles to school will be expected to follow safety and courtesy rules. Bicycles must be walked on campus at all times. **To ensure the safety of students' bicycles, locks are strongly encouraged.**

Tardiness

A student is late if he/she is not in his seat at 7:50 a.m. Students who are late in the morning must report first to the school office for a pass to class. Tardiness can be a serious problem. The effects of tardiness are numerous:

- 1) The child who is late misses important information and directions.
- 2) Classmates lose instructional time because the teacher has to repeat information the tardy student misses.
- 3) Students, who are consistently tardy, may delay the start of an instructional activity that causes a loss of instructional time. This is not fair to the students who arrive on time.
- 4) Tardy students are learning bad habits that may lead to being late for other important activities. Employers of young people report that one of the biggest

problems they exhibit is tardiness.
Students, who are tardy, must report to the office to receive a late pass.

If your child is tardy more than **3 times**, you will receive a warning notice from the office. **Students with excessive tardiness will also not be eligible to receive a perfect attendance certificate (more than 2) for the grading period or (more than 8) for the year.**

Student Attendance

It is the responsibility of the parent to require consistent school attendance. It is the student's responsibility to maintain good attendance. A student is **required by Martin County School Board Policy to attend ninety (90) percent of the instructional time in a school year to be promoted (School Board Policy 6Gx43-5.05)**. If a child does not meet this attendance requirement, they may not be promoted without an attendance review. For further explanation of Attendance Review, see the Martin County School District Elementary Student Conduct and Discipline Code.

Please call the school when your child is ill and send a signed note with your child when he/she returns to school. **On the note, please include your child's name, teacher's name, grade, and date(s) absent.** Copies of an absence excuse note are available from the school office upon request. An absence will be considered "**unexcused**" unless written notification is received. Only "**excused**" absences may be considered by an Attendance Review Committee. **Family vacations will be considered as "unexcused" absences.**

Head Lice

While the head lice problem has not been widespread, it must be handled in a careful, consistent manner. School-wide head checks will be done throughout the school year. In addition, if we know of a child who has head lice, we check all of the children in his/her class as well as the children in their brother or sister's class.

If a child is found to have live lice or nits, the parent is called immediately to come take the child home. A pediculicide shampoo should be used. Upon return to school, your child must present proof of treatment such as a note from your doctor or a shampoo box top. Your child will be rechecked, and if treatment is satisfactory and the child is found to be free of lice or nits, he/she will be readmitted to school.

It is extremely important that all family members use the special shampoo. All bedding and clothing must be washed and dried at hot settings. Furniture and carpets must be thoroughly vacuumed.

A repeat shampoo is recommended in seven to nine days. Removal of all the nits or eggs from the hair is very important. Experts say that one survivor can begin a new infestation.

This unpleasant problem can be controlled if parents and students are aware of some preventative measures:

1. Do not share combs, brushes, hats, or clothing.
2. Parents should check their child's head frequently.

If you find lice, call the school immediately.

Feel free to call the school health assistant or county health department if you have questions or need additional information.

Homebound Program

Martin County School District provides homebound instruction for students who, due to an injury or illness, are unable to attend school for three (3) weeks or more. The parent/guardian must provide the school guidance office with a signed statement from a physician requesting this service. Please refer to the letter on page 25 (English version) or page 26 (Spanish version).

Withdrawals

If it is necessary to withdraw a student from school, please notify the office as soon as possible. It usually takes approximately 48 hours to complete the paperwork necessary for a withdrawal. All library books and textbooks must be returned to the school, and other obligations satisfied, i.e. cafeteria, library books, textbooks, etc. A copy of the withdrawal form will be issued, and may be presented to the new school.

Telephone

The telephone shall be used to transact school business. Only emergency messages will be delivered to students. **Students will not be permitted to call home for homework, lunch money, special clothing, permission slips, transportation arrangements, field trip permission, etc.**

Money

Students should bring only the amount of money necessary for breakfast, lunch or school supplies. Please see that your child's money is in a wallet, pocketbook or other suitable container labeled with the student's full name and teacher's name. **Lunch money for the week should be sent in on Monday morning.**

Textbooks

State-owned textbooks are issued to students and a record is kept of the serial number and the condition of each book. Students are responsible for books issued to them, and parents are responsible for lost or damaged textbooks. **Book covers are required to reduce book damage.**

Illness

If a student becomes ill or injured during school hours, he/she will be sent to the office. Parents/Guardians will be notified to pick up sick children as the school is not equipped to take care of them. In order to notify parents, we must have the telephone number of every parent on file whether it is home, work, or other emergency numbers, including unlisted numbers. **NOTIFY THE OFFICE IF THERE IS A CHANGE IN YOUR HOME, CELL, OR WORK NUMBER. It is a very negative situation to keep a child in the office or clinic all day because there is no available number to reach a parent.** An absence note is required when the student returns to school.

Accident

When a student is injured on school property, the teacher or person in charge may give such help as circumstances permit. The principal and parent shall be notified as soon as possible (School Board Rule 4.12.1). When serious injury is apparent or possible and a parent cannot be located, the school staff member must take the responsibility of securing a physician or getting the patient to a hospital (School Board Rule 4.12.2).

