

Emerald Cove Middle School

Student Operational Procedures

2023-2024

**Dr. Eugina Feaman
Principal**

**Mr. Marellius King
Assistant Principal**

**Mrs. April Morphesis
Assistant Principal**

**Mr. Jason Wheeler
Assistant Principal**



Who To Turn To On Campus

9950 Stribling Way
Wellington, Florida 33414
Main Number 561-803-8000
Fax Number 561-803-8050

School website: <https://ecms.palmbeachschools.org>

School Facebook: <https://www.facebook.com/EmeraldCoveMiddleSchool/>

Lynn Marin, Confidential Secretary Email: Lynn.Marin@palmbeachschools.org	561-803-8002
Marellius King, Assistant Principal 6 th grade Email: Marellius.King@palmbeachschools.org	561-803-8030
April Morphesis, Assistant Principal 7 th grade Email: April.Morphesis@palmbeachschools.org	561-803-8036
Jason Wheeler, Assistant Principal 8 th grade Email: Jason.Wheeler@palmbeachschools.org	561-803-8041
Ginny Garceau, Treasurer Email: Virginia.Garceau@palmbeachschools.org	561-803-8004
Teresa Gray, School Counselor 6 th grade Email: teresa.gray@palmbeachschools.org	561-803-8015
Janell Leatherman, School Counselor 7 th grade Email: Janell.L Leatherman@palmbeachschools.org	561-803-8009
Starr Skyler, School Counselor 8 th grade Email: starr.skyler@palmbeachschools.org	561-803-8008
Hector Roman, Behavioral Health Professional Email: hector.roman@palmbeachschools.org	561-803-8012
Christine Potter, Data Processor Email: christine.potter@palmbeachschools.org	561-803-8005
Rebecca Alderson, Attendance Clerk	561-803-8016
Casey Rose, ESE Contact Email: casey.rose@palmbeachschools.org	561-803-8070
Alexandria Jacobs, Nurse	561-803-8057/58
Officer Patrick Gaines	561-803-8007
District Bullying Hotline	561-434-8200

BELL SCHEDULE

SCHOOL HOURS: 9:30 a.m. - 4:05 p.m.

Student Hours
Teacher Hours
Office Hours

9:30 a.m. – 4:05 p.m.
8:45 a.m. – 4:15 p.m.
8:30 a.m. - 4:30 p.m.

Time/Period	9:30 - 10:22 Period 1	10:26 - 11:13 Period 2	11:17-12:04 Period 3	12:08 - 2:22 Period 4 (Extended)	2:26-3:13 Period 5	3:17-4:05 Period 6
LUNCH A				12:08-12:38		
LUNCH B				12:42-1:12		
LUNCH C				1:17-1:47		
LUNCH D				1:52-2:22		

DAY 1	1	2	3	4	5	6
DAY 6	6	1	2	3	4	5
DAY 5	5	6	1	2	3	4
DAY 4	4	5	6	1	2	3
DAY 3	3	4	5	6	1	2
DAY 2	2	3	4	5	6	1

EACH DAY STARTS WITH THE PERIOD WITH WHICH YOU ENDED THE DAY BEFORE! Students will begin with periods 1 through 6 on the first day of distance learning. Periods will then be on a rotating schedule each day. The last class of the previous day will be the first class of the following day.

ARRIVAL PROCEDURES

Automobile Student Drop-off and Pick-up Procedures - Students are to be dropped off and picked up in the CAR LOOP ONLY. When picking students up from the car line the parent/guardian must stay in their cars and in the car line at all times. Please do not park in the parking lots and walk up to pick up your child. It is unlawful for individuals to pick up students in areas not designated. **No Street, Parking Lot or Adjacent School/Fire House Drop Offs or Pick Ups are allowed.** **Bicycles** are to be locked to the bicycle racks or compound fence. Bicycle safety helmets must be secured to the bike or stored in the student's book bag or backpack or locked in the bike corrals. The school and district assume no liability for these items locked in the bike corrals. **Skate Boards, Scooters, and Bikes must be walked while on School Grounds. Hoverboards, Roller Blades AND all Motorized Transportation are not permitted on School Board Property.** **NOTE: Student supervision will not occur prior to 8:55 am.** No outside food or drink will be permitted when arriving at school.

