

Bay Elementary School  
Student Handbook  
2016-17



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<http://bes.walton.k12.fl.us/>

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## WALTON COUNTY SCHOOL DISTRICT 2016-2017 School Calendar

August 3-9, 2016	Pre-Planning Days (Professional Development - 15 hours and Teacher Work Days - 22.5 hours)
August 8, 2016 August 10, 2016	Instructional, Clinic, and Bilingual Aides Return Classes Begin for Students
September 5, 2016	Labor Day (all personnel out)
October 6, 2016	End of 1 <sup>st</sup> Nine Weeks (41 days)
October 7, 2016	Early Release Day for Students/Professional Development for Staff Teacher Work Day (students out)
November 11, 2016 November 21-25, 2016	Veterans' Day (all personnel out) Thanksgiving Holidays (all personnel out)
December 20, 2016	End of 2 <sup>nd</sup> Nine Weeks (46 days)
December 21, 2016-January 1, 2017	End of 1 <sup>st</sup> Semester (87 days) Christmas & New Year's Holidays (all personnel out)
January 2, 2017 January 3, 2017 January 4, 2017 January 16, 2017	Teacher Work Day (students out) Professional Development Day for Teachers (students out) Students Return Martin Luther King, Jr. Day (all personnel out)
February 20, 2017	Presidents' Day (all personnel out)
March 9, 2017	End of 3 <sup>rd</sup> Nine Weeks (45 days)
March 10, 2017 March 13-17, 2017	Early Release Day for Students/Professional Development for Staff Teacher Work Day (students out) Spring Break (all personnel out)
May 24, 2017	Last Day for Students
May 25, 2017	End of 4 <sup>th</sup> Nine Weeks (48 days) End of 2 <sup>nd</sup> Semester (93 days) Teacher Work Day

### Graduation Dates

May 18, 2017	South Walton High School (7PM)
May 19, 2017	Walton High School (7PM)
May 20, 2017	Paxton High School (2PM)
May 20, 2017	Freeport High School (7PM)

### Designation of Days

**Teacher Work Days:** 22.5 hours during August 3-9, 2016, October 7, 2016, January 2, 2017, March 10, 2017, and May 25, 2017 are planning days for teachers to work in their classrooms.

**Professional Development Days:** 15 hours during August 3-9, 2016, October 6, 2016, March 9, 2017, and January 3, 2017 are designated for professional development for staff.

### Attention Administrators

All schedules, class rosters and other materials needed for the classroom are to be ready on August 4, 2016 to hand out to teachers.

**APPROVED BY**

APR 5 - 2016

**WALTON COUNTY SCHOOL BOARD**

Visit the Bay Elementary School Website for Special School Events and News at <http://bes.walton.k12.fl.us/>



Dear Parents and Students,

Welcome to Bay Elementary School, serving children in Santa Rosa Beach, Florida since 1938. The school currently serves approximately 380 children in grades Kindergarten through Fourth Grade. Bay Elementary School is committed to providing a safe, nurturing and academically challenging environment that truly supports the vision statement, which is “investing in children today to shape their tomorrow.”

It is our mission to prepare students to become independent learners with the desires, the skills, and the abilities necessary for lifelong learning. At Bay, we believe all children are important and that all children can learn. We believe the partnership between school and home is vital for children to thrive. We believe that communication and continuous improvement is essential to the growth and development of all.

Please do not ever hesitate to contact me should you have questions, concerns or need more information. My door is open!

It's going to be a great year at Bay!

Sincerely,

*Meredith Spence*

Principal



# Welcome to Bay Elementary School

## Home of the Bay Barracudas

Administration Office (850) 622-5050 or (850)622-5051  
FAX (850)622-5059

\* All calls will be routed through the automated system and directed accordingly.\*

**Principal**

Meredith Spence

**Guidance**

Pam Warren

**Secretary**

Cindy Stewart

**Bookkeeper**

Cindy Abney

**Data Entry**

Julie Mason

**Nurse**

Ronda Bolin

## **Mission Statement**

To achieve our vision, we will prepare our students to become independent learners with the desires, the skills, and the abilities necessary for lifelong learning. This will require creating a learning environment which is centered around students, directed by teachers, and supported by home and community.

## **Bay Elementary Vision Statement:**

*Investing in children today to shape their future tomorrow!*

## **SCHOOL HOURS**

The student day is from 7:45 a.m. until 2:10 p.m.