Crutches/Wheelchairs

Occasionally, parents will request that their child be given a pair of crutches or use of a wheel chair during their time at school. No child will be given crutches or a wheelchair unless a physician's order is in place. Crutches must be fitted properly for the individual child. If a physician's order is in place, and a parental request for crutches or a wheelchair is received at school, schools are required to contact the Martin County Health Department School Health Coordinator before providing them to a student.

Medication

NO MEDICATION will be administered except under the following circumstances:

1. ONLY PRESCRIPTION MEDICATION;
2. MEDICATION MUST BE IN ORIGINAL CONTAINER WITH PRESCRIPTION LABEL INTACT;
3. A COPY OF FORM #135 NEEDS TO BE COMPLETED BY A PHYSICIAN AND THE PARENT/GUARDIAN. THE COMPLETED #135 FORM MUST BE DELIVERED TO THE SCHOOL HEALTH AIDE TO BE PLACED IN THE CLINIC FILE (a copy of this form is in back of the handbook);
4. FOR THE PROPER SUPERVISION OF THE ADMINISTRATION OF MEDICATION, IT MUST BE BROUGHT TO THE SCHOOL HEALTH ASSISTANT IN THE CLINIC BY A RESPONSIBLE ADULT. THE HEALTH ASSISTANT WILL RETURN THE MEDICATION TO A RESPONSIBLE ADULT.

The above complies with Martin County School Board Policy.

Be advised that non-prescription medication (cough drops, aspirin, etc.) MAY NOT be administered at school. Please DO NOT send prescription and/or non-prescription medication to school with your child.

Breakfast and Lunch

Breakfast will be served in the cafeteria beginning at 7:25 a.m.

Meal Pricing:

The following meal prices were approved by the Martin County School Board for the 2006-2007 school year.

Breakfast (full paid)	\$1.00	Breakfast (reduced)	\$0.30
Lunch (full paid)	\$1.50	Lunch (reduced)	\$0.40
Second Lunch (<i>all age groups</i>)	\$2.25		

***FYI. Federal Reimbursement does not cover second meals.**

Meal Charging:

It is the **parent's responsibility** to check their child's meal balance periodically. Students with no money on their meal accounts will not be permitted to charge meals. If a child comes to school without money for a meal, the child will be asked to reach their parent by phone to resolve this matter.

Please send money for meals on **MONDAYS** for the following reasons:

1. The cashier is available before school on Monday to collect money.
2. Meal lines move smoothly and children are served more quickly when the line is not delayed with meal payments.
3. Parents don't have to look for meal money each busy morning.
4. Students avoid the inconveniences caused by losing or forgetting money.

Meal prepayments can also be made on the internet with a credit or debit card at:

www.cafeprepay.com

Free and Reduced Meal Family Applications:

A Family Application form for Free/Reduced price meals is available from the Cafeteria Manager or the Food Service Office. Only **one form** for the entire family listing all students may be submitted. Once an application is submitted, the Food and Nutritional Services Department will process it **within 10 working days**. Make sure during the application process that your child brings a lunch from home or money is provided for meals. Please direct all of your questions to the Cafeteria Manager or the Food Service Office – 772-219-1255 ext. 5.

<p>Students who bring lunch are encouraged to pack a healthy and nutritious meal to promote health and learning. We strongly discourage soda and foods high in sugar.</p>
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Students must understand that the following lunchroom rules will be enforced and that they must obey the adults in charge:

1. Speak softly and only to students sitting near you.
2. Walk and move in the lunchroom line without distracting others.
3. Take the next available seat.
4. Leave your seat only with permission from one of the teacher assistants in the cafeteria.
5. Eat neatly and leave a tidy place.
6. Students will not share food.

When a student is observed breaking one of the rules he/she will be given a verbal warning. If a student continues to disobey cafeteria rules, he/she will suffer further consequences.

Lunch with Your Child

Those parents who wish to visit school to eat lunch with their child must sign in at the school office and meet the child as he/she arrives at the cafeteria with the class. Food may be purchased in the cafeteria and eaten at a picnic table outside or at one of the front lunch tables. Only foods purchased in the cafeteria may be eaten inside the cafeteria. Parents are asked to monitor the behavior of their children while eating lunch. Students must be ready to meet their class as they line up in the cafeteria at the end of their scheduled lunch period.

Guidance Services

The guidance department is available to assist parents and students in the following areas:

1. Registration
2. Orientation of new students and parents
3. Referral for health needs
4. Referral for psychological testing
5. Counseling
6. Interpreting test results

Reporting to Parents

Interim reports will be issued at the 4 1/2 week period of each quarter. Parents are urged to examine these reports carefully and return them. Interim report guidelines will be explained during the Open House in August. **Kindergarten students do not receive interim reports.** Interim reports will be sent home on **9/8/06, 11/10/06, 2/6/07, and 4/24/07.**

Report cards are issued to students at the end of each nine-week grading period. The

parent/guardian should keep the copy of the report that is sent home. The report card cover must be signed and returned. Report cards will be sent home on the following dates: **10/19/06, 1/12/07, 3/23/07, and 5/25/07.**

Pinnacle Electronic Grade Book

Martin County has adopted an electronic grade book program for use in all county schools. During the 2004-2005 school year, SeaWind and other Martin County elementary schools began using the Pinnacle Electronic Grade Book Program to record and report students' progress. The report cards issued to students each nine weeks will be generated through the Pinnacle program.

