

BAKER SCHOOL ELEMENTARY STUDENT HANDBOOK

2015-2016



1369 14th Street
Baker, Florida
32531

Main Office:	689-7279	Attendance Office:	689-7279
Guidance Office:	689-7226	Cafeteria:	689-7404
Nurse:	689-7225	Fax:	689-7416

Baker School Website
www.okaloosaschools.com/baker

*RECEIPT OF THE STUDENT HANDBOOK INDICATES KNOWLEDGE OF
BAKER SCHOOL RULES AND REGULATIONS*

**Okaloosa County School District
Vision, Mission, Core Values Statements**

Vision Statement:

We inspire a lifelong passion for learning.

Mission Statement:

We prepare all students to achieve excellence by providing the highest quality education to empower each to become lifelong learners who positively impact their families, communities, and the world.

Core Values:

- **Accountability:** We accept responsibility for ensuring student learning, for pursuit of excellence, and for holding high standards for all.
- **Citizenship:** We prepare all students to exercise the duties, rights, and privileges of being a citizen in a local community and global society.
- **Excellence:** We pursue the highest academic, extracurricular, and personal/professional standards through continuous reflection and improvement.
- **Integrity:** We embrace a culture in which individuals adhere to high moral standards and act honorably.
- **Personal Growth:** We promote the acquisition of knowledge, skills, and experience to develop individuals with the aspiration and perseverance to be lifelong learners.
- **Respect:** We show regard and consideration for all through a culture of dignity, diversity, and empathy.



ARRIVAL AND DISMISSAL

Student hours: 8:00 AM-2:30 PM

Morning buses unload at 7:30 AM. Students privately transported should be dropped off and picked up from the car ramp between 7:30-7:50 AM and 2:30-2:40 PM. Students arriving at school prior to 7:30 AM will report to the lunchroom.

Please make sure that your child knows before leaving home where he/she is to go in the afternoon after school. Please follow the procedures for release of students if there are changes in the afternoon transportation. **All changes should be made prior to 1:30 PM.** by contacting the front office at 689-7279.

Students are not to be on campus on weekdays before 7:00 AM., after 3:00 PM, or on weekends at any time unless directly involved in a supervised school activity. Baker School assumes no supervisory responsibility of students at any other time. All students participating in activities outside the school hours need to arrive no earlier than (15) minutes before an activity and be picked up no later than (15) minutes after an activity is dismissed. The duty of supervision shall not extend to anyone other than students attending school and students authorized to participate in school-sponsored activities. (House Bill 175, 1996 Legislature)



ATTENDANCE

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. Therefore, with the goal of promoting student success, Okaloosa County Public Schools have adopted a uniform attendance policy. It is our intent to encourage

honest, accurate, and consistent adherence to this policy by all students, parents, teachers, and administrators.

To fully benefit from the instructional program, students are expected to attend school regularly, be on time for classes, and satisfy all course requirements. Poor attendance or excessive tardiness and/or frequent early checkouts may result in low or failing grades. Cases of extreme absenteeism will be referred to local and state authorities.



REPORTING AN ABSENCE

When a student accumulates a total of nine (9) excused or unexcused absences within a 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. For purposes of make-up work only, a partial day's absence may be calculated in the limit of 9 days per semester.

- a. After the fifth (5th), but before the eighth (8th), absence (excused or unexcused) per semester, the parents or legal guardian will be notified of the absences in writing.
- b. After the ninth (9th) absence (excused or unexcused) per semester, a letter will be sent to the parents or legal guardian notifying them of the necessity for a doctor's excuse or an excuse from an official agency in order for make-up work to be provided. In addition, this letter will notify parents of the consequences of any additional absences.
- c. Prior to the fifteenth (15th) absence, the principal may review any absence caused by insurmountable or extraordinary situation or event that this student may make up all work.
- d. After the fifteenth (15th) absence per semester, no make-up work will be allowed. A parent/teacher conference should be scheduled before the student returns to school.
- e. After the fifteenth (15th) absence per semester, the student's parent or legal guardian can appeal to the school's attendance review committee for permission to make up missed work. If an appeal is approved, the student will be granted excused absences for the time period in question.

- f. A doctor's excuse will enable an absence in excess of 15 days to be entered as an excused absence in the AS400 system.
- g. 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 verification for the absence within five (5) school days. Unexcused absences will not be allowed to make up work.



ABSENCES DEFINED

Excused absences are absences resulting from:

- a. Death in the family or any other bona fide family emergency, illness, or injury requiring medical or dental attention (physician's statement required).
- b. Appointment for medical, dental care, or with official agencies (physician's statement or statement from an official agency required).
- c. Illness or injury not requiring medical attention will require a parent note explaining absence.
- d. Religious holidays: Students are permitted to be absent in observation 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. Religious holidays considered excused absences include Good Friday, Yom Kipper, Passover, Rosh Hashanah, and Hanukkah. In addition to these recognized holidays, parents may request in writing five days prior to the absence for their child to be excused for other religious holidays.
- e. Medical and legal documentation of permanent and total disability, as defined by the U.S. Social Security Act, are excused from school and eligible to be made up; the documentation must be on file at the school of record.

Unexcused absences are absences resulting from:

- a. Unverified absence (absences other than those defined above)
- b. Truancy
- c. Suspension
- d. Expulsion
- e. Excessive Absences

Tardiness:

The parent will be notified when a student has reached five (5) unexcused early checkouts and/or late arrivals within a semester. When the number of early checkouts and/or late arrivals reach seven (7) within a semester, the parent will be required (at the principal's discretion) to have a conference with the principal or the principal's designee.

