



**PARENT/STUDENT HANDBOOK
2020-2021**

ANTIOCH ELEMENTARY SCHOOL
Home of the "Antioch Aviators"

School hours are 8:45 A.M. to 3:15 P.M.

Phone Number 850-683-7540

4700 Whitehurst Lane

Crestview, FL 32536

<http://www.okaloosaschools.com/antioch/>

PRINCIPAL'S MESSAGE

Welcome parents and students to another exciting year at Antioch Elementary School, home of the Aviators. We urge you to become a partner in education with us. You will be given opportunities to become a volunteer, mentor, a PTO member, and a School Advisory Council member. (The first nine weeks volunteers/mentors will not be allowed on school grounds, but we will continue to invite you to give input to SAC and PTO via Zoom). The following information has been compiled in this format in order to provide parents, families, and students with a quick reference to important school policies and requirements. It does not cover every school or Okaloosa District policy. If there are any questions, please telephone the school at 683-7540.

CURRICULUM

Currently our core curriculum is the B.E.S.T. standards (Benchmarks for Excellent Student Thinking) for grades K-5 and the Florida Science Standards for 5th grade Science. These standards identify what public school students should know and be able to do at each grade level. They describe the student achievement that the state will hold schools accountable for student's learning. The standards are available on the District's website (www.okaloosaschools.com). Grades communicate to you how well your child is achieving the standards. The Florida Standards Assessment will be given to students in grades three, four, and five to assess their mastery of the standards. Students in kindergarten through fifth grade will take the iReady Reading and Math diagnostic tests or other district approved assessments. Our major goal is to ensure each student makes at least one year's academic growth for the school year in a safe and inviting environment. You will be apprised of your child's reading and math level and progress throughout the year.

Grades for 1st-5th Grade students will be available to view online through the Parent Portal or through the OCS D app at all times. Your child's teacher will provide you information on how to access student grades.

Mid-nine weeks grades will be available for viewing on the following dates: September 11, 2020 – November 13, 2020 – February 12, 2021 – April 23, 2021

Grades 1-5 are being graded in the following subjects: math, language arts (including reading, writing, and spelling), social studies, science, physical education, and music. Grades for Kindergarten will be discussed at parent meetings at the end of each nine weeks.

Grading Scale for First - Fifth Grades

Grade	Percent	Definition
A	90-100	Outstanding Progress
B	80-89	Above Average Progress
C	70-79	Average Progress
D	60-69	Lower Acceptable Progress
F	0-59	Failures

ATTENDANCE, TARDIES, CHECK-IN & CHECK-OUT PROCEDURES

Regular attendance provides students the opportunity to master required skills at each grade level. Many integral activities, including class discussions, group experiences, field trips, guest speakers, and direct instruction, cannot be simulated or replicated with written work.

Attendance: Patterns of nonattendance and truancy are identified as early warning signs of academic failure. The continuum of truancy to delinquency typically includes other behaviors that result in suspension, expulsion and drop out. Students with chronic absenteeism are found to have the lowest academic achievement, which puts them at greater risk of dropping out of school.

Reporting an Absence: Students will have five (5) school days, including the day they return, to bring in written verification for an excused absence. The absence will be considered unexcused if the school does not receive written verification for the excused absence within that timeframe.

Elementary Attendance: Excused absences resulting from the following: • Death in the family • Any other bona fide family emergency • Illness or injury requiring medical or dental attention (physician's statement required); • Illness, injury, or circumstances not requiring medical attention will require a parent note explaining the absences, up to 9 absences per semester; • Appointments for medical or dental care (physician's note required); • Appointments scheduled to receive a therapy service provided by a licensed health care practitioner or behavior analyst for the treatment of autism spectrum disorder, including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy • Religious holidays: students are permitted to be absent in observance of established religious holidays, but they must be counted absent on all school records. Absences of a religious nature, preceded by prior parent notice, will not require written notification on the student's return to school. Review School Board Policy for additional information.

Absences due to COVID and related mandatory quarantines will be excused.

The District is required by state law to take attendance, so the student will be marked absent for days missed. However, every accommodation will be given to ensure adequate time for make-up work. In cases of self-quarantine and asymptomatic COVID-19, the student will be provided assignments from their teacher(s) to work on while they are at home. They will be provided extended time upon return to school as well. In cases where a student is ill and cannot do their school work, the school will work with the student and family to provide the time and support that is needed for the student to get caught up.

Your child's teacher/s will have a drop box on Antioch's webpage where you can find make up work. You should always communicate with your child's teacher/s about all missed work.

Students who place on file with OCS D legal and/or medical documentation or a permanent and total disability as defined by the U.S. Social Security Act are excused from school and eligible to make up any and all work for absences from medical care or medical conditions related to their permanent and total disability.

Unexcused absences: Any absences not designated as excused (e.g., unverified absences) • Truancy • Suspension • Expulsion • Participation in private lessons, activities, or classes sponsored by outside agencies Students with an unexcused absence will receive a grade of zero (0) for any classwork/test/assignments by the teacher on the day of the absence.