Pinnacle has several useful features including a Parent Viewer which allows family members to view a student's progress "on-line" at any time. The Parent Viewer feature is available for SeaWind students. The procedures for accessing the Parent Internet Viewer Website to check your SeaWind child's grades on-line will be communicated to parents by way of a Martin County School District Pinnacle Electronic Grade Book informational brochure and parent training workshops provided at school by SeaWind staff members.

Conferences

Communication between the home and the school is a key factor in monitoring a child's progress. Open communication between parents and teachers help students achieve greater academic success. Conferences with teachers and other school personnel are encouraged and can be made by calling the school (219-1625), or by sending a note to the teacher.

Following the distribution of the first, second and third grading period interim reports (Grades 1-5) and report cards (Grades K-5), Parent - Teacher Conferences will be held in the evenings from 5:00 p.m. to 8:00 p.m., or in the morning from 9:00 a.m. to 12:00 noon. A schedule with the dates and times for the 2006-07 Parent – Teacher Conferences will be sent home to parents shortly after the start of school.

Conferences with teachers are not limited to these scheduled times and are encouraged anytime during the year. If you wish to conference with your child's teacher, please call the school to arrange a date and time with that teacher.

Teacher Recommendation

A teacher will consider the following factors when making recommendations regarding student promotion:

- Remedial classes for basic skills
- Chronological age
- Potential
- Reading level
- Writing proficiency

- Social maturity
- State assessment test scores
- Remedial groups within existing classes
- Further testing
- Math level
- Parent Conference
- Physical maturity
- Self Concept
- Attendance
- Health record

New students will be placed based on information received from the last school they attended. When information is not readily available, the student will be temporarily placed until screening takes place or records are received. The final decision is the principal's, or his/her designee.

Grading Policy

Grades are determined by evaluating class work, test scores, homework, extra credit work and other relevant data.

90 – 100	A	S - Satisfactory
80 - 89	B	N - Needs Improvement
70 - 79	C	U - Unsatisfactory
60 - 69	D	
0 - 59	F	

Academic Achievement (Honor Roll)

At the end of each nine-week grading period, students may qualify for Honor Roll based on academic achievement. A committee of SeaWind Elementary School parents and teachers will review the existing criteria in September. The 2006 – 2007 school year honor roll criteria will be communicated to students and parents before the end of September.

Homework Policy - SeaWind Elementary School

Homework may be assigned for:

1. Practice to reinforce and develop a skill
2. Drill
3. Problem Solving
4. Comprehension
5. Research
6. Completion of class work, etc.
7. Long term project (book report, science fair project, etc.)

Students will receive instruction relating to homework assignments, and corrective comments will be provided to the student upon completion of the assigned homework.

Homework will be graded and recorded in the teacher's record book. Your child's classroom teacher will provide you with a copy of their homework policy.

Homework Policy - Martin County School Board

1. It is the policy of the Board that homework plays a significant role in the educational process.
2. Homework will be used to reinforce the academic skills within the scope of the curriculum of each grade level and will be an integral part of the grading policy.
3. It is the responsibility of the principal and his/her staff to determine their school's homework policy. The homework policy of the School Board and each individual school will be included in the school's teacher and parent/student handbook.
4. Teachers are specifically prohibited from assigning homework as punishment.

Homework Requests

Make-up work may be given to students when they return to school after one day's absence. If the absence is two or more days, parents may call the office by 9:00 a.m. to request make-up work.

Pledge of Allegiance to the Flag

Due to RELIGIOUS BELIEFS, students may be excused from the Pledge of Allegiance, certain songs, parties, religious plays, films, etc., when requested by the parents. All such requests must be in writing, and submitted to the principal. When in doubt, the parents/guardians will be contacted.

Sunshine State Standards

The Sunshine State Standards went into effect in the fall of 1997. They were developed by the Florida Department of Education, working in conjunction with teachers, parents, business leaders, and administrators.

The standards are a high level of expectations for student achievement in Florida for which the state will hold public schools accountable. Standards identify what the student should know and be able to do after they complete grades Pre K-2 and 3-5. All students are expected to achieve these new high standards. Students enrolled in Exceptional Student Education (ESE), Limited English Proficiency (LEP), and Dropout Prevention (DOP) programs are provided with Individual Education Plans and/or modifications to assist them in achieving these standards.

These standards give parents, students, teachers, and administrators a clear picture of what is expected to be accomplished in school. If you have any questions regarding the Sunshine State Standards, please call Mrs. Marder at 219-1625.

