

MARTIN COUNTY HIGH SCHOOL

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School Colors
Blue, Gold and White

MARTIN COUNTY SCHOOL BOARD

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Sue Hershey
Lorie Shekailo, Chairperson
Maura Barry Sorenson

Nancy Kline, Superintendent of Martin County Schools
Frank Raffone, Assistant Superintendent

This handbook belongs to:

Name: _____

Address: _____

City/Town: _____

Zip Code: _____

**MCHS STUDENT HANDBOOK
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MARTIN COUNTY SCHOOL DISTRICT
2009-2010 SCHOOL CALENDAR
FOR STUDENTS AND TEACHERS

FIRST SEMESTER

Monday & Tuesday	8/17 - 8/18	District In-Service Days
Wed., Thurs., & Fri.	8/19 – 8/21	Pre-School Days/Teachers Only
Monday	8/24	First Day For Students
Monday	9/7	Labor Day Holiday
Monday	9/28	Non-School Day
Tuesday	9/29	Parent-Teacher Conference
Thursday	10/29	End Of 1st Nine Weeks
Friday	10/30	Teacher Work Day/Students Off
Wednesday	11/11	Veterans Day Holiday
Tuesday	11/17	Parent-Teacher Conference
Friday	11/20	Non-School Day
Wednesday	11/25	Non-School Day
Thursday	11/26	Thanksgiving Holiday
Friday	11/27	Non-School Day
Monday - Thursday	12/21—12/31	Winter Vacation
Friday	1/1	New Year's Day Holiday
Monday	1/4	Classes Resume
Monday	1/18	Martin Luther King Jr. Holiday
Friday	1/22	End Of 2nd Nine Weeks

SECOND SEMESTER

Monday	2/15	Presidents Day Holiday
Tuesday	3/2	Parent-Teacher Conference
Wednesday	3/31	End of 3rd Nine Weeks
Thursday	4/1	Teacher Work Day/Students Off
Friday	4/2	Non-School Day
Monday – Friday	4/5 – 4/9	Spring Vacation
Tuesday	4/13	Parent-Teacher Conference
Friday	4/16	Non-School Day
Monday	5/31	Memorial Day Holiday
Thursday	6/10	End Of 4th Nine Weeks - Last Day For Students
Friday	6/11	Post-School Day/Teachers Only

EARLY DISMISSAL DAYS

9/23, 10/21, 12/2, 1/27, 2/24, 4/28, 5/26

INTERIM REPORTS

9/23, 12/2, 2/24, 5/5

REPORT CARDS

11/12, 2/1, 4/12, 6/10

GRADUATION

6/7 - Community Adult HS/Spectrum
 6/8 – Martin County High School
 6/9 – South Fork High School
 6/10 – Jensen Beach High School

SUMMER SCHOOL

6/14 – 7/2
 (Subject To Change)

EXAM DATES (Early release except for senior final exam days)

10/28, 10/29, 1/21, 1/22, 3/30, 3/31 Senior Finals – 6/2, 6/3

Freshman, Sophomore, & Junior Finals – 6/9, 6/10

TIME SCHEDULE

Martin County High School classes start at 7:25 AM for students with a first block class, and end for students with a fourth block class at 2:55 PM. The full schedule appears below.

7:25 – 9:05	Block 1
9:10 – 10:50	Block 2
10:50 – 1:15	Block 3 10:50 – 11:30 Lunch A 11:30 – 1:10 Class -----OR----- 10:55 – 12:35 Class 12:35 – 1:15 Lunch B
1:15 – 2:55	Block 4

ACADEMICS

ENROLLING IN SCHOOL

All students enrolling in MCHS must first check into the registrar's office and fill out the appropriate forms. The following information is required:

New Students (Out-of-State)

1. An up-to-date 680 Form issued through the Martin County Health Department or by a Florida physician.
2. Verification from a physician, who practices in the state of Florida, dated within the last twelve (12) months prior to entering, indicating that the student has had a physical examination. The physician's signature and address MUST be included on the DH30 form or on the form's equivalent.
3. A parent signature permitting release of records from the child's former school.
4. Proof of date of birth as evidenced by the original birth certificate.
5. Proof of Martin County residency.
6. Social Security number.
7. Withdrawal form and transcript from the student's previous school.

New Students (Within State)

1. Proof of updated immunization and physical examination, 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 as evidenced by the original birth certificate.
4. Proof of Martin County residency.
5. Social Security number.
6. Withdrawal form and transcript from the student's previous school.

CHANGE OF ADDRESS/TELEPHONE

Report any change of residence or telephone number during the school year immediately to the registrar's office. Of course, proof of the new residence must be provided. It is important for the school to have this up-to-date information in case of emergency.

MARTIN COUNTY DISTRICT RESIDENT CRITERIA

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 can not come to this school unless he/she has the proper approval (Form #90). Those persons in violation will be removed from Martin County High School directly after non-residence is discovered.

ATTENDANCE BOUNDARIES

In general, students are enrolled in schools based upon their home addresses. However, one should not assume that enrollment at a particular school will guarantee enrollment at that same school for the following school year. Because of the continuing changes in demographics within the Martin County School District, attendance boundaries are subject to change.

GUIDANCE

Guidance services are available for all students in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study skills, home/school/social concerns, or any topics students feel they would like to discuss with the counselor. All 10th, 11th, and 12th grade students who wish to visit their counselor should contact the secretary in the guidance office **during lunch or before or after school hours** to arrange for an appointment. All 9th grade students who wish to visit their counselor should contact the guidance secretary in the Ninth Grade Center during these same times. 9th grade students are assigned to a single counselor. Students in all other grades have been assigned alphabetically according to their last names.

REGISTRATION

Registration occurs all throughout the school year. When a student is registered, he/she will have an individual appointment scheduled with his/her counselor. For entering freshmen, an electronic four-year plan of study (ePEP) will be developed upon the student's arrival at MCHS. 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 the 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.
5. Complete an exit interview.

WITHDRAWALS

Students withdrawing from MCHS for any reason must do the following:

1. Obtain a withdrawal form from the registrar's office.
2. Return textbooks to the teacher(s) or to the registrar.
3. Return a parking sticker if student has been assigned a parking space.

After clearing all obligations to MCHS, records will be sent to the transferring school upon request.

SCHEDULE CHANGES

Course changes for the up-coming school year may be initiated through the end of June. No course or schedule adjustments will be made after the cut-off date unless administratively approved.

Students are scheduled for two terms. A course can not be dropped unless the student

fails the first term and the teacher recommends that he/she take another class in the same department.

Level changes are to be initiated by the teacher in whose class the student is scheduled. Students are not to go to guidance for level changes or for dropping classes. Parents may call the guidance counselor if a conference is needed. Nonetheless, all schedule changes must take place **prior to** the fourth day of classes.

COURSE/CLASS REQUIREMENTS

Course offerings are determined by the State Department of Education.

Students will receive the following from each teacher:

1. A course description
2. A list of course objectives
3. An explanation of the course grading/evaluation procedures
4. Textbooks

Each course is designed with specific criteria for meeting the course objectives.

In general, courses are eighteen weeks in length and meet one hundred minutes per day, five times per week. For each 9 weeks of such classes, one half credit is earned. Students have an opportunity to earn eight credits per school year.

GRADING SCALE

90 -	100 =	A
80 -	89 =	B
70 -	79 =	C
60 -	69 =	D
0 -	59 =	F

Final grades are determined as follows:

1. The final grade for block classes (100 minutes each day for a nine week quarter) will be calculated by the nine week grade weighted at 80% and the final exam weighted at 20%.
2. The final grade for 18 week classes and skinny classes will be calculated by each nine week grade weighted at 40% and the final exam weighted at 20%.

REQUIREMENTS FOR PROMOTION

9 th -	Pass 8 th Grade
10 th -	5 Credits
11 th -	12 Credits
12 th -	18 Credits

GENERAL GRADUATION REQUIREMENTS

In order to earn a "standard high school diploma" a student must:

1. Meet credit requirements for the appropriate graduation year.
2. Pass the 10th grade Florida Comprehensive Assessment Test (FCAT) – Reading and Mathematics.
3. Have a minimum cumulative grade point average of 2.0 for all courses taken.
4. Be enrolled at Martin County High School for at least one (1) full semester.
5. Successfully complete algebra I or a higher-level mathematics class.
6. **Beginning with the entering freshman class in 2007-2008, students have been required to declare a major area of interest based on their interests, abilities, and recommendations of their parents, teachers, and guidance counselor. Students may revise major areas of interest each year without penalty. More information is available on the guidance page of the school website.**

In order to earn a "special education diploma" a student must:

1. Be properly placed in a special education program.
2. Meet credit requirements for the appropriate graduation year.
3. Meet Florida State attendance requirements.
4. Be enrolled at Martin County High School at least one (1) full semester.

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 Martin County High School at least one (1) full semester.

In order to earn a "State of Florida diploma" a student must:

1. Meet graduation criteria through the Adult Education Program.

CREDIT REQUIREMENTS FOR GRADUATION

Students Entering 9th **Grade in 2004 through 2006**

26 Credit Diploma

- 4-English
- 3-Math
- 3-Science
- 1-American History
- 1-World History
- ½-Economics
- ½-American Government
- ½-Life Skills Management
- 1-Fine Arts OR
- 1-Voc.Prac.Arts OR ½ credit of each
- ½-Physical Education
- ½-Personal Fit.

Students Entering 9th **Grade in 2007/08 or later**

26 Credit Diploma

- 4-English
- 4-Math**
- 3-Science
- 1-American History
- 1-World History
- ½-Economics
- ½-American Government
- 1 - Fine Arts OR 1 – Pract. Arts**
- 1- Health Opportunities Through Physical Education (HOPE)**

15 ½ Required
10 ½ Electives
26 Credits

16 Required
10 Electives
26 Credits

18 Credit Diploma

4-English
3-Math
3-Science
3-Social Studies
2-Foreign Language
3-Elective

18 Credit Diploma

4-English
3-Math
3-Science
3-Social Studies
2-Foreign Language
3-Elective

There are two additional graduation options.