When a student accumulates a total of nine (9) excused or unexcused absences in any class period per semester, the student must have an excuse from a doctor or an official agency (i.e., Department of Juvenile Justice, Department of Children and Families, etc.) for each subsequent absence.

Attendance for Children/Dependents of Active Duty Military, 1000.36, Article V(E), F.S. S. 1000.36, Article V(E), F.S., states that "a student whose parent or legal guardian is an active duty member of the uniformed services, as defined by the Compact, and has been called to duty for, or is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the school superintendent." The additional excused absences are to allow the student to visit with the student's parent or legal guardian for the reasons specified. Notwithstanding the above, the local school superintendent or head of school may provide a maximum number of additional excused absences.

Attendance Notification Procedure: • After the third (3rd) unexcused absence or absences for which the reasons are unknown, parents/legal guardian of the student will be notified. The contact will include a review of the current attendance/truancy policies. • After the fifth (5th) but before the eighth (8th) absence, (excused or unexcused) per semester in any class period, the parents/legal guardian will be notified of the absences. • After the ninth (9th) absence (excused or unexcused) per semester, a letter will be sent to the parents/legal guardian notifying them of the necessity for a doctor's excuse or an excuse from an official agency in order for the make-up work to be provided. In addition, this letter will notify parents of the consequences of any additional absences. • Prior to the fifteenth (15th) absence, the principal may review any absence caused by some insurmountable situation or event that places an undue hardship on the student and notify the teachers that this student may make up all work. • After the fifteenth (15th) absence per semester, no make-up work will be allowed for that class. An attendance expectation agreement may be initiated, outlining the consequences of nonattendance. • After the fifteenth (15th) absence per semester, the student's parent/legal guardian can appeal to the school's attendance committee for permission to make up missed work. Pending approval of the appeal and the submission of a doctor's excuse, absences after the fifteenth (15th) may be entered as an excused absence in the AS400 system.

Make Up Work: Students will be provided five (5) school days to complete assignments following an excused absence/school leave; the five (5) day period begins the day the student returns to school. However, if the situation warrants it, the teacher and/or principal may grant additional time for make-up work to be completed.

It is the student's responsibility to request make-up work for excused absences/school leave (up to 15).

Students absent for multiple days are expected to seek and work on make-up assignments, as medically appropriate and practical. Principals will ensure that teachers provide make-up assignments upon parental or student request. Make-up work will be provided no later than 24 hours following a parental or student request.

If a student is absent due to quarantine or illness related to COVID your child may be assigned missing assignments through the teacher's dropbox located on the Antioch Website. Please coordinate missing assignments with your child's teacher.

Tardies: Students may enter their classrooms at 8:20. This will give them time to put away backpacks, turn in homework and notes, sharpen pencils, and prepare for the day before the bell rings. **Students should be seated in their desks when the bell rings at 8:45 am.** If not, the student will be counted tardy. Following the bell, students will stand, recite the Pledge of Allegiance, sing the National Anthem, and observe a moment of silence. Instruction will begin immediately following the Morning Show. *Excused tardies will be defined the same as excused absences.

Students who arrive after 8:45 a.m. must be escorted to the atrium by a parent or guardian and sign in. **Students should NOT be dropped off in front of the school!** Also, whenever students are to be "checked-out" by the parent(s)/legal guardian(s) during the school day the parent(s)/legal guardian(s) should come to the atrium and "sign" their child out on the computerized system. Students are never permitted to leave the school campus unless "checked-out" in the atrium by their parent(s)/legal guardian(s) or authorized representative. An authorized representative will need written permission from the parent(s)/legal guardian(s) AND **photo identification**. This is to provide for your child's safety and may cause some inconvenience at times.

Students with any tardies will not receive a Perfect Attendance Certificate at the Nine Weeks Ceremony or for the end of the year.

Early Checkouts: Since instruction continues until the dismissal bell rings, early checkouts are highly discouraged. Excused checkouts are defined in the District Attendance Policy. **To ensure a safe dismissal there will be NO checkouts after 2:00 PM unless there is illness or an emergency.**

AWARDS CEREMONIES

An Awards Ceremony will take place at the conclusion of each nine weeks after report cards are sent home. Students will be recognized for straight A's, A's and B's, Bringing up Grades (BUG), and Perfect Attendance. In order to receive the BUG Award a student must bring up his/her ELA, Math, Science, or Social Studies grade and not go down in any other subject. In order to receive Perfect Attendance your child must be present and on time each day (**no tardies**). Parents and grandparents are invited to attend our ceremonies. Watch for dates and times in monthly newsletters.

BICYCLE RACK

All students who ride bicycles to and from school should always park and lock their bicycles in the space designated for this purpose. Florida law requires that all students wear an appropriate bicycle helmet.

BULLYING

Our school district has a strict anti-bullying policy. We will investigate and address bullying issues immediately. You may call 683-7540 to report suspected bullying incidents anonymously. Our district defines bullying as systematically and repeatedly inflicting physical hurt or psychological distress on one or more students.

BUS TRANSPORTATION

Bus transportation routes, bus stops, driver employment, policies and procedures are developed and implemented by the School Board's Transportation Director. Review and disposition of student conduct or infractions have been assigned to school principals.