Make Up Work:

Students are expected to make up work missed upon returning to school. Parents may request homework assignments for students who will have an extended absence. Parents may pick up assignments in the guidance office. Please allow 24 hours for teachers to respond to requests for homework. The student is responsible for making all arrangements to make up work with his/her teacher. If a test was reviewed prior to the student's absence, the student will be required to take the test on the assigned date. Students are allowed up to 5 days to make up work after an excused absence. Unexcused absences will not be allowed to make-up work.

CHECK IN/CHECK OUT

Students reporting to school after 8:00 a.m. should come by the front office with their parent/legal guardian to sign in.



IT IS NECESSARY FOR THE PARENTS/GUARDIANS TO SIGN STUDENTS OUT IN THE FRONT OFFICE BEFORE LEAVING CAMPUS DURING SCHOOL HOURS. The office will call your child from class. For the safety and protection of your child, we require photo identification for student checkout. Students who check out must leave campus. (If someone is denied legal access to your child, appropriate, current court documents must be on file at the school.)

SCHOOL BOARD POLICY F-7 CONCERNING RELEASE OF PUPILS DURING SCHOOL HOURS: STUDENTS WILL NOT BE RELEASED TO ANYONE EXCEPT PARENTS OR THEIR AUTHORIZED REPRESENTATIVES (CURRENT VERIFICATION REQUIRED) DURING SCHOOL HOURS. A "Student Information Sheet" will be sent home the first week of school for parents to list emergency/checkout contact information. Emergency/**checkout contacts that are listed on the student information sheet will be allowed to check students out without notifying parents.** Please keep the "Student Information Sheet" up to date.

For checkout by someone other than the parent:

1. The parent must notify the office in writing including the specific dates if someone other than the parent will pick up the student. Please include a parent phone contact number for verification purposes.
2. If an emergency/checkout contact listed on the student information sheet is checking out a student they are required to show photo identification for student checkout.



BUS TRANSPORTATION

Students who ride buses are required to maintain orderly behavior at all times. REMEMBER: The bus driver has a great responsibility in getting students to and from school safely. When students are dismissed in the afternoon, they are to walk to their bus. They are under the direct supervision of those teachers on bus duty and there is to be absolutely no "horseplay" (chasing, running, pushing, wrestling, etc.) while boarding buses. Students are to board the bus in an orderly single file. Students are to report directly to their bus when loading in the afternoons.

Any student who is issued a bus pass should be aware that if it is determined there is insufficient seating available on the bus the student will not be allowed to ride the bus. In this case, the student will go to the front office and contact his/her parent to provide transportation.

DO NOT LOSE YOUR RIDING PRIVILEGE.

FOLLOW THESE RULES:

- a. Stand off the roadway while waiting on the bus.
- b. Be on time, the bus will not wait for those who are tardy.
- c. Board and leave the bus at the regular stop location (unless by written permission of parent and principal).
- d. Walk ten (10) feet in front of the bus. Wait for the driver's signal before crossing the road.
- e. Obey the driver. The driver is in full charge of the bus and the students.
- f. Up to three (3) students will be assigned to a seat from window to the aisle: The bus driver will assign seats.
- g. Sit in your seat at all times when the bus is moving.
- h. Keep arms and head inside the windows. No object shall be thrown from the windows or at the bus.
- i. Do not fight, push, trip, etc. while boarding, riding, or leaving the bus.
- j. Do not use any abusive, inappropriate, or profane language.
- k. No eating, drinking or use of tobacco on the bus.
- l. While cell phones are allowed at school, their use and display is prohibited during school operational hours including while being transported to and from school on the bus unless directly authorized by a school administrator.
- m. No animals (alive or dead), glass or glass containers, sharp objects, ball bats, cutting instruments, batons, large band instruments, drumsticks, or balloons will be allowed on the bus.

IF YOUR CHILD IS GIVEN PERMISSION TO RIDE HOME WITH ANOTHER STUDENT OR ON A DIFFERENT BUS, A NOTE SIGNED BY THE PARENT OR GUARDIAN MUST BE SENT TO THE OFFICE FOR APPROVAL, AND THE CHILD WILL RECEIVE A TRANSPORTATION PASS FOR

ADMISSION TO THE BUS. In order for your child to be given permission to go home with another student on the bus please send a note to the front office in the morning before school. The note will be confirmed with a phone call from the front office. Please include a phone number on the note. **If transportation arrangements change during the day please call the front office no later than 1:30 PM to make new transportation arrangements.**



CHANGE OF ADDRESS OR PHONE NUMBER

Parents should notify the school guidance office when there is a change of address, or a change of telephone number. If you do not have a home phone number, please provide the school with current emergency numbers where someone can be reached during school hours. PLEASE KEEP THE "STUDENT INFORMATION" UP TO DATE.



CONFERENCES

Parents, teachers, and students can benefit from parent/teacher conferences. The school believes in keeping parents informed and suggests the following:

- a. Parents or teachers may ask for a conference when either has a concern. Please call your classroom teacher or the guidance office at 689-7226 for assistance in scheduling a conference.
- b. Since teachers should use the time while children are in school for teaching, no conferences will be held in the classrooms during student's instructional time.
- c. The principal's office is always open to parents who feel the need to discuss a school situation.
- d. In accordance with Okaloosa County School Board policy, all visitors are required to report and sign in at the attendance desk located in the front office before proceeding to any point in the school.
- e. Conferences and/or classroom visits should be arranged at least one day (24 hours) in advance.

