

# **KENWOOD ELEMENTARY SCHOOL**



# **STUDENT HANDBOOK 2020-2021**

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## WELCOME TO THE 2020-2021 SCHOOL YEAR

Dear Parents,

We welcome you to Kenwood Elementary and hope this handbook will be a useful tool for you. While the pandemic (COVID-19) continues, our students, staff, and families will experience several changes to routines to which we have all become accustomed. We will follow all state and district guidelines. We apologize for the inconvenience, and we sincerely appreciate your patience and understanding.

As you read through this handbook, you'll find sections that are highlighted in gray. Those portions of the text indicate changes to the section you're reading. We will update you via Facebook, our school webpage, and/or robo-call when changes are made that impact our traditional routines and procedures.

If you have any COVID-19 related questions or concerns, please contact Mrs. Pickard at 833-3570 or [Joan.Pickard@okaloosaschools.com](mailto:Joan.Pickard@okaloosaschools.com)

With Grace and Compassion,

*Your Kenwood Staff*

## THE SCHOOL DAY

### Arrival Time for Students

8:15 AM – Students arrive, and breakfast begins; classrooms open at 8:20.

8:40 AM – Attendance is taken in classroom. Student must be in room to be counted as present. 8:41 AM – students not in room will counted as tardy. Parents must check late students in at the front office. (No student will be allowed to check themselves in tardy.)

As we are currently closed to campus visitors, Kenwood staff and our school safety patrol will assist in guiding students to class.

### Before/After School Care

Boys and Girls Club provides before school care starting at 7:00 AM and after school care until 6:00 PM on the Kenwood campus. Please contact the Boys and Girls Club at 850.865.5298. Parents of students attending Boys and Girls Club, please wait until dismissal is complete before picking up your child(ren) from Boys and Girls Club. Use the main parking lot for drop-off and pickup of your student(s). The bus lane must stay clear.

### Visitors

The Kenwood campus is currently closed to visitors until further notice. We appreciate your understanding.

*ALL VISITORS* (including parents) must report to the front office and sign in. Visitors are required to show photo identification to authenticate the identity of the individual. All visitors must wear a visitor's pass, issued at time of check in. This rule is in place for your child's safety. (See 'Contact Information' in the Health and Safety Section for further information on visitors and contact with students. Also see the section 'Volunteers' in the Parent Involvement Section to become a volunteer.)

### Early checkout

Please ring the doorbell outside the office and have your identification ready to hold up to the camera.

If it is necessary for a student to leave school during the day, students will not be released to anyone except parents or their authorized representative (written verification will be required), and any person checking a student out **must show a picture ID**. **AT NO TIME** is a parent or any person approved by the parent permitted to take his/her child from school or off the bus without having first signed the student out through the front office. At no time will students be called to the office, until the identity of the person checking out the student has been verified.

For the safety of students and your convenience, if early checkout is required, please make arrangements to have this **completed before 2:45**. After that time, due to students preparing to go home and other end of day activities, there may be delays in students coming to the office for checkout. Also, short time parking space is not available after about 2:30 due to cars starting to line up for car rider pickup.

### **Change in Dismissal Procedure for a Student**

If you are making a change to the way your child goes home, **changes must be made in writing**, include the date of the change and your signature. Changes to the way your child goes home should be made before 12:00PM to ensure that your child's teacher is notified of the change. Change may not be made by telephone or email. We can take a faxed note (850-833-3597) with signature. This rule is in place for the safety of your child.

### **Dismissal of Students 3:10 PM**

Students are dismissed in the afternoon in such a manner as to ensure maximum student safety. Patrols, under the supervision of the police department and school personnel, assist the students across the street nearest the school. The schedule for dismissal is as follows.

Car riders - picked up on the car rider ramp. See details below.

Walkers and bike riders - picked up at designated areas. See details below.

Bus riders will be dismissed as buses arrive.

Day care bus riders are picked up on the bus ramp by vans provided by day care.

Boys and Girls Club members – go to the cafeteria.

### **Car Riders**

CAR TAGS: Students who are regular car riders will be issued a number-matched CAR RIDER backpack tag and car visor tag. Initially each family will be issued 1 or 2 car visor tags. All students of the same family will have matching numbers. The implementation of this system will take place over the first few days of schools.

A \$1.00 car tag and/or visor replacement fee will be charged for lost tags.

**NEW THIS YEAR**: An automated dismissal system will be utilized by staff to announce the car tag numbers to classrooms. Students will be dismissed from their classrooms when their car tag number is displayed on the app monitored by the teacher. Please ensure your tag number is visible in your vehicle as our staff member walks the car line to enter your number in the app.

CAR RIDER TRAFFIC FLOW: Cars should enter the car rider area by making a right-hand turn from Camborne Avenue, and remain in a single file lane. No left turns from Eagle Street are allowed. Cars exiting only turn left onto Camborne Avenue. A map is in the appendix. Parents may choose to park and pick up their child from a designated walker area; these students should be designated as walkers. (See Walker/Bike Rider below)

BLEACHER AREA WHERE CAR RIDERS WAIT: Students may not be dismissed from this area to persons on foot. This then makes the student a 'walker' and a documented transportation change is required. The adult approaching the car rider area on foot will be directed to the office for identification verification before a student will be released.

### **Walker/Bike Rider Procedure**

Students will exit either toward Powell Drive or toward Camborne Avenue.

Those going to the Powell Drive side will exit through the side cafeteria door. A walker list will be maintained, and students checked off as they exit.

Those going to the Camborne Avenue side will exit from the gate to the far right of the car rider bleachers and be checked off as they exit.

Parents should meet students by the bike racks on either the Powell Drive or Camborne Avenue side. Students that are dismissed as car riders may not be picked up as a walker,

without the adult going to the office with photo ID for authentication.

The Walker Information Sheet is provided at the beginning of the school year or upon registration and is updated as needed. A blank walker information sheet is on page 29.

### **Riding the Bus with Others**

Buses are normally loaded to capacity. Please do not request that your child be permitted to ride a bus which he/she is not regularly assigned except in emergency situations.

### **Transfers/Withdrawals**

If it becomes necessary to withdraw a student from school, the parent is requested to notify the school, either by phone or in person at least four days prior to the student's withdrawal. When the new school requests records, we will take care of sending those to them.