Upon entering campus, students will sit in designated areas as outlined by the following:

6th grade students-----downstairs hall (**enter through the courtyard**)

7th grade students-----upstairs hall (**enter through the courtyard stairs by room 3-111**)

8th grade students-----Gym

Students wanting breakfast will go to the cafeteria first, then report to their designated area. Once a student has reported to their designated area, they are NOT allowed to leave. They must remain in their area until time to go to their first hour class. Students choosing to utilize the Media Center in the morning, will be served on a first come, first serve basis until the Media Center is full.

ATHLETIC ELIGIBILITY

- Must not become 15 years of age before September 1st of the current year
- Must present birth certificate to Athletic Director
- The following District and State Grade Point Average (GPA) requirements must be met:
 - District GPA requirement- all students must maintain a 2.0 GPA in all subjects during the previous 9 week marking period prior to eligibility
 - State GPA requirement- all students must maintain a 2.0 GPA for the previous marking period; for first 9 weeks eligibility all students must have a 2.0 GPA from the previous year
 - Summer school grades will be calculated into the previous GPA to determine eligibility
- Students can be eligible for only six consecutive semesters after entering 6th grade
- Students must present a physician's Statement of Physical Eligibility
- Students must maintain sportsmanlike conduct while participating
- Athletes **MAY NOT** quit one sport to join another unless it is the conclusion of the original activity's season

ATTENDANCE

Middle School Attendance Policies and Procedures: Students must be in attendance for a minimum of 90 percent of the class time to earn a passing grade in a middle school course. Students who are absent more than 10 percent of class time may earn a passing grade by demonstrating mastery. Mastery is defined as follows: earning a minimum grade of "D" for the quarter; and passing the quarterly assessment with a minimum grade of "D". Students who successfully demonstrate mastery will receive the grade earned and the quarterly assessment is not factored into the grade. Please refer to the Student Progression Plan. The link is

below:<https://www.palmbeachschools.org/cms/lib/FL50010848/Centricity/Domain/513/FY23%20K-12%20SPP%201.18.23.pdf>

BACKPACKS

Backpacks will be kept on the back of the students' chair or in a designated area of the classroom at the discretion of the teacher. Rolling backpacks (unsafe/tripping hazard) are not permitted unless provided a doctor's note.

BREAKFAST AND LUNCH

Parents should apply for Free and Reduced lunch now – application is in the student portal and on the Food and Nutrition website: <https://www.myschoolapps.com/Application>. Students will eat in the café. Outside food (i.e. Dunkin Donuts, Starbucks, etc.) is NOT allowed and food delivery is NOT allowed.. Students have 30 minutes for lunch.

BUS TRANSPORTATION

Please let the school know how your child will get to and from school each day. Emerald Cove Middle School does not oversee transportation or make decisions regarding bus assignments, bus stops/routes, and other transportation related policies. For arrival, students will be released one bus at a time in the morning to enter campus. All students will have assigned seats and must adhere to all bus rules and regulations. Students who are in need of bus transportation, will need to register for a bus on their student portal. For more information:

https://www.palmbeachschools.org/students_parents/transportation. Students are required to have their school ID.

Students should not cross the red line when going to or from their bus. Before exiting the bus gate, check the bus board to ensure your bus is here. Buses are listed in the order they are lined up. Buses leave promptly at 4:07pm. Failure to follow bus rules/procedures will result in an extended suspension from bus transportation. For a listing of bus rules, please visit the following link:

<https://go.boarddocs.com/fl/palmbeach/Board.nsf/goto?open&id=CBMRVE6FD2E7>

CELL PHONE/WIRELESS COMMUNICATION DEVICES (i.e. smart watches, airpods, etc.)