Parents should explain to their children that students transported on school buses must always demonstrate good bus conduct. Misconduct interferes with the driver's concentration and endangers the safety of all children. Misconduct is unacceptable and will result in the following dispositions:

**School District of Okaloosa County
Elementary Bus Discipline Matrix**

. PARENTS WILL BE NOTIFIED OF VIOLATIONS BY PHONE OR BY LETTER AND APPROPRIATE DUE PROCESS WILL FOLLOW IN AN ETHICAL, “GOOD FAITH” MANNER. Every attempt will be made to follow the appropriate consequence regarding the chart below. *The Administration reserves the right to determine the punishment based on the seriousness of a particular infraction and the previous discipline record of the student who commits the offense.*

Offense	1st	2nd	3rd or more
Out of seat	Verbal warning and call parent(s)	1 day bus suspension and call home with letter	2 day bus suspension and call home with letter
Defiance / Willful Disobedience	One day bus suspension	Two day bus suspension	Three or more days bus suspension and call home with letter
Disrespectful, Profanity, Inappropriate language	Verbal warning; One day bus suspension	One or two day bus suspension	Two or more day bus suspension and call home with letter
Racial / sexual comments	1 day bus suspension; 4 th / 5 th grade refer to Equity Guide	1 or 2 day bus suspension; 4 th / 5 th grade refer to Equity Guide	2 or 3 day bus suspension; 4 th / 5 th grade refer to Equity Guide
Shoving / Pushing	Verbal warning and call parent	1 day bus suspension and call home with letter	2 day bus suspension and call home with letter
Fighting	2 day bus suspension; STP; parent conference; possible behavior contract	3 day bus suspension; STP; parent conference; behavior contract	5 day bus suspension; STP; parent conference; possible alternative placement
Possession of a weapon	Refer to School Board Policy 4-33	Refer to School Board Policy 4-33	Refer to School Board Policy 4-33
Possession of a controlled substance	Refer to School Board Policy 4-33	Refer to School Board Policy 4-33	Refer to School Board Policy 4-33
Possession of alcohol	Refer to School Board Policy 4-33	Refer to School Board Policy 4-33	Refer to School Board Policy 4-33
Inappropriate behavior	Verbal warning; 1 day bus suspension	1 or 2 day bus suspension; STP; Behavior contract	2 or more day bus suspension and call home with letter ; Behavior contract
Inappropriate use of electronic device	Verbal warning; 1 day bus suspension	1 or 2 day bus suspension and call home with letter	2 or more day bus suspension and call home with letter
Throwing objects	Verbal warning and call parents; 1 day bus suspension	1 or 2 day bus suspension; STP	2 or more day bus suspension and call home with letter
Throwing objects from the bus	1 day bus suspension and call home with letter	2 day bus suspension and call home with letter; STP	3+ day bus suspension and call home with letter; STP
Vandalism	Restitution / Warning	Restitution / 1 day bus suspension	Restitution / 2+ day bus suspension

***Continued bus misconduct may result in an extended suspension from the bus.**

CHANGES IN TRANSPORTATION

Changing transportation plans can be very unsafe and is a major area of concern for parents and school personnel. This practice can have severe consequences. Generally, parents should understand that young children are sometimes easily confused and that this practice is difficult to manage. **Please do not ask your child or the school to manage a change of your transportation plans unless a very unusual and unexpected situation has developed** (see School Board Policy F-7). The safest and easiest procedure is for the parent(s), or authorized other adult (written certification required) to come to the school and escort their child(ren) to the appropriate destination. Another solution is to meet your child(ren) at the bus stop and then proceed to the appropriate destination. Finally, Antioch Elementary School operates a Child Care program until 6:00 p.m. every school day. **It can accommodate special or unusual situations for a nominal fee.**

Sometimes when exceptional situations occur, the school must implement special accommodations. **If this ever happens, parents should follow the “note procedures” below with the knowledge of the above mentioned concerns:**

- 1) Daily, send a written note in the parent’s handwriting to your child’s teacher indicating the specific change necessary for that day.
No transportation changes will be accepted by email.
- 2) The note should clearly indicate the requested change “from” and change “to”.
- 3) The note should be dated and bear the parent’s signature.
- 4) The teacher will sign the note and send the note to the front office for a bus pass to be issued.
- 5) Bus drivers will not allow children on their bus unless the child is a regular rider or the child presents a bus pass issued by the school office.
- 6) **All transportation changes must be made before 2:00 each day.**

Parents should understand that children are always sent home via their regular method unless the parents have implemented the above "note procedures".

Students are not permitted to leave campus unless accompanied by their parent or other authorized adult. In order for your child to check out with someone other than the parent/guardian, the school must receive prior notification stating someone on your contact information form MIS 3174 has permission to check the child out. Whenever a child must be checked-out from school, parents should come to the atrium, sign their child out, and the office staff will release the child to the parents. Parents, or others, should not go to the classroom. Check-outs should occur before 2:00 P.M. unless there is an emergency. **All visitors/parents must be prepared to show identification in order to sign a student out.**

Please have an understanding with your child before he/she leaves home in the morning as to what they are to do in case of rain when school is dismissed. Parents are urged to establish a consistent plan for their child if other normal transportation will be used during inclement weather.

