



FELIX A. WILLIAMS ELEMENTARY

STUDENT HANDBOOK

2026 – 2027





MARTIN COUNTY SCHOOL DISTRICT | 2026-2027 SCHOOL CALENDAR

WWW.MARTINSCHOOLS.ORG

JULY/AUGUST 2026						
S	M	T	W	Th	F	S
				30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY 30 Optional Teacher Work Day (Teachers Only)
JULY 31 Teacher PL Day (Teachers Only)

3 & 5 Teacher PL Day (Teachers Only)
4 & 6 Teacher Work Day (Teachers Only)
6 Kindergarten Curriculum Night*
7 Teacher PL/Work Day (Teachers Only)
7 K-5 Meet the Teacher*
6th & 9th Grade Orientation*
10 Students' First Day of School
19 Grades 1-2 Curriculum Night*
20 Grades 3-5 Curriculum Night*
26 High School Curriculum Night*
27 Middle School Curriculum Night*

FEBRUARY 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

10 Midpoint of 3rd 9 weeks+
15 Presidents Day (Teachers & Students Off)
22 Teacher PL Day (Students Off)

SEPTEMBER 2026						
S	M	T	W	Th	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day (Teachers & Students Off)
9 Midpoint of 1st 9 weeks+
16 Early Release**
21 Non-School Day (Teachers & Students off)

MARCH 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 End of 3rd Nine Weeks
20-28 Spring Break (Teachers & Students Off)
29 Non-School Day (Teachers & Students Off)
29 Emergency Make-up Day***

OCTOBER 2026						
S	M	T	W	Th	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Celebrating Parents Month
9 End of 1st Nine Weeks
14 Early Release**
21 Progress Reports Posted for Elementary+
21 Reports Cards Posted for Secondary+
27 High School Conference Night++
28 Middle School Conference Night++
29 Elem. School Conference Night ++

APRIL 2027						
S	M	T	W	Th	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

7 Progress Reports Posted for Elementary+
7 Report Cards Posted for Secondary+
13 High School Conference Night++
14 Middle School Conference Night++
15 Elem. School Conference Night++
21 Early Release Day **
28 Midpoint of 4th 9 Weeks+

NOVEMBER 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Veterans will be honored the entire month of November
11 Veterans Day (Teachers & Students Off)
12 Midpoint of 2nd 9 weeks+
21-29 Thanksgiving Break
23 & 24 Emergency Make-up Day***

MAY 2027						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17 Graduations: Spectrum Celebration, Willoughby Learning Ctr, Adult High School
19 SFHS Graduation
20 JBHS Graduation
21 MCHS Graduation
24 Optional 5th Grade Evening Recognition*
25 Optional 8th Grade Evening Recognition*
26 Students' Last Day/End of 4th Nine Weeks
26 Early Release**
27 Post School Day/Teacher Work Day
31 Memorial Day

DECEMBER 2026						
S	M	T	W	Th	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 End of 2nd Nine Weeks
19-31 Winter Break (Teachers & Students Off)

JUNE 2027						
S	M	T	W	Th	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 Summer School Pre-Planning
2 Summer School/Reading Camp Begins
9 Report Cards Posted for Elementary and Secondary (except EOC course grades)+
30 Summer School/Reading Camp Ends

JANUARY 2027						
S	M	T	W	Th	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 New Year's Day (Teachers & Students Off)
4 Teacher Work Day (Students Off)
5 Classes Resume
13 Progress Reports Posted for Elementary+
13 Report Cards Posted for Secondary+
18 Martin Luther King Jr. Day (Teachers & Students Off)

JULY 2027						
S	M	T	W	Th	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Secondary Report Cards will be updated with EOC course grades when received from the Florida Department of Education

*Times vary – visit www.martinschools.org for details
 **Early Release Days are for all schools except Spectrum Academy
 +Check grades in Focus Parent Portal
 ++Conference Nights are 5-8 pm
 PL = Teacher Professional Learning – non student day

***Emergency Make-up Days are utilized only when necessary

Board Approved 10/21/25



MARTIN COUNTY SCHOOL DISTRICT

...a dynamic educational system of excellence

SCHOOL BOARD MEMBERS

District 1: Christia Li Roberts

District 2: Marsha B. Powers, Board Chair

District 3: Jennifer Russell

District 4: Amy B. Pritchett

District 5: Dr. Brian Moriarty, Vice Chair

Mission Statement

Educate all students for success

Dear Students and Families,

Welcome to a new school year in the Martin County School District! Whether this is your first year with us or you're a returning member of our school family, we are grateful for the opportunity to support your child's educational journey.