Cell phones and airpods/headphones should be off and put away in their backpacks during the school day. This includes during lunch, bathrooms and hall changes. Students must leave their phones in their classrooms with their teacher when they need to leave the class. If a student needs to make a phone call, the student will go to their grade level office and use the office phone. Students may be asked to remove and put away smart watches during the school day as needed such as during testing situations. Neither the school personnel nor Board will assume any responsibility or liability for loss, theft, damage, nor vandalism to a cellular phone or other wireless communication device brought onto school property or for the unauthorized use of any such device. Failure to comply with district and school policies and procedures will result in discipline as outlined in the student code of conduct linked below.

https://www.palmbeachschools.org/students_parents/student_code_of_conduct

DISMISSAL

Students will be dismissed by grade level through a school wide announcement. Students will walk with their teacher to their designated dismissal area. Students that ride the bus will exit through the bus gate. Walkers and car riders will exit through the gates by the main office. Students that ride a bike will exit downstairs through the east hallway.

DRESS CODE FOR STUDENTS

EMERALD COVE

revised 2023-
2024 DRESS CODE



Approved Tops

- Crew neck, collared, V-neck, and 1/4 zip shirts, sweatshirts or dry-fit
- School-sponsored ECMS spirit wear
- Modest neck and back lines, and must be able to be tucked in.

Prohibited Tops

- Shirts that reveal the waistline/midriff (even with arms extended above the head)
- No see-through, sheer or netting
- No sleeveless or spaghetti straps
- No hoodies allowed
- No shirts tied up or with a rubber band
- No shirts ripped, frayed, cut, or torn
- Graphics with inappropriate words, slogans (drugs, tobacco, weapons, explicit or suggestive language etc.)

Approved Bottoms

- Shorts, skirts and dresses that are finger-tipped length
- No holes, tears, or fringe
- All bottoms must be worn at or above the hips.
- Pants
- Jeans

Prohibited Bottoms

- No leggings, spandex, or biker shorts
- No pants that sag or reveal undergarments
- No holes, tears, rips, or frayed clothing
- No PJ bottoms (including plain, solid, flannel)
- No cut off shorts or jeans
- Skirts/shorts shorter than fingertip length

Shoes

- All shoes must be enclosed
- No Sandals
- No Cleats
- No Crocs
- No Slides
- No Flip-flops
- No open-toed shoes
- No slippers/bedroom shoes
- No Heelys
- No high heels or platforms

General Guidelines

- Students must wear their school issued picture ID around their neck at all times while on campus.
- No Hats
- No Bandannas
- No Sunglasses
- No visible undergarments
- Outerwear may not be worn to cover a dress code infraction
- Clothing, jewelry, buttons etc. with words, phrases, symbols, pictures or insignia which are disruptive, obscene, profane, racist, suggestive, offensive, or related to drug, alcohol use, or weapons are prohibited.
- Any items worn that could be deemed unsafe or distracting by administration cannot be worn.

Students who fail to comply with dress code are subject to progressive disciplinary action

EARLY DISMISSAL

Students are expected to attend a full school day. However, the school recognizes that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day. However, in the rare instance that a student needs to leave school early, we implement an early dismissal plan that is designed not to disrupt the learning environment and to preserve our safety/security procedures. Therefore, students and parents must adhere to the following early dismissal procedures to be released before the regular dismissal time:

After stating their business at the outside intercom, the parent comes into the main office to sign the student out. They must show a valid ID that matches our records to the front office secretary. They then sign the early release book and the front office secretary finds out where the student is on campus.

School District Policy: Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Accumulated early dismissals will be recorded as unexcused absences consistent with Fla. Stat. § 1003.02(1)(b). When a secondary student misses fifty (50) percent or more of the identified instructional class period due to early dismissal, the student shall be considered absent.

ELEVATORS

Elevators are used ONLY with permission using an assigned elevator pass.

GOOGLE CLASSROOM

All teachers will have Google Classrooms set up for each of their classes. Students are expected to log on to the Google Classrooms to keep track of classwork, materials, and resources, to interact in the class stream, to submit assignments, and to receive feedback and grades. The Google Classroom site can be accessed by students through the District Student Portal, or with the app selector. Google Classroom can be accessed anytime, anywhere on the Web or via the Android or iOS Classroom mobile app.

Teachers will provide each student with a link to join their individual classrooms. Teachers will be communicating with parents directly to provide them with access to their children's Google Classrooms. Parents can access Google Classroom to view agendas, assignments /tests, and submitted work, etc.

GRADING

All Palm Beach County Schools are on a nine-week period.