Breakfast is served from 7:15 a.m. - 7:40 a.m. each morning. We do not have supervision for students arriving before 7:15 a.m.

<b>7:15 a.m.</b>	<b>School opens-Supervision provided in cafeteria</b>
<b>7:15 a.m.</b>	<b>Student Drop Off/ Buses and Parents</b>
<b>7:15 -7:40 a.m.</b>	<b>Breakfast is served</b>
<b>7:40a.m.</b>	<b>First Bell</b>
<b>7:45 a.m.</b>	<b>Classes begin/Tardy bell</b>
<b>2:10 p.m.</b>	<b>Dismissal</b>
<b>2:40</b>	<b>End of Teachers Day</b>
<b>3:30 p.m.</b>	<b>Office Closes</b>

## **ACADEMICS**

### **PROGRESS REPORTS/ REPORT CARDS**

1. All students will receive report cards at the end of each nine-week period.
2. All students will also receive an interim report at mid nine weeks to keep parents informed of academic/behavioral progress.
3. Teacher conferences will be held during the 1<sup>st</sup> semester and as needed depending the success of the student. Parents may request a conference at any time by contacting the school office.
4. Questions about report cards, interim reports, grades and student progress need to be directed to the teacher.

### **GRADING SYSTEM**

To improve accuracy and effectiveness in grading, document student progress and inform instruction, the point system will be utilized to determine your child's nine weeks, semester, and yearly averages.

#### **Grading Scale:**

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

Additional grading system information is available in the Walton School District Student Progression Plan which can be accessed on the district website at [www.walton.k12.fl.us](http://www.walton.k12.fl.us)

### **STUDENT RECOGNITION DAY**

3<sup>RD</sup> and 4<sup>TH</sup> grade students will participate in a Recognition Day at the end of each 9-week grading period. Students will be recognized for outstanding academic progress, \*perfect attendance, academic improvement, and good citizenship. Grades K, 1 and 2 will be recognized in their classrooms for effort, character education.

*\*Students who have been in attendance every day with no tardies and no early check-outs for the entire grading period.*

## **HOMEWORK STATEMENT**

Homework provides additional practice, thus increasing the amount of time students are actively engaged in learning and extending time on task. Homework is the time students spend outside the classroom in assigned activities to practice, reinforce, or apply newly acquired skills and knowledge and learn necessary skills of independent study. Research shows it is an effective way to increase student personal responsibility, individual accountability, and leads to increased communication between parents and the school. Furthermore, we believe homework encourages parent awareness of student learning.

### **Primary Level (Grades K-2) Expectations**

Pupils should read, or be read to, every evening. On occasion, students will be requested to complete skill practice activities. All primary grade students need an opportunity to discuss what they accomplished in school that day. Homework activities at the primary level should not exceed a total of thirty (30) minutes per day. Students may be required to complete unfinished class work at home.

### **Intermediate Level (Grades 3 &4) Expectations**

Homework in certain areas may be assigned on a regular basis, especially in reading and mathematics. Homework at this level should not total more than one hour per day. Work missed due to absences or failure to complete class work assignments at school could impact the amount of time a student needs to work at home.

## **PHYSICAL EDUCATION**

1. Physical education is a part of our school curriculum and 150 minutes/week per child is required. Each child has the responsibility of participating in P.E. If, for some reason, such as illness, your child should not participate for one or two days, please send a written explanation to the teacher. If a child is to be excused from P.E. for a longer period of time, a note from a doctor is required and should be sent to the teacher.

2. A student who by reason of illness or disability is unable to participate in the more vigorous forms of activity in physical education will be assigned to modified activity upon written recommendation of a physician.

3. Tennis shoes are necessary for physical education classes for student safety and to protect the gym floor. Failure to participate in P.E. due to wearing inappropriate shoes may affect a student's grade. Students should also wear tennis shoes daily for recess and other outdoor activities.

We are fortunate to have a gymnasium available for conducting physical education classes. We use the gym when outside climate is extreme and/or weather conditions are unfavorable.

Students in grades K-4 are eligible to waive the physical education requirement if the student is enrolled or required to enroll in a remedial course. (Walton County School District Student Progression Plan)

## **THE COUNSELING PROGRAM**

The counseling program at Bay is for all students. The guidance counselor is available to help students with academic, behavioral, social and personal issues. The guidance counselor is here to be of service to you, your child, and your child's teacher. The counselor is the coordinator of testing and placement program at Bay. As chairperson of the School Based Intervention Team, she is familiar with the activities and strategies offered to help struggling students.

