



MARTIN COUNTY
SCHOOL DISTRICT
...a dynamic educational system of excellence

Felix A. Williams Elementary School

Parent and Student Handbook 2024-25



SCHOOL BOARD MEMBERS

District 1: Christia Li Roberts

District 2: Marsha Powers

District 3: Jennifer Russell

District 4: Amy B. Pritchett

District 5: Michael DiTerlizzi

Mission Statement

Educate All students for Success

Dear Students and Families,

As we embark on a new academic year, I am filled with optimism and enthusiasm for the journey ahead. The success of each child in the Martin County School District is a shared responsibility, one that thrives on the strong relationships between students, parents, faculty, staff, and our community partners. Whether you are new to our district or a familiar face, we warmly welcome you and encourage your active participation in our educational endeavors.

Our commitment to providing a safe and nurturing learning environment remains unwavering. We are dedicated to fostering an atmosphere where all students can thrive, grow as learners, and develop into critical thinkers. This handbook is designed to clearly communicate the expectations and policies in place to support your child's educational experience. These guidelines are essential in helping students make positive choices and build constructive interactions with their peers and our staff every day.

We ask that you take the time to review and discuss this handbook together. Should you have any questions or need further clarification, please do not hesitate to reach out to your child's school. Your involvement and engagement are crucial to our collective success.

Thank you for being an integral part of the Martin County School District family. Together, we will continue to pursue new visions, pathways and possibilities for the benefit of all students.

Your Partner in Education,

A handwritten signature in black ink, appearing to read "Michael Maine", followed by a horizontal line.

Michael Maine
Superintendent of Schools



ATTENTION PARENTS, STUDENTS, AND STAFF

ATTENDANCE

Attendance is a critical factor in determining students' long-term success. We encourage all families to ensure students arrive on time and attend school ready to learn each day.

BULLYING

A safe learning environment helps to position all students for success. Bullying is NOT tolerated and all allegations will be thoroughly investigated. We encourage students and parents to report all suspected incidents of bullying or harassment to the appropriate school.

CELL PHONES

All cell/smartphone and wireless communication device violations have been increased to a Level 2 and Level 3 infractions.

A CELL/SMARTPHONE OR WIRELESS COMMUNICATION DEVICE THAT IS VISIBLE OR IN USE DURING SCHOOL HOURS WILL BE CONFISCATED AND RETURNED ONLY TO THE STUDENT'S PARENT/GUARDIAN AT A TIME DESIGNATED BY SCHOOL ADMINISTRATION.

VAPING

Vape and vaping devices are banned from all school district property. Students found to be in possession of these items will face serious disciplinary and potential legal consequences.



MARTIN COUNTY SCHOOL DISTRICT | 2024-2025 SCHOOL CALENDAR

WWW.MARTINSCHOOLS.ORG

AUGUST '24 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	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	1 Optional Teacher Work Day (Teachers Only) 2,5,7 Teacher PD Day (Teachers Only) 6 & 8 Teacher Work Day (Teachers Only) 9 Teacher PD/Work Day (Teachers Only) 9 Elementary School Meet the Teacher* 9 6 th & 9 th Grade Orientation* 12 Students' First Day 21 & 22 Elementary School Curriculum Night* 28 High School Curriculum Night* 29 Middle School Curriculum Night*	FEBRUARY '25 <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td></tr> </table>	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 Teacher PD Day (Students Off) 11 Interim Reports (Grades 6-12) 17 Presidents' Day (Teachers & Students Off)							
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STAFF DIRECTORY

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

STAFF DIRECTORY

Title	Name	Extension	Email
Principal	Sarah Tuthill	41101	tuthils@martinschools.org
Assistant Principal	Justin Browning	41102	brownij2@martinschools.org
Assistant Principal	N/A		
Principal's Secretary	Lourena(Susie) Fote	41101	fotel@martinschools.org
School Counselor	Brian Nugent	41111	nugentb@martinschools.org
School Counselor	N/A		
Guidance Secretary	Pennie Hall	41104	hallp@martinschools.org
School Secretary	Janet Guerra	41100	guerraj@martinschools.org
Bookkeeper	Lourena (Susie) Fote	41101	fotel@martinschools.org
Data Entry Clerk	Kathy Snyder	41105	snyderk@martinschools.org
School Resource Officer	Deputy Jason Fleming	41130	fleminj@martinschools.org
Media Specialist	Kate Pope	41128	popek@martinschools.org
Cafeteria Manager	Marcell Lournes	41150	lourenm@martinschools.org
Clinic	Walnide Fabre	41106	fabrew@martinschools.org
OFFICE HOURS 7:10AM - 3:30PM		SCHOOL HOURS 7:40AM - 2:00PM	