## **CURRICULUM**

### **Standards**

The core curriculum consists of the Florida Standards for ELA (English Language Arts) and mathematics and NGSSS in science and social studies. The standards were adopted by the Florida Department of Education and are the basis for all instruction. The Florida Standards Assessment (FSA) is the assessment for ELA and Mathematics for 3<sup>rd</sup> through 5<sup>th</sup> grades and for writing in 4<sup>th</sup> and 5<sup>th</sup> grades. The Statewide Science Assessment (SSA) is the assessment for 5<sup>th</sup> grade science. The standards are available on the District's website ([www.okaloosaschools.com](http://www.okaloosaschools.com)) and the Florida Department of Education (<http://www.cpalms.org/Public/>). Additional grade level specific information will be provided throughout the school year via classroom and grade level newsletters, video/Zoom sessions, and when/if possible, at the Grade Level Open House/Curriculum Nights pending the most current contact guidelines and restrictions in place on campus.

### **Testing**

Both Computer Based Testing (CBT) and Paper Based Testing (PBT) will be utilized for required district and state assessments as follows for the 2020 – 2021 school year:

Kindergarten – 5<sup>th</sup> Grade – i-Ready Diagnostic – computer based for both ELA and Mathematics

3<sup>rd</sup> – 5<sup>th</sup> Grade – FSA ELA & Mathematics – paper based

5<sup>th</sup> Grade – Science SSA – paper based

Your child's grades will indicate how well he/she is progressing toward mastery of the Florida Standards for ELA and mathematics and the NGSSS for science and social studies. 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 level throughout the year.

### **Dates for Interim Reports and Report Cards**

Nine Weeks	Mid-nine weeks progress reports*	End of Nine Week Grading Period	Reports cards sent home*
1	October 5, 2020	October 30, 2020	November 9, 2020
2	December 1, 2020	January 22, 2021	February 1, 2021

3	February 22, 2021	March 26, 2021	April 5, 2021
4	April 21, 2021	June 9, 2021	June 9, 2021

\* Date indicated subject to change

Interim Reports are sent for all Kindergarten students at the 4.5-week interval of the nine weeks. Progress reports will be sent home at the mid nine weeks for students who have a D or F in a core subject.

### Grades Online

You may view your student's grades by visiting the [parent portal](#) on our district web page at <https://dashboard.okaloosaschools.com/parentportal/PP000.pgm> (also accessible by visiting [www.okaloosaschools.com](http://www.okaloosaschools.com) – click on the Parents/Students tab on right side of page, then select Grades Online). The information available from this viewer is specific only to a given student ID and PIN code. The student ID can be obtained from a report card or progress report (all Okaloosa student IDs start with the numbers 46 and contain a total of ten digits). The PIN is the last four digits in the student ID. You may also contact the school's office and this information will be sent home with your student. Parents can set the system to send e-mail notifications when a given grade(s) is entered, such as a D or and F.

### Grading Scale

90-100 = A  
80-89 = B  
70-79 = C  
60-69 = D  
Below 60 = F

### Honor Roll Awards

The Kenwood campus is currently closed to visitors. Stay tuned for updates on Zoom awards presentations.

Award programs will be held quarterly. While academics is important, conduct that contributes to the ability for all to learn is equally important. Students with all A's and A's & B's will be required to also have a 1 in conduct in order to receive the award. Parents will be notified before awards if their child does not have a 1 in conduct.

### Private Instruction of Students

At no time should a student be excused from regular classes to participate in private lessons of any sort [\[School Board Policy 4-4 \[E\]\]](#).

### Physical Education

Florida Statute, 1003.455 requires physical education for all students. If a child is unable to participate in the day's activities, please send a note to your child's teacher. The student remains with their P.E. class to observe or to participate in their limited capacity unless their illness necessitates them staying inside. ***If it is necessary for the student to be excused from P.E. for more than 5 days, a DOCTOR'S EXCUSE IS REQUIRED.*** The doctor's excuse should be turned in to your child's teacher. The Health Tech will issue a "pass" and give it to the P.E. teacher. The student will be assigned health related research activities for a P.E. grade.

## **Field Trips**

No field trips will occur during the first nine weeks of school (through October 30, 2020).

Field trips are supplemental enrichment activities and are not required within the curriculum. Discipline infractions may result in your child not being able to participate in school sponsored field trips at the discretion of school administration. You will be notified if your child is at risk of being excluded from a field trip due to behavior concerns. If your child becomes ill on a field trip, you will be expected to come pick him/her up from the field trip location. Please ensure that we can reach you in case of emergency and that your child will have a ride home should it be necessary. All chaperones are required to be approved volunteers. Approval is required every year and does not carry over from one year to the next. (See "Volunteers" in the Parent Involvement Section).

## **ATTENDANCE POLICY**

### **Absence for an Extended Time**

Students who place on file with OCS D legal and/or medical documentation of a permanent and total disability as defined by the US 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 disabilities.

### **Excusable Absences (needed for students to make up work)**

Students have 5 days from the day they return to provide a written notice about the reason for their absence.

Excused absences are absences resulting from the following:

- Death in the family or any other bona fide family emergency;
- Appointments for medical or dental care (physician's statement required);
- Illness, injury, or circumstances not requiring medical attention require a parent note explaining the absences, up to 9 absences per semester are permitted without requirement of a doctor's note;
- Religious holidays: Pupils 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;
- Attendance for Children/Dependents of Active Duty Military, s. 100.36, 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.

### **Make Up Work (for Excused Absences, Tardies, and/or Early Checkouts)**

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

situation warrants. It is the student's responsibility to request make-up work for excused absences (up to 15). Students absent for multiple days are expected to seek and work on make-up assignments, as medically appropriate and practical.

After the 9<sup>th</sup> absence, a note from a doctor or an official agency is required in order for makeup work to be provided. 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.

### **Tardiness and Early Checkouts**

For excused tardies and early checkouts students may make up missed work (see list of excused reasons for absences). Unexcused tardies and early checkouts may result in zeroes for missed assignments.