Academic Improvement Plans (AIP)

The Florida Legislature passed a law, which states that students, who have not met specific district established levels of performance, must be provided intensive remedial instruction. Students must first be assessed and then an “Academic Improvement Plan” (AIP) will be developed in consultation with a parent or guardian. Together, they will review objectives and strategies suggested by the teacher, and the parent will be asked to provide an additional strategy that the child’s family could use at home.

In the AIP, teachers may suggest using classroom materials, the media center, technology and other remedial strategies to achieve these goals. Other strategies may include, but are not limited to:

- individual and/or small group
- parent assistance
- before/after school tutorial services
- child study/ESE referral
- flexible grouping
- summer school ESOL
- suspension of curriculum, other than reading, math, science or writing

The goals of the AIP will be reviewed at the end of the school year to assess each child’s progress. A child may be successfully remediated, a new AIP may be written, or he/she may be considered for retention. It is essential for the teacher and the parent to communicate on a regular basis. Elementary school is a critical time for the school and home to work together to develop a child’s reading, math, science and writing skills, which form the foundation of learning.

Student Assessment and Achievement Tests

TEST

Subject Area Test
Stanford 9 Achievement Test
FCAT - Florida Comprehensive Assessment Test

GRADES

K - 5 ongoing
2
3 – Reading and Math
4 – Writing (Florida Writes!)
4 – Reading and Math
5 – Reading, Math and Science

Note: The FCAT assessments in grades 3-5 include norm-referenced test reading comprehension and math problem-solving test items from the Stanford 9 Achievement Tests.

Reading & Math Grade Level Expectations	K-5
Kindergarten Readiness Screening Inventory	K
Exceptional Student Testing	K -5 ongoing

Discipline

Through the use of Pro Social Skills and Character Counts, we hope to minimize discipline problems. Discipline at SeaWind Elementary School is based on a fair but

firm policy. We try to emphasize the positive correction of negative behavior. Students are made aware of proper school behavior and the rights of all students to receive quality instruction in an atmosphere conducive to learning. Parents will also receive a copy of classroom rules, consequences and rewards. A student who violates the rights of others will be asked by a staff member to use appropriate school behavior. After classroom correction techniques have been exhausted the student will receive a misconduct referral form, in-school suspension, or after school detention. Your assistance will be requested in signing and returning a conduct form to the school. In order to provide all students with a positive classroom environment for the purpose of successful achievement, student conduct that interferes with learning will not be tolerated.

Detention

After school detention may be given from 2:10 p.m. until 3:10 p.m. Parents will receive a detention notice at least 24 hours in advance so that they can make arrangements to transport their child home at 3:10.

School Rules

SeaWind students are expected to follow these rules:

1. Respect all individuals.
2. Do not infringe upon the rights of others while exercising your own rights as a student.
3. Always walk in a quiet and orderly manner as not to disturb others.
4. Help keep our building clean by keeping hands and feet off the walls.
5. Observe all safety rules.
6. Write and color only on your own paper, being careful not to mark on walls, floors and furniture.
7. No gum or candy is allowed at school unless authorized by the teacher for classroom rewards or class parties.
8. Leave all toys and pets at home unless directed by the teacher (this includes electronic games, radios, tape players and skateboards).
9. Keep restrooms clean.

Animals

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

Florida Statute 232.26 (2)

Notice that possession or sale of controlled substances, or weapons by any student on school property, or in attendance at a school function is grounds for suspension.

Bus Rules

In order for students to ride school buses in a safe manner, the following rules must be observed:

1. Be on time for the bus and stand in a safe place while awaiting the bus.
2. Follow the driver's instructions and be respectful to the driver.
3. Remain seated in assigned seat while bus is in motion.
4. Keep arms and head inside window.
5. Cross roadway as directed by the bus driver.
6. Do not eat or drink food on the bus.
7. Keep hands, feet, and objects to self.
8. Use appropriate language.
9. Refrain from fighting.
10. Be quiet at railroad crossings.
11. Keep skateboards or other toys off the bus.
12. Keep live animals off the bus.

Students who do not obey the bus rules may receive a school bus misbehavior form. Parents are requested to review bus rules with the student, sign the school bus misbehavior form and return it to the school. **Students who continue to receive school bus misbehavior forms may be denied the privilege of riding the school bus.**

Field Trips

Field trips are one way of improving learning and enriching the curriculum. **All students going on field trips must have a signed permission slip from their parent or guardian prior to the date of the scheduled trip. Without this written permission, the student will remain at school.** Parents who accept the responsibility of chaperoning field trips will have to make other provisions for younger siblings. Any parent who wishes to act as a chaperone, must complete a school district volunteer registration form. Parent chaperones, that want to dismiss their children after a field trip, may leave a note in the office. **You will be notified of the cost prior to each field trip. This amount must be paid in full so your child may attend his/her scheduled field trips.**

Field Trip Chaperones

Parents are encouraged to serve as field trip chaperones. Any parent who wishes to serve as a chaperone must be a registered volunteer. Volunteer registration forms are available in classrooms during Open House and/or in the front office. Chaperone guidelines and expectations may differ depending on the teacher or the nature of the field trip. Procedures will be reviewed prior to each field trip.