A = 90-100	- Outstanding Progress	A = 4 points
B = 80-89	- Above Average Progress	B = 3 points
C = 70-79	- Average Progress	C = 2 points
D = 60-69	- Lowest Acceptable	D = 1 points
F = 0-59	- Failing	F = 0 point

Students must receive 4 points to pass a subject.

I = Incomplete M= Missing Valid Grade W= Withdrawn

Grade	Regular	Honors
A	4.0	4.5
B	3.0	3.375
C	2.0	2.20
D	1.0	1.125

* All grading will follow the current Student Progression Plan*

(https://www.palmbeachschools.org/students_parents/student_progression_plan).

GYMNASIUM & PHYSICAL EDUCATION

PE lockers and uniforms will be sold during PE classes. PE teachers will instruct students about the appropriate shoes/clothing and other rules, policies, and procedures. Students are to lock their valuables in their locker to ensure they are secure.

HEALTH REQUIREMENTS

All 7th graders and all new students seeking entrance into a public school in Palm Beach County must meet the requirements of School Board Policy 5.06 and Florida Statute § 1003.22 and present, at the time of entry, a valid Florida Certificate of Immunization Form (DH 680) and a valid health examination preferably documented on State of Florida School Entry Health Exam Form (DH 3040) performed within one year prior to enrollment. A student who does not have a completed School Entry Health Exam may have thirty days from the date of enrollment to obtain the Health Entry Exam. Students will not be admitted into class without proof of immunization with the physician's signature and office stamp, absent a lawful exception. Health documents may be emailed to Christine Potter at christine.potter@palmbeachschools.org

https://www.palmbeachschools.org/students_parents/student_registration/school_entry_health_requirements

IDENTIFICATION BADGES

For the safety of all stakeholders and to promote a single-school culture, identification badges (ID) are issued to all students (and faculty/staff/substitutes) during the first few weeks of school and must be worn while on campus, on school-sponsored field trips, school transportation, and at school-sponsored activities. Student ID badges must be worn on a lanyard around the student's neck. Non-adherence to district/school rules will result in consequences as outlined in the Student Code of Conduct.

IMMUNIZATIONS

Students should not come to school until students have met the district requirements for physical & immunizations.

LOCKERS

Lockers will be available for rent during the first weeks of school. Lockers and backpacks are subject to search under the Student Code of Conduct.

MEDIA CENTER

Students are encouraged to use the media center regularly for checking out and returning books, reading, researching, studying, working on projects, printing and using a desktop computer. The media center is open from 8:55-4:00pm. Students may check out up to three books at a time for up to three weeks. Books can be returned in the book drop at the circulation desk or in the Readbox at the top of the courtyard stairway. Students can use the **Destiny** tile in their portal to check the catalog for available books and titles. Students may check out eBooks from the **MackinVIA** tile in their portal. The **Google Classroom** code for the media center is z7iclfd and everyone is welcome.

Also, please visit the **Virtual Library** Bitmoji page

https://docs.google.com/presentation/d/11pNWyt1e_4qjVk82azFk8YsXRmU_J2dmbw_klzTCiQ/edit#slide=id.p

Library Information:

<https://docs.google.com/document/d/1NAPYGrITbXa-JcawbrGC-FZGMMwtooMWkaGncafA5EQ/edit?usp=sharing>

Please email amy.yuzenas@palmbeachschools.org with any questions.

MORNING AND AFTERCARE

Detailed information will be located on the Emerald Cove Middle School page under Students & Parents. Please review the materials before registering. Registration is available online now on our school website and forms can be emailed to Alan Burke, our program director at alan.burke@palmbeachschools.org. Space is limited to the first 60 registered participants in each program. Morning Care begins at 7:45 am and After Care ends at 5:10 pm. After Care is available Monday through Thursday only. Currently, afternoon activity buses will not be available for two weeks after the program begins. Therefore, only students that parent/guardian/designee can pick them up by 5:30 pm are able to enroll in the After Care program. Payment must be completed on SchoolCashOnline.