Parents/legal guardians will be notified when a student accumulates five (5) unexcused early checkouts and/or late arrivals within a semester. When the number of early checkouts and/or late arrivals reaches seven (7) within a semester, the parents will be requested in writing to have a conference with the principal or his/her designee.

### **Unexcused absences**

Unexcused absences are absences resulting from:

- An absence not designated as excused/unverified absence
- Truancy
- Suspension
- Expulsion
- Participation in private lessons, activities, or classes sponsored by outside agencies

Students with an unexcused absence, tardy, or early checkout will receive a grade of zero (0) for any classwork/test assignment by the teacher for the time period the student is absent.

### **Attendance Notification Procedure**

- Absences may be accrued in any class period as a result of tardies and/or early checkouts.
- After the third (3<sup>rd</sup>) unexcused absence or absences for which the reasons are unknown in any class, parents/legal guardian of the student will be notified. The contact will include a review of the current attendance/truancy policies.
- After the fifth (5<sup>th</sup>) but before the eighth (8<sup>th</sup>) absence, (excused or unexcused) per semester in any class period, the parents/legal guardian will be notified of the absences via letter sent to parents notifying them of the number of absences and the policy for such absences.
- After the ninth (9<sup>th</sup>) absence (excused or unexcused) per semester in any class period, 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 (15<sup>th</sup>) absence, the principal may review any absence caused by some insurmountable or extraordinary 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 (15<sup>th</sup>) absence per semester in any class period, no make-up work

will be allowed for that class. An attendance committee meeting will be scheduled with the parent and student where a behavior expectation agreement may be initiated.

- After the fifteenth (15<sup>th</sup>) absence per semester in any class period, 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 (15<sup>th</sup>) may be entered as an excused absence in the AS400 system.

### **Attending Functions on Absent Days**

On days a student is absent, that student is not permitted to attend before/after school functions held that school day.

## **STUDENT SERVICES**

### **School Breakfast and Lunch Program**

The lunchroom program is operated in conjunction with the Federal Government's subsidy program that ensures that the school serves a well-balanced lunch.

**Paying for Meals** - Meals may be paid daily, weekly or monthly. A record of students who pre-pay is kept by the cafeteria computer program. Lunch charges are not allowed. We urge you to pre-pay --- this prevents a lot of confusion for your child. You may set up an account for online meal payment at the My School Bucks meal payment site ([click here to set up an account and make a payment or arranged for automated payments](#)).

When students pay with cash for meals, no change will be given. Any remaining amount due to the student will be credited to the student's meal account.

**Free and reduced-price meals** are provided for those who apply and qualify. Applications are to be completed by a parent and returned to the school's office or completed online at My School Apps ([click here to apply](#)) for processing through the District's Nutrition Center. Students may bring their lunches from home but must not share food due to students with food allergies.

As of publication date, no parents or visitors will be allowed on campus. If guidelines change and lunch visits are permitted, the procedures noted below will be in effect:

Parents visiting to eat lunch with their child(ren) must first check in at the front office with a photo ID and obtain a visitor pass. Parents will visit the wellness check station to check their temperature and answer a set of questions in order to enter the campus. Parents may sit with the class. If visitor restrictions are further lifted, students may eat outside at a picnic table with their parent or an adult who is on that student's check out list. Student must remain seated at the picnic table and dispose of all trash properly. Do not feed the squirrels. Be sure students are back in the cafeteria in time for lunch dismissal.

We will continue implementation of positive behavior expectations. They will be taught to all students, then **reviewed and reinforced frequently**:

1. Responsible – keep area clean
2. Respectful – hands, feet, objects, and food to yourself
3. Safe – walk, stay seated in assigned seat
4. Leader – demonstrate good manners

**Lunchroom rules** will be reviewed by classroom teachers. Reviewing them at home will help.

1. Sit at assigned table and/or in assigned seat.
2. Keep feet in front of you and under the table.
3. Do not touch another person or his/her food, no sharing of food.
4. Once seated remain seated - raise your hand for a lunch monitor if you need something.
5. Obey the lunch monitors.
6. Talk in a soft voice and only to a person next to you.
7. Wait to be dismissed by your teacher.

The prices are as follows for 2020-2021:

Student Breakfast \$1.80  
Student Lunch \$2.70  
Reduced Breakfast \$0.30  
Reduced Lunch \$0.40  
Milk \$0.65

### **Textbooks**

Textbooks and library books are provided by the State of Florida and the Okaloosa County School District at no cost to the student. These books must be accounted for by both the student and the school. For this reason, any book that is lost or damaged must be paid for by the student to whom the book is issued at the full price of the book.

### **Counseling Programs**

The counseling program is designed to be of service to all students. In addition to direct services to children, the counselor, Linda Holland, may also work with adults in the child's environment. Through individual consultations, teacher groups, and parent student groups, an opportunity is provided to discuss common concerns and interests related to child development. The counselor is the coordinator of the testing and placement program at Kenwood. The counselor is here to be of service to you and your child. You are invited to make an appointment to discuss your areas of concern. Kenwood also has a military counselor available to students of active duty military personnel, a mental health counselor provided by the district, and a counselor from Bridgeway. All counselors offer onsite services for students. Parents may contact the school or any of these entities to request counseling for their child. Teachers and others working with your child may also suggest counseling for your child, in which case you will be notified before any counseling takes place.

### **Library Books/Media Center**

The Kenwood Media Center is designed to serve the needs of students, teachers, and the community. Its resources are available for research or loan. The same general circulation policies apply to all borrowers. Books are circulated for a two-week period. A student must pay for any book he/she fails to return to the Media Center. Non-student borrowers may obtain borrowing privileges from the Media Assistant.

### **Lost and Found**

All found articles are placed in the Lost and Found located in the cafeteria. Clothing and other articles, especially jackets, lunch boxes, book bags and back packs, should be labeled to facilitate identification. Items not claimed after a reasonable period of time will be given to a charitable organization.

### **School Pictures**

There will be an opportunity for students to be photographed individually and as a classroom group. Picture dates will be announced in take-home flyers, the Kenwood Communicator, automated phone calls, and posters throughout the school campus.