Three-year standard college preparatory program (18 credits)

- 4 credits in English (major concentration in composition and literature).
- 3 credits in math (Algebra I or higher).
- 3 credits in science (two of which must include a lab component).
- 3 credits in social sciences (must include 1 credit in American history, 1 credit in world history, .5 credit in American government, and .5 credit in economics).
- 2 credits in the same foreign language or demonstrated proficiency in another language.
- 3 credits in elective courses.
- At least 6 of the 18 credits required for this program must be received in classes that are dual enrollment; advanced placement; International Baccalaureate; Advanced International Certificate of Education; specifically listed or identified by the Department of Education as rigorous pursuant to section 1009.531(3), Florida Statutes; or weighted by the district school board for class ranking purposes.

The complete requirements for this 18 credit option **must** be reviewed annually with the student, parent, and guidance counselor.

Three-year career preparatory program (18 credits)

- 4 credits in English (major concentration in composition and literature).
- 3 credits in math (must include Algebra I).
- 3 credits in science (two of which must include a lab component).
- 3 credits in social sciences (must include 1 credit in American history, 1 credit in world history, .5 credit in American government, and .5 credit in economics).
- 3 credits in a single vocational or career education program, 3 credits in career and technical certificate dual enrollment, or 5 credits in vocational or career technical courses.
- 2 credits in electives unless 5 credits are earned as referenced as above.

The complete requirements for this 18 credit option **must** be reviewed annually with the student, parent, and guidance counselor.

Note: Passing the 10th grade Math and Reading FCAT's is required for high school graduation.

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.

REPORT CARDS

Interim reports are issued to each student during the 5th week of each grading period.

Report cards are issued every nine weeks. See the calendar for dates that report cards will be issued.

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.

PARENT CONFERENCES

Parent-teacher conferences are held several times a year. Consult the calendar for exact dates.

Parents may arrange a conference with a teacher any time during the school year by calling the front office and by leaving a message for the teacher(s) or by e-mailing the teacher(s). However, daily access to grades and attendance is available by accessing Pinnacle through the Internet.

PINNACLE

Pinnacle is an extraordinarily powerful computer system that permits teachers to have their class rosters automatically maintained by the computer with grades and attendance automatically reported to the administration. However, parents and students may also access "Pinnacle" to look at attendance and grades from any computer with on-line capabilities. To access "Pinnacle", first access the Martin County School District web site at <http://www.sbmc.org/>. Then, click on "Pinnacle/Online Grades" and select "Parent Internet Viewer". The rest is self-explanatory.

FINAL EXAMS

All courses that give credit towards graduation will include a comprehensive final examination. Students will remain in the class for the entire scheduled time. The final exam grade will count as one-fifth of the semester grade. Failure to take the exam will result in a grade of "zero" for the final and that grade will be used to calculate the course

grade.

According to current school policy, seniors with no more than two (2) absences and an “A” average for a nine week grading period may be exempt from taking a final exam. The aforementioned policy does not differentiate an excused absence from an unexcused absence. However, absences for school-sponsored, co- and extra-curricular activities will not be held against a student.

Final grades in any course may not be challenged after one calendar year.

All exams will be given during a regular school day. No early exams will be given. Late examinations may be given only when unavoidable circumstances are documented and approved by the principal. However, it should be noted that all late final examinations must be completed within ten school days of the missed examination or the opportunity to make up the examination may be forfeited. After completing a “Late Final Exam Application” and submitting it to the principal’s secretary, the student is expected to make arrangements with his/her teacher to be tested prior to the ten day deadline.

GRADE POINT AVERAGE

An unweighted grade point average is used to determine athletic and activity eligibility, honor roll, graduation, good student discounts, 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

Class rank is determined by computing the weighted grade point average of all high school credit classes taken by a student. To receive a class rank, the student must be enrolled in a specific Martin County high school for a minimum of two years/14 credits. For students who began high school as 9th graders in 2004 through 2006, the student with the highest weighted GPA will be designated Valedictorian, while the student with the next highest weighted GPA will be designated Salutatorian. **Beginning with the class of 2011, students with the highest weighted GPA will be designated Magna Cum Laude (top 1% of class based on class rank), Summa Cum Laude (next 2% of class) or Cum Laude (following 2% of class).** Class rank is computed via a weighted quality point system. The points are generated based upon both the grade earned and the instructional level difficulty of each completed course as indicated below

Basic Level	A=4.0	B=3.0	C=2.0	D=1.0	F=0
General Level	A=5.0	B=4.0	C=3.0	D=2.0	F=0
Honors Level	A=6.0	B=5.0	C=4.0	D=3.0	F=0
AP/Dual Enrollment	A=7.0	B=6.0	C=5.0	D=4.0	F=0

In order for a transfer student to be ranked as a MCHS student, the grades from the transferring school must be translated into the MCHS grading system by the registrar. A transfer student has the option of being unranked without prejudice at the written request

of his/her parent if the student's grades are numerical.

For a more complete explanation, please refer to the District Student Progression Plan.

TRANSCRIPT

The following information is included on each student's transcript:

1. Complete legal name
2. Complete history (address, date of birth, etc.)
3. Subjects taken, grades earned after each semester, levels of courses, and credit received
4. School's grading system
5. Test Scores (SAT, ACT, and FCAT where applicable)
6. Immunization record

Each graduating student will be eligible for **an unlimited number of electronically transmitted transcripts at no charge**. However, there are a limited number of schools that accept electronically transmitted transcripts. All other official transcripts will be sent to colleges, universities, the military, or an employer, as requested at the cost of \$2.00 each. Please note that all official transcripts, electronically submitted or hard copy, **MUST** be sent by our school's registrar and may not be handed to anyone. Of course, "unofficial" transcripts may be picked up in person. The cost for an unofficial transcript is also \$2.00.

Please note the possibility that the cost for a transcript may rise significantly in the 2010-2011 school year.

Under provisions of federal law, parents have the right of access to their child's cumulative school records until that child reaches age eighteen. Students have the right of access to their own records. Professional educators and members of specific social agencies also have access to files under federal law.

TEACHER/COUNSELOR RECOMMENDATION REQUESTS

A student, who wishes to obtain a recommendation from a teacher or counselor for college admission, scholarship application, military service, job application, etc., may obtain the proper forms in the guidance office. The teacher and/or counselor must be given **at least ten days notice** before the recommendations are due. Students need to be aware that teachers and counselors are often deluged with requests for recommendations and are urged not to wait until the last minute.

STANDARDIZED TESTING

Standardized testing information is distributed to all students. This information may also be obtained from the guidance department, or through a link on the guidance page of the school's web site at www.mchs.sbmc.org.

The following is a list of the standardized tests administered by MCHS:
PSAT/NMSQAT - The Preliminary Scholastic Aptitude Test and the National Merit

Scholastic Qualifying Test- available for 9th grade - 11th grade students- required for 11th grade students for National Merit consideration

SAT - Scholastic Aptitude Test

ACT - American College Test

AP - Advanced Placement Examinations

FCAT - Florida Comprehensive Assessment Test

CPT – College Placement Test – for admission to IRCC dual enrollment classes

SAT/ACT Prep Sessions

Preparation sessions for SAT and ACT tests are offered to students. Those who are interested should contact the guidance department for more information.

GRADUATION CEREMONIES

Graduation ceremonies are held once a year in June. A diploma is issued to all students who have met all graduation requirements and only those who have met all requirements for a diploma or certificate of completion will be permitted to participate in graduation ceremonies. Times and dates will be designated by the School Board.

SUMMER SCHOOL

Summer school was not available in recent years. However, should it be offered, information regarding enrollment, transportation, etc. will be provided.

CREDIT PROGRAMS - AT OTHER COUNTY SITES

For High School Credit

Adult Education: A high school student may be enrolled for no more than one credit in an Adult Education program in addition to his full-time enrollment in day school.

Alternative Education Program: A high school credit program which offers smaller classes combined with a work program for students who experience difficulties with the regular high school program.

Homebound: 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, certain students may be eligible for the Home/Hospital Instructional Program. (Please note that some course work may not be appropriate for instruction in the home/hospital setting.)

Consideration for participation in the Homebound/Hospitalized Program requires a physician's statement that the student may be unable to attend school for three or more consecutive weeks due to an identified serious medical condition. THIS DOES NOT MEAN THAT THE STUDENT MUST BE ABSENT FOR THREE WEEKS BEFORE A REFERRAL CAN BE MADE FOR THE HOMEBOUND/HOSPITALIZED PROGRAM ELIGIBILITY CONSIDERATION. It

means that as soon as the student becomes ill and is unable to attend school, a referral for the Homebound/Hospitalized Program can be made based on a physician's statement of an anticipated absence of three weeks or more.

Please do not delay requesting service if you feel your child will be out of school for an extended time period due to illness. For specific information or to refer a student for Homebound/Hospitalized Program consideration, please contact Pat Rourke at 219-1200 ext. 30257.

Teen Parenting Center: This is an option offered to the student who is pregnant or to the student-parents who desire to continue their education at an alternative site.

Florida Virtual High School: 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 MCHS counselor.

For College Credit

- Dual Enrollment:** Students who are at least 16 years of age and who are in grades 10-12 are permitted to enroll in specific classes at IRCC. The student who satisfactorily completes each college class earns deferred college credit. Pre-requisites include a grade point average of 3.0 in academic areas, at least a 2.0 in vocational areas, and appropriate placement scores. The request must be agreed to by the parent, student, high school, and college. College courses and grades will be reflected on the high school transcript. Students who enroll in a dual enrollment class through IRCC and who later decide to withdraw, must do so at the high school and at the college prior to the Martin County High School deadline (four days after the beginning of the high school semester) or the grade of "F" will be entered on the high school transcript.
- Early Admissions:** This is an option for students having a minimum of 20 credits who want to omit the fourth year of high school attendance. Specific requirements should be reviewed with the student's counselor. An application must be on file with the counselor prior to the end of the junior year. Early admission is recommended only for the student who is basically an A/B student, who is in the upper 20% of his/her class, and who is socially mature and confident. A predominance of honors classes (English, social studies, science and math) will also be a determining factor as will counselor recommendation.