DISCIPLINE

- a. Discipline is primarily handled by the individual teacher. Teachers will follow their classroom discipline plan.
- b. The teacher will notify parents if their child is persistent in being disobedient. If the student fails to cooperate with the teacher and his/her parents, the student will be referred to the office and the school disciplinary plan will be followed.
- c. Students should be made aware that they should follow the directions of any school staff member including teachers, aides, bus drivers, etc.
- d. Students should be advised that a record is kept of all disciplinary actions taken by the administration. Any serious breach of discipline, whether through one or several actions by the student shall result in immediate notification of the student's parents or guardians. Excessive violations of disciplinary policies may result in suspension, alternative placement, or recommendation for expulsion, as the case requires.
- e. Any student who is under suspension, placed in alternative placement due to discipline, or expulsion from the Okaloosa County School System shall not be allowed to attend or participate in any school activity or function, nor be allowed on the school property during the duration of the suspension or expulsion.
- f. Parents will be held responsible for any damage to school property caused by their child. Parents will be notified immediately of any damage caused by their child.
- g. When any step in the disciplinary plan has proven ineffective, the administration reserves the right to proceed to the next step or suspend the student from school. A student will receive "zeros" or no credit in academic subjects during periods of out of school suspension.

- h. Infractions occurring immediately prior to dismissal in June will receive disciplinary action during the fall school session.



DRESS CODE

Okaloosa County School Board policy states that the wearing of clothing appropriate for school is to be encouraged.

Grades K-5:

- a. Clothing must be neat and clean. Appropriate clothing and footwear must be worn at all times. Clothing must be worn as designed.
- b. Footwear is required for sanitary and safety reasons. Shoes or sandals must be worn at all times. Rubber or plastic beach flip flops, shower shoes, and bedroom slippers are not to be worn. Students are required to wear the appropriate footwear to P.E. Tennis shoes are highly recommended. Students that do not wear the appropriate footwear will not be allowed to participate in P.E.
- c. No bandanas or headresses are to be worn or brought to school. No hats to be worn in the school building. If possession of a hat in class is deemed to be a disruption the teacher has the authority to prohibit hats in their classroom.
- d. Clothing bearing inappropriate slogans or pictures is not permitted (i.e. alcohol, drugs, racial remarks, or sexual connotations).

Grades 4 and 5:

- e. Hair should be neat and clean and the style must not interfere with student's vision.
- f. No tank tops or sheer blouses. Shirts or blouses must be two (2) inches across the shoulder with no undergarments showing. The midriff cannot be exposed. When arms are held straight out to the side, no midriff can be exposed.
- g. Minimum length of clothing should be approximately five (5) inches above the top of the kneecap. This includes shorts, skirts, and skorts. Shirts cannot be longer than the shorts, skirt, or skort.
- h. Pants will be worn at the waistline. Sagging is not allowed.

For the safety and protection of our students, body-piercing jewelry, with the exception of pierced earrings, will not be allowed at school or at any school activity. Any student who fails to comply with the dress code or wears clothing inappropriate for school will be required to correct the problem. Continual violation of the dress code policy will be treated as disobedience.



FIELD TRIPS

Student leave/parental permission forms will be issued by the teacher for all trips taken off campus. Notarization of parental permission is required for out of county trips only. The children going on the field trip MUST be in the grade/class for which the trip is being made.

All students are required to ride the transportation provided by the Okaloosa County School Board to the destination of any extracurricular event/field trip off the school campus. ONLY the parent or legal guardian may check out their child from the classroom teacher and transport him/her from the field trip unless advance arrangements due to extenuating circumstances have been approved by the principal.

Good behavior is important on field trips just as in the classroom to insure a successful and safe learning experience for our children. Students who frequently display disruptive behavior at school may be denied the opportunity to attend the field trip. Arrangements will be made for the supervision of students denied participation in field trips.



FUND RAISING ACTIVITIES

Elementary children are prohibited from selling fund raising items door-to-door. Any student on the debt list will not be allowed to take unpaid fund-raising merchandise from the school. No fundraisers other than those school sponsored will be allowed on campus.

GRADING POLICY

A = 90-100	Outstanding Progress
B = 80-89	Above Average Progress
C = 70-79	Average Progress
D = 60-69	Lowest Acceptable Progress
F = 0-59	Failure
I =	Incomplete

HONOR ROLL Guidelines:

A Honor Roll – all As

A/B Honor Roll - any combination of As and Bs.

Perfect Attendance- Present every day with no more than 4 check in or checkouts over 25 minutes.

Music, P.E., and conduct grades will not be included in determining the elementary honor roll.

GUIDANCE SERVICES

Parents are encouraged to contact the guidance office at 689-7226 for assistance with individual problems and for interpretation of test data.