## **PARENT INVOLVEMENT**

### **Parent Volunteer Program**

Volunteers will not be on campus until further notice. We do encourage you to complete the volunteer affidavit, so you'll be an approved volunteer when we resume normal operations. Parent volunteers are welcome and valued at Kenwood. Please note that the volunteer approval is for one school year only and must be repeated each year and is required for any parent working on campus or attending field trips. To become an approved volunteer go [www.okaloosaschools.com](http://www.okaloosaschools.com), scroll down and click on the Volunteers button, or you may use this direct link: [Volunteer Application](#). Once the background clearance is checked, the person applying will be notified. Please allow 7-10 days for your volunteer application to be approved.

Once approved, volunteers are required to sign in and out on the computer located in the front office. The recorded hours are sent to the District Office for consideration in determining eligibility for the Golden School Award. Please contact the Volunteer Coordinator if you have questions concerning Kenwood's Volunteer Program (833-3570).

### **Communications**

Notes sent by a student are sometimes lost. If you do not get a requested response quickly from a note you send, please call. Maintaining open lines of communication between the school and our students' families is a priority. Notes, newsletters, automated calls, and letters from the school help keep the parents and students informed as to the progress of the student and the school program in general. Additionally, teachers may choose to maintain varied forms of communication, such as Class Dojo, Remind, ClassTag, and Bloomz. Please discuss with your child the importance of bringing school correspondence home. The school's webpage contains current information regarding school events and programs of study.

### **Conferences**

Conferences may be held via phone or video/Zoom as requested.

Teacher/parent conferences are encouraged and expected. If parents desire a conference with the teachers, please call the school secretary at 833-3570. The secretary will advise the teacher(s) involved, and they will contact you to arrange a meeting time which is mutually acceptable. Notes sent by a student are sometimes lost. If you do not get a requested response quickly from a note you send, please call. Please notify us if you are unable to attend a conference.

### **P.T.O./PACK**

The Parent Activity Committees at Kenwood (PACK) is made up of parents and volunteers who assist the school with fund raisers and other fun activities for the students and families at Kenwood. Parents are encouraged to take part in at least one activity a year by joining the committee organizing that activity. Information about upcoming committee planning meetings will be provided in flyers, the school monthly newsletter (the Communicator), and automated calls. Parents are encouraged to make suggestions for additional activities. Activities currently planned but not supported by attendance at planning meetings will be canceled. The P.T.O. is an elected board that oversees the funds for PACK and the initial planning calendar for Kenwood's traditional/past events.

### **School Advisory Council (SAC)**

The purpose of SAC is to assist in the preparation and evaluation of the School Performance Plan (SPP) and to assist the principal with the annual school budget. In this capacity, SAC approves plans submitted for distribution of School Recognition Funds (A+ dollars). As a team of individuals representing the community served by the school, SAC plays an important role in providing valuable input and oversight into the school improvement process. The stakeholders serving on SAC are elected by their peers and include faculty and staff, parents, and community members.

## **HEALTH AND SAFETY**

### **Health Tech**

Kenwood is fortunate to have Julie Devore, an LPN, as our Health Tech. Questions regarding health issues for your child while at school should be directed to her.

### **Illness or Injury During the School Day**

In case of an emergency, parents should make arrangements for a neighbor, friend, or relative to pick up children who become ill at school. A current phone number for parents, a neighbor, a friend, or a relative is required, and that person must be on the student's check-out list. All emergency contact information should be completed at the beginning of the school year and updated when necessary. Parents must make arrangements to have a child picked up within an hour of notification of illness or injury for which the health tech has determined the student may not stay at school. In an emergency, EMS may be contacted, and all attempts will also be made to contact parents. If the school is unable to contact a parent after one hour, the school may contact DCF or other agencies for assistance in caring for the child. If your child's health information changes during the year, please notify the front office in writing.

### **When should I keep my child home?**

The Okaloosa County School Health Services Manual sets forth guidelines and procedures regarding student health and wellness. A child who was ill the night before, nauseated in the morning, or has a fever should not attend school, including before and after school activities and functions. Students should be symptom free for 24 hours and fever free without medication for 24 hours before returning to school. Students with live bugs or nits from head lice may not attend school until checked by the health tech. (see the section on head lice for further information).

Please send written instructions if your child should be excluded from any daily school activity due to illness or injury.

### **What if my child has symptoms of COVID-19?**

**To protect the safety and health of students and staff, school officials may send home or deny entry to any student, visitor, or staff member with any symptoms of illness.**

#### **1. What actions will be taken if my child has symptoms of COVID-19 while at school?**

Symptoms of COVID-19 may include but are not limited to the following: fever (100.4 or higher), cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting and diarrhea. (Always check the CDC's website for the most updated list of symptoms.)

**If the student has a temperature of 100.4 or higher, the student will be required to:**

- Wear a mask and remain in a designated isolation area on the school campus;
- Parent/Guardian will be notified to pick up the student immediately;
- Student will not return to school until:
  - 10 days have passed since symptoms first appeared AND
  - Respiratory symptoms have improved AND 3 days have passed with no fever or other COVID-like symptoms without the use of medications.
  - If the student is tested for COVID-19 and has a negative test result, the student may return to school after 3 days with no fever or symptoms without the use of medications.

The protocol for students who do not have a temperature of 100.4 or higher but have other COVID-like symptoms will be as follows:

- Designated school staff will determine if the student has a pre-existing condition to explain symptoms by checking the emergency card, individual health care plan, etc.
- If no pre-existing condition exists, the student will be isolated and required to wear a face mask.
- Parent/Guardian will be notified to pick up the student immediately.
- Student will not return to school until:
  - 10 days have passed since symptoms first appeared AND
  - Respiratory symptoms have improved AND
  - 3 days have passed with no fever or other COVID-like symptoms without the use of medications.
  - If the student is tested for COVID-19 and has a negative test result, the student may return to school after 3 days with no fever or symptoms without the use of medications.

#### **2. What action is taken if a student has a positive test result for COVID-19?**

If the student has tested positive for COVID-19 and the testing was administered by the Okaloosa County Health Department (OCHD), the student must stay out of school and off campus until cleared by the OCHD. Students must provide a release from isolation notification from the OCHD before returning to school. If the student tested positive for COVID-19 by a medical facility other than the OCHD, school officials will obtain additional information from the parent/guardian and will provide guidance about when the student can return to school.