The purpose of the student handbook is to communicate the expectations, policies, procedures, and practices for the school year. Please refer to the district website for policies not included herein: School Board Policies, Student Progression Plan, and Code of Student Conduct.

www.martinschools.org

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 in or out your child during school hours, please sign them in/out on the pink/yellow forms at front office. **Always bring your driver's license for identification, and please make sure your child wears their 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
- Email for yearbook questions: faweyearbook2021@gmail.com
- School colors are blue and green. (Friday is spirit day)
- Fawe student T-shirts are available to purchase on our website, under Fawe PTA Store
- School mascot is the Sailfish

Student Drop Off and Pickup

Per Florida Statute 1003.31, supervision for students is available 30 minutes before (7:10-7:40AM) and 30 after school hours (2:00-2:30PM) 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 7:10AM-Closes at 7:35AM) 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!

- 1) Kids unloaded safely 2) Kids to class on time 3) 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).**

DISCIPLINE

Classroom Responsibilities:

Be **PREPARED** by having these materials every day:

1. ChromeBook (charged every day)
2. Paper, pen/pencil
3. Class materials (required by the teacher) Be **RESPECTFUL** of yourself and others:
 1. Follow the class rules set by each teacher
 2. Be attentive and cooperative
 3. Treat others with kindness and consideration
 4. Show pride in your school (take care of school property and materials)
 5. 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:

Accept Responsibility

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

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 District issued 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 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.

Policy 5500 - Student Conduct

Students are afforded the opportunity to receive a free appropriate public education and have the right to be treated with respect and dignity. Students have the responsibility to treat other persons and property with respect and dignity. Student misconduct that jeopardizes the health, safety, or welfare of other people or which disrupts the educational environment will not be tolerated.

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

GENERAL SCHOOL PROCEDURES

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 attendance to report the absence. Upon the student's return to school, a note written by the parent/guardian is required. The note must include the student's full legal name, reason for the absence, and the date(s) of the absence and signed by the parent/guardian. The note must be turned in to the front office.

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

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

Tardiness

Policy 5230 - Late Arrival and Early Dismissal

Tardiness to School – Students are expected to arrive at school on time. All students are required to be at their first class and prepared to work when the bell rings at 7:40AM. Students who arrive to campus after 7:35AM must report to the office and have a parent or guardian sign them in.

Tardiness to Class – Students are to be physically in the classroom to which they are assigned at the appropriate time. (7:40AM) Tardies, being out of area, and skipping class are all subject to disciplinary actions in a progressive manner. After campus-wide warnings are given, students tardy to class will receive consequences.

Bicycles/Skateboards/Hoverboards

Students who ride bicycles to school are required by law to wear bike helmets. Bikes are to be placed in

designated bicycle racks and should be locked at all times. Bicycles and skateboards should not be left on campus overnight. The school is not responsible for lost, stolen or damaged bikes, including helmets and locks. Bikes and skateboards must be walked onto campus. Hoverboards or other electric and battery-operated rolling-type pedestrian conveyances are strictly prohibited on school property.

Birthdays/Celebrations

We recognize that birthdays are important days in a child's life. Visiting the MCSD Food and Nutrition Department's web page will allow you to view items that can be ordered when 3 weeks' notice is provided to the cafeteria manager. Please visit the Food & Nutrition Services website for more information.

Any celebratory treats/food brought in must be store bought and sealed.

Bullying and Harassment

School Board Policy 5517.01

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

Bullying means systematically and chronically inflicting severe physical hurt 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:

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.

Bus Transportation

School Board Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges

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

1. Must occupy the seat assigned to them by the driver and refrain at all times from moving around while the bus is in motion
2. Observe classroom conduct (except for quiet conversation) while riding the bus
3. Are under the supervision of the driver

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

Cell Phones

Cell phones and wireless devices must be TURNED OFF, stored away and not used during school hours unless under the direction of the teacher for instructional use only. Cell phones may be used only after school. If there is an emergency, students must go to the front office and they will be allowed to use their cell phone. Cell phones and wireless devices found in the "on" mode (including text messaging) during school hours will be confiscated until a parent can recover it from a school official after dismissal.

Change of Address

Parents should inform their child's school if there is a change of address, home telephone number, parent's email or work location. This information will help facilitate communication between home and school and allow immediate contact in case of an emergency. An acceptable proof of a change of address is a power bill, phone bill, cable bill, water bill, lease agreement, mortgage acceptance letter or statement from the property owner.