Party Invitations

Students will be permitted to hand out party invitations in school as long as each student in the class receives one. Student addresses and telephone numbers are confidential, and the school cannot honor requests for address and/or telephone numbers.

Student Activities

Students will participate in a variety of activities that enhance curriculum or are seasonal in nature. Parents are informed of these activities via newsletters, teacher letters, permission slips, or student messages. If a parent chooses not to allow the student to participate in an activity, a letter should be addressed to the principal.

Media Center

Our media center is open to all students from 7:40 a.m. to 2:25 p.m. (2:00 p.m. on Wednesday afternoon). Small groups and individuals may visit and use the library at any time during the day provided: (1) they have obtained a pass from their classroom teacher; (2) there are no scheduled class groups and/or activities occurring in the media center at that time.

There are no fees for overdue books. Students must pay for any lost or damaged library books. **Students will not be allowed to check out an additional book if they have an overdue book. Lost or damaged books may cause revocation of checkout privileges.** As necessary, library rules and procedures may be added or changed by the Media Committee.

Internet

Students may be granted access to the Internet ("METNet") through their educational program at SeaWind. This access is designed solely for educational purposes and the District has taken reasonable precautions to supervise usage. All students accessing the Internet must have permission (Form 341 – see page 29). Parents or guardians must have read the Terms and Conditions for Use of METNet (refer to pages 26-30).

Notices

Notices will be sent home periodically informing parents of current happenings. Some notices will be sent home "Family Messenger" style. The youngest child in a family will be given the notice that is applicable to all siblings of the family. It is the child's responsibility to take the notices home. Parents should ask the child for the notices.

Tuesday Folder

Every Tuesday, your child will take home a folder known as the "Tuesday Folder." This folder will contain items, such as: classwork, flyers, and other communications from school. Please sign the cover of the folder and have your child return it the next day.

Lost and Found

Unmarked articles of clothing are frequently turned in at the office and not claimed by the owners. Parents should consider marking all valuable articles and clothing with the student's first and last name so they may be returned to the child.

School Advisory Council (SAC)

The School Advisory Council or SAC is comprised of staff, parents, and community representatives. Meetings are open to the public and are held throughout the year with advance notice.

The School Advisory Council (SAC) is a link between the school and the local community. It also serves as a resource to the school and principal. Each School Advisory Council shall be broadly representative of the community served by the school. The Council shall assist in the preparation and evaluation of the School Improvement Plan and shall provide such assistance as the principal may request in preparing the school's annual budget.

Volunteers

We have seen excellent results when students receive individual help and we would like to be able to offer this educational opportunity to more students. Our teachers, teacher assistants, and other staff members are committed to meeting the needs of all students and would welcome your support, talent, and time in helping meet these needs. If you feel that you could volunteer to work with students in the classroom, help prepare materials or perform clerical duties, we would be happy to hear from you. To reach the Volunteer Coordinator, please call the school at 219-1625.

School Pictures

Individual pictures will be taken early in the school year. For the fall date, the pictures must be paid for in advance. The money will be returned if parents are not satisfied with their child's picture. Dates will be:

Individual:	Friday, September 22, 2006
Individual & Class:	Monday, March 19, 2007

Fire and other Emergency Drills

During fire and emergency drills, students should follow teacher instructions closely. Students should leave and return to buildings quietly and orderly. No talking, running or misconduct of any kind is allowed. **The following signals are used: one continuous blast for fire, and an intermittent signal for tornado.** Bus evacuation drills are practiced according to instructions from bus drivers.

Safety Patrol Guidelines - SeaWind Elementary School

The fifth grade school safety patrols are chosen on the basis of leadership, dependability, scholarship, maturity, conduct and availability to serve. All persons are asked to obey the patrol's directions. Our safety patrol will be representative of the student population. Students are selected at the end of fourth grade using the following criteria:

1. The patrol must exhibit good citizenship and set a good example
2. Recommendation from teachers
3. Recommendation from patrol director, principal, assistant principal, and guidance counselor
4. Be available for duty as scheduled
5. Parent permission is received.

Legal Name Change On School Records

A copy of the court order is required before a name change can be made on a student's school records.

Student Educational Records – Legal Notice

Florida Statutes require that parents be given written notice annually of their rights regarding educational records and personally identifiable information. These rights include:

- Right of access for inspection and/or copies of any and or all of these records when requested in writing.
- Right of waiver of access to confidential letters or statements
- Right to challenge and hearing if any portions of the records are in dispute
- Right to privacy of the records

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:

- Student Name
- Address
- Telephone Number (if listed)
- Major Field of Study
- Participation in Officially Recognized Activities/Sports

- 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 without consent to the officials of another school district or post secondary institution in which a student seeks or intends to enroll.