FLORIDA'S BRIGHT FUTURES SCHOLARSHIPS PROGRAM

The Florida Bright Futures Scholarship Program establishes a lottery-funded scholarship to reward any Florida high school graduate who merits recognition of high academic achievement and who enrolls in an eligible Florida public or private post-secondary educational institution within three years of high school graduation.

The Bright Futures Scholarship Program is the umbrella program for all state-funded scholarships based on academic achievement in high school.

Each of the three scholarship awards has specific criteria that must be met. However, to

be eligible for an initial award from any of the three types of scholarships, a student must meet the general eligibility requirements established for the Florida Bright Futures Scholarship Program.

Since requirements and other aspects of these awards are subject to change, it is suggested that you consult the Florida Student Scholarship Grant Programs web site for the most accurate and up to date information. After accessing the web site at www.floridastudentfinancialaid.org/SSFAD/bf, just click “brochures” and then select “Florida Bright Futures Scholarship Program Initial Eligibility Brochure”.

Seniors may apply on-line for Bright Futures Scholarships from December through June of their graduation year.

CONGRESSIONAL AWARDS

The United States Congress has developed a program to recognize the initiative, achievement, and community involvement of young people ages fourteen (14) through twenty-three (23). Long-term goals must be set and worked towards in the areas of voluntary public service, personal development, and physical fitness. Our students may work towards a bronze or silver medal, depending upon their age and the number of hours they put towards each goal. This is a high honor and is the only civilian award made by Congress. It is a national award that may be earned without a competitive aspect. Information and assistance can be obtained through the MCHS guidance department or directly through the office of Congressman Tom Rooney at 772-878-3181.

STUDENT RECOGNITION PUBLICATIONS

Below is a statement from the National Association of Secondary School Principals in regard to “Who’s Who” type publications. Please be advised that MCHS will not recognize or recommend students for these publications as per the guidelines from the NASSP, a highly respected organization:

“The Committee does not list organizations or programs that solicit students and claim to honor students by publishing their names in volumes usually entitled “who’s who,” “distinguished,” “outstanding,” or the like and who derive much of their revenue from sale of these publications. In the committee's opinion, any recognition accorded to students through mere inclusion in such publications is of little or no value and is unlikely to provide any future educational or personal benefit.

The Committee’s opinion is based on investigations from which it has concluded that the selection criteria used by most recognition programs are vague and ambiguous. Even when clearly stated, the sponsoring organization is unlikely to be able to verify that students actually measure up to the selection criteria since nominations ordinarily come from a variety of sources. These may include individual staff members associated with a school or persons in the community at large.

The Committee has also found that most of the organizations sponsoring these programs are commercial in nature, having no connection with educational, philanthropic, or professional associations. Typically, these organizations solicit students listed and their

families to purchase the publication listing the students' names, or some other type of "award," and their primary source of income is from operation of the recognition program itself."

ATTENDANCE

RIGHTS

No student will be denied the opportunity to attend or to participate in the educational program of the Martin County School system because of race, creed, color, sex, or national origin.

RESPONSIBILITIES

Under the compulsory attendance laws of the State of Florida, students have the responsibility to take advantage of their educational opportunity by attending all classes daily and on time, unless circumstances beyond their control prevent them from doing so.

Unless an absence is excused or occurs without the parent's knowledge, consent or convenience, parents are subject to legal action and/or to being reported to the Department of Children and Families for neglect if students are not in regular attendance.

It is the responsibility of each student's parent or guardian to notify and to explain the student's absence to the attendance office no later than the first day of the student's return to school. Failure to do so by the tenth day will result in the absence being considered unexcused.

Acceptable reasons for an excused absence are as follows:

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

A physician or other licensed medical provider's certification is required when a student is absent for three or more consecutive school days (of course, absences for participation in school-sponsored events are excluded) or when a student is absent nine or more cumulative school days within any ninety calendar day period. Failure to provide such certification by the tenth day will result in the absence being considered unexcused.

Juniors and seniors who visit a college and who provide the attendance office with

satisfactory documentation of attendance at that school, will be given an “excused absence”. However, please be aware of the following:

1. **The number of excused absences for this purpose is limited to three per school year.**
2. **None of these absences are considered as excused for the purpose of being exempt from final examinations.**

Students must be in regular attendance if they are to derive benefits from such important educational activities as lectures, special instruction and individual help in skill development, group discussion, spontaneous dialogue between teacher and students, reports presented by other students, audio-visual presentations, special guest speakers and resource people. When this type of work is missed, in most instances, work can not be made up adequately. Alternate assignments must be given to absent students in order for them to learn the material missed. **Students have the responsibility to request ALL make-up assignments.**

ATTENDANCE

A student must attend 90% of the days of each class in order to receive a credit for the term. Absences in excess of 9 unexcused days in a term will lead to failure, unless a student appeals and his/her appeal is upheld. The Florida Compulsory Attendance Law states that a student must attend school until he/she is 16 years of age.

Students and parents need to be aware that because of in-school activities, field trips, visits to the school nurse, etc. the number of absences may vary from class to class. This includes participation in athletic events, cultural events, practices and rehearsals, fund-raising activities, etc.

A student must attend school the day of a scheduled extra-curricular activity in which he/she is participating. If the activity occurs on the weekend, the student must attend school the Friday before the activity.

It is the student's responsibility to keep track of the number of absences in each class.

Procedures:

1. The initial responsibility for accurate records and referrals to the attendance office for attendance problems rests with the teacher.
2. When unusual absences or patterns of continued absences occur, the teacher and/or the attendance office may contact the parent.
3. If the attendance office concludes that no progress is being made and that further steps need to be taken, the attendance problem will be referred to the county attendance officer and/or Division for Youth Services if the student is under 16 years of age.
4. In the event a student is past the compulsory attendance age, all prior efforts in the case will be reevaluated in an attempt to determine whether additional counseling is in order or whether the student should be referred to the Division for Youth Services.

5. It is the responsibility of the student to:
- A. Be aware of the number of absences he/she has in each class.
 - B. Present notes of absence to Attendance and have them stamped.
 - C. Keep documentation of absences in the event that an appeal becomes necessary.

ATTENDANCE APPEALS

If a student has more than nine unexcused absences in any class, and has earned a passing grade in that class, the student must file an appeal. Otherwise, a failing grade will be posted on the report card and the permanent record.

After an appeal has been filed, one of the following decisions will be made:

1. The student will be required to take and pass a competency test to receive credit.
2. The teacher will accept the student's performance in the course and he/she will receive credit.

Appeal applications may be completed at the conclusion of the semester in question. No application will be considered once a full year has elapsed since the conclusion of the semester in question.

CHECKING OUT OF SCHOOL

All students who need to leave school prior to the end of their scheduled day **must** sign out officially through the attendance office or through the clinic. Leaving school in any other manner is unauthorized and will result in an unexcused absence and/or disciplinary action.

EARLY DISMISSAL PROCEDURE:

Students leaving school prior to the end of their scheduled school day must bring a note from parent or guardian to the attendance office before class begins stating what time the student is leaving school and the reason the student is leaving early. The note will be confirmed with the parent by phone by attendance office personnel. Once the note has been confirmed, the student will be dismissed without the parent having to come in to the office. If the student is checking out early because of an appointment with a health care professional, a note from that professional is required in order to be excused for classes missed.

MAKE-UP WORK

Students who are absent from class are required to make up class work and/or tests. **It is the student's responsibility to arrange to make up all such work "immediately upon his/her return to school"**. Students have one day to make arrangements for make-up work and one day for each absence is allowed for make up of missed class work.

Although arranging for make-up work is a student's responsibility, requests for make-up work may be done by parents through the guidance office if, and only if, absence exceeds a three consecutive day period. Please allow at least 24 hours for your requests to be honored.

TARDINESS TO SCHOOL

Students have the responsibility to be on time to all classes. It is expected that students will accept that responsibility. **A student who arrives more than 15 minutes tardy for his/her first period class is required to report to the attendance office with a note from a parent. A student who arrives tardy to school after block one has ended is also required to check in with the attendance office upon arrival with a note stating why the student is late.**

An excused tardy to school is one where the reason for tardiness is illness, death in the family, religious holiday, court appearance, or principal approved activity. These reasons are the same as defined for excused absences (**except for medical tardies which require a doctor's note**). The excuse must be in writing and signed by an appropriate adult. Tardiness for any other reason is considered unexcused.

In general, teachers assign detention (before or after school or lunch detention) to students when they are tardy. However, repeated tardies will be referred to the deans' office for disciplinary action.

TARDINESS TO CLASS

The faculty and administration of Martin County High School want to maximize the success that you achieve as you pursue your high school career. Our greatest concerns are for your academic achievements as well as your safety on our campus. We firmly believe that arriving to class on time is essential to your academic success. For your safety, we provide maximum supervision during class changes but we all need to be academically on task in the classroom when the bell rings. We do not wish to compromise student safety when students arrive late to class. Therefore, **the following tardy policy will be in effect:**

1. Students will be considered on time for class if their entire body is in the classroom when the bell rings.
2. Teachers will admit all students with or without a pass and appropriately record the student's arrival on Pinnacle.
3. Students arriving late without a pass, will automatically be marked tardy and be given one of the following conditions:
 - First offense- a written and verbal warning, plus a parent phone call by the teacher.
 - Second offense- a 5 minute lunch detention to be served with in the next three school days. Failure to serve the detention will result in a dean's referral.
 - Third offense – a 10 minute lunch detention to be served in the next three school days. Failure to serve the detention will result in a dean's referral.
 - Fourth offense and every offense thereafter - the student will receive a deans' referral which will result in a one hour after school detention at the very least.

If we all work together on this "very simple" tardy rule, then everyone will know exactly

what to expect at all times. Remember, your academic achievement and safety is important to all of us.