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 provider ordered medications required during the school day.

****For more information please visit the School Health Services Webpage:**

[School Health Services](#)

Department of Health Screenings

Florida Statute 381.0056 mandates regular health screenings for public school students. These health screenings include Vision, Hearing, BMI and Scoliosis. If you choose not to have your child participate you will receive the opt out form from the Department of Health prior to the scheduled screenings at your child's school. School personnel may recommend additional screenings, Parents/guardians of students who have participated in and failed a screening will be notified of results. Families are encouraged to follow up with the appropriate practitioner after being notified by the school of a failed screening.

Dress Code

Policy 5511 - Student Dress Code

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 tied and 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. Crocs are not to be worn.

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 submit to the Superintendent a request for a stricter dress code. Upon review and approval by the Superintendent the Superintendent shall submit the request to the School Board for final approval. Requests for a stricter dress code at individual schools must be for the health, safety or welfare of the students.

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.

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 such a time, parents may not enter the campus. Failure to abide by this policy could result in an arrest. Please do not come directly to the school, unless advised via the Connect 5 Message System.

Drills

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

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

Field Trips

Field trips are one method of improving learning and enriching the curriculum. All trips are chaperoned. All

students going on field trips must have a note granting permission from the parent or guardian. Without this written permission, students will not be permitted to go. The administration reserves the right to deny permission based on discipline, attendance, grades, etc.

Food and Nutrition Services

The Martin County Food & Nutrition Services (FNS) department offers students nutritious meals to enhance academic success while forming life-long, healthy, eating habits. Breakfast, lunch and snacks are offered daily. A la Carte snacks are available daily and meet the “Smart Snacks” nutrition guidelines. Students may purchase Smart Snacks with cash or by using their lunch account.

If you wish your child NOT to purchase additional snacks, please email cafeteria manager:

Marcell Lourens at: **lourenm@martinschools.org**

Food Allergies? If a student has a food allergy and would like to participate in the school meals program, the parent must submit a Medical Request for Special Dietary Accommodations Form - *annually*.

Please visit the Food & Nutrition Services Department’s web page to locate:

<https://www.martinschools.org/page/food-nutrition-services>

- Medical Request for Dietary Accommodations Form - complete annually
- Menus & Nutrition data (Nutrislice)
- Meal Prices
- Schools providing meals at no charge
- Free & Reduced Meal Application (English & Spanish) - complete annually
- Online meal payment (MySchoolBucks.com)

For more information, please visit the FNS web page or contact us at askfns@martinschools.org

Immunizations and Communicable Diseases

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/programs-and-services/immunization/children-and-adolescents/schedules-and-requirements/index.html#schedules>.

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

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. 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. (*)Per F.S. 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

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

1. A signed form #135 (Physician's Authorization of Medication for a Student at School) by the parent/guardian and physician with specific directions for administration must be submitted to the clinic.
2. A bottle with the pharmacist's label designating patient's name, instruction, name of drug and name of physician must accompany form #135.
3. For each prescribed medication, the student's guardian shall provide to the clinic a copy of the completed form #135.
4. The prescription or non-prescription medication must have a pharmacy label that coincides exactly with the information on the form #135.
5. When initially submitted, an over-the-counter medication must be unopened.

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

Parental School of Choice Plan

Policy 5113.01 - School Choice - Intra-District

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

If a student is attending Felix A. Williams Elementary on "School Choice" and truancy or a discipline problem occurs, the student may be sent back to his/her "home" or originally assigned school immediately.

Pledge of Allegiance

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

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

Moment of Silence

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

Residency Verification

Policy 5120 - Assignment Within District

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

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

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

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

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.

Student Progression Plan

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

Safety

Talking to your child about safety should be a year-round conversation. It is important to discuss safety rules and guidelines before something occurs. It is also important that your child follow adult instructions throughout the school day. Please make sure that your student understands the importance of staying safe and the possible consequences of their actions.

Student Activities

Policy 5730 - Student Clubs and Organizations

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

Student Drop Off and Pickup

Per Florida Statute 1003.31, supervision for students is available 30 minutes before (7:10-7:40AM) and 30 after school hours (2:00-2:30PM) 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 7:10AM) Drivers must pull up all the way, and students exit the car on the right.

PM Dismissal (2PM) 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.
- 3) If you wish your student to ride home with another parent, the student MUST have a written note with parent signature in hand at carline.
- 4) Any change to a student's dismissal routine must be received in writing with a parent's signature (i.e., no phone calls). If a student needs to be picked up early from school, the parent must sign the student out in the office prior to 1:30PM. This is the cutoff to sign students out early.

