



Palm Beach
Maritime Academy and High School
Parent/Student Handbook
2018-2019

Mission Statement

Palm Beach Maritime Academy (PBMA), in conjunction with the Palm Beach Maritime Museum (PBMM), strives to provide innovative learning experiences in a culturally diverse environment. PBMA challenges all students to develop an awareness and understanding of the world's marine environment, to embrace their responsibility for learning, and to be global stewards.

Vision Statement

Palm Beach Maritime Academy (PBMA) pledges to improve and increase learning opportunities for all students through the use of diverse learning methods. These include a cooperative learning environment, differentiated instruction, technologically enhanced lessons, field trips, and interaction with our local communities and stakeholders. PBMA proudly embraces a culturally diverse learning environment while helping students meet and exceed the Florida State Standards

From the Executive Director

It gives me great pleasure to begin my 18th year at Palm Beach Maritime Academy and I wish to extend a warm welcome to all of our teachers, parent and students, and community members.

We are proud to say that we have been granted full accreditation by AdvancED, formerly known as SACS for all grades – K-12! This means you can rest assured that your child is receiving a quality education that he or she can take to any institution of higher education in the country! We also had our first High School Graduation, and wish all the best to the Class of 2017!

Since our opening in January 2000, we believe we have proven our dedication to taking young people to the sea while at the same time exceeding the core standards set by the Florida Department of Education. We are the longest-running successful charter school in Palm Beach County; our success has been recognized by two Florida Governors, Gov. Jeb Bush and Gov. Charlie Crist. Many of our current and former teachers have won awards and distinctions throughout their tenure here including Palm Beach County's "Beginning Teacher of the Year", two selections for NOAA's "Teacher at Sea Program", Marinelife's "Blue Friend of the Year", the Florida Art Educators Association's "Principal of the Year", and a group of our teachers were selected last year to present our program at the Florida Charter Schools' State Conference in Orlando.

We have expanded and now offer Grades 9-12. We are looking forward to our first high school graduates in June, 2017! We plan to continue our long tradition of excellence with the help of our current and new families, and we look forward to working with each one of you.

Sincerely,
Marie Turchiaro
Executive Director
Palm Beach Maritime Academy and High School

PHILOSOPHY

Palm Beach Maritime Academy (PBMA) believes all students have the ability to **be** achieve academically successful. It is the goal of PBMA to present a broad range of Maritime topics including history, industry, environment, and technology, providing our students with core knowledge and inspirational experience. This will occur by emphasizing thematic and experiential teaching throughout our general curriculum. In addition, students will gain new insights into character building which will aid measurably in academic achievement. PBMA is highly focused on its educational goals and we welcome all qualified students who meet educational requirements according to Palm Beach County School District guidelines and whose disciplinary records are acceptable. This handbook will be used in conjunction with the School District of Palm Beach County handbook and disciplinary code. Should they differ, the Palm Beach Maritime Academy Handbook shall take precedence.

STUDENT BEHAVIOR STANDARDS

Our goals in the classroom are to create a positive learning environment and to get along with one another. In order to meet these goals, the following classroom standards have been established for students:

Courtesy - students are expected to be courteous towards all teachers, staff and fellow students. Foul language, swearing or cursing are not permitted.

Respect - Students are expected to treat staff and fellow students with respect, and to be polite. Verbal and physical aggression will not be tolerated. Students are also expected to respect the environment.

Attitude - Students are expected to be attentive and polite at all times, and to follow school policies and the directions of staff. Classroom disruptions and disruptions of any school or school-sponsored will not be tolerated.

BREAKFAST AND LUNCH PROGRAM

Breakfast is free to all students from 7:30am – 7:50am for grades K-5 and from 8:30am – 8:45am for grades 6-12 on their respective campuses. Hot and cold lunch is offered through the district lunch program and may be purchased for the same price as District lunches. Students will pay for their lunches on a daily/weekly basis in the cafeteria. Students are welcome to bring their lunches from home. **Refrigerators and microwaves are not available for student use. Supper is provided in the After School Program.**

PBMA and PBMAHS operate on a contract for lunches with the School District, and therefore we follow their rules. The policy of the School District regarding unpaid meals shall follow guidelines below at each school/grade level group.

Elementary Schools:

- Elementary school students are allowed to overdraw their cafeteria account by a maximum of three paid lunch meal equivalents.
- Anytime a student does not have enough money to purchase a meal, the student will receive the meal of his/her choice until such time that the student attempts to make a purchase that would result in an account balance that would exceed the three paid lunch meal equivalents. The parent/guardian will be notified verbally or in writing of the negative account balance.

For any meal purchase where the account would result in a charge of more than three paid lunch meal equivalents, the student will receive a nutritious replacement meal of a cheese sandwich (2 slices whole wheat bread and 1 oz. of sliced cheese) and a choice of a low fat milk or a 100% fruit juice (documented food allergies will be accommodated). An Overdrawn Account Letter will be sent home with the student at such time.
No student will be allowed to charge a la carte.

Note: This meal is provided by School Food Service at no cost to the child and with no opportunity to collect State reimbursement and is therefore to be used as an attempt to collect the debt owed. Once the student's balance is brought down to below the credit limit the student will resume having the ability to select and pay for meals.

Middle Schools:

- Middle school students are allowed to overdraw their cafeteria account by a maximum total of one paid lunch meal equivalents.
- The parent/guardian will be notified verbally or in writing of the negative account balance. The student will receive the meal of his/her choice until such time that the account balance would exceed the one paid lunch meal equivalent.

For any meal purchase where the account would result in a charge of more than one paid lunch meal equivalent, the student will receive a nutritious replacement meal of a cheese sandwich (2 slices whole wheat bread and 1 oz. of sliced cheese) and a choice of a low fat milk or a 100% fruit juice (documented food allergies will be accommodated). An Overdrawn Account Letter will be sent home with the student at such time.
No student will be allowed to charge a la carte.