DRIVER'S LICENSE LAW

According to Florida State Law, a driver license will be available to 15, 16, 17 year olds 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.

In short, this means that a student, whose unexcused absences exceed 15 at any time during the school year, will not be able to obtain a driver license or, if he/she already has one, it will be suspended.

CODE OF CONDUCT

PHILOSOPHY OF STUDENT CONDUCT

One of the objectives of the school instructional program is to encourage and develop self-control and self-discipline rather than mere obedience to others. To these ends, students are provided with specific freedoms within the framework of school policies. Students are provided opportunities to make decisions, to make choices, to make mistakes, and to assume responsibility, all under faculty supervision in a supportive environment.

In the environment of a large group such as that at a school, it is important that students conduct themselves in such a way that they do not unfairly or unnecessarily interfere with the rights of others or with the rights of the total group. A primary objective of this publication is to outline and clarify the rights and responsibilities of students and to cite specific examples of misconduct that could result in disciplinary action.

CONDUCT CODE

Any teacher or administrator shall be granted permission to use various types of discipline when needed to maintain effective learning conditions and proper total school climate, including the use of physical force. However, it shall be understood that school personnel who use physical force shall be prepared to justify such acts as reasonable and fair procedure under the circumstances at the time.

In accordance with Florida School Law (232.25) Pupils Subject to Control of School:

"Subject to law and rules and regulations of the state board and of the school board, each pupil enrolled in a school shall, during the time he is being transported to or from school at public expense, during the time he is attending school, and during the time he is on the school premises, be under the control and direction of the principal or teacher in charge of the school, and under the immediate control and direction of the teacher or other member of the instructional staff or of the bus driver to whom such responsibility may be assigned by the principal. However, the state board or the district school board may, by rules and regulations, subject each pupil to the control and direction of the principal or teacher in charge of the school during the time he is otherwise en route to or from school or is presumed by law to be attending school."

In order to maintain effective learning conditions, it may be necessary to deny certain students educational participation. Denial of participation may be made within the limitations of Florida School Laws, for reasons of persistent disobedience, gross misdemeanor, habits detrimental to the school, or behavior patterns which consistently cause classroom disruption. "Gross misdemeanor" means a willful or malicious act of

detriment to the school. The misconduct must be more than a petty or trivial offense against school rules. "Persistent disobedience" means recurring cases or instances of refusal to obey school officials or to comply with school rules and regulations.

A student who has been suspended or expelled from school shall not be eligible to participate in any school functions for the duration of such disciplinary action. A student who has been suspended or expelled shall not be eligible for attendance for the duration of such disciplinary action unless otherwise determined by the principal.

After such denial of educational participation is made, every effort that might lead to the student's reinstatement shall be exerted to determine and resolve the causes for such behavior. These efforts may include psychological evaluation, social work, and/or counseling services when appropriate.

All students are expected to conduct themselves at all times in a manner that will contribute to the best interests of the school system, and no student's conduct shall infringe on the rights of others. The following actions shall be considered improper conduct and shall subject the student to disciplinary action that may include suspension or expulsion from school. A violation of the Code of Conduct shall occur whether the action takes place on school grounds at any time during school hours, at a school-sponsored activity off school grounds, at a school bus stop, or on a school bus enroute to or from school.

Students have the responsibility to participate fully in the serious business of learning. Students shall report to school and to all scheduled classes regularly and on time, remain in classes until excused, pay attention to instruction, complete assignments to the best of their ability, and request help when it is needed.

RIGHT TO LEARN

Rights

The opportunity of students to participate in the educational program offered by the Martin County School Board shall not be denied because of race, creed, color, sex, or national origin.

Responsibilities

Students have the responsibility to strive for growth in their educational program by participating to their utmost ability.

Students have the responsibility to respect the rights of other individuals who have differing viewpoints and to become informed and knowledgeable about controversial issues.

Students have the responsibility to respect school property and the property of others.

RIGHT TO PRIVACY

Rights

Students have the right to privacy in their personal possessions unless the principal or designee has reasonable cause to believe that the student is concealing material that is prohibited by law.

Students have the right to reasonable notification of any general search of lockers except in emergency situations.

Students have the right to privacy with respect to the educational records kept on them, by prohibiting the institution from releasing personally identifiable data relating to the student without the express written consent of the parent, guardian, or the student if such rights have accrued to him.

However, exceptions are provided to permit the release of data, without consent, as listed in Florida State Law and School Board Policy.

Responsibilities

Students have the responsibility not to carry or conceal any such material that is prohibited by law or would detract from the educational process.

Students have the responsibility to accept the consequences for the contents stored within their locker during a legal search.

RIGHT TO FREE SPEECH/ASSEMBLY/PUBLICATION

Rights

Students have the right to inquire, to express opinions, to take stands and to support causes publicly or privately.

Students have the right to peacefully assemble on school grounds or in school buildings, subject to prior approval of the administration.

The Pledge of Allegiance is a statement of American ideals, and every student shall be protected in his right to affirm his identity with these ideals; however, students who, because of religious or other deep personal convictions, do not wish to participate in the Salute to the Flag, shall not be compelled to do so.

Students have the right to refrain from any activity that violates the precepts of their religion.

Responsibilities

Students have the responsibility to become informed and knowledgeable about controversial issues and express their opinions in a manner that is suitable for the forum

in which the discussion is taking place.

Students have the responsibility to plan for, seek approval of, and conduct those activities that are consistent with the educational objectives of the school. Students have the responsibility to act in a manner that preserves the dignity of the occasion.

Students have the responsibility to respect the religious beliefs of others.

DEANS' OFFICE

Deans, operating directly under the assistant principal, are in charge of student discipline and conduct. Students who are in violation of the Student Code of Conduct or school regulations are referred to the deans' office for disciplinary action. If the student is found in violation of school regulations or is involved in prohibited conduct, the following forms of disciplinary action may be taken, depending upon the severity or reoccurrence of the violation.

1. Conference with the student
2. Parent-student conference
3. Referral to administration
4. Assignment to one or more types of detention
5. In-school suspension
6. Out-of-school suspension
7. Saturday school
8. Transfer to an alternative education site
9. Expulsion

This list is not in sequential order. Any one or more of these actions, or those listed in the Martin County School District Student Conduct and Discipline Code, may be taken at any given time depending on the severity of the offense.

Any student who is "persistently disobedient" is subject to in-school or out-of-school suspension, transfer to an alternative education site, and even expulsion.

FIGHTING POLICY

Students who argue, taunt, name call, or use abusive language, but are not involved in physical contact are subject to suspension. If such verbal abuse results in a physical confrontation (fight), the student will be given up to five (5) 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 will be given up to five (5) days out-of-school suspension. If the second party hits back, he will be given up to five (5) days out-of-school suspension.

Any student engaging in a fight will receive out-of-school suspension with due process.

LYING POLICY

Students will be subject to disciplinary action if they are caught lying to any school employee conducting an investigation.

SKIPPING POLICY

Students skipping class will, as a minimal consequence, receive after school detention. Those who repeat the offense will be subject to more severe disciplinary action. Those who skip school will be suspended.

FAMILIARITY POLICY

Students shall not engage in over-familiarity. Public displays of affection such as hand holding, kissing, sitting on laps, etc. are prohibited and may result in disciplinary action.

ZERO TOLERANCE

An in-depth explanation of the Zero Tolerance Policy is available in the **Martin County School District Student Conduct And Discipline Code**. Students who violate this policy will be subject to recommendation for expulsion from the Martin County School District. However, it should be noted that actions not specifically covered by the Zero Tolerance Policy may also lead to recommendation for expulsion.

POSSESSION/USE OF TOBACCO PRODUCTS

Possession or use of tobacco products is illegal for minors and is prohibited by school/district rules. **If you use tobacco products or are in possession of tobacco products at school or during school-sponsored events, you will be suspended for 3 school days.** Of course, consequences for additional offenses will be progressive.

HAZING

Hazing in high schools is prohibited by Florida Statute and is a criminal offense. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to initiation or admission into or affiliation with any organization operating under the sanction of a high school. It also includes, but is not limited to, pressuring or coercing a student into violating state or federal law, and brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of a student, and also includes any activity that would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could affect the mental health or dignity of a student. Hazing does **NOT** include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective. Hazing should be reported to teachers and administrators as soon as possible. Students who are found to have engaged in hazing will face suspension from athletics and/or school-sponsored activities and may result in further disciplinary action.

HOAXES

Hoaxes may be punishable with prison time and/or discipline, up to and including recommendation for expulsion. Florida statute provides that anyone who manufactures, possesses, sells, delivers, displays, uses, threatens to use, attempts to use, or conspires to use, or who makes readily accessible to others, a hoax weapon of mass destruction with the intent to deceive, commits a felony of the second degree. A person convicted of such a crime faces a \$10,000 fine and up to 15 years in prison.

PROHIBITED ITEMS

Laser pointers, radios, CD players, MP3 players, and the like are not permitted on campus. **Playing cards, dice, and other items that can be used for gambling purposes are also prohibited.** Possession of any one of these items may result in the item being confiscated and/or disciplinary action. Possession of ammunition, depending upon the circumstances, may lead to recommendation for expulsion.

COMPUTER HACKING

Computer hacking, which includes the unauthorized altering of school-owned computers in any manner whatsoever, will be treated as a discipline problem and may be illegal as well. The student hacker may be subject to arrest, suspension and/or recommendation for expulsion.

DISCIPLINARY PROCEDURES

Lunch Detention

Lunch detention may be assigned by the classroom teacher or deans' office without parent notification.

After-School Detention

A student may be placed in after-school detention by any school official. Such detention will take place on a subsequent afternoon. The parents will be responsible for the student's transportation home. A student may be placed in detention for one to two hours a day after school.