## **MTSS MULTI-TIERED SYSTEM OF SUPPORT**

The Multi-Tiered System of Support (MTSS) is in place at all Walton County schools. MTSS is designed to monitor student progress and to develop and implement interventions. Bay's MTSS Team meets the last Monday of each month. Parents are a welcome part of this process. Parents can initiate MTSS meetings by request to school officials. To attend, please contact the Guidance Counselor or Principal for meeting times and locations.

## **TEXTBOOKS & EDUCATIONAL RESOURCES**

State textbooks and educational resources will be free to students for use during the academic school year. Students are expected to take care of all school issued books and materials. If a student loses, destroys or damages a book or resource, she/he must pay the full purchase price.

Pursuant to Florida Statute 1006.28(3) (b), the school principal shall collect from each student or the student's parent the purchase price of any instructional material the student has lost, destroyed, or unnecessarily damaged. The failure to collect such sum upon reasonable effort by the school principal may result in the suspension of the student from participation in extracurricular activities or satisfaction of the debt by the student through community service activities at the school site as determined by the school principal, pursuant to policies adopted by district school board rule.

Communication folders..... \$1.00

# **ATTENDANCE**

## **ATTENDANCE POLICIES**

**Any missed instruction either from absence, tardy or early check-out will require an excuse note.**

All students are expected to attend all classes each day that school is in session. Unexcused absences will result in a disciplinary consequence and will negatively affect a student's grade. Determination of whether an absence is excused or unexcused is the responsibility of the site principal or designee.

### **Excused:**

The following absences may be excused with the proper submission of required documentation:

- a) Brief student illness/injury;
- b) Illness or medical care - a principal shall require a physician's statement or other medical personnel before excusing student absences in excess of ten (10) days in any school year. Attendance excuses, including physician's statements are subject to verification and fraudulent documentation may be referred for criminal prosecution.
- c) Medical/dental appointments;
- d) Death of an immediate family member;
- e) Religious holiday of the specific faith of the student (principal approved);
- f) Compelled absence (e.g., judicial)
- g) Natural/major disaster that would justify absence (principal approved)
- h) School-sponsored/related activity (principal approved)
- i) Financial or other insurmountable conditions (principal approved)

### **Unexcused:**

- a) Missing school bus/oversleeping
- b) Shopping/pleasure
- c) Excessive illness (without physician verification that medical condition justifies pattern)



- d) Failure to communicate the reason for absence(s)
- e) Voluntary or vacation travel that exceeds three (3) days per year without prior administrative approval

#### A. **COMPULSORY ATTENDANCE**

Students aged six (6) to eighteen (18) are subject to mandatory school attendance unless those students aged sixteen (16) to eighteen (18) have filed with the district a formal statement of intent to withdraw from school which includes acknowledgements that terminating school enrollment is likely to reduce a student's earning potential and that driving privileges may be withheld or terminated. This statement must be signed by the student, parent or guardian and school representative.

Any time that a student is absent from school during school hours, a written, dated statement explaining the absence should be signed by the parent or guardian and filed at the school within three days of the absence.

#### B. **TRUANCY — ALL DAY UNEXCUSED ABSENCE**

Each **unexcused absence**, or absence for which the reason is unknown, the school shall attempt to contact the parent or guardian to determine the reason for the absence.

To maximize student performance by reducing the number of students classified as habitually truant, the designated school representative will investigate cases of non-enrollment and unexcused absences from school of all children subject to compulsory school attendance. After the fifth unexcused absence during a 30 calendar day period or ten (10) unexcused in a 90 day calendar period, the Superintendent or designee will notify the parent or guardian in writing of the unexcused absences.

Students who have developed a pattern of non-attendance shall be referred to the school's Multi-tiered System of Support (MTSS) team to determine if early patterns of truancy are developing. If the MTSS team finds that a pattern of non-attendance is developing, whether the absences are excused or not, a meeting with the parent/guardian must be scheduled to identify potential remedies. If an initial meeting does not resolve the problem, the MTSS team shall implement interventions that best address the problem. MTSS Team interventions may include, but need not be limited to:

1. frequent communication between the teacher and the family
2. changes in the learning environment
3. mentoring
4. student counseling
5. tutoring, including peer tutoring
6. placement into different classes
7. evaluation for alternative education programs.
8. attendance contracts
9. referral to other agencies for family services, or
10. other interventions.