IMMUNIZATIONS

Children will not be enrolled unless a Florida Department of Health Form 680 is presented and the following immunizations are up to date:

- Diphtheria-Tetanus-Pertussis Series (DTap/DTP)
- Hepatitis B Series
- Measles-Mumps-Rubella (two doses of Measles vaccine, preferably as MMR)
- Polio Series (IPV/OPV)
- Varicella (Chickenpox) or History of Disease for Pre-K through 6th grade
- Haemophilus influenza type b (Hib) for Preschool
- Tetanus-Diphtheria (Td/Tdap) Booster for 7th grade

While not required, the *meningococcal vaccine* is recommended for all 11-18 year olds and certain high risk children between ages 2 and 10. The vaccine protects against 4 of the 5 most common strains of bacterial meningitis.

Students initially entering Florida public and private schools are required to have a school entry health examination.

Ocala County Health Department: (FWB) 833-9240 (Crestview) 689-7808

INAPPROPRIATE USE OF CELL PHONES, CAMERAS OR OTHER ELECTRONIC DEVICES

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. If they violate this prohibition, then they are subject to discipline under this provision and /or any other provision in the Student Code of Conduct that may be applicable to the circumstances involved.

Students are prohibited from taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or phonographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs in any manner that interferes with or is disruptive of the educational process or invades the privacy of students, employees, volunteers or visitors. If they violate this prohibition, then they are subject to discipline under this provision and /or any other provision in the Student Code of Conduct that may be applicable to the circumstances involved.

INSURANCE

An application for school insurance will be provided to all children.

LUNCH/BREAKFAST PROGRAM

STUDENT BREAKFAST PRICES

Regular \$1.80
Reduced \$0.30
Extra milk \$0.65

STUDENT LUNCH PRICES

Regular \$2.55
Reduced \$0.40

ADULT PRICES

Breakfast \$2.25
Lunch \$3.75

However, these prices are subject to change.

Breakfast is served each morning from 7:30-8:00. Free and reduced lunch applications will be available through the guidance office or completed online. Please fill out the application and return it to the front office. We strongly encourage parents to complete the form whether or not they intend to use the service since much of our Title I funding is based on the number of students eligible for free/reduced meals. Having your qualification status might also ensure that a lunch is always available for your child. If you have any questions in reference to lunch applications, call 689-7279 or 689-7404.

Checks made out to BAKER SCHOOL LUNCHROOM can only be applied to a students' lunch account. **DO NOT INCLUDE ADDITIONAL MONEY FOR SNACKS, FIELD TRIPS, OR BOOKS AS CHANGE CANNOT BE GIVEN.**

It would be best if you pay for your child's meals by check. There will be someone in the lunchroom each morning to take up money for the week. Lunch money should be brought to the lunchroom as soon as students arrive at school. You can also pay for your child's meals on the internet at schoolpaymentsolutions.com

Money will be accepted in advance. Students are encouraged to pay in advance. No charges will be allowed. However, no child will be made to go without lunch.

Students are asked to leave tables clean and conduct themselves in an orderly manner. All disposable items are to be discarded in trash receptacles. Students are not allowed to break into lunch lines or save places. All students are to report directly to the cafeteria and remain until the end of lunch. Food may not be removed from the cafeteria. Food/drinks are not to be consumed in any building other than the cafeteria. Students are not to bring book bags, sport bags, or any other items more than a single book to lunch.



LEAVING SCHOOL GROUNDS

- a. Once a student arrives in the morning, he/she is not permitted to leave school grounds without permission from the administration.
- b. Any student who leaves the school grounds without permission will be

- considered truant and will be reported to the office for disciplinary action.
- c. Students who are ill will not be allowed to check out without parent/guardian notification. Students will be checked out directly from the nurse's office which is now located in a portable behind the lunchroom. Students must be picked up and are not allowed to walk home during the school day.
 - d. All Baker School buildings are off limits after school except while students are participating in extracurricular activities supervised by teachers or parents.



MEDIA CENTER

The media center resources and services are available to students and teachers throughout each school day with opportunity for independent or small group study and inquiry. Students are responsible for books and materials checked out. Payment is required for lost and damaged items. Internet use will be restricted to students with signed parental permission forms.

MEDICATIONS

An "Administration of Medication Release" form must be completed in order for your child to take medication at school. School Board policy requires that medications must be in the ORIGINAL container labeled with the student's name. Students cannot have possession of any medication (cough drops, eye drops, etc. are medications) at school or on the bus. Parents are required to bring medications to the clinic as well as pick up medications from the clinic. A record shall be kept on each student who received medication during school hours including the time each dose of medication was administered. These records shall be made available daily to the principal and the county health nurse.

PERSONAL PROPERTY

Parents are urged to mark articles with the student's name so they may be returned if misplaced. All lost and found items should be placed in the lost and found barrel located in the clinic. At the end of each month, all remaining articles will be donated to a charitable organization.

PHYSICAL EDUCATION

Students are required to participate in the physical education program according to their ability. Students who are temporarily not physically able to participate in the program must bring a note from the parent. Students unable to participate for 3 or more days must bring an excuse from their physician. Those not participating will sit outside or be assigned to another classroom during P.E. Students who are permanently unable to participate will need a statement from a physician.

Students are required to wear appropriate footwear to P.E. Tennis shoes are highly recommended. Flip flops, heels, or other strapless shoes are not allowed at P.E. Students who do not wear the appropriate footwear will not be allowed to participate. It is suggested that jewelry not be worn out to PE due to safety concerns.

Each student will start each nine weeks with 100 points. 3 points will be deducted each day for nonparticipation.

PE Rules

- Walk to your symbol
- Stay on your symbol until further instructed.
- Keep your hands and feet to yourself.
- Be respectful of others
- When the whistle blows, line up.