Note: This meal is provided by School Food Service at no cost to the child and with no opportunity to collect State reimbursement and is therefore to be used as an attempt to collect the debt owed. Once the student's balance is brought down to below the credit limit the student will resume having the ability to select and pay for meals.

High Schools:

- High school students are allowed to overdraw their cafeteria account by a maximum total of one paid lunch meal equivalents.
- The parent/guardian will be notified verbally or in writing of the negative account balance. The student will receive the meal of his/her choice until such time that the account balance would exceed the one paid lunch meal equivalent.

For any meal purchase where the account would result in a charge of more than one paid lunch meal equivalent, the student will receive a nutritious replacement meal of a cheese sandwich (2 slices whole wheat bread and 1 oz. of sliced cheese) and a choice of a low fat milk or a 100% fruit juice (documented food allergies will be accommodated). An Overdrawn Account Letter will be sent home with the student at such time.
No student will be allowed to charge a la carte.

Note: These meals are provided by School Food Service at no cost to the child and with no opportunity to collect State reimbursement and is therefore to be used as an attempt to collect the

debt owed. Once the student's balance is brought down to below the grade-applicable credit limit, the student will resume having the ability to select and pay for meals.

All Students:

- In repeated instances of any student not having funds to cover his or her meals, the parents or guardian shall be provided with information on the application process for free or reduced priced meals.

An unpaid food service debt will follow a student from pre-K through High School

TRANSPORTATION/ ARRIVAL/ DISMISSAL

Pick-up and drop-off will be offered to families at several bus stops in Palm Beach County. All other parents and guardians will need to provide transportation. Any student not following directions or causing a disruption of any kind will be subject to suspension from the bus and/or school and/or loss of bus riding privileges. **Students are dropped off at their stop after school, and the driver cannot wait for parents to pick up their children. Parents are required to supervise their children in the morning until the bus arrives and as soon as they get off the bus in the afternoon. The school is not responsible for students waiting for the bus or after they are dropped off. Once the bus driver has turned off his safety light he is no longer allowed to pick up students.**

A shuttle bus is available ONLY for students with siblings at our other campus. Shuttle is a privilege and designed for parent convenience. ANY misbehavior while waiting for or on the shuttle bus or when being dropped off will result in temporary or permanent removal from shuttle and return to the school's regular bus service. Students in K-5 MUST remain with their siblings while waiting for the bus at Lantana 2 and must sit with his/her sibling(s) while on the bus.

School will officially begin at 8:00 at Lantana 1 and 8:50am at Lantana 2 for all grades. Parents who pick up their students must pick them up on time unless they are enrolled in and have paid for after school. There is no supervision outside before 7:30am or after 3:00pm at Lantana 1 or before 8:30am and after 4:20pm at Lantana 2. In Lantana 2 there is no after school, and a late pickup causes a staff member to have to go home late to stay with them. In either case, the charge will be \$25.00 per hour or fraction thereof for students picked up late who are not enrolled in after school in K-5 and for all students in grades 6-12. In order to ensure the children's safety if they are dropped off early or picked up late, it may become necessary for PBMA to request that the Lantana Police and/or the Department of Children and Families do "sweeps" and handle the situation directly with the parents/students involved, or the student may be required to withdraw and go to his/her SAC school where their hours might be better suited to the parents' schedule. Your children's safety is paramount and PBMA does offer the above supervised programs for early drop-off or late pick-up.

All parents picking up students by car are required to follow arrival and dismissal patterns. ***AT NO TIME MAY ANY PARENT WALK UP TO THE CAR LINE OR TAKE THEIR CHILD FROM EITHER PARKING LOT. Also, at no time may anyone other than staff and students be in either lobby during arrival and dismissal.*** Should you send someone else to pick up your child, he/she must be on **your** dismissal sheet or we must receive the change in writing, and that person must

provide a valid drivers' license. If driving or a photo ID if not driving. At all times, parents/guardians are responsible for the behavior of anyone sent to pick up the child.

Parents in K-5 will be given a card to place in their windshields for dismissal. **Parents not having the card, with their child's name visible will be required to park, come into the school, and go through the identification process at least until staff knows you.**

If a parent wishes to change his/her child's method of transportation, even for a day, it must be in writing. No verbal requests for a change in transportation will be accepted, and no changes at all will be made during the last hour of the day on each campus.

Our arrival and dismissal policies are designed to keep both children and adults as safe as possible, and it is *imperative* that everyone follow them. School begins **promptly** at the designated times. Tardiness will impact grades and students may receive referrals for tardies, **Middle and High school students (grades 6-12) must leave the campus immediately at dismissal and are the responsibility of their parents; elementary students (grades K-5) will be taken to after school and parents will be charged our daily rate of \$20.00. Also please realize that students dropped off before the appointed time will be the responsibility of their parents and NOT the school.**

Our arrival/dismissal pattern at Lantana 1 is as follows:

Cars are to enter at the light on West Lantana Rd. and make the 1st right hand turn following along the McDonald's restaurant and entering the drop off area from the north. Cars are to then circle around the building approaching the front from the north. Students are dropped off in front of the building (which is facing west) and parents continue around the building and exit to the east. If your child has siblings or is in a carpool, the group will go out on the east side of the building (facing McDonald's). If they are an individual, they will go out on the west side of the building. (facing I95).

Our arrival/dismissal pattern at Lantana 2 is as follows: Go past the front of the school heading North following Coast Avenue, turn right into the middle entrance. Cars may NOT go through local streets. Videos are posted on our website which illustrate the procedures.

Parents are not permitted to park in the community or on side streets. If you are picking up your student, please come through the parent pickup line. For safety reasons, walkers are dismissed after the car line has finished.

Everyone is required to respect staff and the guards and to follow their directions at all times!