CELEBRATIONS

All parties, celebrations, and other such events are coordinated and managed by the classroom teacher. Please contact the classroom teacher regarding any such planned activities. Parents who do not wish for their child to participate in these activities should notify the teacher early in the year. “Ballooning,” “costuming,” etc. are not permitted. **In order for party invitations to be passed out at school, each child in the class must receive an invitation.** For the safety of students with allergies, there will be **no** sharing of food or passing food out in the lunchroom. There should be no homemade goodies brought to school for celebrations. ALL food items must come sealed in packaging with nutritional information and ingredients. Due to COVID restrictions we will not be sharing cupcakes or any food items the first nine weeks. This policy will be revisited when it is safe to do so.

CELL PHONES/Electronic Devices

In compliance with state statutes (Section 1001.41 and 1006.07) the School Board has passed a policy concerning students’ possession of wireless communication devices. A student may be in possession of wireless communication devices (beepers, cell phones, pagers) while he or she is in attendance at a school function. The device must **not** be visible and must **not** be turned on during school hours. Any violation of these conditions will result in confiscation of the wireless communication device by school officials. The device will be returned to the student’s parents/guardian only. Any student, who chooses to bring a wireless communication device to school, shall do so at his or her own risk. Neither the School Board nor school officials shall be responsible for the loss,

damage or theft of wireless communications devices brought onto school property. Students using or having on or in an operational mode any device that permits recording the voice or image of another person, unless all persons whose voices or images are being recorded are made aware of the recording prior to the actual recording of their voices or images are subject to discipline. Students are prohibited from using any type of recording device in any manner that interferes with or is disruptive of the educational process or invades the privacy of students, employees, volunteers or visitors. Also prohibited, is the transfer of any electronic image, i.e. pictures of friends or Antioch staff taken via their electronic device during school hours or on school buses.

Some bus drivers may give permission to their personal bus students to have electronic devices and in that case those items should be turned off and in the students' backpacks during the school day. If students have an electronic device out of their backpack on school campus it will be confiscated, the parent will be notified, and the parent of the child will be required to collect it from the office.

CHANGE OF ADDRESS, TELEPHONE, OR EMERGENCY CONTACT

Parents and families should always immediately notify the school office whenever there is a change of address, telephone number(s), or a change in emergency contact information. **It is imperative that we have a working telephone number to contact parents, guardians, or emergency contacts!**

CHECKS

Returned checks will be turned over to Safe-Check for collection. They charge substantial fees to clear these checks.

CHILD CARE PROGRAM

We operate a Child Care program during the morning and afternoon. Please telephone the childcare director, 683-7599, for further information.

CONDUCT

The Okaloosa County School Board has defined the expectations for student behavior in the "Code of Conduct". All students will receive a copy of the "Code of Conduct". Parents should review the "Code of Conduct" with their children. The effective schools research clearly indicates that good student conduct is required for student achievement. Teachers will provide parents with information concerning classroom policies and classroom rules. Please review this information with your child. Classroom teachers will have a system to provide details of students' behavior and keep parents informed. (STAR charts, DOJO, agendas)

Parents are urged to cooperate with the school regarding student behavior. We believe that children make progress when there are realistic standards established in cooperation between the home and the school. We also believe that firmness accompanied by kindness is successful with our students. Rude or defiant behavior is unacceptable. Parents are urged to confer with the teachers and principal whenever such conferences are in the best interest of the child and other students.

All Antioch Aviators are expected to display A+ behavior throughout the entire school day including on the bus. Following our four simple rules will ensure A+ Antioch Aviator behavior. Be Kind ~ Be Honest ~ Be Respectful ~ Be Responsible

CONFERENCES

School faculty and staff are available for individual conferences when appropriate. Often, simple notes or telephone messages are sufficient. Parents who wish to meet with their child's teacher should send a note to the teacher indicating their desire for a conference. The teacher will then send a note home or telephone the parent(s) in order to schedule a convenient time for both parties to meet. Teachers can generally meet with parents before school (7:55-8:30 AM) or at their planning time during the day. We will be holding ZOOM and/or phone conferences for the first nine weeks.

CUSTODY

Please make sure that you have provided the office with a copy of all current custody paperwork. The school board recognizes the need for procedures to determine how educational decisions will be made when parents cannot agree among themselves. The school board finds that the best way to resolve such disputes is to look to the parent who has most recently enrolled the child in school for a final decision concerning the child's educational issues unless a parent has been designated by a court as the final decision maker for educational issues. The entire policy (4-44) can be viewed on okaloosaschools.com.