After-School Detention Policies

- 1. If a student fails to attend the ASD to which he/she is assigned, the detention will double (a 1 hour ASD will become a 2 hour ASD and a 2 hour ASD will double to two days of ASD).**
- 2. If the student is absent on the day he/she is expected to serve an ASD, it will be the student's responsibility to serve on the very next scheduled ASD date.**
- 3. ASD MUST be served on the day assigned. A request for rescheduling will be "considered" by the administration ONLY in cases where a parent note is submitted PRIOR to the scheduled date. Excuse notes will NOT be accepted after the fact.**
4. Students must report on time.
5. Students must bring enough school-related work to occupy them for the entire

detention time.

6. Students may not eat, drink, talk, or sleep in detention. Non-cooperative behavior or poor attitudes may be referred to the deans' office with recommendation for stronger disciplinary action (ISS, OSS, Saturday School).
7. Any infraction of after-school detention policies may result in further disciplinary action.

In-School Suspension

The in-school suspension program is an alternative to out-of-school suspension. The deans' office or administrator will determine which students will be assigned in-school suspension and the length of the assignment.

In-School Suspension Policies

1. Students are responsible for getting appropriate academic work from each of their regular teachers to be completed under the supervision of the in-school suspension teacher.
2. Students will be given credit for the completed work in in-school suspension.
3. Students must follow all in-school suspension rules.
4. Students who fail to get the necessary work, exhibit non-cooperative behavior and attitude, or refuse to follow In-School Suspension rules may be referred to the deans' office for more severe disciplinary action.
5. Students who fail to attend in-school suspension on the date assigned and are without a valid reason, will be referred to the deans' office for more severe disciplinary action.
6. At the discretion of the deans' office, a student may be assigned multiple periods of in-school suspension.

Out-Of-School Suspension

1. Students may not participate in or attend extra-curricular activities.
2. Students may not be present on the school campus.
3. Students may not ride the school bus.
4. A parent conference must be held before the student may return to class.

Saturday School

The Saturday School program is an alternative to suspension. The deans' office or an administrator will determine which students will be assigned to this program. Typically, students will be required to complete academic work and to engage in custodial work as well.

Saturday School Policies

1. **If a student fails to attend the Saturday School to which he/she is assigned, the Saturday School will double (2 Saturday Schools) and/or the student will be suspended from school.**
2. **If the student is absent (excused) on the day he/she is expected to serve a Saturday School, it will be the student's responsibility to serve on the very next scheduled Saturday School date.**

3. **Saturday School MUST be served on the day assigned. A request for rescheduling will be “considered” by the administration ONLY in cases where a parent note is submitted PRIOR to the scheduled date. Excuse notes will NOT be accepted after the fact.**
4. Students must report on time.
5. Students may not eat, drink, talk, or sleep in Saturday School. Non-cooperative behavior or poor attitudes may be referred to the deans' office with recommendation for stronger disciplinary action (OSS, recommendation for an alternative school placement).
7. Any infraction of Saturday School policies may result in further disciplinary action.

Suspension On The Basis Of Felony Charges

In accordance with Florida School Law (232.26), Martin County School Board policy, and Martin County High School policy, when a student is formally charged with a felony by a proper prosecuting attorney for an incident which allegedly occurred off school property, the principal or his/her designee may conduct an administrative hearing. If the incident is shown to have an adverse impact on the educational program, discipline, or welfare in the school, the child may be suspended, may be placed in an alternative school setting, and/or may receive other disciplinary action up to and including expulsion.

Expulsion

If a student is found to be involved in illegal activity, the following action or actions take place. This list is not in sequential order. Any one or all of these actions may be taken at any given time depending on the severity of the offense.

1. Suspension, not to exceed ten days
2. Referral to law enforcement officials
3. Recommendation for assignment to alternate school programs
4. Recommendation for expulsion

Expulsion means that a student may be excluded from the entire Martin County school system. Florida statutes permit the expulsion of a student for a period of time and under conditions set by the local school board. This time may be for the remainder of the school term, summer session, and/or up to one additional year.

In the event the disciplinary action contemplated involves expulsion procedures, an impartial hearing shall be held before the Martin County School Board. Any expulsion action, if taken, shall be taken only by the School Board.

REFERRAL TO DEANS

If a teacher must remove a student from class because of misconduct, that student must be sent to the deans' office with a referral form. In case of emergency, the referral form will follow the student. He/She must remain in the deans' office until seen or sent on to the next class by the dean. A copy of the action taken by the dean will be provided to the teacher as feedback.

A student may be suspended from school for a definite period of time by the principal or her designee for persistent disobedience, gross misdemeanor or habits detrimental to the school.

GUIDELINES FOR DISCIPLINARY ACTION AND DUE PROCESS RIGHTS AND RESPONSIBILITIES

The Martin County Student Conduct and Discipline Code for 2009-2010, which has been distributed to ALL students, lists the specific guidelines for disciplinary action and the due process used with each student. Please be familiar with this booklet and refer to it for further information.

The Student Conduct and Discipline Code booklet prohibits “cheating and copying.” For your information, we have listed what is considered cheating, and what disciplinary action may result.

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, or attempted use, of 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,
 - 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?

A. TESTS

1. "0" on test, 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.

B. HOMEWORK - One or more of the following may result at the discretion of the teacher:

1. Alternate assignment with highest possible grade of C.
2. Confiscation of homework (both parties) and students must start over for credit.
3. One-half the grade to each of the guilty parties: cheater and cheatee "share the work-share the grade!"
4. At the end of the grading period students may be allowed to have a chance to do extra work to replace a zero.
5. Repeated offenders could risk suspension and/or expulsion.

STUDENT ACTIVITIES

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.

ANNOUNCEMENTS AND BULLETIN NOTICES

The daily bulletin is presented via closed-circuit television during class and is available on the school's web site at www.sbmc.org. All public address announcements and bulletin notices must be approved by the administration prior to their being disseminated in any fashion.

ELIGIBILITY FOR ACTIVITIES

Students participating in any interscholastic activity such as a competition, a performance, a meeting or a trip, which includes students from any other school, must have a minimum of an unweighted 2.0 overall grade point average in order to be eligible to participate. Some groups may require a higher GPA.

ASSEMBLIES

ATTENDANCE IS MANDATORY AT ASSEMBLIES. STUDENTS MAY NOT LEAVE CAMPUS. 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.

Only students in the school-sponsored group are permitted on any trip that the group makes. Any other students on the trip are unauthorized and will be suspended from classes for skipping school.

Students on school-sponsored trips are excused from school but marked absent in each class missed.

Martin County High School has no senior skip day.

PROM, HOMECOMING, AND OTHER SELECTED EVENTS

The following rules and regulations will be in effect:

1. **All MCHS students will be required to show valid student ID cards in order to enter.** Driver's licenses and other forms of ID will not be accepted and temporary ID's will not be available.
2. **All invited guests will be required to show valid high school ID's or drivers' licenses to enter.** It is mandatory that guest approval forms be completed in advance. Guest approval forms will be required and must be approved before purchasing a guest ticket. Proper documentation must be attached. When tickets go on sale, forms will be available at the table. Guests will not be approved at the door nor will tickets be sold at the door for anyone.
3. All guests must be under 21 years of age.
4. Any student presently or previously enrolled at our school must have been 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 assistant principal in charge of discipline, based upon the record and/or knowledge of the individual's behavior.
5. A student from Spectrum High School may not come to the MCHS dance if he/she is invited by one of our students because it is presumed that students attending Spectrum High School are there solely for disciplinary reasons.
6. Formal attire is required for the Prom, and semi-formal attire is required for Homecoming and Winter Formal. This includes, but is not limited to:
 - a. dresses may be no shorter than 2" above the knee
 - b. backless dresses may be no lower than the waistline in the back
 - c. midriff must be covered
 - d. males must wear dress shirts and ties along with appropriate dress shoes
 - e. sneakers and jeans are prohibited
7. Glow accessories, pacifiers, or any item of the like will not be permitted. These items will be confiscated and NOT RETURNED.
8. Faculty and staff reserve the right to refuse admission to any student. No student will be admitted after 10 PM.
9. Remember: ALL school rules (which include but are not limited to the possession and/or use of drugs and/or alcohol) apply to all dances. Failure to comply will result in expulsion from the dance and possible disciplinary actions that may include, but are not limited to, revoking of privileges, suspension, expulsion, etc.

Similar rules and regulations will be in effect for Homecoming and for other selected events. If further revision of the aforementioned dress code should be made during the school year, the revisions will be advertised.

POWDER PUFF

The possession of mustard, ketchup, shaving cream, water balloons, silly string, and any other item that represents a potential danger to others or a disruption of a school function during Powder Puff activities, will result in suspension from school. Neither uniforms nor bandanas are to be worn during the school day.

FUND RAISING

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

CLASS RINGS

Martin County High School class rings are ordered by the Junior Class. Seniors who have not ordered their rings may do so at any time through the director of student activities.

ATHLETIC DEPARTMENT

Interscholastic Sports

Varsity Baseball	Boys' J.V. Soccer
J.V. Baseball	Girls' Varsity Soccer
9 th Grade Baseball	Girls' J.V. Soccer
Boys' Varsity Basketball	Girls' 9 th Grade Soccer
Boys' J.V. Basketball	Girls' Varsity Softball
Boys' 9 th Grade Basketball	Girls' J.V. Softball
Girls' Varsity Basketball	Girls' 9 th Grade Softball
Girls' J.V. Basketball	Boys'/Girls' Swimming
Girls' 9 th grade Basketball	Boys'/Girls' Tennis
Boys'/Girls' Bowling	Boys'/Girls' Track
Boys'/Girls' Cross Country	Varsity Volleyball
Varsity Football	J.V. Volleyball
J.V. Football	9 th Grade Volleyball
Boys'/Girls' Golf	Varsity Wrestling
Girls' LaCross	J.V. Wrestling
Boys' Varsity Soccer	Boys'/Girls' Weightlifting

Football Cheerleaders

Varsity, J.V.

Basketball Cheerleaders

Varsity

Eligibility

Martin County 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 Athletics Association, and Martin County 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. (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. (This form is valid only for one calendar year.)