All students are to be dropped off following the traffic pattern. Parents will not be allowed into the lobby during arrival and dismissal, or into the classrooms unless invited and accompanied by a staff member for specified activities. Please do not leave your cars unattended at any time.

EARLY PICK-UP

If you wish to pick up your child early from school, you must send a note in the morning and we will have your child waiting. We will not interrupt any class to get your child, and you will have to wait until the end of the current academic period. Also, we will not make *any* transportation changes unless they are sent in writing. If you want to make a change in your child's dismissal pattern (for example, if he/she usually takes the bus and you want to pick him/her up), the office must receive a note in the morning.

APPOINTMENTS

Parents are asked to make an appointment to speak with school personnel, including teachers and administrators. Should a parent come in without an appointment, he/she will be asked to schedule one. Also, parents are asked to give their name at the front desk and wait until an administrator is called. ***Please do not come into the office area or the school without being prompted by the receptionist.***

MEDICATION

The school Nurse or assigned personnel will distribute medication as prescribed by a doctor and as per school and district policies. Medication must be sent to the school in the original prescription containers and accompanied by the appropriate form signed by the physician. These forms are available at the Doctor's office, not at the school. *Students are not allowed to have any prescription or over-the-counter medications in their possession at any time or use medical devices such as slings or wheelchairs, except as specifically noted by the physician on the physician's form.* Prescription inhalers and Epi-Pens will be dealt with on an individual basis by the student's Doctor, the School Nurse, or school personnel.

UNIFORM DRESS CODE

At Palm Beach Maritime Academy, we believe that the way people dress affects the way that they behave. Students are expected to come to school each day dressed according to the following dress code. The dress code will be strictly enforced.

- All students must wear the school uniform shirt (blue, hunter green, red, white, aqua or black for High School students) with shorts, pants, skirts, capri pants, or skorts in solid navy blue, black or beige. Jeans may not be worn in K-5. Dark blue or black jeans may be worn in MS/HS with no holes, embellishments, patterns, jewels, overtly stitching. Etc.
- No combat boots, steel toed boots, fatigues, jegging, leggings, brazilian jeans, skinny pants, stretch pants, or any tight fitting clothing, etc. may be worn.
- Students must wear shoes or sneakers at all times. Open-toed or open-backed footwear or slippers do not provide adequate protection and shall not be worn. Platform shoes, high-heels, steel-toed boots, slippers, flip-flops, and shoes/sneakers with metal ornamentation, lights, or wheels are not allowed. Sneakers/tennis shoes are required for Physical Education.
- All Students must wear appropriate undergarments. Undergarments are not to be visible or worn outside the clothes.
- Students should not wear expensive jewelry or watches. The school will not be responsible for any lost, damaged, or stolen items.
- Hats, hoods and sunglasses may not be worn inside the building. Shorts, skirts, and skorts shall be right at the knee. All shorts, pants, skirts, and skorts must be worn at the waist.
- Hair and make-up are to be school- appropriate and neat. Make-up must not be excessive. Hair must be a natural color. Earrings may be post only. No other body piercings, facial hair or visible tattoos are permitted
- Bandanas may not be worn at any time.
- Only school sweatshirts or school jackets may be worn inside the school building.
- Students may not wear Mohawks, lines / names shaved into haircuts or other "fad" haircuts that are deemed distracting by the school administration.

T-shirts may be worn under uniform shirts and any undershirt must be tucked in and neatly worn. .

- The school uniform **MUST** be worn on field trips unless specified by the teacher in charge.
- High school students may choose any of the uniform shirt colors and may also choose black. This is only for high school students.

Parents of students not in uniform will be called to bring the proper uniform. If the parent cannot come, the student will be given a used uniform shirt and the parent will be charged accordingly. If used shirts are unavailable parent will need to bring one. If pants are incorrect, parent will be required to bring proper pants. Students out of uniform may be issued detentions or receive consequences. A grade of zero and an unexcused absence will be assigned for any classes missed due to uniform dress code violations.

If a parent has difficulty complying with the school uniform policy due to financial hardship, please notify the building Principal for assistance.

2. The building Principal may waive all or part of the school uniform policy on a case-by-case basis for either disability, medical condition, or sincerely held religious belief.

The Principal or designee reserves the right to make additions or deletions to the Dress Code as needed. The Principal or designee has the final word in all questions regarding the Dress Code.

CELL PHONES

Cell phones may be carried for emergency use only, and must remain turned off and in the child's backpack. Any cell phone that is taken out during the school day or rings or in any way creates a disruption will be confiscated, and a parent will be required to pick it up. Students whose phones ring, beep, or in any other way create a distraction or students caught using cell phones either by making/receiving calls or sending/receiving text messages will have the phone confiscated. Parents will be required to pick up the cell phone within 48 hours or it will be donated. At no time may a child take any photos or videos at school or on school sponsored trips.

Students who send photos or messages of a sexual nature can be held responsible on child pornography charges.

Parents are expected to monitor all of their child's on-line and cellphone activity.

HALLWAY POLICY

The Palm Beach Maritime Academy expects students to observe a "quite hall" policy. Students are expected to remain in an orderly fashion while entering/exiting their classroom and while entering or leaving the building. This applies to students preparing for and returning from lunch, physical education class, recess, and all other activities. All students in the hall unescorted must have a hall pass provided by their teachers.

GRADING

All students will receive grades based on meeting standards as per State and District guidelines.

PBMA will follow the District regarding report card distribution. Grades Kindergarten through 5th will receive trimester report cards; grades 6 through 12 will receive quarterly report cards. ² Progress reports will be sent home mid-quarter or mid trimester. The dates shall be published. Parents are required to be aware of these dates and to monitor their child's progress.