DISMISSAL

Parents, faculty, and staff should be aware that dismissal is a very busy and critical time for all schools due to the brief time in which this event occurs. Office "traffic" and telephone use should be reduced as much as possible so that important communications can be given and received. **Check-outs and "emergency messages" should occur before 2:00 P.M. Dismissal Schedule: Walkers, car riders, and Antioch Daycare students will be dismissed at 3:05 p.m. School bus students will be dismissed as their buses arrive.** If your student walks home, please have a plan for inclement weather, and notify the front office of your plan. Students will never be dismissed to walk if there is lightning in the area.

DISMISSAL AND ARRIVAL RAMPS

The bus ramp is located in the front of the school. No visitors will be allowed to enter the building when buses are present on the bus ramp (from **8:10-8:45 a.m. and 3:00-3:45 p.m.**). Child Care students must be dropped off prior to 8:00 a.m. and picked up after 3:45 p.m. Car riders should use the ramp on the west side of the school. The car traffic must be continuous. **Please do not stop a car or leave a car parked where it will block the movement of others and create a safety hazard. When dropping students off in the AM please do not allow students to exit the car until their temperature has been checked and they are assisted by Antioch personnel.**

Parents of car riders should hang school issued car tags from their rearview mirror and remain in their cars and circle around the driveway. School employees will deliver your child to your vehicle. **Students will not be released to parents who walk up to the car dismissal area.** This distracts the car rider personnel, creates confusion and unsafe conditions.

Our employees strive to have a safe timely dismissal. **We request that parents not arrive earlier than 3:00 P.M. to begin lining up in the car rider line on the west side of the school and pull up to the first pickup spot.**

FIELD TRIPS

Educational field trips will be offered throughout the year, with the exception of the first nine weeks. A permission form must be filled out and signed by the parent for students to attend field trips.

Parents who want to chaperone must have a **Volunteer Affidavit** on file. This form must be filled out on-line. **These forms must be completed on-line two weeks prior to the trip.**

Field trips are a special activity for the students in their class/grade level. Younger siblings are not permitted to attend fieldtrips, therefore, it is requested that they not accompany parents on the field trips. Some parent chaperones will not be permitted to ride the School bus and must provide their own transportation. Bus ratio is 1 adult per 10 students. Teachers will notify parents if they are needed on the bus. There will be no field trips the first nine weeks.

GRADES

Your child's grades will be available to view at all times (except Kindergarten). **Paper copies will not be sent home.** You may access your child's grades on the electronic Gradebook program. Please go to okaloosaschools.com and click on the parent portal link. You will need the student's ID number. Your child's teacher will provide this information to you in their back to school communication. We encourage you to communicate with your child's teacher often for academic and behavior updates. Kindergarten students will receive a paper copy of the mid- nine weeks' checklist. All other information will be available on-line.

HONOR ROLL GUIDELINES FOR FIRST-FIFTH GRADES

The following subjects will be graded A, B, C, D or F and will be included in determining Honor Roll:
Language Arts (To Include Reading, Writing, and Spelling) Math Science Social Studies
PE Music

Behavior will be given a grade of S, N, or U.

GUIDANCE

If you or child is in need of guidance services please contact the school.

HEALTH

A Health Technician is available to dispense medication to students. Proper paperwork and prescribed medication in the original bottle are required. If a student has a cast they will report to the media center for P.E. Parents must bring medications to the clinic. **Under no circumstances should students bring any type of medication to school (including cough drops)!** Please do NOT send your child to school if they are sick. If your child has had a fever or has been vomiting within a **72 hour period** before school, your child should remain at home to rest.

HOMEWORK

Homework is a necessary part of the school program and contributes to overall student progress. Parents should provide some assistance to their child with homework and ensure that the student brings the homework to school.

LUNCH/BREAKFAST

All students are encouraged to eat a healthy lunch. Due to the need to social distance no parents will be allowed to eat breakfast/lunch with their child this year. Glass bottles are discouraged. Student lunches are \$2.70 daily, breakfast is \$1.80 daily. Adult lunches are \$4.00 daily, breakfast is \$2.25 daily. These prices are subject to change. **No charges for breakfast or lunch are permissible.** Each student will be given a cafeteria number. **Students should learn their personal cafeteria numbers ASAP to expedite time in the lunch line.** Lunches/breakfast may be paid in advance by sending in payments to the school in an envelope marked with "lunch money" and your child's name. You can also add money to your child's school lunch accounts via the Internet using www.SchoolPaymentSolutions.com. **Due to the number of students we have at Antioch we are unable to warm items brought from home for lunch.**

PERSONAL PROPERTY

Frequently, unidentified items are found on campus. Parents are urged to write their child's name on items that might be lost so that the items can be returned to the proper owner.

PLEDGE OF ALLEGIANCE

All students will stand each morning and recite the Pledge of Allegiance to the Flag and remain standing for the playing of the National Anthem. If a parent or guardian provides a written request to the principal asking that a student not participate in reciting or standing for the Pledge, then the student will be excused from this activity.

PHYSICAL EDUCATION

Students are expected to actively participate in PE each day. **They should dress appropriately according to seasonal temperatures and should wear tennis shoes.** A doctor's note should be provided if the student cannot participate in P.E. Our coaches refer to the Heat Stress Risk Temperature and Humidity Graph to determine outside activity during hot weather.