We believe every student brings unique strengths and unlimited potential. Our commitment is to provide a supportive and engaging environment where students are challenged to grow, encouraged to lead, and inspired to achieve excellence.

Strong partnerships between families, educators, and our community are at the heart of that success.

This handbook outlines the expectations, policies, and procedures that help guide daily life in our schools. Please take time to review it with your child, as understanding these guidelines plays an important role in creating respectful, productive, and engaging learning communities.

Thank you for being an essential part of the Martin County School District. We look forward to a year of going all in for all students, every day, working together to help every child learn, grow and succeed.

Sincerely,

Michael Maine

Superintendent of Schools

Martin County School District

Staff Directory

Felix A. Williams Elementary
401 NW Baker Rd. Stuart, FL 34994
School website: <https://www.martinschools.org/o/fawes>

Title	Name	Extension	Email
Principal	Sarah Tuthill	41101	tuthils@martinschools.org
Assistant Principal	Justin Browning	41102	brownij2@martinschools.org
Principal's Secretary	Lourena (Susie) Fote	41103	fotel@martinschools.org
School Counselor	Brian Nugent	41111	nugentb@martinschools.org
Guidance Secretary	Pennie Hall	41104	hallp@martinschools.org
School Secretary	Janet Guerra	41100	guerraj@martinschools.org
Data Entry Clerk	Jaclyn Dubrasky	41105	dubrasj@martinschools.org
ESE Staffing Specialist	Kelley, Pam	41115	kelley@martinschools.org
Clinic	Walnide Fabre	41106	fabrew@martinschools.org
School Resource Officer	TBD	41130	
Media Specialist	Kate Pope	41128	popek@martinschools.org
Cafeteria Manager	Marcell Lourens	41150	lourenm@martinschools.org
Plant Operator	Edith Meier-Nuzio	41108	meiere@martinschools.org
School Social Services Worker	Kimberly Bellonio	48130	bellonk@martinschools.org
OFFICE HOURS 7:00 am – 3:30 pm		SCHOOL HOURS 7:40 am – 2:00 pm	

Purpose of the Student Handbook

The Student Handbook is designed to provide students and families with important information regarding the expectations, policies, procedures, and practices that guide our school community throughout the school year. It serves as a resource to help ensure a safe, positive, and productive learning environment for all students. While this handbook addresses many key topics, it does not contain every district policy. Families are encouraged to refer to the Martin County School District website for additional information, including School Board Policies, the Student Progression Plan, and the Code of Student Conduct.

For the most current district information, please visit www.martinschools.org.

IMPORTANT THINGS TO KNOW

- Anyone wishing to be a visitor on our campus, MUST have a photo ID
- Campus opens at 7:10AM / Students entering the classroom after 7:40 are considered tardy
- Carline & Front Gate open @ 7:10AM & Closes at 7:35AM/After 7:35, park & check student in at front office
- Extended Day phone number: 772-486-7813
- When signing your child in or out during school hours, please sign them in/out on the pink/yellow forms at the front office. Always bring your driver's license for identification, and please make sure your child wears their ID badge when coming to school.
- If your child is going home with a friend or someone different in the car line, they must have a written note from a parent/guardian in their hand at the car line.
- Website to add money to student's lunch acct: www.myschoolbucks.com
- Email for volunteer questions: fawevolunteers@gmail.com
- School colors are blue and green (Friday is spirit day). The school mascot is the Sailfish.
- FAWE student T-shirts are available to purchase on our website, under FAWE PTA Store.

Student Drop Off and Pickup

Per Florida Statute 1003.31, supervision for students is available 30 minutes before (7:10 am-7:40 am) and 30 after school hours (2:00 pm-2:30 pm) during regular school days only.

- Carline and Front Gate open at 7:10AM
- 1st Bell rings at 7:35AM
- Students entering classroom after 7:40AM are tardy

AM Drop Off:

1. Bus riders are dropped off in the bus loop in front of school.
2. Parent may park in visitor parking lot and parent/adult MUST walk student up to front gate (just to the right of front office)
3. Parent may pull into carline (opens at 7:10 am-Closes at 7:35 am). Drivers MUST pull up all the way, and students exit the car on the right.

PM Pickup:

1. Students riding the bus will be picked up out front of school in bus loop.
2. Parents will pull into carline with student name labeled on rear view mirror. Drivers MUST pull up all the way. Staff will call students when their ride arrives.