#### **3. What if a student is identified by the Okaloosa County Health Department as a close**

**contact to an active COVID-19 case?**

A student identified by the OCHD as a close contact to an active COVID-19 case must quarantine for 14 days from the last day of contact with the positive case.

**4. What if a student has not been identified by the OCHD as a close contact but has reported being with a person who has tested positive for COVID-19?**

If the student has been within 6 feet or less of the positive case for 15 minutes or longer, the OCSD Student Services Program Director will work with school officials and the OCHD to verify if the student is cleared to be on campus.

**5. What if a student reports contact with someone who was in direct contact with a positive COVID-19 case?** Contacts of contacts are not required to quarantine. These individuals are advised to continue practicing social distancing and are recommended to wear a face mask when in public places.

COVID-19 testing locations can be found at: <http://okaloosa.floridahealth.gov/programs-and-services/infectious-diseaseservices/documents/COVID-19TestingLocations.pdf>

**Contact Information**

Each student has a list of people that are allowed to take the student from school. This list is also used when your child is sick or injured and we cannot reach you. It is vital that these phone numbers and names be kept current. If we are unable to contact someone within an hour, we may call DCF or another appropriate agency to assist with the student. Contact information can be changed only by written request by the enrolling parent/guardian.

**Medication Protocol at School – Parent Responsibilities**

Prescription Medications

1. An Okaloosa County School District Dispersion of Medication Form ([MIS 5183](#)) must be completed and signed by the parent/guardian. There must be a written physician's order for a student to carry any emergency medication. (i.e. EpiPen, Inhaler, and Insulin)
2. A separate authorization form must be filled out for EACH medication.
3. Changes in medication require a new authorization form to be completed and signed by the parent/guardian.
4. Medication must be in the original pharmacy-labeled container and may not be expired.
5. A parent/guardian must deliver and pick-up the medications in the school office.
6. Morning and evening doses of medication should be given at home.
7. Notify clinic staff directly of any medication changes, including discontinued medications.
8. Discontinued medications must be picked up by parent/guardian within one week of the stop date. Unclaimed medications will be destroyed.
9. During the last month of the school year, bring only enough medication to be used by the last day of school. All unclaimed medication will be destroyed after school is dismissed on the last day of the school year. The school will not store any medication over the summer.

Non-Prescription Medications (Over the Counter)

1. An Okaloosa County School District Dispersion of Medication Form ([MIS 5183](#)) must be filled out for EACH medication and must be signed by the parent/guardian.

2. Medication must be in the original container (small or travel sized) with manufacturer's label and may not be expired.
3. A parent/guardian must deliver and pick up the medications in the school office.
4. Medication dosage must be age appropriate as stated on the manufacturer's label.
5. Notify clinic staff directly of any changes, including discontinuation of any medications.
6. Clinic staff can only administer the manufacturer's recommended dose of any over-the-counter medication. A physician prescription is required if the dose requested is greater than the manufacturer's recommended dose.
7. When a medication is discontinued, it must be picked up immediately. All medication must be picked up by dismissal time on the last day of the school year. All unclaimed medication will be destroyed after school is dismissed on the last day of the school year. The school will not store any medication over the summer.
8. Student will be referred to School Supervisory Nurse by clinic staff if the student has requested an over-the-counter medication three days in a row or more than 5 isolated times, unless pre-existing conditions exists.

### **Head Lice**

Parents should check their child's head regularly for head lice. Symptoms include itching, irritability and difficulty sleeping (lice move more in the dark), and sores on the head. Head lice move by crawling and cannot jump or fly. They are mostly spread by head-to-head contact. Parents should advise children to not share hats, scarfs, brushes and other personal items as it is possible, but not common, for lice to spread by shared items. Following School Board Policy 4-42: when a student is identified with head lice: (1) Parents or Guardians will be called to transport the student home. Students are not permitted to ride the bus when head lice are identified. (2) School clinic staff will give parents written procedures on the treatment of head lice. (3) After treatment, parents will bring the student to the school office with documentation that the head lice were treated, and the clinic staff will check that the student is free of lice and/or live nits. Live nits are defined by the Center for Disease Control as nits that are located no more than ¼ inch from the base of the hair shaft and/or scalp. (4) Students will be allowed to return to class once he/she is checked by clinic staff and found to be free of lice and live nits. (5) The school principal or his/her designee shall be notified upon the third incident of lice or live nits in a single semester.

### **Health Screenings**

The Okaloosa County School District provides health screening to the students in Okaloosa County during the school year. These screenings are required by Florida Statute 1002.32, School Health Act and are designed to detect health problems that could inhibit your child's learning. The screening will be conducted or supervised by the School Health Tech and will not harm your child in any way. If your child does *not* pass any part of these tests, you will be informed in writing. Prior to health screenings you will be provided with written information and the opportunity to request that your child not be screened. If you do not want your child to participate in the health screenings, please notify the school in writing.

### **Safety Patrol**

Student Safety Patrols are used to provide for the safety of students. Students are expected to follow the directions of the Safety Patrol. Students who serve as Safety Patrol are expected to be positive role models for others as demonstrated by their behavior and work ethic.

### **Walking Safety**

Walking students should walk with someone else when possible, preferably an older student or adult. Students should stay on the sidewalks or the walking paths. If there are none, please walk as far off the street as possible. Students should not cut across lots or parking lots with cars in them. Students should go directly home when school is dismissed unless their parents have made other arrangements. Students should cross only at designated crossings and stay on the sidewalk while waiting to cross. Walker procedures and parent permission form are included on page 28 of the Student/Parent Handbook.

### **Parking Lot Safety**

Please exercise extreme caution when transporting students by automobile. Obey all speed limits - 5 miles per hour in school parking lots. During intake and dismissal, do not leave cars unattended in the car rider line. Caution your child not to run across the parking lot. When dropping or picking up students in the car rider line, please have students ready to exit on the right/passenger side of the car and to wait until a safety patrol opens the car door or walks them to the car at dismissal.

### **Arrival and Dismissal Procedures for Car Riders**

All cars must enter and exit from Camborne Avenue. Buses will enter and exit from Eagle Street. Students enter and exit the car from the right-hand side and only when a safety patrol is present.