THIRD GRADE MANDATORY RETENTION RULES

Students in third grade in the State of Florida must pass an assessment in order to be promoted. In most cases throughout the state this assessment is the FSA Third grade students must achieve a reading level of 2 or better and be meeting the standards in class to move to fourth grade. Should your child receive a Level 1, one of the following things must happen for promotion to take place:

- A “good cause” portfolio could be developed clearly showing the child is on grade level based on a series of other assessments he/she has taken throughout the year and on a variety of other measures. Your child’s teacher and the school administration would know if this is a viable possibility based on the child’s performance throughout the school year. This requires the Superintendent’s signature.
- Your child could go to summer school and, at its conclusion, take and pass the SAT 10 (test subject to change) through the School District.
- Your child could take the appropriate exam through the School District at the end of the school year without going to summer school. However, if he/she does this, he/she cannot retake the test after summer school. If summer school is successful and the teachers there can develop a “good cause” portfolio, promotion is also a possibility. Without a good cause portfolio, the child will be retained.

All of the above, as well as everything in this handbook, is subject to change as per State, District, or legislative changes or changes the school believes will enhance the health, safety, academics and welfare of students and staff.

VOLUNTEERS

Since field trips are an integral part of our program, adult chaperones are vital to ensure the safety and well-being of our students, and we encourage our parents, as part of the mandatory twenty hours, to help us in this area. For the safety and well-being of teachers, students and parents on field trips, the following procedures must be adhered to:

- All chaperones must successfully go through the clearance procedure (Raptor) by scanning their Driver’s License prior to accessing any area of the school except the lobby or accompanying students on any field trips.
- When arriving at school for the trip, please sign in and wait either outside the school or in the lobby quietly until the scheduled departure time unless the teacher requests your help in the classroom. It is very difficult for the teacher to prepare the children if there are parents in the room.
- Chaperones must be patient and kind with students, teachers and people working at the field trip location. There is to be no yelling, grabbing in anger, cursing, or hitting.
- Chaperones must be prompt, reliable and conscientious.
- Respect the activities as outlined by the teacher, staff, and administrator and follow them.
- Follow the established disciplinary policies, teacher directions and procedures consistently. All school rules apply to volunteers too.

- Turn off all cell phones, mechanical devices, and pagers when working in the classroom or on field trips. If cell phones must be on, they must be on vibrate. Chaperones must not be on the phone while supervising children.
- Respect the privacy of all children - keep observations, experiences and information confidential. If there are concerns, please share them with the teacher or an administrator in as private a setting as possible.
- Siblings or other people may not attend field trips with the chaperones. Only students enrolled in the class may attend.
- Do not photograph any student either with a cell phone or a camera.
- Adult volunteers will dress appropriately for the trip, i.e. no short shorts, exposed midriffs, very low cut tops, or visible underwear.
- ***The teacher is always in charge.*** Volunteers should look to the teacher for direction on a trip. Adult volunteers are responsible for each student assigned to them on a trip. Adult volunteers are to follow the program established by the teachers.
- Adult volunteers are to stay with their assigned group and maintain visual contact at all times. If their own child is in their group, attention should be divided equally among all children in the group.
- In general, an adult volunteer should never be alone with a child unless the adult is his or her parent or guardian or the situation is a life-and-death emergency. Observance of the buddy system with the students will ensure that this will not occur. This is for both the child's and the adult's protection.
- Smoking and alcohol consumption or any illegal substances are *not permitted* on any school related trip. Drugs or medications, whether prescribed or over the counter, that could impair your cognitive and/or physical abilities are not permitted before or during the trip. Please do not volunteer if you need to take this kind of medication. Volunteer duties have concluded when the trip has returned to school and the students have returned to the classroom unless prior arrangements have been made with the teacher.
- Volunteer chaperones need to travel on the bus with the rest of the class unless there is no space on the bus.
- Taking shoes off and swimming is prohibited unless that is the express purpose of the trip as prepared by the teacher.
- No outside food may be handed out in addition to food provided.
- Regarding the public bathrooms, adult should use the public bathrooms ahead of students. Students should use the bathrooms in groups of three with the rest of the group nearby.
- Should a disciplinary situation arise, notify the teacher. A volunteer should never discipline a student unless it's a light/mild correction.
- At no time should a volunteer touch a child unless the child is in immediate danger, for example, falling off a dock.
- An adult should never scream, yell, raise his/her voice or harshly discipline a child.

Please understand that for the safety and well-being of all concerned, parents who do not follow the rules will not be able to chaperone future trips or removed from the current trip.

AFTER SCHOOL ACTIVITIES

Students who are in before care, or after school or any other after school activities *may not leave the school grounds to go anywhere* between their last class and tutoring. Siblings or other carpool members must be picked up at the regular dismissal time and cannot wait until the student being tutored or in an after school activity is finished. Should this become repetitive, the student may be unable to continue attending the activity.

STUDENT ACCIDENT/HEALTH INSURANCE

STUDENT HEALTH INSURANCE

The school will send home a pamphlet to parents/guardians detailing a low-cost health insurance policy when we receive it. Parents are strongly urged to consider purchasing this insurance.

Student Accident Insurance is NOW offered through PBMA and PBMAHS. There are 2 forms of coverage offered, and both are available to all enrolled students. The first form of coverage is the Basic policy and is paid for by the school. The second form of coverage is the Voluntary 24 Hour Policy and is purchased by the parent or guardian of the enrolled students. The two policies are described below, and a brochure will be provided for your convenience.

Basic Coverage: This is “School Time” Accident coverage and has been purchased by PBMA and PBMAHS to provide medical benefits for covered injuries sustained by a student while attending school or participating in school sponsored and supervised activities such as Sports, PE classes and Field Trips. The basic coverage is excess or secondary to any other health plans that you may have in place. It will reimburse out of pocket expenses, or, if you do not have health insurance on your child, this policy will pay medical costs up to a specified limit for a covered claim. This coverage ceases when the student is no longer enrolled at our school.