FAWE Car Line

Our goal is to run a safe and efficient car line

- *Kids unloaded safely*
- *Kids to class on time*
- *Parents get to work on time*
- *Car line opens at 7:10/Closes 7:35*

- *First bell rings at 7:35*
- *Instruction begins at 7:40*

We are unloading around 400 cars in 25 minutes each morning. Please help us by doing the following:

- Please pull all the way up (even if you don't see a car behind you at the moment)
- Have your child with backpack in hand, ready to exit the vehicle
- Sometimes we cannot see in the tinted windows!

Thumbs Up = My child has already exited/loaded the car. You don't need to open my door!

* An alternative to car line is to park in the visitor parking lot, and walk your child up to the front gate (just to the right of the front office).

Student Responsibilities

Be Prepared Every Day

1. Wear your Martin County School District ID Badge every day.
2. ChromeBook (charged every day) (K-2nd: charge and leave in classroom) (3rd-5th: charge at home and bring every day fully charged)
3. Paper, pen/pencil
4. Class materials (required by the teacher) Be RESPECTFUL of yourself and others
5. Follow the class rules set by each teacher
6. Follow SAIL expectations: **S**afe, **A**lways Respectful, **I**ncredibly Responsible, **L**ead & **L**earn by Example.
7. Show pride in your school (Pick up after yourself, and take care of school property and materials)
8. Take responsibility for your actions

Be On Time

1. Be seated, have your materials out, and be ready to begin class when the bell rings
2. Turn in all work on time

Student Responsibilities

1. Follow the school rules and District Code of Conduct.
2. Be considerate of your classmates.
3. DO NOT bring skateboards, lasers, handheld games, or toys to school.

Master Self-Control

1. Be respectful and courteous.
2. Use school-appropriate language and gestures (this is your place of business)
3. Keep your hands to yourself.
4. Walk your bike off campus and wear your helmet when riding.

Internet and Technology Use

1. The act of posting or searching inappropriate information on the internet during or after school is grounds for disciplinary action. Your ChromeBook is the property of the Martin County School District.
2. Follow the teacher's directions and go only to the websites given for the lesson.
3. Cell phones must be powered off (not on silent/vibrate) and be in your backpacks at all times. DO NOT place phones in your back pockets. This is cause for disciplinary action.

Dress Appropriately

1. Follow the dress code throughout the day.
2. Student dress and appearance should fall within the limits of the school dress code, and students should practice cleanliness, good grooming, and appropriate decorum.

PBIS Expectations

At FAWES, we are proud to support our Positive Behavioral Interventions and Supports (PBIS) framework through our schoolwide expectations known as **S.A.I.L.** Students are encouraged each day to be **Safe, Always Respectful, Incredibly Responsible, and to Learn and Lead by Example**. These core values help create a positive, supportive learning environment where every student can thrive.

To recognize and reinforce these behaviors, students can earn **Splash Buck Tickets** throughout the school year when they demonstrate S.A.I.L. expectations. These tickets serve as a way to celebrate positive choices and can be redeemed for special events, activities, and prizes. We encourage families to talk with their child about how they are showing S.A.I.L. at school and to celebrate their success as they earn Splash Bucks!

School and Home Communication

At Felix A. Williams Elementary, we understand that it takes a partnership between the parents/guardians and the school in order to increase student achievement. There are many opportunities for communication throughout the school year and we encourage your family support and assistance.

Email – Felix A. Williams Elementary recognizes that email can be a very effective means of communication. Teacher email addresses are listed on the school website at: <https://www.martinschools.org/o/fawes>.

SMS Text Message Alerts: Families may receive important school and district updates through SMS text message alerts. This communication method is used primarily for urgent or time-sensitive information and emergency situations and may also include occasional reminders or school updates. To opt in, text **START** to **98900**.

School Web Site – Felix A. Williams Elementary School maintains a school website and updates it regularly with important information. Parents access the website at <https://www.martinschools.org/o/fawes> to see upcoming events, participate in surveys, access parent involvement resources and much more.

School Social Media – Felix A. Williams Elementary uses its official Facebook page as an additional communication tool to provide updates, share school-related information, and recognize student and staff accomplishments. Families may follow the school’s Facebook page at <https://www.facebook.com/FAWESailfish> for ongoing updates and information.

FOCUS - can be accessed at <https://martin.focusschoolsoftware.com/focus/>. Parents can get information from the site on students’ grades, attendance records, and test scores. Information to access this system is included below.