For the safety of all students, adults on foot may not take students from the car rider line. Please see 'Change in Dismissal Procedure for a Student' in The School Day section.

### **Home Alone?**

**Topics to discuss with students.** Students must go straight home without stopping. Please discuss these procedures with your child. They should not go anywhere else without permission. Don't speak to strangers. Always keep the door locked when you are in the house. Always answer the phone and respond to someone at the door - without unlocking it - but keep all conversations very brief. Don't let anyone in the door unless you have parent permission for that person to be inside. Don't tell anyone at the door or on the phone that you are alone. Say that your parents are busy and that you will take a message for them or have them call back, and then hang up. If you have friends at your house while your parents are away - with your parents' permission only - let them know they must obey the same rules your parents have for you. If you come home and a door is open or a window is broken or you think someone is inside, do not go inside. Go to a trusted neighbor's home and call a parent or the police and give them your name and address completely and clearly.

### **Recess**

In order to promote physical fitness, students will have 20 minutes of recess every day in addition to 45 minutes of PE four days per week. Students that are not able to participate in PE due to health reasons will also not participate in recess. They will be supervised in the cafeteria or at a recess table and may have books, color sheets, etc. during that time.

Parents are encouraged to donate recess toys such as balls, jump ropes, sidewalk chalk, etc. which will then be available for all students to use and stored with other recess equipment. Students should give these items to their teacher upon arrival at school.

### **Visitors – Other Students**

Student visitors and small children are not permitted to visit the school during class hours. Attendance is important for all students; therefore, students from other Kenwood classes and other schools may not attend Kenwood functions when their school is in session.

### **Visitors – Parents/Guardians and Other Adults**

The Kenwood campus is currently closed to visitors.

Parents are welcome, but arrangements for in-class visitations should be made **24-hours in advance** with the teacher or administration. **As with all campus visitors, you must sign in on the visitor computer located in the front office.** A Visitor's Pass must be acquired in the office and worn during the time on campus. Please sign out before you leave campus.

### **Going Home with Others**

Students may only leave school with someone on the approved pickup list who is able to identify themselves with a valid picture ID. A change in a child's transportation will not be taken over the phone. A handwritten note or fax with signature is the only way for a transportation change.

### **New Kindergarten and First Grade Students**

All kindergarten and first grade students should wear a tag indicating name, bus number, bus stop, room number, teacher's name, and home address for the first few days at school. Kindergarten students will be provided a tag to wear daily for the first two weeks. Please ensure that your child wears the tag to school each day.

### **Animals on Campus**

No animals of any type may be brought to school for show and tell. This rule is in place for the safety of all our children. Any exceptions must be cleared through the principal's office. State law prohibits any type of animal running loose on a school campus. We sincerely solicit your help in reducing the number of dogs that follow the children to school. In the event an animal does come to school, every effort will be made to contact the owner to come pick up the animal. However, if we are unsuccessful in doing this, the local Humane Society will be called to pick up the animal.

### **Tobacco Products on School Board Property**

In compliance with [School Board Policy 11-20](#), the district follows the Florida Clean Indoor Air Act. The use of all tobacco products, including but not limited to any lighted or unlighted cigarette, cigar, pipe, bidi cigarette, clove cigarette, and any other smoking product, any electronic nicotine delivery device or "vape," and spit tobacco, also known as smokeless, dip, chew and snuff, in any form, is prohibited by any District employee, student, or other person in any facilities or on any real or personal property owned by or under the control of the Okaloosa County School Board. Additionally, no person shall be permitted to use tobacco products while at a school-sponsored event or on a school field trip, on school buses, and other vehicles transporting students and personnel.

### **Bus Safety Drills**

At least 2 times each year we will perform bus safety drills. These drills are to prepare us for possible emergencies. All students exit the front door in an orderly manner. The drills are timed and reported to the proper authorities. All personal items (books, lunches, etc.) should be left on the bus until after the drill.

### **Evacuation, Severe Weather, Bomb, and Lockdown Drills**

These drills will be conducted throughout the year. During drills the front office will be locked and no additional persons will be permitted on campus.

## **STUDENT WELFARE**

### **Okaloosa Code of Student Conduct**

The Elementary Code of Student Conduct booklet will be distributed to all students. Please read and discuss all rules with your student. A link to the electronic copy will also be placed on our school web page.

Discipline is handled mainly by individual teachers. More serious offenders are sent to an administrator.

- The school will notify parents of any student who is persistent in being disobedient in following school rules and regulations. If the student fails to cooperate with the school, he/she may be subject to loss of privileges including field trips, in-school suspension/Student Training Program (STP) and/or out of school suspension for one or more days.
- Any teacher or assigned staff member shall have authority for the control and discipline of students as may be assigned to him or her and shall keep good order per Florida Statute 1003.32.
- Our administrators and guidance counselor are always available for students who have problems.

During STP students are expected to complete their schoolwork as assigned by their classroom teacher(s).

### **Patriotic Observances**

In compliance with [School Board Policy 1-14\(B\)](#), the Pledge of Allegiance will be recited at the beginning of each day in school. Students will be exempted from participating upon the written request of the parent or guardian.

### **Positive Behavioral Interventions and Supports (PBIS)**

Kenwood is a PBIS school. PBIS is a proactive approach used to promote positive behavior and improve school safety. The focus is prevention, not punishment. We teach all students positive behavior strategies through the implementation of established behavioral expectations and consistent routines and procedures. Our school has established the following broad expectations that are further defined in classrooms and all other locations on campus and on buses:

#### **Kenwood Bulldogs are “PAWSitively”**

- **Responsible**
- **Respectful**
- **Safe**

- **Leaders**

When students exhibit behaviors that meet or exceed expectations, staff members may acknowledge them with a “Kenny Dollar.” They save their dollars and can spend them (or continue to save them) weekly on small rewards at varying Kenny dollar prices.