Discipline Plan

1st offense- warning

2nd offense- time out

3rd offense- office referral or contact parent

(The severity of the offense will determine the action taken. Serious or repeated offenses will be referred to the office.)

PROHIBITED ITEMS

Students should bring only those items to school that are required for class activities. Students who possess prohibited items will be disciplined accordingly. Prohibited items include: This list is not all-inclusive.

1. CD / MP3 / IPODS etc.
2. Toys (yo-yo, etc.)
3. Skateboards, Skates, Scooters, Heel Skates
4. Gum/Candy
5. Trading/Playing Cards
6. Fireworks/Similar items
7. Lasers
8. Water Guns, Water Balloons
9. Electronic Communication Devices*
10. Pocket Knives, Toy Guns, Air Guns, Sling-shots, Electric/Vapor Cigarettes
11. No (alive or dead) animals
12. Electronic Devices, including cameras

(any photography must be pre-authorized by administration)

*While cell phones are allowed at school, their use and display is prohibited during school operational hours including while being transported to and from school on the bus unless directly authorized by a school administrator.

** Confiscated items may require parental pickup

PROHIBITION OF BULLYING AND HARASSMENT

The Okaloosa County School District is committed to encouraging and assisting each student in developing his/her individual talents. In order to accomplish these purposes, it is necessary that the school climate be free of disruptions that interfere with teaching and learning activities. All students and employees are entitled to a safe, secure, and equitable environment free from harassment and bullying of any kind.

Bullying means systemically and chronically inflicting physical hurt or psychological

distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to: unwanted teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, and or sexual, religious, or racial harassment

Bullying or harassment will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable State and Federal laws and the Board's collective bargaining agreements. Conduct that constitutes bullying or harassment, as defined herein, is prohibited.

To achieve this goal, it is essential that a curriculum be in place at each school to provide a foundation of prevention to build a culture of health, wellness, respect, safety and excellence.

The standards of this policy constitute a specific, focused, coordinated, integrated, culturally sensitive system of supports for all students, staff, families, and community agencies that will improve relations within each school. It is designed to ensure that every school has staff that have been trained and are supported in their school's efforts to provide awareness, intervention training, and/or instructional strategies on prevention, including violence prevention, to each staff, parent, and student in the district and to direct follow up when incidents are reported and/or occur.

Incidences of bullying should be reported to school officials or the bullying hotline at 833-5861.

PROMOTION AND ASSESSMENT REQUIREMENTS

The Pupil Progression Plan (PPP) specifies the requirements for promotion to the next grade level. The Florida State Standards are benchmarks for what students should know and be able to do in each subject at each grade level. They are required as the curriculum in every public school in the state.

Students receive report cards every 9 weeks. Subject area grades are based on academic achievement on the Florida State Standards.

The FSA (Florida State Assessment) is given to students in grades 3rd -11th and includes a test of reading and mathematics. A separate writing test is given in grades 4th -11th and a science test is given in grades 5th and 8th. Results from the FSA are generally not available until the final days of school each year or in the summer. For more information about the FSA visit www.fldoe.org.

REPORT CARD/PROGRESS REPORTS



Baker School has four terms of nine weeks each. Progress reports will be sent home in the middle of each nine-week period. The progress reports will be sent home on the following dates for the 2015-2016 school year:

September 18, 2015

November 20, 2015

February 19, 2016

April 29, 2016

If a question arises in reference to the report card or progress report, you may schedule an appointment with your child's teacher.

SCHOOL ADVISORY COUNCILS (SAC) AND VOLUNTEERING

Parents are encouraged to participate in the School Advisory Council by attending meetings and serving as a representative or committee member. SAC groups are instrumental in the decision making process regarding each school's academic program, budget, and School Performance Plan.

Schools welcome parent volunteers and field trip chaperones. Please notify your child's school if you wish to volunteer and complete the required Volunteer Affidavit each year.



SECTION 504

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child participate in all school activities without discrimination solely on the basis of disability;
2. Have your child educated in facilities and receive services that are comparable to those provided to non-disabled students;
3. Have your child receive a free appropriate public education (FAPE), which consists of regular or special education and related services designed to meet the educational needs of your child. If it is determined that your child is eligible for special education, those services will be provided under the Individuals with Disabilities Education Act (IDEA) through an Individualized Education Plan (IEP);
4. With respect to the provision of special education or related services, you are entitled to:
5. Notice with respect to the identification/eligibility or educational placement to your child;
 - a. Access to all records relevant to decisions concerning identification/eligibility, evaluation or education placement of your child;
 - b. The right to challenge any decision made concerning the identification/eligibility, evaluation or educational placement of your child by requesting mediation or an

impartial hearing or, in the alternative, filing an informal grievance with the School System's Section 504 Coordinator;

- c. The right to attend any hearing requested;
- d. The right to be represented by counsel if a hearing is requested; and
- e. The right to have any decision made at a hearing reviewed.

Any request for a hearing should be made to the School System's Section 504 Coordinator for a determination as to whether it is an appropriate request or whether it is merely a claim alleging discrimination on the basis of disability.

6. With respect to complaints of discrimination on the basis of disability that do not relate to the provision of FAPE and or identification/eligibility, evaluation or educational placement of your child, you have the right to file a local grievance with the school system in accordance with its grievance policy and procedures.
7. With respect to complaints of discrimination based upon a record of a disability or that school personnel have taken adverse action against your child because they regard your child disabled, you have the right to file a local grievance with the school system in accordance with its grievance procedures.