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 minimum cumulative 2.0 grade point average on a 4.0 unweighted scale in all courses taken through the end of the previous semester. Ninth and tenth graders must have the same **OR** must have earned a 2.0 grade point average on a 4.0 unweighted scale in the courses taken in the previous semester alone, provided the student sign an academic performance contract with the school and attend summer school as necessary.
5. 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 a satisfactory conduct record.
6. Must have a Parent Permission/Emergency Medical Treatment form on file in the athletic department.

Unsportsmanlike Conduct

Any student athlete, who is ejected from an interscholastic contest for unsportsmanlike conduct of a flagrant foul, will be suspended from competition for a period of (7) calendar days. If during that time fewer than two interscholastic contests are scheduled, then the period of suspension will be extended to include the next two contests. The only exception to this rule is in the sport of football. In football, the suspension will be the next football game played.

Any athlete whose conduct fails to meet a standard of conduct satisfactory to the coach, athletic director, or principal, may be ruled ineligible to participate in interscholastic athletic competition for a period of time deemed necessary by the coach, athletic director, or principal.

STUDENT SERVICES

BUS TRANSPORTATION

Students enrolling in school are to secure bus information from the deans' office.

To be eligible for school bus transportation, a student must live a distance of two miles or more from school by the most direct route possible to travel.

Bus students must get on and off the bus at their assigned school stop. **A parent must contact the deans' office by telephone or in writing, to give permission for a student to ride a bus other than his/her own. However, permission will be granted at the discretion of the transportation department and only if space permits. Students may pick up a bus pass before school or during their lunch period. Those who wait until the end of the day to secure permission may have their request denied.**

Tips for School Bus Riders:

School officials, bus operators, parents, and students themselves are all responsible for ensuring that school bus riders follow these safety tips:

At the bus stop:

- Students and parents are responsible for safety and proper student behavior going to and from the stop and while waiting for the bus.
- Students must stand off the roadway while waiting.
- Students must respect other people's property.
- Students must not push, shove, or engage in horseplay.
- Parents should supervise children at the stop if possible.
- Students must arrive at the bus stop at least five minutes prior to the scheduled pickup time.
- Students must wait for and get off the bus only at approved stop locations.

During loading and unloading:

- Always stay away from the 12 foot "danger zone" around the bus, except when you are directed by the driver to get on or off the bus.
- NEVER pick up an object that you drop under or near the bus. Ask the driver for help.
- Always be sure the driver can see you.

- Make sure clothing and backpacks have no loose drawstrings or long straps that could catch in the handrail or bus door.
- When you see the bus coming, stand at the stop and wait for the bus to come to a complete stop.
- Always wait for the driver to signal that it is safe to cross the road and/or load into the bus.
- When crossing a traffic lane, always look left, right, then left again; cross only if approaching traffic has stopped.
- Never walk behind the bus.
- Only board your assigned bus, unless other arrangements are approved by your school.

During the bus ride:

- Always follow the driver's directions.
 - Never distract the driver from driving unless there is immediate danger to you or others.
 - Remain seated and keep the aisles clear.
 - Eating, drinking, and chewing gum are prohibited.
 - Never bring unsafe or unauthorized items into the bus.
 - Always wear your seat belt when one is available.
 - Always keep your arms, legs, and head inside the bus.
 - Always show respect for your fellow students.
 - Keep conversation at a reasonable level and remain quiet at railroad crossings.
- The Student Code of Conduct applies in the bus as well as in the classroom.

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

BOOKSTORE

The book store is located adjacent to the business wing and is open during both lunch periods. The store carries school supplies, MCHS clothing and souvenirs, and distributes fund-raiser items to be sold by classes or clubs.

TEXTBOOKS

Textbooks are state-owned on loan to students and **a student ID card is required for a textbook to be issued.** 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.

Students in a dual enrollment class must go to the library/media center in order to be issued a textbook and, upon completion of the course, **must** return the textbook to the

library/media center at Martin County High School. Students will be billed for unreturned textbooks.

CAFETERIA

Our cafeteria provides the student body with nutritious, balanced meals and/or snacks. Meals purchased in the cafeteria must be consumed in the cafeteria or in the patio areas adjacent to the cafeteria. However, snacks purchased in the cafeteria and food brought from home may be consumed in other designated areas such as the outdoor mall. Eating in classrooms at any time is strictly prohibited.

While in the cafeteria, each student has the responsibility to take his/her tray, plate, carton, etc., to the proper containers and to leave the space clean for the next person. Students are expected to cooperate with the adult(s) on duty and to respectfully wait their turn on line. Students may enter the cafeteria to purchase food only during their scheduled lunch period.

There are a limited number of chairs. Therefore, seats are available on a first-come, first-seated basis. In the interest of fairness, reserving of chairs is not allowed.

Students who engage in misconduct in the cafeteria will be subject to disciplinary action.

Meal Pricing

The following meal prices were approved by the Martin County School Board for 2009-2010.

Breakfast (full paid)	\$1.50	Breakfast (reduced)	\$0.30
Middle School Lunch (paid)	\$2.00	Middle School Lunch (reduced)	\$0.40
High School Lunch (paid)	\$2.00	High School Lunch (reduced)	\$0.40
Super Combo (paid)	\$3.25	Super Combo (reduced)	\$0.40
Second Lunch (<i>all age groups</i>)	\$2.75	Second Super Combo	\$3.75
Second Breakfast (<i>all age groups</i>)	\$2.25		

* Federal reimbursement does not cover second meals.

Meal Charging:

It is the **parent's responsibility** to check their child's meal balance periodically. Check your child's meal account balance on-line at www.mealpayplus.com (**a credit/debit card is not needed to view your child's meal balance**). Meal account payments can be made with cash, check, and money order or with credit cards at www.mealpayplus.com. 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 lines are 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.
5. If a check is used for payment please put the child's name in the memo portion of the check.

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

Free and Reduced Meal Family Applications:

A Family Application form for Free/Reduced price meals is available from the Cafeteria Manager, the Food Service Office, **or on-line at <http://fns.sbmc.org>**. 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 – 772-223-2655 ext. 100.

Biometric Finger Imaging:

All secondary schools will be using biometric finger imaging to process students through the serving lines. This system creates a template of the finger image which cannot be used to reconstruct the original finger image. The original scan of the finger is discarded.

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.

Only commercially prepared foods will be served or sold to students.

MEDIA CENTER

Open: Monday through Friday, 7:00 A.M. until 3:15 P.M.

Policies

A MCHS current year ID card is required for conducting the following business in the library:

1. checking out books
2. borrowing magazines, newspapers and yearbooks for use in the library
3. using the Internet

A student must use his/her own ID card for these transactions. A student may not borrow material on another student's ID card.

A current year MCHS ID card and a pass from the teacher (one student per pass with legible teacher signature) are required of each student coming to the library from a

scheduled class when the teacher is not accompanying the student. No more than five students may be sent to the library from any class without being accompanied by the teacher.

A student may have two books checked out at one time from the general collection. All overdue material must be returned before additional material may be checked out. All books in the general collection may be checked out and/or renewed for two weeks. Overdue books will eventually be declared lost and must be paid for. Refunds will be made if books are found and return.

The following items may be used only in the Media Center:

1. encyclopedias
2. periodicals
3. daily newspapers
4. yearbooks
5. reference texts

A student may put books on "hold" for one day if he/she forgot an ID card.

Materials being used by other students may be put on reserve for checkout when the material has been returned. The student will be notified when the material becomes available.

Media specialists will aid a student in obtaining materials and information from other sources.

The Media Center has facilities for the production of materials for student projects. The media staff welcomes the opportunity to aid students in planning and implementing these projects. The following equipment is available to students:

1. Computers with Internet access and the following software:
 - Microsoft Office Suite (Word, Excel, Access, PowerPoint)
 - Graphics programs including the Adobe CS3 Suite
 - Desktop publishing software
 - Graphical Analysis software
 - Geometer's sketchpad
 - Smartboard software
2. CD Burners and DVD players on all PCs
3. Flat-bed scanners
4. Copy machine and computer printers

Rules:

1. Students who come to the media center for quiet study should not be disturbed. Please talk softly when communicating with each other.
2. Food and/or drink may not be consumed in the media center.

3. Take proper care of all library materials. Sensors have been placed in each library book and should not be removed.
4. Students should make use of the media center for reading, studying, Internet use, and other appropriate purposes.
5. Improper use of the library may lead to disciplinary action.
6. If you have any questions whatsoever about the library media center, please do not hesitate to speak with the librarian or the media assistant.
7. Seating is limited to four students per table.

INTERNET USE

In order for a student to have Internet access anywhere on our campus, the student and his/her parent/guardian must complete and submit a METNet Application. The full terms and conditions of the METNet Agreement can be found in the Martin County School District Student Conduct And Discipline Code booklet that is distributed to each student at the beginning of the school 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 unless they have been assigned to do so. For example, business simulations and stock market simulations may appear to be games. However, they have a serious instructional purpose.
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 the faculty member responsible for the computer. The faculty member 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 anything on the system, unless instructed to do so by the faculty member in charge of the equipment. This includes, but is not limited to, saving files, erasing files, uploading files, downloading files, and changing parameters of any kind.

HEALTH CLINIC

Accidents

Students who are injured while on campus should report immediately to the teacher in charge. If no teacher is available, report directly to the health aide in the clinic.

Ambulance

Every effort will be made to contact the parent/guardian if school officials deem it necessary to call an ambulance. Parents/guardians will assume the resultant financial responsibilities.

Medication

No internal or external medication, prescription or non-prescription will be given at school unless a Physician's Authorization of Medication form is filled out and signed by the patient's doctor. These forms are available in the clinic. 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 for #135.
3. For each prescribed medication, the student's guardian shall provide to the clinic a copy of the completed county form #135. (School Board Rule 6Gx43-4.08)
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. (School Board Rule 6Gx43-4.08)

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.

Illness

When a student becomes ill in the classroom or at any time during the school day, he/she should report to the health clinic. **Parents will be called by school personnel if a student is too ill to remain at school. Remember, the law prohibits students from using cell phones on campus during school hours, even for reasons of illness.** Any student leaving campus because of illness or injury must check out through the clinic.