PARENT/TEACHER/SCHOOL COMMUNICATION

Parents and students will be able to access information regarding school programs, academics and student grades on the school website and Facebook. Parents are urged to participate in special informative programs throughout the school year. Since there is no doubt that a close working relationship between the teacher and the parent is of the utmost importance in the positive development of the student, parents are encouraged to take advantage of every possible opportunity to be in contact with the school. Teachers are your first line of contact and can be reached via email. Parents who wish to set up a conference are asked to schedule an appointment through Grade Level Offices at least 24 hours in advance (6th Grade phone: 803-8030, 7th Grade phone: 803-8036, 8th Grade phone: 803-8041). **All conferences will be held on Tuesday, Wednesday and Thursday mornings between the hours of 8:50 am and 9:20 am, through google meet or in person.**

School-wide parent calls, emails, and texts will be sent periodically. Please be sure that you have your most current phone number and email on file. If you need to update your information, please email Christine Potter at christine.potter@palmbeachschools.org

RESTROOMS

Students will use the pass located at the bottom of their daily agenda in order to utilize the restrooms. Students will be directed to adhere to signs posted in the restroom related to restroom safety. Cell phones are NOT allowed in the restroom. Students must leave their cell phones in the classroom when leaving the class.

SCHOOL COUNSELING

See something, say something! Students should use the Fortify FL app as well as contact their grade level counselor when a report is made. We believe that children and youth learn best when they are given the opportunity to increase self-awareness and develop those life skills that contribute to an understanding and utilization of self in all life experiences. This approach to school counseling is sequential and flexible, involves all school personnel, and helps students learn more effectively and efficiently.

The comprehensive school counseling program consists of individual counseling, small group counseling, classroom guidance, and parent/teacher consultations. We are committed in helping every student gain the necessary life skills within three important domains: academic, personal/social, and career.

Students may request to see a counselor via email, completing a counseling request form located in student services or asking permission from a teacher. Parents may contact counselors via email or phone.

6th grade School Counselor, [561-803-8015](tel:561-803-8015) Teresa.Gray@palmbeachschools.org

7th grade School Counselor, [561-803-8009](tel:561-803-8009) Janell.Leaherman@palmbeachschools.org

8th grade School Counselor, [561-803-8008](tel:561-803-8008) Starr.Skyler@palmbeachschools.org

SIS GATEWAY

SIS Gateway is the primary source of communication between teachers and parents. Students and parents who have forgotten their screen name and/or password should contact William Maxwell at ecmsadmin@palmbeachschools.org. Parents are asked to review the information on SIS Gateway on a regular basis. This information will include your child's grades, assignments, etc. and will be updated on a regular basis. Experience has shown that by tracking this information on a regular basis, parents can prevent minor academic problems from becoming major ones. Parents must attach their email addresses to their SIS Gateway account if they want to be able to use SIS Gateway to send/receive email to/from teachers and staff members. The school administration also uses SIS Gateway to send important notices to parents via email. Parents who do not have access to the Internet are asked to notify the school so that other arrangements may be made. For a "How to", click the following link <https://www2.palmbeachschools.org/focuslanding/>

SPORTS & CLUBS (based on current information and directives from district)

All information will be given to schools within the first few weeks of school opening.

STUDENT AGENDA PLANNERS

Each student will be issued a planner free this year, provided by the ECMS PTSA. Students are expected to use their agendas every period for logging their daily class assignments and homework. They are also utilized as their hallway pass. Replacement agendas may be purchased during the school day.

STUDENT HEALTH & HEALTH ROOM

When in doubt, keep your child out. Please do not send your child to school if he/she is sick or not feeling well. If your child has the following symptoms, please do not allow him/her to come onto campus:

Fever or chills

Cough

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Headache

New loss of taste or smell

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

If your child is sent to the clinic, the parent or guardian will be contacted to come pick up their child immediately. The nurse will make an evaluation and if it is determined that the student has any COVID-19 like symptoms, the student

will be placed in a special health room area. All parents and guardians should review School Board Policy 5.3260 Student Protocols Due to COVID-19 carefully with their children prior to returning to school campus. For specific information about medicine or medical treatments, please call Nurse Jacobs at 561-803-8058 between the hours of 8:30am and 4:00pm. For more information as it relates to district guidelines concerning COVID-19, please visit <https://www2.palmbeachschools.org/ebooks/COVID2/>