Voluntary 24-Hour Coverage: This coverage plan is available to parents/guardians who wish to purchase additional accident coverage for their children while outside of school. Coverage is provided to covered injuries sustained around the clock while at home or away, any place, any time. A brochure will be provided. This coverage is optional and also ends when the student is no longer enrolled at PBMA or PBMAHS. If you wish to purchase this coverage, the brochure instructs you to send the completed application and premium check directly to the insurance provider. If you have questions concerning the coverage terms, please also contact the provider directly as stated in the brochure

AGGRESSION

Aggressive behavior and fighting will not be tolerated. All participants shall be suspended immediately except in extenuating circumstances as determined by the school administration. Assault or physical aggression toward a staff member will lead to dismissal from PBMA/HS and possible expulsion from the School District of Palm Beach County.

CONTRABAND

No form of weapon, whether real or fake, drugs, alcohol, electronic cigarettes or tobacco shall be brought to school or sold. All of these items will be immediately confiscated, police and parents shall be notified, and the student shall be subject to suspension and/or dismissal from PBMA/PBMAHS and/or expulsion from the School District of Palm Beach County.

Other materials not allowed in school include, but are not limited to over-the-counter lasers, drugs, toys, candy, radios, pagers, hair spray, gum, tape players, I-Pods, video games, nail polish, adhesives, White-Out, and collectibles, including cards, lighters, perfume, and any aerosols. Items will be confiscated and parents must come to school to retrieve them within two school days. After two school days, items not picked up will be donated to a local charity or discarded.

DESTRUCTION OF PROPERTY

A student who willfully destroys or damages any school, staff, or student's property will be disciplined. The parent/guardian will be held liable for damages. Restitution will be made, and may include community service and/or other consequences.

HARRASSMENT

Any student, who inappropriately touches, harasses sexually, or makes inappropriate sexual verbalization to another student will be subject to disciplines up to and including expulsion and notification of Department of Children and Family. A parent conference may be required. Students involved in sexually related activity on campus will be suspended and/or dismissed. A parent conference may be required and the Department of Children and Families and/or law enforcement will be notified as necessary. Exhibition or display of any inappropriate body part will result in a conference and possible suspension and/or expulsion. Sexting and sexually inappropriate texting or transmitting other inappropriate comments/photos is not permitted. Please realize that "sexting" or the transmittal of photos/text of a sexual nature between children or between an adult and a child is criminal behavior and both children and adults can be prosecuted.

STEALING

A student who steals or is found to have stolen property of the school or another student will be counseled by staff and will be subject to suspension. Restitution is required and parent/guardian will be notified.

VERBAL ABUSE/THREATS

Verbal abuse or threats to staff or students can result in suspension and/or dismissal. Parents will be called and police may be notified. The student's possessions will be searched to ascertain the level of danger present.

Parents or adults who are verbally or physically abusive to staff members or vendors will be asked immediately to leave campus. Should they not comply, security and/or the Police will be called. Charges may be filed at the discretion of the school and/or staff member.

PERSONAL PROPERTY SEARCH

School personnel search of students: Students reasonably suspected of being in possession of contraband or other prohibited items while on school property or wherever students are under the official supervision of school employees, such as on field trips, at extracurricular activities, or while being transported to and from such places either by school bus, by approved drivers, or by other means of conveyance may be searched along with their possessions.

School personnel may conduct a search of a student, a student's possessions, a student's desk, or any other storage area on school property without a warrant when school personnel have reasonable suspicion that illegal, prohibited, harmful items or substances, or stolen property may be concealed on a student's person or in a storage area. {F.S. § 1006.09(9)}

A Locker/Storage Area Search Notice should be posted in each public K-12 school, in a place readily seen by students, stating that a student's locker or other storage area is subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. This does not prohibit the use of metal detectors or specially trained animals in the course of a search for illegally possessed substances or objects. {F.S. § 1006.09(9)} School personnel are encouraged to attempt to obtain consent from a student to search for illegal, prohibited, harmful items or substances, or stolen property, but may proceed with a search without a student's consent, upon reasonable suspicion of a prohibited or illegally-possessed substance or object.

School personnel have the authority to: search a student's backpack, purse, or wallet, upon reasonable suspicion, if the student refuses to reveal the contents inside.

BULLYING

In 2009, the State of Florida enacted the *Jeffrey Johnston Stand Up For All Students Act*, which called for districts to enact anti-bullying policies that prohibit face-to-face mistreatment, as well as cyber-bullying and cyber-stalking (the use of technology to harass and bully.) Mistreatment of anyone is prohibited, and bullying will not be tolerated at PBMA.

RAPTOR

All visitors must have their drivers' license or government photo ID scanned by our Raptor security system. Anyone not approved will be removed from the campus immediately. The school administration reserves the right to remove anyone from the school or school grounds for aggressive behavior, refusal to cooperate with school rules or school staff/security directions, possession of a weapon of any type, verbal or physical assault of same, or who in any way disrupts the safe and orderly flow of traffic or the academic environment.

Unacceptable Behavior – *Bullying* means ***systematically and chronically*** inflicting physical hurt or psychological distress in person-to-person encounters and/or by means of electronic communication or technological devices on one or more students or school employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause 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/ethnic harassment, public humiliation, damaging or destruction of property, placing a student in reasonable fear of harm to his or her person or property, and cyber-bullying, and cyber-stalking as defined in P-5.002.