Copies of the Florida Statutes, School Board Rules, and the Student Records procedures concerning the specifics of the above may be found at each school, the Student Records Office at 500 E. Ocean Blvd., Stuart FL 34994 and the Office of the Superintendent of Schools. Dr. Sara A. Wilcox, Superintendent

An Equal Opportunity Agency

Physician's Authorization of Medication for a Student at School

Page 1

Physician's Authorization of Medication for a Student at School

Page 2

(HOMEBOUND LTR - ENGLISH)

(HOMEBOUND LTR - SPANISH)

(Form #341 METNet Application - English)

Page 1

(Form #341 METNet Application - English)

Page 2

(Form #341 METNet Application - Spanish)

Page 1

Student Complaint Procedure (Discrimination)
School Board Rules 6Gx43-1.20

A complaint by a student of alleged discrimination on the basis of race, religion, national origin, sex marital status or handicap shall be processed in the following manner:

1. Within twenty (2) calendar days of the occurrence of an alleged incident of discrimination by an employee of the School Board against a student of the Martin County School System, the student, individually or through his or her parent, may file a written complaint with the principal, setting forth the date of the alleged incident, the nature of the alleged discrimination, the names of the employees involved, any witnesses to the incident, other details as appropriate, and the remedy sought. Any complaint not filed within this time period shall be deemed untimely and shall not be processed.
2. The principal shall investigate the complaint and issue a written ruling with twenty (20) calendar days of receipt of the complaint.
3. In the event the principal is the person involved in the alleged discrimination, the student may file a written complaint with the principal's supervisor. The Supervisor shall investigate the complaint and issue a written ruling within twenty (20) calendar days of receipt of the complaint.
4. The student may appeal the written ruling to the Superintendent with ten (10) days following receipt by the student or parent of the ruling. Any appeal not timely filed shall not be processed.
5. The Superintendent or her designee shall review the written ruling and conduct such further investigation as may be appropriate. The Superintendent's disposition of the complaint shall be issued within twenty (20) calendar days.
6. The student may appeal the Superintendent's decision to the School Board within fifteen (15) calendar days of the receipt by the student or parent of the Superintendent's decision, by filing a request for a public hearing before the Board. Any appeal not timely filed shall not be processed.
7. The hearing before the Board shall be governed by the provisions of Chapter 120, Florida Statutes, and the decision of the Board shall be considered final agency action for purposes of judicial review.
8. A student or parent who fails to comply with the timeliness requirements for filing appeals as contained herein shall be deemed to have accepted the ruling or decision at the given level as satisfactory and acceptable and to have waived the right to appeal further.
9. The procedure shall not apply to students who are entitled to process their particular complaint of alleged discrimination under the district due process procedures pursuant to P.L. 94-142.

Authority:	230.22(2) F.S. (1985)
Implements:	120.53(1) F.S. (1987) Section 504 Rehabilitative Act Title IX Civil Rights Act, 228.2001 F.S.
Adoption Date:	12/17/74
Effective Amendment Date:	6/6/81, 2/1/83, 3/3/87, 3/15/88

THE SCHOOL DISTRICT OF MARTIN COUNTY, FLORIDA
Notice of Rights Under Family Educational Rights and Privacy Act (FERPA)

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

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

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:

- Student Name
- Address
- Telephone Number (if listed)
- Date and Place of Birth
- Major Field of Study
- Participation in Officially Recognized Activities/Sports
- 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.

NON-DISCRIMINATION NOTICE

It is the policy of the School Board of Martin County, Florida to employ or promote personnel on the basis of qualifications without regard to race, religion, national origin, sex, age, marital status or handicap.

It is the policy of the School Board of Martin County, Florida to offer the opportunity to students to participate in appropriate programs and activities without regard to race, religion, national origin, sex, marital status or handicap.

Information for filing discrimination complaints (see School Board Policy 6Gx43-1.19) is available from the individual listed below:

Dr. Joyce Holmes, Director of Exceptional Student Education and Student Services
 500 East Ocean Blvd.
 Stuart, FL 34994
 (772) 219-1200 (ext. 130427)

SEXUAL HARASSMENT

It shall be the policy of the Martin County School Board (6Gx43-1.28) that each employee and student shall work or attend school in an environment free from sexual harassment.

Sexual harassment shall be defined to include any unwelcome sexual advances, requests for sexual favors and other verbal or non-verbal conduct of a sexual nature that tends to create an offensive working or studying environment.

The penalty for sexual harassment of a student or employee may include, but is not limited to, a reprimand, suspension, or termination of employment.

Copies of the Florida Statutes, School Board Rules, and the Student Records procedures concerning the specifics of the above may be found at each school, the Student Records Office at 500 E. Ocean Blvd., Stuart, FL 34994 and the Office of the Superintendent of Schools.