If the parent or guardian does not respond adequately to the MTSS team recommendations, the student **may** be reported to the District Attendance Officer. The Attendance Officer may file a truancy petition in circuit court. Additionally, the Attendance Officer will notify the Department of Highway Safety and Motor Vehicles to withhold or suspend driving privileges and/or license for student drivers.

**After the fifteenth (15th) unexcused absence** from school during school hours within ninety (90) calendar days, the student **will** be classified as a habitual truant, the truancy petition will be filed and the Department of Highway Safety and Motor Vehicles will be notified.

When a doctor's note is required following a student absence, the note must be submitted to the school within three (3) days after the student returns. The school will not accept doctor's notes after the three (3) days have passed.

### **TARDIES**

**The school day begins at 7:45** Students arriving to class after 7:45 a.m. are considered tardy need to check in at the front office and obtain a tardy slip before being admitted to class. Tardiness affects student performance because the student misses valuable instruction. Academic assignments missed will be provided to your child during recess or may be additional homework. **Any missed instruction either from absence, tardy or early check-out will require an excuse note.** Refer to the Walton County School District Code of Conduct for additional information.

### **CHECKING STUDENTS OUT**

If it is necessary for your child to leave school during the day, a parent or the parent's authorized representative must come to the office to sign the student out. (An authorized representative is any person listed as a contact on the student emergency card filled out by the parents at the beginning of each school year). For the safety of our students, parents/guardians are not permitted to take a student from school or off the bus without first having signed the student out through the office. For your child's safety, we may ask for identification at the time of checkout.

To keep interruptions to a minimum and respect the students' learning environment we ask parents to conduct any business in the office. (i.e. lunch money, school books, clothes, homework, etc.) For the safety of all our students we ask that parents DO NOT go to the classroom to pick up a child or deliver lunch money, etc. Office personnel will be glad to send for the child or deliver any items. Students should not be checked out of school after 1:30 p.m. **unless it is absolutely necessary.** **Any missed instruction either from absence, tardy or early check-out will require an excuse note.**

### **CHECK-OUT OF STUDENTS DURING SEVERE WEATHER CONDITIONS**

During severe weather, the safety of our students and staff is of utmost importance. When schools are directed by District or school administration, in conjunction with the National Weather Service, to initiate the severe weather procedure, **students will not be allowed to be checked out.** When the threat of dangerous weather has passed and schools have been cleared, schools will resume normal check-out procedures.

### **STUDENT WITHDRAWAL**

If it becomes necessary to withdraw a student from school, parents are requested to fill out a withdrawal form in the front office at least one day prior to leaving to make proper arrangements. (i.e., textbooks, library books, planners, remaining balances) A withdrawal form should be completed by the parent/guardian.

### **MAKE-UP WORK**

**Students are expected to make up all work missed during an excused absence within a reasonable time after returning to school** or other such time as determined by the teacher or the Principal and credit will be granted for all work completed. At least one (1) day shall be allowed to make up work for each day of missed work. A student's grade may also be affected for work missed during a suspension unexcused absence and/or excessive absenteeism only for the days when all students in the class were graded.

Work missed due to **excused absences (absences with a verified excuse note) will be sent home upon the students return.** This will give teachers the opportunity to explain any of the assigned work. Refer to the Walton County Student Progression Plan. The Walton County Student Progression Plan may be viewed on line at: [www.walton.k12.fl.us](http://www.walton.k12.fl.us) or you may request a copy of the Plan from the Walton County School District office.

## **BEHAVIOR/CONDUCT**

### **STUDENT EXPECTATIONS AND RESPONSIBILITIES**

In order to work toward becoming productive citizens at school and in their future lives, students must: learn to make appropriate choices; learn to accept responsibility for their behaviors; and use conflict resolution skills to problem solve. At all times and in all parts of the school students are expected to:

- 1) Cooperate with the adult in charge
- 2) Respect school property and the property and rights of others
- 3) Keep hands, feet, and objects to themselves
- 4) Walk in buildings and on the ramps
- 5) Use quiet voices and polite language
- 6) Follow classroom rules as posted

Bay Elementary School is a **Positive Behavior Support (PBS)** school. Students are taught and expected to use the principles of our school's program as a foundation for their behavior. These principles are:

**B- Be Responsible**

**A-Always Show Respect**

**Y-You Control Yourself**

Students will be recognized for demonstrating these positive behavior traits. Making the choice to behave in a manner that is inconsistent with these principles will result in disciplinary action. Refer to the Walton County School District Code of Conduct for additional information.