Action steps your child should take if he/she is being bullied (advise him/her):

- You can empower your child by listening to and validating his/her feelings, by acknowledging that the harm s/he experienced is not right, and that s/he needs to get help in order to stop the mistreatment.
- **Please do not encourage your child to fight or retaliate. Counter-aggression rarely works and often escalates the problem.**
- Instead, encourage self-reporting- Discuss the distinct difference between “tattling” (snitching, ratting, giving up, “narcing”) and “telling/reporting” with your child. Explain that “tattling” is when a person intentionally tries to get another student in trouble for something minor. “Telling” is completely different because it means informing an adult of the harmful, immoral, unethical, dangerous, destructive, hateful or threatening behavior that has hurt the individual or someone else. If telling adults seems hard for your child,

encourage him/her to ask a friend to accompany him/her to a faculty member to report the issue.

- Help your child strengthen his/her assertiveness skills. Free curriculum-based lessons on assertiveness for students in Grades 3-7 can be found at <http://www.palmbeachschools.org/safeschools/bullying.asp>
- If your child is able to write, encourage him/her to file a Bullying/Harassment Incident Report/Form located in the front office and/or complete a Bullying/Harassment Anonymous Drop-Box Report and file it in the drop boxes placed at various locations on the campus.
- In the short run, encourage your child to walk with friends whenever possible.
- If your child is being bullied online or by text messaging encourage him/her not to retaliate and/or reply, but rather to report the activity to school personnel.
- Encourage your child to join clubs or take part in activities where s/he can meet and/or make new friends.

If your child is engaging in bullying behavior:

- Make it clear that you take bullying seriously and you will not tolerate this behavior.
- Develop clear and consistent rules within your family for your child's behavior.
- Spend more time with your child and carefully monitor his/her behavior.
- Build on your child's talents by encouraging him or her to get involved in pro-social activities.
- Talk with your child's teacher, counselor or administrator to approach this behavior as a team.
- If your child needs additional help, talk with a counselor or mental health professional.

What you should do if your child is bullied:

- Most importantly, focus on your child. Listen, be supportive and gather information and the facts related to the incident.
- Stay calm and report the incident(s) to your child's teacher, guidance counselor, assistant principal and/or principal. Document all incidents of mistreatment, abuse, cruelty, and/or disrespectful acts toward your child and or perpetrated by your child.
- Complete and/or encourage your child to file a Bullying/Harassment Incident Report/Form located in the front office and/or the Bullying/Harassment Anonymous Drop Box Report at the front office or outside the guidance office. Reporting is not tattling when the intention is to alert teacher and/or administration of any harmful acts of mistreatment toward your child or others.
- Request that you be informed or schedule a follow up conference to discuss findings and determine actions to monitor and support all students involved, as well as to deter continued and/or escalation of incidents.
- Seek resources to assist you in strengthening your child's resiliency toward harm.

ATTENDANCE

Good attendance and punctuality is critical to student success and achievement. We therefore expect that students will be absent only when ill or in the case of family emergencies. Absences will be unexcused unless the parent sends a note within one day of the absence. Once student receives 10 absences for the year, a Doctor's note will be required for **ALL FURTHER ABSENCES** in order for them to be excused. Any student with more than 10 absences in a core

subject will have to take and pass a final exam in that core subject to receive credit for the course. A grade of zero will be assigned for all work missed due to unexcused absences and/or tardies. Unexcused tardies will result in a reduction of the student's grade for that class. Students will receive two days to make up work for every missed day **in the case of excused absences only**. Students who are repeatedly tardy may be asked to wait in the front until the next class begins so as not to disrupt classes already in progress.

“A parent who refuses or fails to have a minor child who is under his or her control attend school regularly, or who refuses or fails to comply with the requirements in subsection (3), commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. The continued or habitual absence of a minor child without the consent of the principal or teacher in charge of the school he or she attends or should attend, or of the tutor who instructs or should instruct him or her, is prima facie evidence of a violation of this chapter; however, a showing that the parent has made a bona fide and diligent effort to control and keep the student in school shall be an affirmative defense to any criminal or other liability under this subsection and the court shall refer the parent and child for counseling, guidance, or other needed services.” **[Florida State Statute 1003.27 (7)(a)(1)(2)]**

MISCELLANEOUS

If a student knowingly pulls a false fire alarm or submits a bomb threat or is involved in any way, he or she will be suspended and/or dismissed.

At any time the school administration may choose to consult and implement some or all the disciplinary policies as discussed in the Palm Beach Student and Family handbook. This Handbook will be given to parents when it becomes available. Students and parents are expected to sign and return it and adhere to all policies of the PBMA Handbook and Palm Beach County disciplinary policy as a condition of continued enrollment as well as continuing to meet the PBMA/PBMAHS eligibility requirements detailed below:

A. Eligible Students:

1. The School shall be open to any student residing in Palm Beach County and to students in other districts per the school's Controlled Open Enrollment Policy.

Applicants must be able to participate in all aspects of the School's curriculum. Applicants must therefore meet

the School's eligibility criteria which include the following:

- Be between ages 5 and 14 (Grades K-8).
- Be independent in the areas of personal hygiene and toileting.
- Possess the ability, physically or with adaptive equipment, to move from one location to another without staff assistance or supervision.
- Possess the ability, physically or with adaptive equipment, to feed oneself independently.
- Function independently without one-on-one supervision.
- Demonstrate appropriate transitions during program hours.
- Possess ability to adhere to the Sponsor's and School's code of conduct (www.palmbeachmaritimeacademy.org) – subject to change.

- Demonstrate satisfactory school attendance, including punctuality.

The School may give enrollment preferences to student populations as allowed by Fla. Stat. § 1002.33 (10) (d) as stated within Sections III, D and F below and Appendix A.

B. Grades Served: PBMA shall serve grades K-8 and PBMAHS Grades 9-12.

RESPECT FOR SCHOOL PERSONNEL

It is expected that parents and guardians will at all times treat the administration, faculty and staff of PBMA with dignity and respect. The school will take appropriate steps should this become an issue.