SERVICES THAT MAY BE AVAILABLE FOR OKALOOSA STUDENTS AND FAMILIES

- Mentoring- Mentors are critical in motivating students. Mentors are matched with students at all academic levels and many mentors are needed. Mentoring takes place on the school campus one day a week for about 30 minutes at a time that is convenient for both the student and the mentor. Contact the Office of Community Affairs at 833-7614.
- After-school programs-Many schools offer after-care programs in their facilities that may also include tutoring and organized homework sessions. Contact your school for more information.
- Academic Advisement-school guidance counselors work closely with teachers, administrators and parents. Services are provided in four content areas: academic achievement, career development, personal/social development, and community involvement. Parents are encouraged to contact their child's counselor for additional information specific to the school.
- Progress Monitoring Plans (PMP)-If a student is not proficient in grade level curriculum and requires academic support, a plan of remediation will be developed in collaboration with the parent. The PMP will remain in place until the student consistently demonstrates grade level performance.



STUDENT SAFETY AND WELFARE

- a. According to school board policy, candy sales, access to vending machines, and concessions during the school day will not be permitted for elementary students.
- b. Students are not permitted to bring any commercial or personal items to school for sale or resale to other students. Students are not permitted to sale any items to any other students, even if part of a school fundraiser, during school hours.
- c. Students are not to bring animals (dead or alive) to school.
- d. Glass containers are not to be brought to school.
- e. Playing cards, toys, dice, radios, trading cards, pornographic materials, ammunition, firecrackers, knives, slingshots, water guns, and CD players/IPODs are not permitted at school. **While cell phones are allowed at school, their use and display is prohibited during the school operational hours including while being transported to and from school on a bus unless directly authorized by a school administrator.** This list is not all inclusive; as a general rule, do not allow your children to bring items to school that are not part of regular classroom activities. Materials will be confiscated and turned in to the office. Confiscated items may require parental pickup. Students who possess prohibited items will be disciplined accordingly.
- f. Bring only money needed. The school is not responsible for lost or stolen money or other items of value.
- g. Students wishing to post non-school materials shall provide a copy of the material to the principal for review and approval.

- h. Skateboards/roller skates/rollerblades or shoes with built in skates are not allowed on school grounds at any time (including after school hours).
- i. Any student who misses the bus should be transported to school by one of his parents or by another adult approved by the parents.
- j. The possession of or use of firecrackers or any kind of explosive or dangerous materials on or near the school grounds may lead to severe suspension penalties, possible expulsion from school for the year and reported to law enforcement.
- k. Florida law forbids the possession of any weapon on or near school property. Any student who violates this law will face severe disciplinary action and be reported to the School Resource Officer. State law now provides that knives, box cutters, and razor blades may be included among the list of weapons forbidden from school property. Students will not have any need for these items at school.

TELEPHONE

The telephone in the front office is a business phone; therefore, it is necessary to restrict its usage. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school). Children will be permitted to use the phone for emergencies. All classroom phones are off limits to students.

TEXTBOOKS

Textbooks are provided free on a loan basis. Students are responsible for returning the books in good condition. Any textbook that is damaged or lost must be paid for by the student to whom the book was assigned. Textbooks will not be issued for take home use to students who have not cleared debts from the preceding years but a textbook may be checked out on the nightly basis.

TRANSPORTATION NOTES

Parents are asked to send notes regarding change of transportation to the front office each morning. The note should have the child's first and last name, teacher's name, and destination. If transportation arrangements change during the day please call the front office no later than 1:30 PM to make new transportation arrangements.

VISITORS

All visitors are required to report to the attendance desk located in the front office immediately upon arrival on campus. Parents are welcome and are encouraged to visit the school. Classroom visits require prior arrangements. Visitors must sign in/out in the front office and wear identification provided by the school. Student visitors, infants and small children are not permitted to attend school with a student.

WITHDRAWALS

Withdrawal of students shall be made through the guidance office. Parents are encouraged to contact the guidance office at 689-7226 one day in advance of withdrawal.

WALKING STUDENTS

Students who walk to school should come straight to school. Remain on sidewalks whenever available and cross streets only at designated crosswalks. Remember the safety rules: Walk with a friend and never accept a ride with a stranger. When school dismisses, elementary students who walk home are to meet in the lunchroom. They will be dismissed after the buses have departed.



ZONING WAIVERS

Any student residing outside of the Baker School attendance zones (Crestview, Santa Rosa, Alabama, etc.) must complete a zoning waiver request form each year. Additionally any student residing in the Baker zone but with someone other than their parents or legal guardian must have a school board power of attorney form on file. Both forms are available in our guidance office. Students who move to an out of zone address during the school year are also required to submit a zoning waiver at that time. **Zoning waivers will be granted based on class size, attendance, discipline, and academics.**