### **CONDUCT/DISCIPLINE**

School discipline policies have been established to create the best possible safe learning environment for all students at Bay Elementary and align with the Walton County School District Code of Conduct. This environment uses positive approaches to communicate expectations and teach problem solving skills to protect each child's right. Minor and major infractions are specified in the Walton County School District Code of Conduct along with consequences. Severe/Unsafe Behavior by students will result in immediate referral to the office.

### **BULLYING AND HARASSMENT**

It is the policy of the Walton County School District that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying. The District will not tolerate bullying and harassment of any type. Bullying and harassment are prohibited during any education program or activity, during any school-related or school-sponsored program or activity, on a school bus or through the use of data or computer software that is accessed through a computer, computer system or computer network (cyber bullying).

Bullying means **repeated** (systematic and chronic) infliction of physical hurt or psychological distress on one or more students or employees which includes, but may not be limited to: teasing; social exclusion; threats; intimidation; stalking; physical violence; theft; sexual, religious or racial harassment;

public humiliation or destruction of property. Further details regarding this policy may be found in the Walton County Student Code of Conduct or in Chapter 5.301 of the Walton County School Board Policy Manual.

Incidents of bullying and harassment should be reported to the school administration using the form for that purpose provided in the Walton County Student Code of Conduct. If desired, the complainant's name will be kept confidential. A designated school employee will conduct an investigation, interview the parties involved and assist the Principal in determining if the events violate policy. The school administration will determine the severity of the incident, determine the appropriate response and notify the parties involved of the actions taken.

### **DRESS CODE**

Children should attend school in appropriate apparel, clean, healthy and ready to learn. The following are identified as appropriate apparel by the Walton County School Board and approved for school: [reference the WCSD Code of Conduct which can be accessed at www.walton.k12.fl.us](http://www.walton.k12.fl.us)

Pants, jeans, long slacks or capris

Shorts, skirts and dresses that approach the knee

Shirts that cover the midriff, but no spaghetti straps, halters or backless shirts allowed

ALL visible garments including layered garments must be in accordance with the dress code

Shoes will be worn at all times. No heels or platform shoes greater than one inch

Sunglasses, hats, and other sun-protective wear will be allowed to be worn outside only

Students in violation of the dress code will be referred to the office where they will be given an alternative item of clothing to wear, or parents will be called to bring appropriate clothing to the school.

### **CELL PHONES, ELECTRONICS, TOYS & PLAY EQUIPMENT**

Students **should not** bring play equipment, electronic devices toys, etc. to school. The school cannot be responsible for lost or damaged items. The only two exceptions are:

1. In the event a teacher asks a student to bring an item for a particular class.
2. In the instance when a student needs play equipment for a scheduled school practice

In these events he/she must check the items in with the teacher upon arrival at school

## **CAFETERIA**

### **BREAKFAST AND LUNCH**

Breakfast and lunch are served each day. The costs of meals are as follows:

Breakfast:	Reduced \$.30.....Regular \$1.85
Lunch:	Reduced \$.40.....Regular \$2.60
Adult –Breakfast.....	\$2.00
Adult –Lunch:.....	\$4.00
Extra milk:.....	\$ .50

Milk will be served only at meal times.

Students are not allowed to bring carbonated drinks or drinks in glass containers. In preserving a safe and equitable learning environment, we ask that parents refrain from bringing in lunch from private restaurants. While we welcome you to join your child, we appreciate your understanding and cooperation.

Parents/guardians are invited to eat lunch with their child. Parents are welcome to take their children (classmates may not join you) outside to eat. You may phone the lunchroom at 850-622-5050 ext. 2115 before 8:30 if you would like to order a school lunch. School visitors may not attend classes with BES students per Walton County School District policy.

Free and reduced lunch forms may be obtained from the office. Students who were on free/reduced lunches the preceding year will be allowed 30 school days to obtain and return a new completed lunch form. Students must begin paying on the first full day following 30 days unless the free and reduced meal form is returned and approved.