PROMOTION AND RETENTION

A student's promotion or retention will be determined according to guidelines detailed in the District's Pupil Progression Plan. Letters highlighting grade level expectations and retention criteria are sent home during the first few weeks of school each year. Parents are requested to sign the bottom portion of the letter and return to school. They are a part of the registration packets for new students, as well. The entire PPP can be viewed on the District Website at www.okaloosaschools.com.

SAFETY & SCHOOL SECURITY

The safety of our students is everyone's responsibility. The school has a video security system to enhance student security and safety. **Parents and visitors must be buzzed in to gain access to the atrium during school hours.** No one other than students, faculty and staff should ever be on campus without prior authorization through the school office. Parents and families should feel comfortable with this policy which requires school personnel to ask for appropriate identification, particularly when a child is to be "checked-out" from school. Please be prepared and notify your authorized representatives that this will occur when they arrive on campus. According to Florida law, the school conducts fire, severe weather, lock-down, and bus evacuation drills.

SCHOOL PICTURES

Antioch sponsors school pictures twice each year. Memories of the year are also captured in a yearbook, which may be purchased at a time determined by the yearbook committee. **Parents, if you do not return the District Student Image Form MIS 1171 or if you indicate on this form you do not want your children's pictures in Multimedia, then your children's pictures will NOT appear in the Yearbook.**

SCHOOL WITHDRAWAL

Withdrawing from school shall be handled through the office. Notice of withdrawal should be sent to the school office at least one day prior to the student's last day of school.

SECTION 504 INFORMATION

Section 504 of the Rehabilitation Act of 1973 provides that a person who has a physical or mental handicap, which substantially limits one or more major life activities, will be treated equally under the law. Parents are requested to provide any information to the school counselor concerning the special needs of their child that could affect learning.

STUDENT DRESS CODE

The following excerpts regarding the student dress code are from School Board Policy:

- A. Appropriate student grooming and dress is primarily the responsibility of the student and parent...a student's personal hygiene, appearance, or dress...should not disrupt or interfere with the educational process or endanger the health/safety of students or others.
- B. The wearing of garments appropriate for school is to be encouraged. All instructors should be alert to give helpful, friendly guidance. Failure of any student to dress sensibly and appropriately should be brought to the attention of administration. Extremes in dress, hairstyle, make-up or jewelry are not in good taste and should be discouraged. The administration of the individual school will determine when these provisions have been violated and will make the initial decision as to conformity to policy and discipline for offenders.

Dress Code - Elementary Grades - K-5:

- 1) Clothing must be neat, clean, and attractive.
- 2) Appropriate footwear is required for sanitary and safety reasons. Students should wear tennis shoes in order to participate in PE.
- 3) No hats or bandanas are to be worn inside the building.
- 4) Garments bearing inappropriate slogans/pictures are not permitted (i.e., alcohol, drugs, etc.)
- 5) Hairstyle must not interfere with vision.
- 6) Tank tops and similar shirts or blouses, when worn without another top, are not permitted for Kindergarten- 5th grades. Clothing must cover the mid-section of the body.
- 7) Short length should be appropriate.

STUDENT WELFARE

The following are prohibited:

- 1) Any type of gun (toy, etc.), shells, knives, sling shots, or any other type of toy
- 2) Electronic Devices, video games, or any other items of significant value (coin collections, Pokemon/Character cards, etc.) unless requested by a teacher and proper arrangements have been made.
- 3) Significant amounts of money
- 4) Student visitors and small children are not permitted to attend classes

- 5) Students should not bring any unusual item to school unless prior approval has been granted by the teacher, bus driver, and/or principal
- 6) Animals (dead or alive) are not permitted
- 7) Any type of fragrance should NOT be brought to school whether it is deodorant, cologne/perfume, lotion or hair spray.

TEXTBOOKS

Textbooks are very costly. We expect each student to take care of the books issued to them. If a student loses or damages a book, the parent or guardian must pay full price for the replacement of the book.

VISITING CLASSROOMS

School Board policy permits the observation of classrooms by interested individuals with a 24 hour notice. Procedures for observation of a teacher's class by an individual other than School Board Members or school administrative/supervisory personnel are defined in the Master Contract. All classroom observations should be scheduled with the classroom teacher and an agreed upon time should be established before the observation begins. (Recommended not to exceed 1 class subject) Due to COVID restrictions there will be no classroom visitation for at least the first nine weeks.

RIGHT OF ACCESS - ANNUAL PUBLIC NOTIFICATION OF STUDENT AND FAMILY RIGHTS

Authorized individuals having legitimate educational interests will have access to your child's educational records. The principal has the responsibility for all educational records. The CUMULATIVE EDUCATION RECORD of each student shall be kept at the current school of attendance and the custodian of such record shall be the Principal or designee of that school. The school principal or designee shall be responsible for the privacy and security of all student or adult student education records maintained in the school. Copies of psychological examinations and evaluations are required by the Principal in the CUMULATIVE EDUCATION RECORD and are also secured by the Superintendent at 120 Lowery Place, S. E., Fort Walton Beach, Florida.