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

RAINY DAY/INCLEMENT WEATHER

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

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

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

FAWE Car Line

Our goal is to run a safe and efficient car line!

1) Kids unloaded safely 2) Kids to class on time 3) Parents get to work on time

-We are unloading around 400 cars in 25 minutes each morning.

Car line opens at 7:10 First bell rings at 7:35 Instruction begins at 7:40

-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).**

Textbooks, Chromebooks, and Supplies

Educational Technology Department Responsibilities

The Educational Technology department's technician will assess the laptop and document any damages. When the technician enters the type of damage, the fees are automatically assigned in FOCUS. The Educational Technology department provides pictures of the damage if needed. Thrillshare will be used to communicate all fees with parents.

School Site Responsibilities

The school site is responsible for collecting the fees.

- The cost of a student laptop is subsidized by the Martin County School District. The student/parent is not being assessed the actual full cost for the repairs or replacement. The school district subsidizes roughly 40-60% of the hardware and labor costs to repair a student laptop. For instance, the student/parent is charged \$200 to replace a lost/damaged laptop when the laptop is beyond economical repair. The actual cost of the laptop is \$320 as of June 2024.
- Laptop fees are assessed based on the damage and the student's financial status.

- The replacement fee is assessed if the laptop is considered unrepairable.
- Students will receive a functional district-owned laptop. All laptops are thoroughly inspected and confirmed to be 100% operational before it is issued.
- If a payment plan for a damaged laptop is needed, the principal will develop a plan based on the student's individual circumstances.

Visitors

The School Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The control of the school is vested in the Principal who has the ultimate responsibility for the administrative and supervision of all decisions and activities on the school campus. The Principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. The Principal also has the right to control the time of day, length of the visit, and to determine if the parent is to be accompanied.

Unauthorized presence on school premises is strictly prohibited. All visitors desiring access to school premises must first receive permission from the Principal, sign in and out at the school office, and wear a visitor's name tag while present on school premises. Persons desiring to meet with a teacher or student on school premises must arrange for an appointment through the Principal.

Except for animals in the classroom as regulated by Policy 8400, canines brought on the premises by law enforcement personnel for law enforcement purposes, or service animals required for use by a person with a disability, no other animals may be on school premises at any time.

Parents and guardians desiring to visit their child during the school day on school premises must follow the procedures set forth above. Non-custodial parents may not remove the child from the school without the lawful consent of the custodial parent or guardian or legal authorization in the form of an order or judgment of a court of competent jurisdiction.

Observation of a teacher's class by a parent or guardian shall be allowed only after receiving the building principal's consent and providing a twenty-four (24) hour notice, unless the teacher to be observed agrees to less notice.

The Superintendent shall promulgate such administrative procedures as are necessary for the protection of students and employees of the District from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building. In addition, the rules shall be posted in a central location in each school and made available to students, upon request.

Visitation by School Board Members and Legislators

Individual School Board members may visit a District school at any time. A member of the Legislature may visit any public school in the legislative district of the member. School Board members and legislators may not be required to give prior notice of the visit. Another School Board member or District employee may not limit the duration or scope of the visit or direct a visiting School Board member or legislator to leave the premises.

School Board members and legislators must sign in and sign out at the school's main office and wear their identification badge at all times while present on school premises.

Effective 7/1/12

Revised 2/16/21

Revised 2/21/23

Volunteers

Policy 9200

The School Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the school staff who are responsible for the conduct of those programs and activities. A school volunteer is any non-compensated person who may be appointed by the Superintendent. School volunteers may include, but are not limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff.

The Superintendent is responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent shall not be obligated to make use of volunteers whose abilities are not in accord with District needs. The Superintendent shall develop procedures in accord with this policy which must include, but not be limited to, requirement that each volunteer who may be expected to assume responsibility for the health, safety and welfare of students have a clear understanding of Florida law and District rules, policies and regulations relevant to the volunteer's responsibilities.

Application and Background Check

Prospective volunteers must complete an application and background check in accordance with Florida law.

Volunteer applicants who will work with students in an unsupervised manner (out of sight or hearing of supervising staff) are required to pass a Level 2 criminal background screening and screening pursuant to F.S. 435.12.

If a criminal records check is conducted, it will be at the volunteer's expense.

The volunteer application shall require that the applicant disclose if s/he has ever been convicted or had adjudication withheld in a criminal offense, other than a minor traffic violation, or if any criminal charges are pending. For purposes of this policy, "convicted" means there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld. (F.S. 943.0435)

An applicant who is found through background screening to be included in the FDLE sexual offender/predator registry or who has been convicted of any crime involving moral turpitude, as defined by rule of the State Board of Education, or otherwise found ineligible for employment under F.S. 1012.315, shall not be approved as a volunteer.