COMMUNICATION

School-wide letters, surveys, policy changes etc. are generally sent home on Fridays, but this can vary. We suggest you check your child's backpack or ask for anything on a daily basis. Parents are responsible for any information sent home with their children. We also suggest that you check our website, www.palmbeachmaritimeacademy.org on a regular basis along with our Facebook page @MaritimeAcademy. Teachers may, however, send home correspondence regarding individual students via that student on any given day; students are responsible for said delivery. Students will also be given an Agenda Book in which to record announcements, homework, etc. Please check your child's Agenda Book daily as well for teacher communications. A student who loses his/her agenda book will be required to purchase a new one. Please consult Jupiter Grades for further information. Passwords are sent home the 1st weeks of school.

Field trips are an integral part of the curriculum and are **NOT OPTIONAL**. Original field trip forms completely filled out by the parent/guardian in ink must be returned by the deadline. Faxes and notes cannot be accepted. A student who does not participate in a field trip due to not returning a form by the deadline or for any other reason unless specifically excused by the Administration or a licensed physician will receive a "0" and be required to complete a make-up assignment at the teacher's discretion. Students who do not cooperate with teacher directives in the school building will not be permitted to go on field trips. School administrators reserve the right to make the final decision for the safety of all concerned. Parents may not punish their children with the removal of a field trip since these are generally curricular in nature, and the school in effect is carrying out the punishment for the parent.

CHILD ABUSE AND NEGLECT

All employees of Palm Beach Maritime Academy are "Mandatory Reporters" of suspected child abuse and neglect per ABUSE REPORTING: IT'S THE LAW (F.S. § 39.201) (P-5.30)
Under Florida Statute, any school personnel who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, as defined in the applicable Florida Statute, including pregnancy or alleged sexual activity, or by any adult (effective Oct. 1, 2012), or that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care must report such knowledge or suspicion to the Florida Department of Children and Families at 1-800-96-ABUSE or a fax, web-based chat, or web-based report.

Also, effective Oct. 1, 2012, **any person** who knows, or has reasonable cause to suspect, that a child is the victim of childhood sexual abuse or the victim of a known or suspected juvenile sexual offender, as defined in this chapter, shall report such knowledge or suspicion to the Department. All employees who report suspected abuse must also notify the School Principal.

SPORTS PROGRAM

We are pleased to offer a sports program and clubs/activities to our middle and high school eligible students. All are fee-based activities. In order to remain eligible, students must maintain a 2.0 GPA, show respect for others throughout the day, and not have any referrals. Students may be suspended or dismissed should these occur. Parents are required to pick their children up at the designated time and in the designated place, whether that be on campus or at an event. Failure to do so twice (more than 15 minutes late by the school clock) will result in the child being removed from the team, club or activity. The registration fee will not be refunded.

Parents/Guardians may watch practices provided that they go to the main office and obtain a visitor's tag which they should wear prominently. They must remain in the area where practice is being conducted and may not go into the school building. If the parent has other children with him/her, those children must be with the parent at all times and may not run around or enter the buildings at any time. Parents are responsible for the behavior of anyone they bring onto the campus.

STUDENT/PARENT GRIEVANCES

When a student displays dangerous threats, aggressive acts, contraband, sexually explicit comments/threats, and/or damages personal or school property, the teacher shall notify the school administration immediately. The student has a right to tell his or her version of the situation before the school administration makes any decisions.

A "grievance" is another name for a complaint. A student/parent grievance exists when a student/parent believes that he/she (or his or her child) has been treated unfairly. Students/parents wishing to register a school level grievance must do so within ten calendar days from the time that they became aware of the alleged infraction. The grievance procedure is available only to currently enrolled School students or parents of currently enrolled School students. Students should involve their parents or guardians in resolving school grievances.

Parents/students shall ask the teacher or school staff person who allegedly treated them unfairly to schedule a conference for the purpose of discussing the complaint.

Most student/parent grievances can be resolved at the School level through informal conferences with teachers or other School personnel. If efforts to resolve the grievance with School staff fail, the student may file a Grievance Form with the principal. Forms for filing grievances are available in the school office and shall be provided upon request. The principal shall provide the grievant with a decision and/or resolution to the issue within fifteen days.

A student/parent wishing to appeal the principal's decision must file a grievance with the School Governing Board no later than ten school days from the date of said decision. Forms for filing grievances are available in the school office and on the school's website at palmbeachmaritimeacademy.org and shall be provided upon request. At its next regularly scheduled Governing Board meeting, the School's Governing Board may include the grievance on the agenda. The grievant shall be invited to participate in the meeting and bring evidence in

support of his or her complaint. The Governing Board may render a resolution and/or final decision as to the grievance and shall inform the student/parent and principal of the resolution. There is also a Parent Liaison whose name shall be posted on the website.

BOARD MEETINGS

All parents/guardians and members of the general public are welcome to attend Board meetings. Dates will be posted on the website at www.palmbeachmaritimeacademy.org.

CHARTER SCHOOLS ARE SCHOOLS OF CHOICE

To maintain good order and discipline and the sanctity of the learning environment, students attending PBMA may be subject to dismissal for the following:

- repeated classroom /school disruptions
- sexual misconduct
- vandalism more than \$50.00
- repeated vandalism any dollar amount
- arson
- repeated sexual harassment
- physical aggression and or verbal aggression toward a school employee
- repeated physical aggression toward other students
- *parental/guardian aggression, whether verbal or physical, toward a school employee, student or Board member or threat of harm towards same
- parental assault of same
- possession and/or sale of drugs and drug paraphernalia/alcohol/cigarettes/e-cigarettes
- repeated referrals and/or suspensions
- excessive unexcused absences
- excessive unexcused tardies
- gang related activity / paraphernalia
- bringing a weapon to school or using any item as a weapon or brandishing any item as a weapon
- assault and/or battery
- * repeated refusal to follow traffic patterns, any school rules or directions from staff
- repeated threats to others
- all eligibility requirements
- refusal to follow schools rules

* refers to parent, grandparent, or anyone authorized by the parent to be at school, on school grounds, dropping off/picking up student, or conducting any business with school personnel

DISCIPLINE

PBMA utilizes the applicable School District of Palm Beach County Disciplinary Matrix in conjunction with the District and PBMA handbooks for assistance with disciplinary decisions. Should the handbooks information conflict, we will use the PBMA handbook.