INSURANCE

Martin County High School does not provide general insurance. However, accident insurance is available through the school and is recommended to the student. Two types of coverage are available. One policy covers the student from one hour prior to and one hour after school during the school year. The other policy allows twenty-four hour coverage for a full calendar year. Information concerning this coverage will be offered during the first week of school.

In the event of injury, the insured student should report to the clinic and complete a claim form, which should then be taken to the doctor or hospital, preferably when the student reports for the first treatment. It then becomes a matter between the insurance company and the student.

Parents are strongly encouraged to take advantage of this low-cost insurance coverage.

LOCKERS

The use of student lockers at our school is limited to sophomores, juniors, and seniors. In order to accommodate our freshmen, textbooks are issued for use at home and class sets of textbooks are available for use in classrooms.

The locker fee is \$5.00 per person and should be paid to the bookkeeper at the designated time. If the locker does not operate properly, contact the bookkeeping office. The school will not be held responsible for stolen articles. **DO NOT KEEP MONEY OR VALUABLES IN LOCKERS.** Lockers are the property of the school and may be inspected at any time.

Please note the possibility that the cost for a locker may rise significantly in the 2010-2011 school year.

LOST AND FOUND

All books and personal property found should be taken to the deans' office and may be claimed there.

VALUABLES

Students should not bring large amounts of money, radios, CD players, MP3 players, cameras or other such valuables to school. Articles of value should not be left in lockers. The school cannot be responsible for any lost or stolen items.

HALL PASSES

A student must always have a valid written pass from his/her teacher in order to leave the classroom for any reason. While teachers issue passes, it's the student's responsibility to secure a pass prior to leaving a classroom. Students may be challenged at any time for a hall pass. Those found in the halls without a pass will be subject to disciplinary action by the dean.

TELEPHONE USE

All students have access to a telephone to call home or for other emergencies. Students who need to use a telephone may do so at any time through the attendance office. However, if this need occurs during a student's subject class, the student must first obtain a pass from his/her subject class teacher. **The law prohibits students from using cell phones on campus during school hours.**

CELL PHONES, PAGERS, AND 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 the possession of cellular telephones; however, when the cellular telephone disrupts the educational process, or the cellular telephone is used on a school campus during school hours, or the cellular telephone is used while a student is being transported on a school district owned vehicle, then it would be a violation of the SC&DC. For the purpose of this code **"use" is defined as activating the device in any manner or permitting the device to be in plain sight during the prohibited times and in the locations described above.** 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 his/her 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.

Consequences for cell phone use will be as follows:

- 1st Offense – confiscation and documented warning
- 2nd Offense – 1 hour After School Detention
- 3rd Offense – 2 hour After School Detention
- 4th Offense – Saturday School
- 5th Offense - Out Of School Suspension or 2 Saturday Schools
- 6th Offense and all future offences will result in a minimum of a 2 day Out Of School Suspension

In some instances, a first offense may result in a 1 hour After School Detention or greater. Therefore, the ladder of discipline will be accelerated for repeat offences.

In all cases, cell phones will **NOT** be returned directly to students. **A parent/guardian or an authorized adult over the age of 21 will be required to retrieve a student's cell phone.** Those who wish to retrieve a cell phone from the deans' office may do so at any time during the school day up to 3:15 PM. **Cell phone will not be retrievable after**

school hours.

STUDENT AREAS

Students may utilize the following areas during lunch periods:

1. cafeteria
2. library media center
3. patio areas in front of and beside the cafeteria
4. outside mall area

The gymnasium, locker rooms, weight rooms, and parking lots are out-of-bounds areas at all times unless under the direct supervision of a teacher or coach. All other academic areas are off limits to students during lunch periods while classes are in session. Yellow lines have been painted on the ground in locations around the campus to define out-of-bounds areas. Students found loitering or playing in any out-of-bounds area will be subject to disciplinary action.

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.

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. Plain simple English will be used rather than a code. Student responsibilities in a lockdown situation are as follows:

1. Remain in classrooms.
2. Follow directions of the teacher.
3. Remain calm and quiet.
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.

PARKING REGULATIONS

Parking permits will be assigned to SENIORS AND JUNIORS ONLY.

However, the number of spaces is limited and it may not be possible for everyone to be issued a permit.

STUDENTS WITH A PARKING PERMIT WHO DRIVE OFF-CAMPUS WITH OTHER STUDENTS WHO ARE NOT AUTHORIZED TO LEAVE, ARE SUBJECT TO DISCIPLINARY ACTION WHICH MAY RESULT IN SUSPENSION FROM SCHOOL AND LOSS OF DRIVING PRIVILEGES.

In order to park on campus, each student must have a:

1. 2.2 GPA or above for each 9-week grading period
2. current driver's license (not restricted)
3. MCHS student ID card
4. current Florida registration
5. fee of \$35.00 **(A significant increase should be anticipated for the 2010-2011 school year)**
6. application signed by parent/guardian

Additional requirements based on FCAT scores may be required for the 2010-2011 school year.)

Parking permits are available through the deans' office.

ANY STUDENT WHO PARKS ON CAMPUS WITHOUT A PERMIT OR PARKS IN ANY LOCATION OTHER THAN THE ONE OFFICIALLY ISSUED TO HIM/HER, WILL BE SUBJECT TO DISCIPLINARY ACTION SUCH AS AFTER SCHOOL DETENTION, SATURDAY SCHOOL, AND LOSS OF PARKING PRIVILIGES. **IN ADDITION, THE STUDENT'S VEHICLE MAY BE IMMOBILIZED AND MAY BE RELEASED ONLY BY THE ASSISTANT PRINCIPAL IN CHARGE OF DISCIPLINE DURING HIS REGULAR WORK DAYS AND HOURS.**

Traffic and Parking Lot Regulations:

Pedestrians have the right of way at all times.

The parking lot is off limits when classes are in session. A vehicle is not to be used as a locker or as a place to socialize.

3. In order to leave campus a student must:
 - A. check out through the attendance office

- B. have a current school ID showing early dismissal
- C. have proper notarized forms for permission to leave campus.
- 4. Vehicles are to be driven only on paved roadways and never parked in any location other than the one officially assigned.
- 5. All vehicles parked on campus must have a parking sticker displayed on the windshield.
- 6. **PERMITS MAY NOT BE TRANSFERRED FROM ONE PERSON TO ANOTHER.**
- 7. The speed limit is 10 miles per hour. Speeding and reckless driving are prohibited. Students who have not checked out may not be transported off campus. Violation of this regulation will result in loss of parking privileges.
- 8. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Consequences such as suspension of driving privileges and/or suspension from school may result when violations of these regulations occur.
- 9. **The Martin County School District is not responsible for any vehicle or its contents when a vehicle is parked on District property. Owners and/or drivers assume all risks when vehicles are parked on campus.**

SEARCH OF VEHICLES

The following sign is posted in the parking areas of MCHS and will be enforced:

By entering this area, the person driving any vehicle is deemed to consent to complete search of the automobile by school officials. (If any person in the car other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also.)

If prohibited items are found in a car parked on campus, the driver and/or the occupants may be held responsible and the discovery will result in appropriate disciplinary action. If any illegal items are found, law enforcement officials may become involved.

SCHOOL RESOURCE OFFICER

The School Resource Officer Program was designed to improve the relationship between the law enforcement community and the students in Martin County. Your Resource Officer is permanently assigned to the school and is available for informal counseling and classroom presentations involving law enforcement related topics. The Resource Officer is a full-time deputy sheriff with the authority to investigate any criminal matters that concern the school or the students. Your Resource Officer is available for parent or teacher conferences and will assist in any possible way to help a student as he genuinely cares about the young people at MCHS and hopes to become well acquainted with all of them.

GENERAL INFORMATION

DRESS AND APPEARANCE

We take pride in the appearance of our students. A student's dress reflects his/her attitudes and values about self, family, school, personal conduct, and schoolwork.

Students are expected to come to school looking clean and neat, and dressed in a manner that is accepted as being in good taste. When a student's appearance at school or at a school-sponsored activity (i.e. field trips, club meetings, ceremonies) violates the dress code, the parent may be requested to bring alternative clothing and the student will be subject to disciplinary action.

The following dress code is consistent with the minimum standards set by the school district and contains a few items that have been discussed with and approved by students, parents, staff, and the administration.

- Shirts, blouses, and other garments worn above the waist must have **sleeves and a collar OR a crew neck** (Scoop neck blouses are not acceptable). Those with buttons must not have more than 2 buttons from the neckline un-buttoned, even if there is a shirt worn underneath (Shirts underneath the buttoned shirt must not expose the collarbone). In addition, shirts and blouses must be tucked in at all times **OR** be between 3 and 5 inches below the waist of pants (**in no case should bare skin be seen when sitting or standing**). Clothing that exposes the torso is not allowed, nor is clothing that displays or exposes cleavage. No messages, pictures, symbols or clothing may be worn or displayed which portray ideas that are harmful to the health, safety, and welfare of students, e.g., messages which relate to drugs, smoking, alcohol, sex, gangs, profanity or violence. The following examples include, but are not limited to, that which 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).
- **Skirts, skorts and dresses may be no shorter than 2 inches above the top of the knee. Shorts must be no shorter than 4 inches above the top of the knee.** No athletic shorts, board shorts (boys' bathing suits), or soffees are allowed.
- **Pants, jeans and slacks must be worn to the top of the hipbone or higher. All garments with belt loops must be secured and belted at the hip, must not be baggy or oversized, and the hem of pant legs must not drag on the ground.** Clothing which is not worn appropriately, is not properly fastened, or has tears or

holes will not be permitted. Undergarments shall not be exposed, i.e., boxer shorts, underwear, bras. Leggings are permitted, but must be covered by a dress code-appropriate garment. No clothes or accessories with metal studs, spikes, ornaments, chains, or other objects which can scratch furniture, damage property, or cause harm to oneself or others, may be worn. Pajamas, sweat pants, and warm-up suits shall not be worn to school.