BAKER SCHOOL DISCIPLINARY ACTION CHART

THIS DISCIPLINARY ACTION CHART COMPILED BY THE BAKER SCHOOL ADMINISTRATION, STAFF AND SCHOOL ADVISORY COUNCIL SIGNIFIES THE MOST COMMON INFRATIIONS COMMITTED BY BAKER SCHOOL STUDENTS. NOTICE REPEAT OFFENSES ARE ACCOMPANIED BY A PROGRESSION OF MORE SERIOUS DISCIPLINARY REPOSE THAN THE ORIGINAL VIOLATION. EVERY ATTEMPT WILL BE MADE TO FOLLOW THE DICTATES OF THIS CHART. THE ADMINISTRATION, HOWEVER RESERVES THE RIGHT TO DETERMINE THE PUNISHMENT BASED ON THE SERIOUSNESS OF A PARTICULAR INFRACTION AND ANY PREVIOUS DISCIPLINE OF THE STUDENT. (THIS IS NOT AN ALL-INCLUSIVE LIST). SCHOOL BOARD POLICY STATES SUSPENSION WILL RESULT IN ZEROS FOR ALL ASSIGNMENTS GIVEN DURING SUSPENSION. ANY STUDENT WHO IS UNDER SUSPENSION, STP (STUDENT TRAINING PROGRAM), OR EXPULSION FROM THE OKALOOSA COUNTY SCHOOL DISTRICT SHALL NOT BE ALLOWED TO ATTEND OR PARTICIPATE IN ANY SCHOOL ACTIVITY OR FUNCTION NOR BE ALLOWED ON SCHOOL PROPERTY DURING THE DURATION OF THE SUSPENSION, STP, OR EXPULSION.

<u>VIOLATION</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>
1. ALCOHOL: POSSESSION OR USE	10 DAYS SUSPENSION; SCHOOL BOARD REVIEW		
2. ARREST/CONVICTION OF A FELONY	POSSIBLE SUSPENSION; RECOMMENDATION FOR EXPULSION		
3. ASSAULT ON A SCHOOL OFFICIAL	10 DAY SUSPENSION; RECOMMENDATION FOR EXPULSION, POSSIBLE ARREST		
4. BOMB THREAT/FIRE ALARM	10 DAY SUSPENSION; RECOMMENDATION FOR EXPULSION, ARREST		
5. BUS: DISRUPTIVE BEHAVIOR	WARNING: DETENTION: SUSPEND BUS PRIVILEGES: 1-3-5 DAY SUSPENSION: STP: SATURDAY SCHOOL	SUSPEND BUS PRIVILEGES: DETENTION: 3-5 DAYS SUSPENSION: STP: SATURDAY SCHOOL	SUSPEND BUS PRIVILEGES PERMANENTLY: 5-10 DAYS SUSPENSION: STP: SATURDAY SCHOOL
6. CHEATING/PLAGIARISM	REFERRAL TO OFFICE: PARENT CONTACT: POSSIBLE ZERO ON ASSIGNMENT: ALTERNATIVE ASSIGNMENT: STP		
7. DESTRUCTION/DEFACING OF SCHOOL PROPERTY: LOCKER, BOOK, VANDALISM, PRANKS/CRIME AGAINST SCHOOL	SATURDAY SCHOOL DETENTION: MINOR INCIDENT STP: 1-10 DAYS SUSPENSION: FINANCIAL REIMBURSEMENT: POSSIBLE ARREST: POSSIBLE EXPULSION		
8. DETENTION: FAILURE TO ATTEND	ADDITIONAL DETENTION: SATURDAY SCHOOL: STP	SATURDAY SCHOOL: STP: 1-3 DAYS SUSPENSION	STP: 3-10 DAYS SUSPENSION
9. DISOBEDIENCE – WILLFUL/ DEFIANCE OF AUTHORITY NON REPORT TO OFFICE	STP: 1-3 DAYS SUSPENSION	3-5 DAYS SUSPENSION	5-10 DAYS SUSPENSION: SCHOOL BOARD REVIEW
10. DISRUPTIVE/IAPPROPRIATE BEHAVIOR	WARNING: DETENTION: STP: SATURDAY SCHOOL: 1-3 DAYS SUSPENSION	DETENTION: STP: SATURDAY SCHOOL: 3-5 DAYS SUSPENSION: CONTRACT	5-10 DAYS SUSPENSION
11. INAPPROPRIATE DISPLAY OF AFFECTION (SERIOUS)	PARENT CONTACT: DETENTION: STP	STP: 1-3 DAYS SUSPENSION	3-5 DAYS SUSPENSION
12. INAPPROPRIATE DISPLAY OF AFFECTION (MODERATE)	WARNING:	PARENT CONTACT: DETENTION:	STP: SATURDAY SCHOOL:
13. DRESS CODE VIOLATION	PARENT CONTACT/CHANGE OF CLOTHES: VERBAL WARNING	PARENT CONTACT/CHANGE OF CLOTHES: DETENTION: 1 DAY OF NO EXTRA CURRICULAR ACTIVITIES	PARENT CONTACT/CHANGE OF CLOTHES: 3 DAYS NO EXTRA CURRICULAR ACTIVITIES: 1 DAYS OF STP
14. DRUG POSSESSION OR USE	10 DAYS SUSPENSION: RECOMMENDATION FOR EXPULSION, POSSIBLE ARREST		