### **Classroom Discipline**

Discipline is handled in class as much as possible. Teachers will notify parents of infractions in class either by notes in planner, phone calls, other behavior forms, or established electronic media. If you are not sure how you will be notified, please be sure to contact your child’s teacher(s). Repeated offenses or major offenses will be handled by the administration. If your child is removed from class to meet with an administrator and/or to have a time out, you will be notified as quickly as possible. The Okaloosa School District Elementary School and Elementary School Bus discipline matrices will be followed. Our goal is to assist all students in learning those skills necessary to be a successful student. Our school expectations are that students demonstrate responsible, safe, and respectful behavior. Teachers will send home letters to explain their discipline policy to include classroom rules, consequences, and rewards. Reviewing and reminding students of these is helpful when students are learning to become self-regulators of their own behavior. When students are assigned time out or Student Training Program (STP) by an administrator, they are required to complete work provided by the classroom teacher and follow directions given by the staff member in charge. Out of school suspension is reserved for severe disruptive behaviors or major offenses.

### **Bullying Policy**

Bullying is prohibited and will not be tolerated. Students are expected and encouraged to report incidents that may be considered bullying to their teacher(s) or other staff members.

Bullying is:

R- repeated

I - intent of harm

P - imbalance of power (either real or perceived- physical, social, authoritative from the perspective of the victim(s))

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:

*(a) Unwanted Teasing*

*(b) Social Exclusion*

*(c) Threat*

*(d) Intimidation*

*(e) Stalking*

*(f) Physical violence*

*(g) Theft*

- (h) Sexual, religious, or racial harassment*
- (i) Public or private humiliation*
- (j) Destruction of property*
- (k) Cyberstalking*
- (l) Cyberbullying*

An electronic copy of our district's bullying policy and complete definitions may be accessed here: [School Board Policy 04-43 Prohibition of Bullying and Harassment](#).

### **Don't Bring...**

Students may not bring the following to school: chewing gum, sharp pointed objects, glass containers, any type of gun or slingshot, explosive shell, pistol caps, firecrackers, knives, toys including spinners, electronic games, playing cards or collection cards such as Pokémon Cards. This list is not all inclusive, and, as such, if a student is found in possession of an item deemed by the administrator as inappropriate for school, the parent will be notified, and the item will be held in the office for parent pick up.

### **Bring Your Own Device (BYOD) Policy**

Technology access is a privilege and not a right. [School Board Policy 04-12 Student Technology Acceptable Use Policy](#), fully outlines in detail the Bring Your Own Device (BYOD) policy, which pertains to all technology devices, including but not limited to: computers (laptop/desktop), cell phones, smart devices, tablets, regardless if the device is property of the student or District.

- All students will have access under school supervision to Internet World Wide Web information resources through their classroom or media center.
- The user and his/her parents must sign the District's MIS Form 5251 before being granted access to the OCSD network or the internet through a school's electronic resources. Computer access can be withdrawn from a student at any time by either a member of the school's staff or the student's parents/guardians.

### **Telephones, Cell Phones, and Other Mobile Devices**

Telephones are located in classrooms for emergency calls. Students are allowed to carry cell phones on campus. However, the phone must be turned off and stored during the school day. Per [School Board Policy 04-12](#), unless permitted by the instructor or school administrator, students shall not: have their mobile devices out or on (regular school/district policy applies), text, make calls, play games, turn on Bluetooth, take pictures or video, or utilize any other applications not mentioned above.

Further, students are prohibited from using wireless communications devices to capture, record or transmit words (i.e. audio) and/or images (i.e., pictures or video) of any student, staff member or other person in the school or while attending a school-related activity during the school day, without express prior notice and explicit consent from the school principal or his/her designee for the capture, recording or transmission of such words or images. Using a wireless communications device to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted. Students are prohibited from using wireless communications devices in any way that might reasonably create in the mind of another person an impression of being threatened,

humiliated, harassed, embarrassed, or intimidated. Please see School Board Policy 04-12 for full details.

The school is not responsible for the phone while the student has it is on campus or on an official field trip through the school.

### **Celebrations**

As of publication date, no food items may be brought to school for students to share for celebrations.

All parties, celebrations, and other such events are coordinated and managed by the classroom teacher. Parents who do not wish their student to participate in any of these activities should notify the teacher early in the school year. "Ballooning," "costuming," etc. are not permitted.

If you wish to provide food items as part of celebrating your child's birthday, notify your child's teacher in advance to determine a time and date that will not interfere with instruction and that prospective food items will not put students with food allergies at risk. Please contact the classroom teacher at least two days in advance regarding any such planned activity.

Bringing food items to the cafeteria during lunch with intent to share with the whole class without prior collaboration with the teacher is not allowed. For the safety of students with allergies, food may not be passed out or shared at lunch.

In order for party invitations to be passed out at school, each student in the class must receive an invitation.

In accordance with School Board Policy and competitive food service, events such as pizza parties will be allowed **only** by prior approval through the classroom teacher and school administration.

### **Dress code for Students**

**We abide by the district wide dress code (School Board Policy 04-31) and also include the following guidelines for our students:**

- Shoes must be worn at all times. Flip flops and sandals are not recommended.
- No shoes "with wheels"
- Spaghetti strap tops should have a cover top.
- No hats or hoods of jackets or sweatshirts are allowed to be worn inside.
- A belt is required if a student is having a problem keeping his/her pants around the waist.

All teachers will be alert to give helpful, friendly guidance in these matters without embarrassment to the student. Failure of any student to dress appropriately will be brought to the attention of the administration so parents can be notified if alternative dress is not available to provide to the student.

### **School Board Policy 4-31 DRESS CODE FOR STUDENTS**

(A) Appropriate student grooming and dress are primarily the responsibility of the student and parent. However, in adopting a code of student dress, it is the intent of the school board to insure that a student's personal hygiene, appearance, or dress is such that it does not disrupt or interfere with the educational process or endanger the health and safety of the student or others.

(B) The wearing of garments appropriate for school is to be encouraged. All instructors

should be alert to give helpful, friendly guidance in these matters without embarrassment to the pupil. Failure of any student to dress simply and appropriately should be brought to the attention of the principal. Extremes in dress, hair style, make-up, or jewelry are not in good taste and should be discouraged. The principal 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.

(C) Students are prohibited, while on the grounds of a public school during the regular school day, from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.