STUDENT PROMOTION/RETENTION

Students who successfully complete the required courses in each grade must be promoted to the next grade level. Promotion to 9th grade: In order to be promoted to 9th grade, students must meet the following requirements: (Subject / Number of Courses Passed): English Language Arts/3; Mathematics/3; Science /3; Social Studies /3; Career and Education Planning /

Conditional Promotion to 7th grade or 8th grade (SDPBC Student Progression Plan)

- If a student fails one core course, the student must be conditionally promoted. The student must pass the failed course in a recovery program during the summer or the next school year.
- If a student fails two core courses, the student may be conditionally promoted. The student must pass the failed courses in a recovery program during the summer or during the following school year.
- If a student fails three core courses, the student will be retained at the same grade level or will be conditionally promoted, provided a feasible plan is implemented for the student to recover the failed courses in a recovery program during the summer and during the following school year.
- If a student fails more than three core courses, the student will be retained.
- A retained student should not repeat a course he/she has already passed. The student may enroll in the next sequential course. Promotion in extraordinary circumstances: Upon recommendation by the Regional Superintendent and the principal, a student may be conditionally promoted based upon extraordinary circumstances, which impacts the student's performance. The student is still required to recover failed courses. This cannot be used to promote a student from 8th grade to 9th grade.

<https://www.palmbeachschools.org/cms/lib/FL50010848/Centricity/Domain/513/FY23%20K-12%20SPP%201.18.23.pdf>

MIDDLE SCHOOL (6-8) PROMOTION AND RETENTION

Students who successfully complete the required courses in each grade must be promoted to the next grade level.

Promotion to Grade 9

STUDENT SUPPLY LIST

- 2-inch binder
- PBSB computer
- Agenda
- Subject Dividers
- Pencil Pouch
- Notebook paper
- Highlighters
- Pencils

TEXTBOOKS

Textbooks can be accessed online. We strongly encourage students to take advantage of the online access provided by the publishers and the District through the student portal. Consumable textbooks will be distributed to students at the start of school during the regular school day. Teachers will give directives in terms of textbook storage..

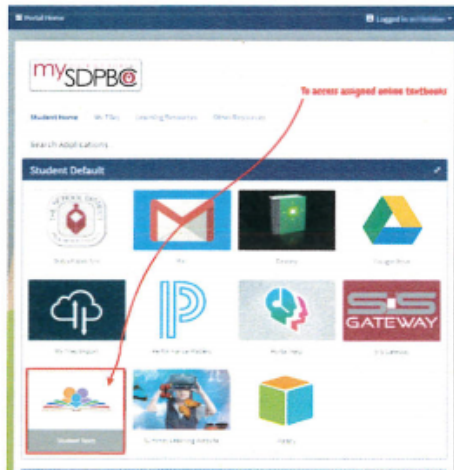
To access textbooks online, students should use the link to their district student portal. There is now a *Student Texts* tile on the Student Portal. The *Student Texts* tile allows students to access all online textbook links that are available for their assigned classes in one place. The textbooks can be accessed from any location where an Internet connection is available.

EASY ACCESS TO ONLINE TEXTBOOKS

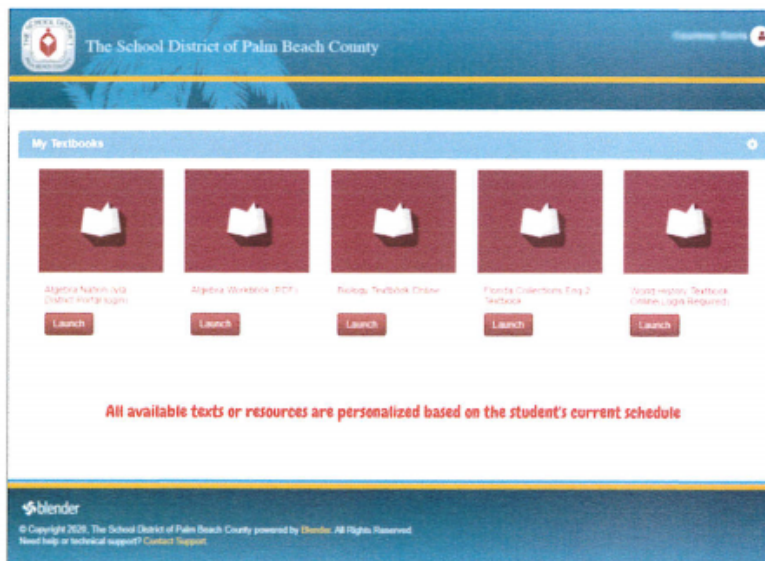
Many courses/classes include access to online textbooks and resources. Students will find their assigned online books in one place on the Student Portal.