The Focus Parent Portal is a tool designed to enhance communication and involvement in your child's education, which can be used to check your student’s grades, attendance, schedule, and other school related information. To view this information or register for a parent portal account visit <https://martin.focusschoolsoftware.com/focus>. Additional information on the Focus Parent Portal can be found at <https://www.martinschools.org/page/focus-header>.

Midpoint Checks and Progress Reports

Midpoint checks occur at a designated point in the middle of each nine-week grading period and serve as a reminder for parents and guardians to review student progress in the **FOCUS Parent Portal**.

Progress reports are posted at the end of each grading period on the dates listed on the instructional calendar and are available electronically through FOCUS. Printed copies for quarters one through three may be mailed upon request. Fourth quarter report cards will be available in FOCUS. Students will also receive a printed copy on or before the last day of school.

SCHOOL ENROLLMENT

Residency Verification

School Board Policy 5112

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

1. Current utility bill with service address indicated;
2. Current year property tax bill;
3. Deed of home;
4. Lease agreement with name of tenant, landlord, and contact information for all parties. Lease agreement must contain an expiration date. A renewed lease must be provided to the School Registrar;
5. Mortgage
6. Home purchase contract including closing date and a copy of property deed to be provided in thirty (30) days;
7. Declaration of Domicile from the County Records Department;
8. State of Florida driver's license
9. State of Florida identification card.

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

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

Additional Proof of Residency

In the event a principal/designee has reasonable suspicion that a student's enrollment information is not accurate, the following verification procedures will be implemented:

- A. The Homestead Exemption address of the parent/legal guardian will be verified and used to assist in determining the student's zone school.
- B. Contact will be made with the parent/legal guardian requesting enrollment information to be updated.
- C. An Affidavit of Residence may be required, as well as, other proof of residency documentation. The affidavit shall be verified under penalties of perjury pursuant to F.S. 92.525.

Withdrawals

School Board Policy 5130

No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and in compliance with State law. If you must withdraw from school, the parent/guardian is asked to notify the school office several days before they plan to withdraw. All textbooks and library books must be

returned or paid for if lost at the time of withdrawal.

School Choice

School Board Policies 5113.02, 5113.03, and 5121

Resident and non-resident parents have options when requesting to attend a school other than the one they are zoned for based on their residence. Parents of students from any school district in the state, that are not subject to a current expulsion or suspension, may apply to any school that has not reached capacity. School Choice is designed to give families a choice in selecting from a range of schools offering varying educational program options. The current school attendance zones (neighborhood schools) will be maintained; students will continue in their assigned schools, however, students are eligible to complete a School Choice application. Details and timelines are posted on the School Choice website at <https://www.martinschools.org/page/office-of-school-choice>.

Transportation is **not** provided for students attending schools through School Choice. Parents/ guardians are responsible for arranging transportation.

Revocation

School Choice placements may be revoked for poor attendance, disciplinary issues, and/or falsified application information.

If revoked, the student must return to their zoned school. Reapplication for School Choice is not permitted for the remainder of the current school year and the entirety of the following school year.

ACADEMICS

Student Progression Plan

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

Promotion Requirements

School Board Policy 5410.01 & FS.1003.4156

Student progression from one grade to another is based on proficiency in ELA, mathematics, science, and social studies standards. If the student's reading deficiency is not remediated by the end of grade 3, as demonstrated by scoring a level 2 or higher on the statewide, standardized ELA assessment, the student must be retained, unless he or she is exempt from mandatory retention for good cause. Students transferring into the district should be assessed immediately for reading proficiency to determine if remediation is appropriate. If a student transfers after the administration of the statewide, standardized ELA assessment in grade 3, it is up to the district to assess the student's reading proficiency at the end of the year to determine if the student needs to repeat the third grade.

Field Trips and Other School Sponsored Trips

School Board Policy 2340

Field trips are one method of improving learning and enriching the curriculum. All trips are chaperoned. All students going on field trips must provide a completed Form 1277 Participation Waiver from the parent or guardian. Without the completed Form 1277 Participation Waiver, students will not be permitted to go. The administration reserves the right to deny approval based on factors such as discipline, attendance, academic performance, and other relevant considerations. Students on all school-sponsored trips remain under the supervision of the Board and are subject to the District's administrative procedures.