Breakfast and lunch may be purchased by the day, week, or month. Students paying for meals by the week, month etc. are encouraged to do so on Monday or the first day of the school week. When paying for a child's lunch and/or breakfast, please write on the check the child's name and the amount to be credited to the breakfast and/or lunch account. It is the responsibility of the parent to monitor their child's balance. Unfortunately, no charges are allowed. Questions regarding student lunch/breakfast accounts should be directed to the school cafeteria manager, who can be reached at 622-5050 ext 2115.

### **CAFETERIA CONDUCT**

Students are expected to conduct themselves in the lunchroom in the following manner:

1. Enter and leave in an orderly manner
2. Use acceptable table manners at all times
3. Remain seated unless permission is given to be out of seat
4. Talk quietly only to the people at one's table
5. Carbonated drinks are not permitted

## **COMMUNICATION**

We believe that good communication is essential. Our school website, newsletter, e-mail, FOCUS, Bus Bulletins and Remind 101 text messaging system are used throughout the year for communication between school and parent. Parents who wish to receive notification via e-mail should submit their e-mail addresses to the front office so it may be added to our data base.

Remind 101 is a free, safe, simple messaging tool that helps teachers share important updates and reminders with students and parents. Subscribe by text, email or using the Remind app. All personal information is kept private. Teachers will never see your phone number, nor will you see theirs.

A Remind 101 account has been set up for our school. If you would like to participate in this service simply text @51cf to 81010 to begin receiving text messages from BES. Trouble using 81010? Try texting @51cf to (850) 634-3675 instead. To receive e-mail messaging, send an e-mail to: [51cf@mail.remind.com](mailto:51cf@mail.remind.com). You may unsubscribe or opt-out from this service at any time by replying, 'unsubscribe@51cf' via text or reply with 'unsubscribe' in the subject line of the e-mail.

A calendar of events, cafeteria menus, list of teacher names and emails, class emails, and other pertinent information is also maintained on the school website. The school website can be accessed at: <http://bes.walton.k12.fl.us/>

Every student is provided a planner and/or communication folder. **These tools are expected to be checked and signed by parents daily and are key to educating students in the importance of**

**responsibility.** In this manner, parents and teachers are communicating everyday and are aware of current events which affect the student's education. We encourage participation and responsibility in using these tools effectively

**FOCUS** is an on-line tool used for communication of daily student progress. Through the parent portal, parents can access their child's grades and attendance. To register, visit the school website and click on the "Parent tab" or visit <http://bes.walton.k12.fl.us/index.cfm?p=parents>

**Bus Bulletin** updates parents about their child's bus. This on-line tool will send a text or voicemail to inform parents about the status of the bus. Parents need to sign-up for the Bus Bulletin to receive notifications. To access bus routes and sign up for Bus Bulletin, visit the school website and click on the "Resources" tab and then Bus Routes or visit <http://bes.walton.k12.fl.us/bus-routes>

### **CHANGE OF ADDRESS/TELEPHONE NUMBER**

It is important, for emergency and administrative reasons, that every student maintains an up-to-date address/telephone number at the school office. Please notify the school immediately if you have an address or telephone number change during the school year, or move out of the district during the school year.

## **PARENTS, VOLUNTEERS & COMMUNITY INVOLVEMENT**

### **PARENT GROUP**

Each parent has an open invitation to join the Bay Boosters, Inc. which is the Bay Elementary School Parent Group. Notice of meetings and events will be published in the school newsletter and on the website. We believe involved parents help to create a positive learning atmosphere for our students. To learn more, visit the website at [www.bayboosters.com](http://www.bayboosters.com) or via email [info@bayboosters.com](mailto:info@bayboosters.com).

### **VOLUNTEERS**

Volunteers make an important contribution to the school program. Parents are encouraged to call the school volunteer coordinator at (622-5051) if they wish to become a volunteer to work at school. The volunteer program is flexible; a volunteer may donate as little or as much time as he/she wishes. State law mandates all volunteers must be registered with the school coordinator in order to be in contact with students. Volunteers are required to complete an application, attend a volunteer orientation, and conduct a Level I screening at the school. Volunteer Orientation will be held once a semester or as needed. All volunteers will be asked to sign a volunteer agreement after completing the volunteer screening process. Field trip chaperones are considered volunteers and must complete the same requirements. *Preschool children and other visitors are not permitted to join you during your committed time during school hours or after school hours.*

### **PARENT-TEACHER CONFERENCES**

Teachers welcome visits from parents, however, teachers are not available for conferences before and after school while monitoring students. Parents who desire a conference may call the school at 622-5050 enter the teacher extension to leave a message and your contact number. The teacher will contact you to arrange a meeting time which is mutually acceptable. You may also send a note directly to the teacher, or contact them via e-mail. For a listing of all BES staff and faculty you may access the Bay Elementary website at <http://bes.walton.k12.fl.us/>. If you are unable to attend a scheduled conference, please notify the office or the homeroom teacher.