- Shoes must be worn at all times. For safety reasons, tap shoes, slippers, shoes with cleats or shoes with wheels may not be worn. Shoes with built in containers are prohibited. Shoes with laces and/or straps must be secured at all times. Athletic shoes may be required for Physical Education classes.
- Sunglasses and headgear (with the exception of safety helmets) are not to be worn at school unless for medical purposes.
- No hairstyle, tattoo, or jewelry that is a distraction to the learning environment is allowed.

Consequences for dress code violations will be as follows:

1st Offense – 1 hour After School Detention

2nd Offense – 2 hour After School Detention

3rd Offense – Saturday School

4th Offense – Out Of School Suspension or 2 Saturday Schools

5th Offense and all future offences will result in a minimum of a 2 day Out Of School Suspension

IDENTIFICATION CARDS

Students will be issued free photo ID cards as early in the school year as possible. These cards must be carried at all times. Students who do not carry the card as required or who do not present this card to a member of the school staff when asked to do so, may face disciplinary action. If the card is lost, it must be replaced immediately at the deans' office 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 during off-campus lunch, to purchase lunch in the cafeteria (in some cases), to attend dances, to purchase tickets to and for admittance to the prom, to borrow library books, and to attend other school events.

STUDENT SAFETY

Our school and our school district have developed emergency crisis plans to assure the safety of each student should a crisis occur or should a disaster of any kind strike during school hours. The welfare and safety of the students we serve is of paramount importance to us. This is what makes the school one of the safest places that students may be located during a crisis or natural disaster.

In most crises, students will be kept at school until a crisis is determined to be over. Afterwards, parents will be permitted to pick up their children. A parent who comes to school to pick up his/her child should report to the administrator in charge of the

designated reunification area and be prepared to show a picture ID. At that time, the student will be escorted to meet the parent. Should additional information be available at that time (i.e. place classes will be held the following day), it will be provided to the parent.

When a person other than the parent comes to pick up a student, the administrator in charge of the reunification area will first check with school records to ensure that this individual is authorized to pick up your child. If there is any doubt, the student will be kept at school. It is for this reason that it is imperative that the orange emergency card (MCSD Form #136), issued at the beginning of the school year, be completed and include a list of as many names, addresses, and phone numbers as possible of those persons to whom you would allow your child's release in the event of an emergency.

Of course, people should restrain from calling the school during a crisis. A large volume of calls at that time would only serve to tie up the school's telephone lines and to prevent us from communicating during the emergency.

Finally, while school personnel bear primary responsibility for the safety of students, the students themselves need to take responsibility for their own safety as well by following the directions of adult authorities in all emergencies and by sharing information with adults when students know that information can result in danger to themselves or to others. As always, the school administration will continue to communicate openly with students when issues regarding student safety have been brought to our attention.

RESTROOMS

The restrooms will be utilized only for the purpose for which they were designed. The following uses of the restroom will not be tolerated:

1. Smoking/possession of tobacco
2. Loitering
3. Eating
4. Extended illness
5. More than one person occupying the same cubicle (stall)
6. Skipping class/school

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 can not permit students to remain on campus, unsupervised, after school hours.**

CLOSED CAMPUS POLICY

Martin County High School has a closed campus policy. Except for senior students who qualify for the privilege of off-campus lunch, no one is to leave campus at anytime without proper clearance. Seniors wishing to apply for the privilege of open lunch should contact the deans' office. **TEACHERS MAY NOT GIVE OFF-CAMPUS PASSES.**

In order for a student to leave campus for an appointment, etc.:

1. A parent must contact the attendance office by telephone on the day of or prior to the appointment.
2. The student must bring a note to the attendance office prior to his/her first period class.
3. The student will be provided with a hall pass to present to his/her teacher in order to go to the attendance office at check out time.
4. The student will be picked up at the attendance office.

Students leaving campus without properly checking out through the attendance office will be charged with skipping school.

SENIOR OFF-CAMPUS LUNCH PASSES

In order to obtain a senior off-campus lunch pass, a student must:

1. Have a 2.2 GPA for the previous 9 weeks
2. Provide a notarized application signed by parent/guardian
3. Obtain approval through the deans' office

Senior Off-Campus Regulations

1. Students with off-campus privileges will be permitted to leave campus only after presenting their ID's to the security officer at the gate. ID's will be required on a daily basis.
2. Students will lose all rights to off-campus lunch if they take unauthorized students off campus with them. (i.e. underclassmen, seniors without valid off-campus passes).
3. Students with off-campus privileges are expected to return to their next class on time. Tardiness to class from off-campus lunch could result in the loss of the off-campus lunch privileges for up to 5 days. A second lunch offense could result in the revocation of the privilege of open lunch.
4. Failure to return from off-campus lunch (unauthorized absence) on the part of any student participating in the privilege of open lunch may result in the revocation of the aforementioned privilege.
5. Loss of open lunch privileges may result for those seniors who are continual discipline problems as determined by the deans' office.
6. Remember off-campus lunch is a privilege given to seniors in good standing at MCHS. Abuse of the privilege will result in loss of this privilege.

VISITORS

For security reasons, all visitors must secure a visitor's pass at the main office. Please note that visitors are permitted only for business-related purposes.

Parents who desire conferences or appointments should call the appropriate office to make those arrangements.

MARRIED STUDENTS AND STUDENTS 18 YEARS OF AGE AND OLDER

Married students and students 18 years and older are subject to the same regulations as other regularly enrolled students. However, these students may apply at the principal's office for recognition to write their own notes for absences. These students will still be required to have a valid excuse for their absences. In addition, any officially emancipated student who wishes to check out, must obtain the approval of an administrator prior to leaving.

PHYSICAL EDUCATION LOCKERS

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

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

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 POLICY

1. No person shall, on the basis of race, religion, national origin, sex, age, marital status, or disability, be excluded from participation, be denied the benefits of, or be subjected to discrimination 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, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students or other persons protected by applicable law.
3. The School Board shall admit students to Martin County District Schools, programs, and classes without regard to race, religion, national origin, sex, age, marital status, or disability.
4. For information on filing complaints of discrimination, please refer to School Board Grievance Procedure 3142.01 for employees and Procedure 5517.01 for students. Contact person, Maryellen Quinn-Lunney, Ed.S.

District Equity Contact:

Maryellen Quinn-Lunney, Ed.S.
 Equity Coordinator
 Executive Director of Exceptional Student Education/Student Services
 500 E. Ocean Boulevard
 Stuart, Florida 34994-2572
 Phone: (772) 219-1200 Ext. 30426
 Fax: (772) 219-1228

SEXUAL HARASSMENT

It shall be the policy of the Martin County School District (5517.01) 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.

NOTICE REGARDING COLLECTION OF SOCIAL SECURITY NUMBERS

This Notice is provided pursuant to § 119.071(5), Florida Statutes, regarding collection of social security numbers.

I. Collection

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

necessarily limited to issuance of U.S. Internal Revenue Form 1099.

- D. Social security numbers may be collected from students:
 - 1. As required by § 1008.386, Florida Statutes;
 - 2. To facilitate proper processing of student scholarship applications;
 - 3. As otherwise consented to by the student or the student's parent.
- E. Social security numbers shall be collected from Dividend volunteer program applicants for:
 - 1. Initial background screening not requiring fingerprints;
 - 2. For full criminal background screening (Level II Screening-§ 435.04, Florida Statutes) for service as a one-on-one mentor, over night 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.

BULLYING AND HARASSMENT POLICY

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 or 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:

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

Bullying and harassment also encompasses:

- A. Retaliation against a student or school employee by another student or school

employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

B. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:

1. Incitement or coercion
2. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system
3. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

Cyberstalking as defined in s. 784.048(1)(d), F.S., 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.

* for the complete text of the Policy see Martin County School District School Board Policy #5518

SCHOOL HEALTH COORDINATOR'S LETTER

The Martin County Health Department and the Martin County School District work closely together to provide a healthy and safe learning environment for your child.

There is a Health Assistant in each school who oversees the daily operation of the school clinic. The Health Assistant's main function is to treat minor injuries and illnesses throughout the school day. If your child is not well enough to stay in class, you will be notified and asked to take your child home. The Health Assistant works closely with the Public Health Nurse assigned to your school, assuring that your child receives optimum care during the school day. If your child's health condition changes, please notify the Public Health Nurse as soon as possible.

The Public Health Nurse and the Public Health Support Specialist, together, conduct periodic screenings throughout the year. These screenings may include head lice, vision, hearing, scoliosis and Growth and Development (utilizing Body Mass Index percentile for age and gender). Remember, we are conducting these screenings for **screening purposes only**. The Public Health Nurse also reviews each child's immunization record. You will be contacted when your child is in need of an immunization or physical required by Florida State Law. Any child entering a Florida school for the first time shall present or have on file, a *Certificate of Immunization* (Form 680) for the prevention of Diphtheria, Pertussis, Tetanus, Poliomyelitis, Hepatitis B, Measles, Mumps and Rubella.

Kindergarten and First grade students require 2 doses of the Varicella vaccine if your child has not had chicken pox disease. As of the school year 2009-2010 all Kindergarten and First grade students are required to have 2 doses of the Varicella vaccine if your child has not had the chicken pox disease. Students in 2nd through 8th grade must have one dose of the Varicella vaccine or the date of the chicken pox disease written on the 680 form.

All incoming Kindergarten students must be fully immunized with the following vaccines:

Five doses of Diphtheria, Tetanus, Pertussis Vaccine

Four doses of Polio Vaccine

Two doses of combined Measles, Mumps and Rubella Vaccine

Three doses of Hepatitis B Vaccine

Two doses of Varicella Vaccine (chicken pox) if child has not had the disease - If child had the disease, year of the disease must be on Form 680.

All incoming 7th grade students are required to have:

Tdap Booster (Tetanus Diphtheria and Acellular Pertussis)

If you have any questions, please contact the Martin County Health Department - School Health Division. We look forward to working with you and your child throughout the year.

Sincerely,
Carolann Wegener, RN
School Health Coordinator