STUDENT ACTIVITIES

Student Activities

School Board Policy 5730

Numerous clubs and activities are offered at our school. Clubs and activities are open to all students. Most require after-school meetings and transportation home. Regular school attendance is required for participation. Meetings are announced in the morning announcements. Students are responsible for securing information related to their personal interests. Check the website for up-to-date information for each club/activity.

STUDENT SERVICES

Student Drop-Off and Pickup

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

Discipline

School Board Policy 5600

Students are expected to follow the Code of Student Conduct standards, federal and state laws, and school board policies when they are being transported to or from school at public expense; when they are attending school; when they are engaged in a school-sponsored activity; on the school premises; and during a reasonable time before and after a student is on the premises for attendance at school or for authorized participation in a school-sponsored activity, and only when on the premises. The responsibilities outlined apply to all students regardless of instructional model (i.e. comprehensive school sites and virtual).

Please refer to the Martin County School District Code of Student Conduct located at the district and school websites for a comprehensive description of discipline procedures.

Cell Phones and Wireless Communication Devices

School Board Policy 5136

When a student arrives at school, all wireless communication devices shall be out of sight, set to silent or turned off, and remain in that mode throughout the school day until the student leaves the school campus. If a student must use a phone during the school day, they **may** be permitted to use the office phone.

A cell phone or wireless device visible or in use while on campus will be confiscated and only returned to the parent/guardian at a time designated by the school administration. Repeated violations will result in additional and progressive corrective interventions.

Dress Code

School Board Policy 5511

A. Right

The School Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The School Board will not interfere with the right of students and their parents to make decisions regarding their appearance, however, the standards of appearance for students shall ensure that the student be clean, neat, and properly dressed. They shall observe modes of dress and standards of personal grooming which are in conformity with the studious atmosphere and good personal hygiene necessary in schools. Furthermore, it is the responsibility of the principal to see that the dress or appearance of no student shall be extreme to the point of creating a disturbance or is hazardous to oneself, others, or school property. The dress code shall be incorporated into the Student Code of Conduct.

B. Responsibility

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

C. Procedures

The following procedures are established to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

1. Clothing that exposes the torso is not allowed. Clothing that displays/exposes cleavage is not allowed. The following examples include but are not limited to what is considered unacceptable: tube tops, tank tops, spaghetti straps and halters, bare back or midriff clothing, skin-tight clothing, see-through clothing, and bathing suits (except with permission for specified events). Leggings and skinny jeans are permitted when paired with a looser top extending to a minimum of the hip bone.
2. Skirts, skorts, and dresses may be no shorter than two (2) inches above the top of the knee. Shorts must be no shorter than four (4) inches above the knee or cover the entire buttocks.
3. Appropriate undergarments must be worn but shall not be exposed, i.e., boxer shorts, underwear, or bras. Pajamas shall not be worn to school. Sports bras are considered undergarments.
4. Students must wear shoes at all times. Slippers or shoes with containers, cleats, wheels, or tap shoes are prohibited. Athletic shoes may be required for physical education classes. Shoes with laces and/or straps must be secured at all times.
For safety reasons, elementary students may not wear sandals or open-toe shoes. Elementary and middle school students are not permitted to wear flip-flops or shoes without a back. Middle school students may wear open-toe shoes with a back strap. ****No Crocs (with or without back strap) worn to school***
5. Headgear (with the exception of safety helmets) are not to be brought to school unless for medical purposes. Students may wear sunglasses, hats, or other sun-protective wear while outdoors during school hours, such as when students are at recess.
6. No clothes or accessories with metal studs, ornaments, chains, or other objects which can scratch

furniture, damage property, or cause harm to oneself or others, may be worn.

7. Clothing, jewelry, and accessories shall not convey messages that are crude; vulgar/profane; violent/death-oriented (Gothic); gang-related; sexually suggestive; and/or promoting alcohol, drugs, or tobacco.
8. Clothing which is not worn appropriately, is not properly fastened, or has tears or holes exposing skin above the knee will not be permitted.
9. Pants, jeans, slacks, and shorts must be worn to the top of the hipbone or higher. Pants must be secured at the hip, must not be baggy or oversized and the hem of the pant leg must not drag on the ground.
10. No hairstyle, jewelry, or tattoo that is a distraction to the learning environment is allowed.
11. All students enrolled in a vocational program must dress to reflect current business and industry standards for the particular program.