The Principal of each school and the Superintendent shall be responsible to protect and secure from scrutiny all student education records, without written, signed permission of the eligible/adult student or parent, except by school officials, such as, teachers, counselors, assistant principals, principals or county staff personnel who are directly providing for the education of the student, teacher aides, school nurses, and clerical personnel who are designees of the principal or Superintendent.

Annual notification to parents and eligible students shall be in the language of the parent or eligible student unless it is unfeasible to do so. If necessary, an interpreter will be provided by the school. Parent, student, and eligible/adult student right access, right of waiver of access, right to challenge and hearing, and right of privacy shall not be denied. Request to inspect or review records shall be honored within a reasonable time, but in no case more than thirty (30) days after it has been made. This official will periodically review these records for the purpose of correcting or deleting any inaccurate, misleading, or inappropriate information. You may have an appointment to inspect and review your child's records. The appointment may be made in person at 4700 Whitehurst Lane, Crestview, FL, or by telephoning the school at 683-7540 and talking with the guidance counselor.

Upon review of the records, if information contained therein is inaccurate, misleading, or inappropriate, you have the right to request an amendment to that information. If there is agreement, the necessary steps to expunge or correct the information contained in the record will be taken. If agreement is not reached, an informal hearing will be scheduled. The hearing will provide you with the opportunity to present your views and reasons for the challenge. You may bring with you any individual who is knowledgeable of the factual information to support your contention relative to the record. Following the hearing, should there be a failure to reach an agreement, you have the right to appeal the decision to the appropriate school district official.

School Board policy implementing the Family Rights and Privacy Act is set forth in Chapter XVI of the policy of the School Board of Okaloosa County, Florida. A copy of this policy may be obtained from the office of the Deputy Superintendent at 120 Lowery Place, Fort Walton Beach, FL. You may also review School Board policies at the principal's office.

The rights pertaining to inspect, review, and challenge described in the School Board policy are transferred to your child upon the attainment of his/her eighteenth birthday or admission to an institution of post-secondary education.

Personally identifiable information, which is disclosed to an institution, agency, or organization, may be used by its officers, employees, and agents, but only for the purpose of which the disclosure was made. All copies of the

disclosure shall be destroyed when no longer required by the persons to whom the information was appropriately disclosed. A record shall be maintained of all access or disclosure of education records. Reasonable time, but in no case more than fifteen (15) days shall be given the parent, guardian, or eligible student to inform the school or School District in writing what personally identifiable information is not to be designated directory information. Transcript to a post-secondary institution or scholarship granting agency shall be provided for the student without charge.

Directory information which includes name, address, telephone listing, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities and sports, weight and height (if a member of an athletic team), degrees and awards received, name of parents, name of school currently attending, current grade level, photograph of the student, and most recent previous education agency or institution attended may be released unless you make a request in writing to the contrary. This information will be released only in accordance with the guidelines established by School Board policy.

When a student transfers to another school district, you will be asked to hand carry a sealed copy or his/her records. If records are not hand carried, a copy of your student's records will be mailed to the new school upon their request.

The Okaloosa School District actively seeks to locate exceptional students and maintains information on those students screened and identified as exceptional. The term "exceptional student" includes the following: the mentally retarded, the blind and partially sighted, the physically handicapped, the emotionally handicapped, those with specific learning disabilities and the gifted. Information gathered may include the student's social, emotional, physical, psychological, academic and communication behaviors and abilities.

Information is collected through screening programs, check lists, teacher observations, standardized tests and from such individuals as parents, teachers, psychologists, audiologists, social workers, physicians, other professional personnel and the child himself.

Information is used to assist in the development of appropriate educational programs for exceptional students and for reports to state and federal agencies.

Students are screened periodically for vision, hearing, speech and academic achievement as the initial step in the process of identifying those students with suspected exceptionalities. If your child is selected for further testing, you will be notified of the content of the evaluation and the procedural safeguards available to you.

When education records of exceptional students are no longer needed for educational services, but may be needed by the parent or student in the future to certify for Social Security or other benefits, the parent or eligible/adult student shall have the right to take possession of such records. However, the principal or Superintendent shall keep a duplicate copy of Category B records for five (5) years after the graduation date of the student and a duplicate copy of Category A records permanently. If requested by a parent or an eligible/adult student, parts of the records in Category B will be destroyed prior to the five (5) year retention provisions. If you have any further questions, please contact our school Guidance Counselor at 683-7540, Extension 113.

DISCRIMINATION/HARASSMENT

Equity Policy for students/School Board Policy 4-34

It is the policy of the School Board of Okaloosa County to provide programs, services and activities without regard to race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, parenthood, pregnancy, disability, sexual orientation, or social and family background.

EDUCATIONAL FUNDING ACCOUNTABILITY ACT
Section 1010.215, F.S.