To access Online Student Textbooks:

1. On the student portal, select the tile for Student Texts

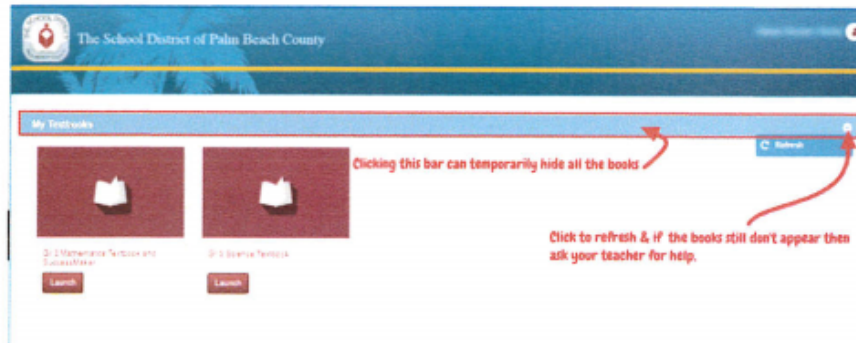


2. This will load a page that provides all available links to assigned books or resources for the classes on the student's schedule.



3. Click to launch the selected links for your course resources.
 - a. Many links will permit direct access and will not need a username or password.
 - b. If a username and password is required, a reminder of how to log in will be provided.
 - c. For some older books, there will be a link to a PDF version of the text.
 - d. Students must be actively enrolled in an appropriate course/class to access links.

4. Important note about “hidden” Texts – If none of your assigned books appear, it is possible they are hidden. Click the gear icon to refresh.



5. If you don't see one or more of your assigned texts, clear the Chrome Browser and then please reach out to your teacher for help. (Clearing the Chrome Browser can often solve a variety of computer glitches.)

TRAFFIC PATTERNS

Students are expected to follow the posted traffic patterns. Students should walk on the right side of the hallway at all times. Use the roundabouts at the stairwells. .

VAPING, ELECTRONIC NICOTINE DELIVERY SYSTEM (ENDS) & TOBACCO PRODUCTS

Please speak to your child about the health dangers of vaping and using various tobacco products and the consequences for violating the Student Code of Conduct/School Board Policies. Please refer to the SDPBC for the policies and the Student Code of Conduct for the consequences for the use, selling, distribution of such products (e.g., mandatory suspension, possible exiting from a choice program based on the level of the offense).

VISITORS

All visitors must have valid ID and be signed in through the main office. If you were directed to come to school or if a procedure requires you to come to school, you must report to the Main Office and utilize the intercom located outside of the Main Office door to buzz and state your purpose.

WATER BOTTLES

Students may bring water bottles to stay hydrated throughout the day (water may be sold during the students' lunch time). Students should label their water bottles in case they are misplaced. Water fountains will be available.

WITHDRAWAL

Withdrawal during the School Year: A student who leaves before the close of the school term shall receive grades on the report card covering the periods in attendance. A student will not meet promotion requirements unless he/she enrolls in another school to complete the academic year. The parent(s) of a student who leaves school during the last two weeks of the school year must show evidence that the withdrawal is necessary, and the student must successfully complete examinations, as appropriate, prior to withdrawal. The parent or guardian must notify the school at least one day in advance of a student's withdrawal so that the parent may be made aware of any books, materials, or monies owed. A transfer form will be issued with all pertinent information available such as grades, health, immunizations, special programs, etc. Please contact Christine Potter via email at christine.potter@palmbeachschools.org to report all withdrawal information.