These samples are not all-inclusive but serve as a guide for individual schools. Individual schools may have a stricter dress code proposed by the school advisory council (SAC)*, and then approved by the School Board prior to implementation, but all such restrictions must be justifiable with a rationale related to the health, safety, or welfare of the students as stated in *F.S. 1011.78*:

1. Encouraging students to express their individuality through personality and academic achievements, rather than outward appearance.
2. Enabling students to focus on academics, rather than fashion, because they are able to convey a neat, serious, and studious image.
3. Minimizing disciplinary problems because students are not distracted by clothing.
4. Reducing the time needed to correct dress code violations through a readily available inventory of compliant attire.
5. Minimizing visible differences between students and eliminating social pressures to wear brand-name clothing or colors to show gang affiliation, thereby easing financial pressures on parents and enhancing school safety.
6. Creating a sense of school pride and belonging.

All school dress code guides should be reviewed and approved by the Superintendent/Superintendent's designee before implementation.

D. Violation of Dress Code

1. Students may be subject to disciplinary action for violation of dress code.
2. Students may be provided alternate clothing at school to comply with the dress code.
3. Parents may be requested to bring alternative clothing to the school.
4. Pursuant to *F.S. 1006.07(2)(d)2*

Any student who violates the school dress code is subject to the following disciplinary actions:

1. For a first offense, a student shall be given a verbal warning and the school principal shall call the student's parent or guardian.
2. For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed five (5) days and the school principal shall meet with the student's parent or guardian.
3. For a third or subsequent offense, a student shall receive an in-school suspension pursuant to s.1003.01(5) for a period not to exceed three (3) days, the student is ineligible to participate in any extracurricular activity for a period not to exceed thirty (30) days, and the school principal shall call the student's parent

or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

Bullying and Harassment

School Board Policy 5517.01

The School Board is committed to providing an educational setting and workplace that is safe, secure, and free from bullying and harassment for all students and employees.

The Board will not tolerate unlawful bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

- A. during any education program or activity conducted by the District;
- B. during any school-related or school-sponsored program or activity, or on a District school bus, or at a District school bus stop;
- C. through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of the District, meaning regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity;
- D. through the use of data or computer software that is accessed at a nonschool-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the District or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by the District or school or substantially disrupts the education process or orderly operation of a school. This paragraph does not require a school to staff or monitor any nonschool-related activity, function, or program.

"Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that creates an intimidating, hostile, or offensive educational environment; causes discomfort or humiliation; or unreasonably interferes with the individual's school performance or participation; and may involve teasing; threats; intimidation; stalking; cyberstalking; physical violence; theft; sexual, religious, or racial harassment; public or private humiliation; or destruction of property; and social exclusion.

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

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

Bullying and harassment also encompass:

- 1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in

good faith is considered retaliation.

2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with the intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - a. Incitement or coercion
 - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system
 - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

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

Attendance

School Board Policy 5200

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

Please note that absences are excused for the following reasons only:

- A. Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding five (5) consecutive days).
- B. Court appearance of the student.
- C. Medical appointment of the student.
- D. Pregnancy-related issues (see also Policy 5751).
- E. Approved school activity.
- F. Insurmountable conditions. Insurmountable conditions are extreme weather conditions, communicable disease outbreaks, and local conditions determined by the District which, after taking into account the materials circumstances, would render impracticable a student's attendance at school. (F.A.C. 6A-1.09513)
- G. Other absences with prior approval of the principal or designee.
- H. Attendance at a center under Children and Families Services supervision.
- I. Significant community events with prior permission of the Principal.
- J. Religious instruction or religious holiday.
- K. Death in the immediate family.
- L. Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.
- M. Extenuating circumstances determined by the Superintendent or designee in accordance with State laws and Board rules.

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

Tardiness

School Board Policy 5230

Tardiness to School – Students are expected to arrive at school on time. All students are required to be in class and prepared to work when the bell rings. Students who arrive after the bell rings must report to the office and have a parent or guardian sign them in.

Pledge of Allegiance

Pursuant to Florida Statute 1003.44 and Board Policy 8810, students are hereby notified of the following:

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

Moment of Silence

In accordance with Chapter 1003.45, Florida Statutes, the District will observe a moment of silence each school day. This moment of silence will occur during first period or at the beginning of the day. In accordance with the Statute, the District will not make suggestions as to the nature of any reflection that a student may engage in during the moment of silence. Families are encouraged to discuss the moment of silence with their child(ren) and to make suggestions as to the best use of this time.