SCHOOL DISTRICT OF OKALOOSA COUNTY

2017-2018 SCHOOL FINANCIAL REPORT

ANTIOCH ELEMENTARY (#0751)

REVENUES	School*		Okaloosa County School District		K-12 Education State of Florida	
	\$	%	\$	%	\$	%
Federal	\$ 519,179	7.94%	\$ 29,171,182	10.63%	\$ 3,417,824,301	13.34%
State/Local (excludes Lottery)	5,919,905	90.55%	244,945,901	89.24%	22,171,281,118	86.56%
Lottery	98,912	1.51%	55,614	0.02%	5,024,625	0.02%
Private	-	0.00%	293,354	0.11%	19,871,211	0.08%
Total	\$ 6,537,996	100.00%	\$ 274,466,051	100.00%	\$ 25,614,001,255	100.00%

*School revenues based on costs.

K-12 OPERATING COSTS**	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL AVERAGE	DISTRICT AVERAGE***	STATE AVERAGE***	
Teachers/Teacher Aides (Salaries & Benefits)	\$ 4,423	\$ 4,945	\$ 4,833	\$ 4,217,666
Temporary Personnel (Salaries & Benefits)****				
Other Instructional Personnel*****	398	552	991	379,178
Contracted Instructional Services	286	461	222	272,713
School Administration	471	665	582	449,355
Materials/Supplies/Operating Capital Outlay	112	236	234	107,166
Food Service	356	321	518	339,046
Operation and Maintenance of Plant	619	778	925	590,055
Other School-Level Support Services	192	198	219	182,817
TOTAL SCHOOL COSTS**	\$ 6,857	\$ 8,156	\$ 8,524	\$ 6,537,996

**Capital expenditures for new schools are not included.

***Amounts reported for District and State reflect costs for all levels of students, not costs by school type.

****The costs of temporary personnel such as substitute teachers and tutors included in "Other School-Level Support Services" are \$ 72 \$ 68 (Not Available) \$ 68,521

*****Includes some non-personnel costs, such as teacher training materials.

District Costs: The amounts above represent only school-level costs. No district-level costs have been included.

District costs such as transportation and administration for the School District of Okaloosa County totaled \$9,048,838.27 or \$308 per UFTE.

K-12 ADDITIONAL DETAIL INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL AVERAGE	DISTRICT AVERAGE	STATE AVERAGE	
Teachers/Teachers Aides (Salaries/Benefits):				
Basic Programs	\$ 4,064	\$ 4,450	\$ 4,051	\$ 3,215,978
ESOL	\$ 4,460	\$ 4,708	\$ 4,912	\$ 53,699
Exceptional Programs	\$ 6,312	\$ 7,147	\$ 7,559	\$ 947,989
Vocational Programs	\$ -	\$ 3,765	\$ 4,201	\$ -
Adult Programs	Not FEFP Funded	Not FEFP Funded	Not FEFP Funded	Not FEFP Funded
Materials, Supplies, Operating Capital Outlay:				
Textbooks	\$ 35	\$ 65	Not Available from State Data Base	\$ 33,824
Computer Hardware & Software	\$ 7	\$ 36	Not Available from State Data Base	\$ 6,692
Other Instructional Materials	\$ 62	\$ 97	Not Available from State Data Base	\$ 58,848
Other Materials and Supplies	\$ 8	\$ 40	Not Available from State Data Base	\$ 7,802
Library Media Materials	\$ 3	\$ 3	Not Available from State Data Base	\$ 3,108

Note: This information became available on April 2, 2019, from the Florida Department of Education.

GRADES ONLINE:

Your child's grades may be accessed on our website using the Parent Portal!

To access Antioch's Homepage go to <http://www.okaloosaschools.com>, select "Schools" in the upper tabs. Select "Antioch" under the "Elementary Schools" link. Click on the web site address in blue:

<http://www.okaloosaschools.com/antioch>

This will take you directly to the district Parent Portal. The information available from this viewer is specific only to a given student ID and Pin Code.

Your child's student number is _____.

***Your child's Pin Code is the last 4 digits of this number.**

EMAIL NOTIFICATION IS AVAILABLE:

A feature within the Parent Portal allows parents to keep track of their child's grades by email notification. Simply sign up for the email notification by clicking the "Set up Email" link after you log in to the Parent Portal. A verification email will be sent to you and will contain instructions regarding the set-up process.

GRADES APP FOR IPHONE AND ANDROID USERS:

If you prefer using an App, you can access grades through the [iOCSD App](#) that is available for either iPhone or Android. In addition to showing student grades, the App gives you the ability to link directly to school calendars, receive notices of upcoming events at your student's school and access school contact information. When you use the App, you will be prompted to enter your student's ID Number and PIN only once. Parents are able to store multiple schools and students. The [iOCSD App](#) is a great way to stay connected.

Student Handbook 2020-2021

Acknowledgement and Understanding of Student Handbook 2020-2021

The Antioch Elementary School Student Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, etc. Please read the Handbook and then sign below to acknowledge your receipt and understanding of the information it contains and return this portion to the school. Students are to return this signed portion to their homeroom teacher no later than September 4, 2020, or within one week of enrollment of AES.

Parent Name (Printed)

Student Name (Printed)

*

Parent Signature

Date

*

Student Signature

Date

***Signatures represent receipt of the student handbook and parent/student awareness of school policies and procedures for School Year 2020-2021.**