Students who demonstrate behavior that is beyond normal classroom control will be referred to the Principal or Assistant Principal for administrative discipline. Administrative discipline will

encompass progressively severe consequences as deemed necessary by the situation, the circumstances, and the student's past disciplinary record.

Administrative discipline will include but may not be limited to:

- Detention (after school)
- Required parent conference
- Referral
- In-school suspension
- Saturday detention
- Out-of-school suspension
- Dismissal from PBMA
- Police contact/intervention

Other disciplinary / suspension / expulsion policies included in the School District of Palm Beach County handbook will be observed and PBMA will generally follow the District's recommended matrix.

DISMISSAL POLICY

The intent of this policy is to provide for a safe, orderly and peaceful educational environment for the student population at the School. The policy shall apply to all activities occurring on School grounds, on other sites being used for School activities, and in any vehicle authorized for the transportation of students. This policy shall apply to all School authorized and School sponsored functions, including, but not limited to, field trips, athletic events and club activities.

In addition to the dismissal offenses listed above, students shall be subject to dismissal for committing Level 3 or 4 offenses as per the Palm Beach District handbook. Written documentation of violations shall be maintained in the student's file and may be used, among other things, as the basis for a dismissal.

Upon determining that grounds for dismissal exist with regard to a particular student, the principal shall suspend the student.

Upon a principal suspending a student under consideration for dismissal, the principal shall notify, in writing, the student and the student's parent/guardian of the suspension, the consideration for dismissal, and the student's right to request a hearing on the grounds for the dismissal (the "Dismissal Hearing"). Such notice shall state that the student has a right to a hearing with the principal.

If the Dismissal Hearing takes place following the student's suspension period, the student shall remain in the school, unless the presence of the student in the school presents a danger to the health, safety or welfare of the students and employees of the school.

Based on evidence presented at the Dismissal Hearing, the school principal may dismiss the student immediately. A dismissal letter shall be sent to the parent (or student, if applicable) within 24 hours after the Dismissal Hearing. If a student waives his/her right to a Dismissal Hearing, the principal shall determine if the student is formally dismissed from the school, and shall provide written notice of that decision. Such dismissal shall be effective immediately.

The decision of the school principal may be appealed to the school's Governing Board (the "Board"). A student/parent shall make a written demand to the President of the Board within 3 business days requesting that the Board review the evidence presented at the Dismissal Hearing and either reverse or affirm the student's dismissal. The appellate hearing with the Board shall be treated as confidential private unless the parent/guardian wishes to elect to hold a public meeting under Florida Statutes §286.011. Once dismissed, a student is not precluded from enrolling at a different public school unless the student has been expelled from all Palm Beach County Public Schools, but may not attend PBMA or PBMAHS while awaiting the next regularly scheduled Board meeting.

All notices required under this policy shall be sent by certified mail, email, return receipt requested or hand delivered.

All references to the "principal" shall mean the Charter School principal or the principal's designated representative.

Any student with an Individual Education Plan who is suspended for 10 days shall be subject to a manifestation determination in accordance with the Individuals with Disabilities Education Act. If the School's IEP team determines that the student's behavior was a manifestation of his/her disability, the School shall conduct functional behavior assessment or /interventions in accordance with IDEA. If the behavior was not a manifestation of the student's disability, the student shall be subject to all other provisions of the School's dismissal policy.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students under 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 30 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or principal's designee) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal (or principal's designee), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own

employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The name and address of the Office that administers FERPA and handles complaints under FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

FERPA requires that the school, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that take children's portraits, manufacture class rings or publish yearbooks.

If you do not want the School to disclose directory information from your child's education records without your prior written consent, you must **NOTIFY THE SCHOOL IN WRITING BY SEPTEMBER 30TH.**

The school has designated the following information as directory information:

- Student's and Parent's name and address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

STUDENT PARKING

Student Parking will be a privilege for High School Seniors only on a first-come, first-served basis. **ANY** behavior issues in school and/or poor driving or not following directions will result in loss of privileges. License and insurance must always be current and in good standing. Students and parents/guardians will be expected to have all paperwork on file and must follow all rules set forth by PBMA. A student may NEVER transport another student or anyone else in his/her car. If you wish to apply for driving privileges and to understand the applicable rules, please contact Lantana 2 at 561-578-5700.

Participation in Testing

Testing supports instruction and student learning. Test results help our teachers and staff determine whether students are meeting their educational goals and how to tailor lessons and support in the areas students need most. Our school is required by law and contract to administer interim assessments, the Florida Standards Assessments and End-of-Course Examinations. Students at Palm Beach Maritime Academy and High School are required to meaningfully participate in all these tests. Meaningful participation means that the student must attempt to answer all test questions to the best of his or her ability. Violation of this provision may result in disciplinary action being taken against the student.

SUMMARY

The number one priority at Palm Beach Maritime Academy is to ensure the safety of our students and staff in order to make the school atmosphere conducive to learning. If a student fails to comply with these rules, and does not appear to be learning appropriate behavior through progressively severe actions as stated above, it will be up to the discretion of the administration to return the child to his or her public home school.

PALM BEACH MARITIME ACADEMY

We have reviewed and understand the Palm Beach Maritime Academy 2018-2019 School Handbook. As a condition of our enrollment at Palm Beach Maritime Academy, we agree to these guidelines.

Date: _____

Grade: _____

Student Print Name: _____

Student Signature: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER NO LATER THAN AUGUST 31, 2018.

Thank you for your cooperation.