THE SCHOOL DISTRICT OF MARTIN COUNTY, FLORIDA Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding.
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

The Martin County School District has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Martin County School District will directly notify parents and eligible students of these policies at least annually at the start of each school year, and after any substantive changes. Dates of the following activities will be provided to allow for an opportunity for a student to opt out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.
-

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

EL DISTRITO ESCOLAR DEL CONDADO DE MARTIN, FLORIDA
Notificación de los Derechos según la Enmienda de los Derechos de Protección del Pupilo (PPRA)

PPRA concede a los padres de familia y estudiantes que tienen 18 años de edad o son menores emancipados (“estudiantes elegibles”), ciertos derechos concernientes a nuestra conducción de encuestas, recolección y uso de información para propósitos de mercadeo, y ciertos exámenes físicos. Estos incluyen el derecho a:

- *Consentimiento* antes que los estudiantes sean requeridos de someterse a una encuesta que concierne una o más de las siguientes áreas protegidas (“encuesta de información protegida”), si la encuesta es financiada completamente o parcialmente, por un programa del Ministerio de Educación de los Estados Unidos –
 1. Afiliaciones políticas o creencias del estudiante o de sus padres;
 2. Problemas mentales o psicológicos del estudiante o de su familia;
 3. Comportamiento o actitudes sexuales;
 4. Comportamiento ilegal, antisocial, auto-incriminatorio o degradante;
 5. Apreciaciones críticas de aquellos con quienes los respondedores tienen relaciones familiares cercanas;
 6. Relaciones privilegiadas legalmente reconocidas, tales como aquellas con abogados, doctores o ministros.
 7. Prácticas religiosas, afiliaciones o creencias del estudiante o de sus padres; o
 8. Ingreso, otro que el requerido por ley para determinar la elegibilidad para un programa.

- *Recibir aviso y una oportunidad para que un estudiante opte por no participar en* -
 1. Cualquier otra encuesta sobre información protegida, sin considerar su financiación.
 2. Cualquier examen físico invasor o evaluación, no de emergencia, requeridos como condición de asistencia, administrados por la escuela o su agente y que no sea necesario para proteger la inmediata salud y seguridad del estudiante, exceptuando las evaluaciones auditivas, visuales o de escoliosis, o cualquier examen físico o evaluación permitido o requerido según la ley del Estado; y
 3. actividades que involucren la recolección, revelación o uso de información personal obtenida de los estudiantes para mercadeo, o para venta, o para de alguna manera, distribuir entre otros, dicha información.

- *Inspeccionar*, según pedido y antes de la administración o uso –
 1. Encuestas de información protegida de los estudiantes
 2. Instrumentos usados para recolectar información personal de los estudiantes, para cualquiera de los arriba mencionados propósitos de distribución, mercadeo y ventas; y
 3. Material de instrucción usado como parte del currículo educacional.

El Distrito Escolar del Condado de Martín, ha desarrollado políticas, consultando a los padres de familia, con respecto a estos derechos, así como también ha hecho arreglos, para proteger la privacidad del estudiante en la administración de encuestas protegidas y en la recolección, revelación o uso de información personal para mercadeo, ventas u otros propósitos de distribución. El Distrito Escolar del Condado de Martín, notificará directamente a los padres de familia y estudiantes elegibles, sobre estas políticas, por lo menos anualmente, al comienzo del cada año escolar y después de cualquier cambio sustantivo. Fechas de las siguientes actividades que proveerán una oportunidad al estudiante opte por no participar en:

- Recolección, revelación o uso de información personal para mercadeo, ventas u otra distribución.
- Administración de cualquier encuesta de información protegida, no financiada completa o parcialmente, por el Ministerio de Educación de los Estados Unidos.
- Cualquier examen físico invasor o evaluación, no de emergencia, según ha sido descrito más arriba.

Los padres/estudiantes elegibles que crean que sus derechos han sido violados, pueden presentar una queja ante:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

EL DISTRITO ESCOLAR DEL CONDADO DE MARTÍN, FLORIDA
Aviso de los Derechos según el Acta de Derechos Educativos y Privacidad de la Familia

El Acta de Derechos Educativos y Privacidad de la Familia, 20 U.S.C. §1232g (FERPA) y

1002.22, de los Estatutos de Florida, conceden a los padres y estudiantes que han alcanzado los 18 años de edad (“estudiantes elegibles”), ciertos derechos con respecto a los archivos educacionales del estudiante. Estos derechos son:

1. El **derecho a la privacidad** con respecto a los archivos educacionales del estudiante. Los archivos personalmente identificables, o los reportes de un estudiante y cualquier información personal contenida en esos reportes, son confidenciales. El Distrito Escolar del Condado de Martín, no revelará los archivos educacionales de un estudiante, sin el consentimiento por escrito del estudiante elegible, o de sus padres o guardián, excepto en la medida que FERPA y la ley estatal autoricen dicha revelación sin consentimiento.
2. El **derecho a inspeccionar y revisar** los archivos educacionales del estudiante, dentro de los treinta (30) días, a partir del día en que el Distrito recibe un pedido de acceso. Los padres de familia o los estudiantes elegibles, deberán presentar al director de la escuela (o al oficial escolar apropiado) un pedido por escrito que identifique el o los archivos que ellos desean inspeccionar. El director hará los arreglos necesarios para dicho acceso, y notificará a los padres o al estudiante elegible, el momento y lugar donde los archivos pueden ser inspeccionados.
3. El **derecho a solicitar una enmienda** de los archivos educacionales del estudiante, que el padre o el estudiante elegible, creen que son inexactos o engañosos. Los padres o los estudiantes elegibles, pueden pedir al Distrito Escolar del Condado de Martín, que corrija un archivo que ellos creen que es inexacto o engañoso. Ellos deberán escribir al director de la escuela, identificando claramente, cual es la parte del archivo que ellos desean cambiar, y especificar porque es inexacto o engañoso.