TRANSPORTATION

Bus Transportation

School Board Policy 5610.04

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

1. Scan badge on/off
2. Must occupy the seat assigned to them by the driver and refrain at all times from moving around while the bus is in motion
3. Observe classroom conduct (except for quiet conversation) while riding the bus
4. Are under the supervision of the driver
5. Large items are not permitted (including instruments and sport equipment bags)
6. No live animals

Parents can access their child's bus location and sign up for real-time alerts by downloading the MyReaXium mobile app on their phone.

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

Bicycles/Skateboards/Hoverboards/E-Bikes

Personal Electric Vehicles (PEVs) and Personal Transport Vehicles (PTVs), such as electric bicycles, electric scooters, standard bicycles, standard scooters, hoverboards, unicycles, segways, electric self-balancing devices, and electric skateboards are prohibited from being operated or charged on school campus. This includes all grounds, sidewalks, playgrounds, roadways, and athletic facilities.

PEVs, PTVs and bicycles shall be walked or carried to/from the MCSD property line to/from a designated storage area on school campus.

This rule is to ensure the safety of students, staff, visitors and vendors by preventing accidents, injuries and property damage.

FOOD AND NUTRITION

Cafeteria

The Martin County Food & Nutrition Services (FNS) Department provides students with nutritious meals designed to support academic success while encouraging life-long healthy eating habits. Breakfast, lunch, and snacks are offered daily. À la carte snacks are available and meet the USDA Smart Snacks nutrition guidelines. Students may purchase Smart Snacks with cash or by using their meal account.

Flexible Spending Options

Parents and guardians may monitor and manage their student's meal account through myschoolbucks.com or by contacting the cafeteria. This includes the option to set daily or weekly spending limits for à la carte purchases. This option helps families control purchases beyond standard breakfast and lunch meals.

Any item purchased outside of the standard meal—which includes a choice of at least three of five components (grain, protein, fruit, vegetable, and milk)—is considered *à la carte*. À la carte items may include anything from an extra entree, fruit or vegetable, milk, smart snacks, etc., and may vary by school site.

For more information, please visit the Food & Nutrition Services Department web page.

Birthdays and Celebrations

We recognize that birthdays are special milestones in a child's life. Families may choose from a variety of Smart Snack approved birthday celebration items offered through the Martin County School District Food & Nutrition Services Department.

Items may be ordered with a minimum of three (3) weeks' notice by contacting the school cafeteria manager. For available options and additional information, please visit the Food & Nutrition Services website.

Food Allergies and Special Dietary Needs

If a student has a food allergy (or a medical condition that affects their diet) and would like to participate in the school meals program, a [Medical Request for Special Dietary Accommodations Form](#) must be completed

and submitted annually. For more information, please visit the Food & Nutrition Services Department web page.

Food & Nutrition Services Department Resources

For questions, please email askfns@martinschools.org or visit the Food & Nutrition Services Department webpage at <https://www.martinschools.org/page/food-nutrition-services> to access the following resources:

- Menus and nutrition information (Nutrislice)
- Medical Request for Special Dietary Accommodations Form (required annually)
- Meal prices
- Free & Reduced Meal Application (English and Spanish).
- Online meal payment system (MySchoolBucks)
- Schools providing meals at no charge

EDUCATION TECHNOLOGY

Student Responsibilities

Students in grades 3 –12 are provided the opportunity to use a District-owned laptop. If the student has an issue with the laptop, they should bring the laptop to their school's technician during laptop support hours. Students are responsible for taking care of the laptop and are subject to disciplinary action that could include being assessed a fee for damages to the laptop. The student is not being assessed the actual full cost for the repair or replacement as the school district subsidizes the costs to repair a student laptop. For instance, the student is charged \$200 to replace a lost/damaged laptop when the laptop is beyond economical repair. The cost to purchase a laptop is \$285 as of March 2026.

Educational Technology Department Responsibilities

Students will receive a functional, district-owned laptop. All laptops are thoroughly inspected and confirmed to be operational before the laptop is issued. If a student has an issue with the device, the laptop needs to be submitted to their school's technician immediately. The Educational Technology Department will assess the student's laptop for damage. The technician will document the damage, which will include pictures. Fees will not be applied for normal wear and tear to the devices. Damage that is not consistent with normal wear and tear will be communicated to the school's administrator to determine if disciplinary action is necessary, which may include a fee. Parents will be notified when a fee is applied.

School Site Responsibilities

A school administrator will investigate the damage to the laptop to determine if a fee is charged. Laptop fees are assessed based on the damage to the device. If a payment plan for a damaged laptop is needed, the principal will develop a plan based on the student's individual circumstances.