### **PARENT LIBRARY**

The parent library is housed in the media center. Materials are available for check out which cover a variety of subjects related to child development and education. We are continuing to expand our parent library and hope you find it resourceful.

### **PARENT RESOURCE CENTER**

The parent resource center is located in the foyer. Information regarding school and community events and other items of interest are available. Solicitation is not permissible on school grounds. Prior approval from the district must be obtained before flyers are sent home or displayed. Please call 850-622-5050 with any questions.

## **STUDENT HEALTH & SAFETY**

### **SAFE & SECURE LOBBIES**

Your child's safety is the number one concern of the Walton County School District. As our student population has continued to grow, the District's safety protocols have also changed in order to meet the needs of our students and staff. This year, we are implementing **Safe and Secure Lobby** procedures. All Walton County schools **are** equipped with a double-locked entry through which each school visitor must be buzzed in by school personnel in order to gain entry. **Late-arriving students will be checked in through this lobby.** In order to check a student out, visitors will be buzzed in, present appropriate identification and wait for school personnel to call the student to the office. Any items being dropped off for a student will be left with school personnel in the lobby until they may be delivered to the student.

### **VISITORS**

To ensure a safe environment at Bay, all visitors, including parents walking to class, **are required to enter through the front entrance**, report to the main office and present a picture ID to obtain a Visitor Pass. After the first two weeks of school, parents are encouraged to promote independence and responsibility in their children by allowing them to walk independently to their classroom. Parents are always welcome but if you need to discuss issues, or have questions for your child's teacher please schedule a conference. For the safety of your children, BES staff will direct unauthorized visitors to the main office. Pre-school children and other visitors may not attend class with BES students. Visitors are required to check-out at the main office and return the Visitor Pass.

### **SEE SOMETHING? SAY SOMETHING!**

Students are encouraged to report information that can help prevent or solve crimes to any school staff member. In addition, information about crimes can be reported anonymously to Student Crime Stoppers by calling (850)863-8477, or texting "TIP214 plus your message" to CRIMES (274637). Anonymous web tips can also be submitted at [www.emeraldcoastcrimestoppers.com](http://www.emeraldcoastcrimestoppers.com). For more information about Crime Stoppers, refer to the brochure brought home by all students, or pick up a copy in the school office.

### **STUDENT INSURANCE**

The Walton County School Board continues to be vitally concerned about the health, safety and welfare of all students. We encourage safety, but we realize that sometimes student accidents do happen. As a member of the Panhandle Area Educational Consortium-Risk Management program, the Walton County School Board has purchased a student accident policy which covers all of our students who are injured while in school or participating in school sponsored activities. This insurance is accident coverage only

and will not replace your current health insurance. You need to continue such coverage for your protection. This information will serve as notice to you of the payment of expenses. Due to experiencing a significant increase of claims which has resulted in climbing costs, a deductible of \$100.00 shall be paid by the parent or guardian before any reimbursements are made from the insurance plan. In case of an accident, you must file a claim with your own health insurance carrier first. The School Board policy is designed to pay for reasonable expenses which are not reimbursed by your health insurance and after your payment of the \$100.00 deductible is paid to the medical provider.

### **SCHOOL CLINIC**

Parents are responsible for notifying the school nurse of any life-threatening allergies, illness or disease as well as completing necessary emergency procedures or providing medical information specific for your child. Refer to the WCSD Code of Conduct for additional information.

### **PROCEDURES FOR ADMINISTERING MEDICATION**

Medications can be administered at school by the school nurse. A medication form must be completed in the clinic and signed by the parent. Medication, prescribed and over the counter, must be provided to the school in its original container. For more information, visit the school nurse and refer to the Walton County School District Code of Conduct.