15. EQUITY POLICY VIOLATION BULLYING/ INTOLERANCE	DEPENDING ON SEVERITY: WARNING: DETENTION: STP 1-10 DAYS SUSPENSION: OTHER ACTION BASED ON SCHOOL BOARD REVIEW		
16. EXPLOSIVES: FIRECRACKER, SMOKE BOMB, ETC.	10 DAYS SUSPENSION: ARREST: SCHOOL BOARD REVIEW		
17. EXTORTION/THREATENING BEHAVIOR	1-10 DAYS SUSPENSION: POSSIBLE EXPULSION: POSSIBLE ARREST		
18. FIGHTING/BATTERY/ASSAULT	1-3 STP: 1-10 DAYS SUSPENSION: POSSIBLE EXPULSION: POSSIBLE ARREST	STP: 5-10 DAY SUSPENSION	10 DAYS SUSPENSION: POSSIBLE EXPULSION
19. FORGED NOTES	SATURDAY SCHOOL: STP: 1-3 DAYS SUSPENSION	STP: 3-5 DAYS SUSPENSION	5-10 DAYS SUSPENSION
20. LACK OF COOPERATION	WARNING: DETENTION: STP	DETENTION(S): SATURDAY SCHOOL: STP	1-3 DAYS SUSPENSION
21. LEAVING CAMPUS WITHOUT PERMISSION	SATURDAY SCHOOL: STP: 1-3 DAYS SUSPENSION	STP: 3-5 DAYS SUSPENSION	3-10 DAYS SUSPENSION
22. OFF-LIMITS VIOLATION/ PASS VIOLATION	WARNING: DETENTION: SATURDAY SCHOOL: STP	SATURDAY SCHOOL: STP: 1-3 DAYS SUSPENSION	SATURDAY SCHOOL: STP: 3-10 DAYS SUSPENSION
23. DISPLAY OR USE OF ANY ELECTRONIC COMMUNICATION DEVICES: CELLULAR PHONES, ETC. (CONFISCATED DEVICES MAY REQUIRE PARENT PICK UP)	DISPLAYED: CONFISCATION, PARENT CONTACT ON: CONFISCATION, PARENT CONTACT, DETENTION IN USE: CONFISCATION, PARENT CONTACT, SATURDAY SCHOOL	CONFISCATION: SATURDAY SCHOOL: STP: 1 UP TO 10 DAY SUSPENSION: POSSIBLE SCHOOL BOARD REVIEW	
24. PROFANITY/OBSCENITY	WARNING: DETENTION; SATURDAY SCHOOL: STP: 1-3 DAYS SUSPENSION	DETENTION: SATURDAY SCHOOL: STP: 1-5 DAYS SUSPENSION	5-10 DAYS SUSPENSION
DIRECTED TOWARD STAFF	3-5 STP: 1-5 DAYS SUSPENSION	5-10 DAYS SUSPENSION; POSSIBLE SCHOOL BOARD REVIEW	
25. PROHIBITED ITEMS: POSSESSION OR USE	CONFISCATION: PARENT CONTACT: DETENTION: SATURDAY SCHOOL: STP: 1-10 DAY SUSPENSION	STP 1-10 DAYS SUSPENSION	1-10 DAYS SUSPENSION; SCHOOL BOARD REVIEW
26. SAFETY VIOLATION	PARENTS CONTACT: DETENTION SATURDAY SCHOOL STP: 1-10 DAYS SUSPENSION	SATURDAY SCHOOL: STP: 1-10 DAYS SUSPENSION; SCHOOL BOARD REVIEW	3-10 DAYS SUSPENSION; SCHOOL BOARD REVIEW
27. TARDY	IN ACCORDANCE WITH TARDY POLICY		
28. THEFT/POSSESSION STOLEN ITEMS	STP: 3-10 DAYS SUSPENSION: POSSIBLE EXPULSION: ARREST: POSSIBLE RESTITUTION		
29. TOBACCO: CHEWING, SMOKING OR POSSESSION OF PRODUCT, ELECTRONIC/VAPOR CIGARETTE	3 DAY STP	3 DAYS STP 2 DAYS SUSPENSION	3-5 DAY STP 3-5 DAYS SUSPENSION; UP TO 10 DAYS SUSPENSION; SCHOOL BOARD REVIEW
30. TRUANCY	DETENTION: CONTRACT: CONTACT TRUANCY OFFICE: SATURDAY SCHOOL: STP	DETENTION: CONTRACT: SATURDAY SCHOOL: STP:	STP

31. UNLAWFUL SALE OF ILLEGAL OR COUNTERFEIT SUBSTANCE	10 DAYS SUSPENSION: RECOMMENDATION FOR EXPULSION: ARREST
32. WEAPONS: GUNS, ANY INSTRUMENT THAT WAS/COULD BE USED AS A WEAPON	10 DAYS SUSPENSION: RECOMMENDATION FOR EXPULSION: ARREST
33. EXCESSIVE NUMBER OF REFERRALS/SERIOUS DISCIPLINARY INFRACTION	THE STUDENT WILL BE GIVEN A BEHAVIOR EXPECTATION NOTIFICATION: ALTERNATIVE EDUCATION PLACEMENT: EXPLUSION
34. INAPPROPRIATE, ILLEGAL OR OBSENCE USE OF RECORDING DEVICE (CAMERAS, CAMCORDERS, TAPE RECORDERS, ETC.)	STP: SUSPENSION: ALTERNATIVE PLACEMENT: EXPULSION OR POSSIBLE ARREST:

NON ATTENDANCE TO SATURDAY DETENTION WILL RESULT IN A 1 DAY STP.

PARENTS WILL BE NOTIFIED OF VIOLATIONS BY PHONE CONTACT OR BY LETTER

*STP (STUDENT TRAINING PROGRAM)