HEALTH SERVICES

Clinic

The school clinics cannot be used for the treatment of illnesses/injuries that happened off school property. School clinic staff cannot make a diagnosis or suggest that symptoms might be due to a certain disease. Please contact your healthcare provider to obtain a diagnosis for your child's condition. Sick or injured students must

have a pass and their student ID to report to the clinic. Students are not permitted to use cell phones to call home due to illness and request to be picked up during the school day, outside of the clinic. Any student in violation of this rule may be subject to disciplinary action per the Code of Student Conduct. Clinic services include the following:

- Health room access for illness occurring at school
- First aid for injuries
- Assistance with medications and procedures as ordered by a medical provider

For more information, please see the Martin County School District School Health website: <https://www.martinschools.org/o/mcsd/page/school-health>

Immunizations and Communicable Diseases

School Board Policies 5780, 5320, 8450, 5112

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

Communicable Disease Control: Florida Statute 1003.22 requires a physical exam and grade-specific immunization to attend schools in Florida. Temporary medical or permanent medical exemptions must be authorized by a medical provider on the required form. Religious exemptions can only be issued by the Health Department. A student will be excluded from school until compliance with these requirements are met. The FL Department of Health Required School Immunization schedule can be found at <https://www.floridahealth.gov/individual-family-health/child-infant-youth/school-health/school-enrollment/>

Insurance – Voluntary Student Accident

You will be receiving a brochure regarding Voluntary Student Accident insurance. For as little as \$8.00 per student, you may purchase medical accident insurance for the school year. Dental accident insurance is also available at an additional cost. Please read the brochure carefully and consider purchasing this valuable insurance.

It is important for you to know that the School District does not cover most student accidents that occur at school, such as in the classroom, on the playground, and during field trips. Accident claims are often the responsibility of the parent or guardian. For less than the cost of a single physician's visit, you can purchase voluntary student accident insurance. If you choose "Optional 24-Hour Accident Coverage" it will cover student accidents during the school day, as well as any that may occur during weekends, vacations and the summer months. Please be advised that this coverage is secondary to any other primary insurance that covers the student.

You may view additional information, enroll and purchase coverage online at www.k12specialmarkets.com or print and mail your enrollment form.

Medication

School Board Policies 5330, 5330.01 & 5780

No internal or external medication, prescription or non-prescription will be given by school personnel unless a Physician's Authorization of Medication form (form #135) is filled out and signed by the patient's doctor. These forms are available in the clinic and on the school district website. Per Florida Statute 1002.20, A

student may possess and use a medication to relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription if the medication is regulated by the United States Food and Drug Administration for over-the-counter use to treat headaches. The medication to be administered by school personnel will be kept in the clinic with exceptions for self-carry per *Policy 5330 & 5330.01*. 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 the patient's name, instruction, name of drug and name of physician must accompany form #135.
3. For each prescribed medication, the student's guardian shall provide the clinic a copy of the completed form #135.
4. The prescription or non-prescription medication must have a pharmacy label that coincides exactly with the information on 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.

SAFETY AND SECURITY

Emergency Crisis Information

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

In a major crisis situation, such as a campus lockdown, the Martin County Sheriff's Department will take charge of the school, until any/all threats have subsided. During a lockdown event, parents may not enter the campus. Failure to abide by this policy will impede Law Enforcement response. Please be guided with the information provided via the Connect 5 Message System.

Drills

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

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

Safety

Talking to your child about safety should be a year-round conversation. It is important to discuss safety rules

and guidelines before something occurs. It is also important that your child follow adult instructions throughout the school day. Please make sure that your student understands the importance of staying safe and the possible consequences of their actions.

Visitors

ALL visitors must report to the Front Office where they will be given assistance. No student visitors will be permitted onto the school's campus unless they are on official school business. All others will be considered trespassers. Visitors need to wear their visitor pass at all times while on campus. If parents and/or family are on the school campus to attend a special event, they should report directly to the Front Office for a visitor's pass and instructions for seating.

Volunteers

Policy 8120

You can register to volunteer online. Many volunteer opportunities are available...

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

We will work with you to find the right placement for your unique talents and interests.

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

LEVEL 1: Service on campus under staff supervision

- Complete raptor registration form every year
- No additional background check is necessary

LEVEL 2: Any service on campus and off campus

- Complete fast track application form
- Level 2 requires a background check every five years

For more information and to complete the forms visit **www.martinschools.org** and click on 'Volunteer Services' under departments.