Si el Distrito decide no corregir los archivos, conforme ha sido solicitado por el padre o el estudiante elegible, el Distrito notificará al padre o al estudiante elegible, esta decisión y les hará saber de su derecho a una audiencia, con respecto al pedido de enmienda. Información adicional concerniente a los procedimientos de una audiencia, serán proveídos al padre o al estudiante elegible, cuando sean notificados de su derecho a una audiencia.

4. El **derecho de consentimiento a revelación** de información personalmente identificable, contenida en los archivos educacionales del estudiante, excepto en la medida que FERPA y la ley estatal autoricen dicha revelación sin consentimiento. Una excepción que permite revelación sin consentimiento, es la revelación a oficiales escolares con legítimos intereses educacionales. Un oficial escolar es una persona empleada por el distrito como un administrador, supervisor, instructor o miembro del personal de apoyo (incluyendo personal médico o sanitario y personal de la unidad de cumplimiento de la ley); una persona que sirve en la Junta Escolar; una persona o compañía con quien el distrito tiene contrato para realizar una tarea especial (tales como un abogado, auditor, consultor médico o terapeuta); o un padre de familia o un estudiante sirviendo en un

comité oficial, tales como el comité disciplinario o de quejas, o asistiendo a otro oficial escolar en la realización de sus tareas.

Un oficial escolar tiene un legítimo interés educacional, si el oficial necesita revisar un archivo educacional, de manera de poder cumplir su responsabilidad profesional.

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

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

Información del Directorio

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

- Nombre del Estudiante
- Dirección
- Número telefónico (si esta publicado)
- Fecha y lugar de nacimiento
- Área principal de estudios
- Participación en Actividades/Deportes oficialmente reconocidos
- Peso y talla de los Miembros de los Equipos Atléticos
- Fechas de asistencia
- Grados y Premios recibidos
- Institución o Agencia Educacional a la cual ha asistido el Estudiante previamente y más recientemente.
- Nivel de Grado

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

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

AVISO DE NO DISCRIMINACION

La política de la Junta Escolar del Condado de Martín, Florida, es de emplear o promover al personal, basándose en las calificaciones, sin considerar la raza, religión, origen nacional, sexo, edad, estado

marital o impedimento.

La política de la Junta Escolar del Condado de Martín, Florida, es de ofrecer la oportunidad a los estudiantes, de participar en actividades y programas apropiados, sin considerar la raza, religión, origen nacional, sexo, estado marital o impedimento.

Información para presentar quejas por discriminación (según la Política de la Junta Escolar 6Gx43-1.19) está disponible donde la persona mencionada a continuación:

Dra. Joyce Holmes, Directora de Educación del Estudiante Excepcional y Servicios Estudiantiles.
500 East Ocean Blvd..
Stuart, FL 34994

ACOSO SEXUAL

Será la política de la Junta Escolar del Condado de Martín (6Gx43-1.28), que cada empleado y estudiante deberá trabajar o asistir a la escuela en un ambiente libre de acoso sexual.

El acoso sexual, será definido de manera que incluya cualquier avance sexual no bienvenido, pedidos de favores sexuales y cualquier otra conducta verbal o no verbal de una naturaleza sexual que tienda a crear un ambiente ofensivo de trabajo o estudio.

La sanción por el acoso sexual de un estudiante o empleado, puede incluir, pero no está limitado a, una reprimenda, suspensión o fin del empleo.

Copias de los Estatutos de Florida, Reglas de la Junta Escolar y procedimientos de los Archivos Estudiantiles, concerniente a los datos específicos arriba mencionados, pueden ser encontradas en cada escuela, en la Oficina de Archivos Estudiantiles en el 500 E. Ocean Blvd., Stuart, FL 34994 y en la Oficina del Superintendente de las Escuelas.

CELL PHONES, PAGERS AND OTHER WIRELESS COMMUNICATION DEVICES

The possession of a cellular telephone, pager, etc. is not, in and of itself, a violation of the Student Conduct and Discipline Code (SC&DC). The SC&DC allows for possession of cellular telephones: however, when the cellular telephone disrupts the educational process, or the cellular telephone is used on the school campus during school hours, or the cellular telephone is used while a student is being transported on a school district owned or contracted vehicle, then it would be a violation of the SC&DC. For the purpose of this code "use" is defined as permitting the device to be in plain sight during the prohibited times and in the locations described above.

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

(FL HEALTH DEPT IMMUNIZ AND PHYSICAL REQUIREMENTS)

THIS IS A
ZERO
TOLERANCE
SCHOOL

THIS MEANS IF YOU ARE IN
POSSESSION OF ALCOHOL, DRUGS
OR WEAPONS, YOU WILL BE
RECOMMENDED FOR EXPULSION
FROM THE MARTIN COUNTY
SCHOOL DISTRICT.