## **TRANSPORTATION (DROP OFF/BUSES)**

### **STUDENT DROP-OFF**

For the safety of our students, designated areas are established for dropping children off each school day. The designated drop off areas are supervised by staff from 7:15-7:45 a.m. each day. Students should never be dropped off in non-designated areas, including the front entrance, and allowed to walk into the school without an adult. Traffic conditions during drop off and pick up are very congested. Following the procedures ensures safety for all children.

### **DISMISSAL/PARENT PICK-UP**

For the safety of our students, all parents/guardians or designated persons, must have a Barracuda Car Tag when picking up students in the parent pick up area. If you do not have a Barracuda Car Tag you will be asked to park and report to the office and present an ID.

### **TRANSPORTATION CHANGES**

All students need a regular routine for afternoon transportation in order to best ensure their safety. All arrangements for transportation should be made prior to arrival at school. In the event a change must be made please submit a written note to your child's homeroom teacher. Transportation notes should include the following:

- Date
- Child's Name
- Teacher's Name
- Transportation change needed
- Parent Signature (All transportation notes must have a parent signature for verification purposes.) E-mail and phone message will no longer be accepted for transportation changes.

If no note is received normal transportation plans will be followed. Students will not be allowed to use the school phone to make transportation arrangements. Any transportation changes must be made prior to 1:00 p.m. to provide adequate time to relay the messages to the students. Please note that changes made after 1:00 p.m. may not be received due to the high traffic volume in the front office. Office staff is assisting students with dismissal from 2:00 p.m. - 2:30 p.m. and are unable to check messages during



that time. Classroom teachers are limited in the times they can check their messages as well. Therefore, you should not depend on these forms of communication when making transportation plans for your child. Please help us get your child to the correct location by following the procedures outlined above.

### **BUS**

Refer to the Walton County School District Code of Conduct for bus rules and procedures. (Note changes to the **STEPS OF SCHOOL BUS PROGRESSIVE DISCIPLINE** of WCSD Code of Conduct)

## **OTHER INFORMATION**

### **LOST AND FOUND**

Please write names in all jackets, sweaters, lunchboxes and backpacks. Items without names will be donated to charity on a monthly basis after notification is sent home through the school newsletter.

### **PICTURES**

Student pictures will be made in the Fall and Spring. Class pictures are also made in the Fall.

### **PETS**

The school encourages having pets, but they should be left at home. Pets are not to be brought to school except for a class project, and then only with the permission of the teacher involved and school administration. Pets should not be walked on campus at parent pick-up/drop-off locations, but should remain in the vehicle. No animal dead or alive may be brought to school on the buses.

### **AFTER- SCHOOL ACTIVITIES**

Arrangements for all social activities taking place after-school should be made before school. Students will not be allowed to use the school telephone to make arrangements for after-school activities. Invitations to birthday parties, etc., may not be distributed at school except in cases where an entire class is invited.

**PLEDGE OF ALLEGIANCE** Florida Statutes require public schools to encourage greater respect for the government of the United States and its national anthem and flag. Students must recite the Pledge of Allegiance at the beginning of the day. However, a student has the right not to participate in reciting the pledge. Therefore, a student will be excused from reciting the pledge upon receipt of a written request by his or her parent/guardian.

### **CLASSROOM TRANSFER PROCESS FOR TEACHER TEACHING OUT OF FIELD**

The school district will report out-of-field teachers on the district's website within 30 days before the beginning of each semester. A parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled. The school district must approve or deny the parent's request and transfer the student to a different classroom teacher within a reasonable period of time, not to exceed 2 weeks, if an in-field teacher for that course or grade level is employed by the school and the transfer does not violate maximum class size pursuant to F.S. 1003.03. If a request for transfer is denied, the school must notify the parent and specify the reasons for the denial. An explanation of the transfer process must be made available in the student handbook or a similar publication. This subsection does not provide a parent the right to choose a specific teacher.



**Bay Elementary School**  
**Parent/Student Handbook and Code of Conduct Contract Form**  
**2016-17**

Dear Parents/Guardians,

Bay Elementary School has established guidelines and procedures in an effort to provide an atmosphere that will promote student learning. Your support and participation will help your child succeed in school. Please read and discuss the information in the Bay Elementary School Student Handbook and the Walton County School District Code of Conduct with your child.

**Please sign the contract and have your child return this page tomorrow.**

Sincerely,  
Meredith Spence  
*Principal*

I have read the Walton County School District Code of Conduct **and** the Bay Elementary School Parent/Student Handbook.

**Date:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Teacher Name:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