The Principal at each school shall be responsible for approving or denying applications.

Duty to Report Known or Suspected Cases of Child Abuse, Abandonment, or Neglect

All volunteers must abide by School Board Policy 8462 – Student Abuse, Abandonment, and Neglect and are required to review it during the application process.

Duties

Duties assigned to school volunteers shall be consistent with Florida law and State Board of Education rules. Volunteers must agree to abide by all School Board policies and District guidelines while on duty as a volunteer.

The Principal shall be responsible for assigning duties of school volunteers. Per the Acceptable Use Policy displayed when logging on to a District PC and School Board Policy 7543, employees cannot share login information with anyone including volunteers or allow anyone including volunteers to use a District computer logged in by a District employee.

The Superintendent shall inform all volunteers who work or apply to work with children on a regular basis of the need to display appropriate behavior at all times.

Volunteers shall always be under the supervision of a teacher or other staff member, depending on assignment, and shall not provide direct instruction to students or spend unsupervised time with students.

Volunteers shall not:

- A. establish instructional objectives.
- B. make decisions regarding the relevancy of certain activities or procedures to the attainment of instructional objectives.
- C. make decisions regarding the appropriateness of certain teaching materials for accomplishing instructional objectives.
- D. make judgments regarding the attainment of instructional objectives, unless these judgments are based upon clear and objective criteria (such as specific achievement standards on a true-false test).
- E. accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of his/her official duties as a volunteer on behalf of the School Board.

Confidential Information

Volunteers shall maintain strict confidentiality of all school or classroom information to which they have access while performing their volunteer activities. Volunteers shall be allowed access to personally identifiable student information only with approval of the Principal and to the extent necessary to fulfill an assigned activity that would otherwise be performed by a District employee. Volunteers must have a legitimate educational interest in order to access student information.

Legal Protection

Pursuant to Florida law, a school volunteer who has been duly approved by the Superintendent shall incur no civil liability for any act or omission by the volunteer that results in personal injury or property damage if the volunteer was acting in good faith within the scope of the official duties performed under such volunteer service; the volunteer was acting as an ordinary reasonably prudent person would have acted under the same or similar circumstances; and the injury or damage was not caused by any wanton or willful misconduct on the part of the volunteer in the performance of their volunteer duties.

Removal of Volunteers

Volunteers are expected to conduct themselves in a professional manner. Volunteers who act unprofessionally, fail to abide by Florida law and/or School Board policies, or otherwise act in a manner contrary to the expectations of an employee of this District may be removed as an approved volunteer by the Principal. Volunteers who fail to fulfill their duties may also be removed by the Principal.

Workers' Compensation Coverage

Volunteers will be covered by the District's workers' compensation insurance policy. All volunteers must sign in when arriving on school grounds and sign out when leaving school grounds. Failure to do so may result in a denial of workers' compensation insurance coverage.

Records

The Superintendent will require that accurate records be maintained of volunteer hours of service, duties, and training.

Revised 2/16/21

Revised 2/21/23

Withdrawals

School Board Policy 5130 - Withdrawal From School

No student will be allowed to withdraw from school without written permission from his/her parent or guardian. 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.

CONNECTING HOME AND SCHOOL THROUGH COMMUNICATION

At Felix A. Williams Elementary, we understand that it takes a partnership between the parents 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 -FAWE recognizes that email can be a very effective means of communication. Parents are encouraged to communicate with teachers via email.

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.

Progress Reports/Interims - Felix A. Williams will send home interim reports once a quarter with the student. A FOCUS reminder will be sent home to remind students and parents that they are coming home. Parents can refer to the school website and the one-page document coming home on the first day of school.

Report Cards – Martin County School District will mail out report cards on the designated report card dates listed on the school calendar.

School Website - FAWE 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.

FOCUS PARENT PORTAL



Go to <https://martin.focusschoolsoftware.com/focus/>

- Click on Click here to create a Focus Parent Portal Account
- Follow the directions to create an account & add each child
- You will need each of their 4300 student ID #'s & birthdates
- Be sure to record user name and password for future access

HOW TO CHECK GRADES



- **Go to <https://martin.focusschoolsoftware.com/focus/>**
- Enter user name & password, click login
- To switch between children, use the dropdown list on the top right
- To view assignments & grades, click on Assignments & Grades on the top left corner & choose the class you want to from the dropdown menu. The current grade for the class will be directly under the title & the list of each assignment will be under that.