(D) If a student is suspended for violating any provision of this code, he or she must be readmitted to school as soon as the violation has been corrected. Guidelines to assist students, parents, and administrators toward a better understanding of the above are specifically:

Elementary Grades

(1) Grades K-5:

- (a) Clothing must be neat, clean and attractive.
- (b) Footwear is required for sanitary and safety reasons.
- (c) No hats are to be worn inside the building.
- (d) Garments bearing inappropriate slogans or pictures are not permitted (i.e., alcohol, tobacco, drugs, racial remarks, or sexual connotations).

(2) Grades 4 and 5:

- (a) Hair style must not interfere with vision.
- (b) Tank tops and similar shirts or blouses, when worn without another top, are not permitted. The midriff must be covered and undergarments must not show at any time.

## **GENERAL INFORMATION**

### **School Information:**

PHONE NUMBER: 850-833-3570

SCHOOL ADDRESS: 15 Eagle Street NE, Fort Walton Beach, FL 32547

Principal – Joan Pickard

Assistant Principal – Suzanne Boyd

School Counselor – Linda Holland

Bookkeeper – Kelley Hoyt

Secretary – Karen Newnam & Gail King

### **Accreditation**

The Okaloosa County School District and Kenwood Elementary School are accredited by AdvancED. The Kenwood School Performance Plan supports District Accreditation.

### **Title I School**

Kenwood is a Title I School under the Title I of the Elementary and Secondary Education Act of 1965 (20 U.S. C. 6301 et seq). The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

### **School Budget**

School budget information may be accessed through this district link: [School Budget Reports](#). “Current – All Projects” and “Current – Flexible” reports are updated

monthly. These reports do not include items that are the responsibility of the District – salaries and benefits, utilities, and substitutes. Also included on this webpage are reports showing expenditures for the last three fiscal years.

**EDUCATIONAL FUNDING ACCOUNTABILITY ACT  
Section 1010.215, F.S.**

**SCHOOL DISTRICT OF OKALOOSA COUNTY**

**2018-2019 SCHOOL FINANCIAL REPORT**

**KENWOOD ELEMENTARY (#0621)**

REVENUES	School*		Okaloosa County School District		K-12 Education State of Florida	
	\$	%	\$	%	\$	%
Federal	539,147	9.18%	30,157,184	10.76%	3,531,298,510	13.38%
State/Local (excludes Lottery)	5,271,019	89.74%	249,934,917	89.17%	22,820,063,633	86.49%
Lottery	63,787	1.09%	107,807	0.04%	9,711,526	0.04%
Private	-	0.00%	86,681	0.03%	23,411,811	0.09%
<b>Total</b>	<b>\$ 5,873,953</b>	<b>100.00%</b>	<b>\$ 280,286,589</b>	<b>100.00%</b>	<b>\$ 26,384,485,480</b>	<b>100.00%</b>

\*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)	\$ 6,171	\$ 5,041	\$ 4,895	\$ 3,760,864
Temporary Personnel (Salaries & Benefits)****				
Other Instructional Personnel*****	781	599	1,064	475,892
Contracted Instructional Services	406	477	235	247,605
School Administration	752	697	599	458,388
Materials/Supplies/Operating Capital Outlay	244	226	240	148,863
Food Service	315	369	548	191,894
Operation and Maintenance of Plant	754	791	971	459,732
Other School-Level Support Services	214	203	236	130,715
<b>TOTAL SCHOOL COSTS**</b>	<b>\$ 9,637</b>	<b>\$ 8,403</b>	<b>\$ 8,788</b>	<b>\$ 5,873,953</b>

\*\*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 . . . . .

	\$ 57	\$ 67	(Not Available)	\$ 34,921
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\*\*\*\*\*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 \$9,078,826.24 or \$308 per UFTE.

K-12 ADDITIONAL DETAIL INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL AVERAGE	DISTRICT AVERAGE	STATE AVERAGE	
<b>Teachers/Teachers Aides (Salaries/Benefits):</b>				
Basic Programs	\$ 5,686	\$ 4,507	\$ 4,109	\$ 2,516,627
ESOL	\$ 5,807	\$ 4,815	\$ 5,016	\$ 127,866
Exceptional Programs	\$ 7,711	\$ 7,323	\$ 7,544	\$ 1,116,371
Vocational Programs	\$ -	\$ 3,879	\$ 4,139	\$ -
Adult Programs	Not FEFP Funded	Not FEFP Funded	Not FEFP Funded	Not FEFP Funded
<b>Materials, Supplies, Operating Capital Outlay:</b>				
Textbooks	\$ 98	\$ 81	Not Available from State Data Base	\$ 59,655
Computer Hardware & Software	\$ 17	\$ 30	Not Available from State Data Base	\$ 10,662
Other Instructional Materials	\$ 103	\$ 90	Not Available from State Data Base	\$ 62,476
Other Materials and Supplies	\$ 26	\$ 28	Not Available from State Data Base	\$ 16,070
Library Media Materials	\$ 4	\$ 3	Not Available from State Data Base	\$ 2,682

**Note: This information became available on May 1, 2020, from the Florida Department of Education.**

**Okaloosa County School District (OCSD) Vision and Mission**

**OCSD Vision:** We inspire a lifelong passion for learning.

**OCSD Mission:** We prepare all students to achieve excellence by providing the highest

quality education while empowering each individual to positively impact their families, communities, and the world.

**Accountability:** We, working in conjunction with students' families, accept responsibility to ensure student learning, to pursue excellence, and to hold 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 exemplary standards and act honorably.

**Personal Growth:** We promote the acquisition of knowledge, skills, and experience to develop individuals with the aspiration, perseverance, and resilience to be lifelong learners.

**Respect:** We show regard and consideration for all through a culture of dignity, diversity, and empathy.

**Leadership:** We provide guidance and direction to accomplish tasks while being a moral compass to others

## **Kenwood Vision and Mission**

### **KES Vision**

Kenwood's vision is to provide a nurturing environment and varied curriculum for all students where they are challenged to grow and develop into responsible citizens and lifelong learners. Kenwood students will enjoy a safe atmosphere that enhances their feeling of self-worth and confidence while they learn to function as cooperative members of society.

### **KES Mission**

Kenwood will provide safe, challenging educational opportunities which enable our students, staff and community to acquire the knowledge, skills, and values required for responsible citizenship, personal development, and lifelong learning.

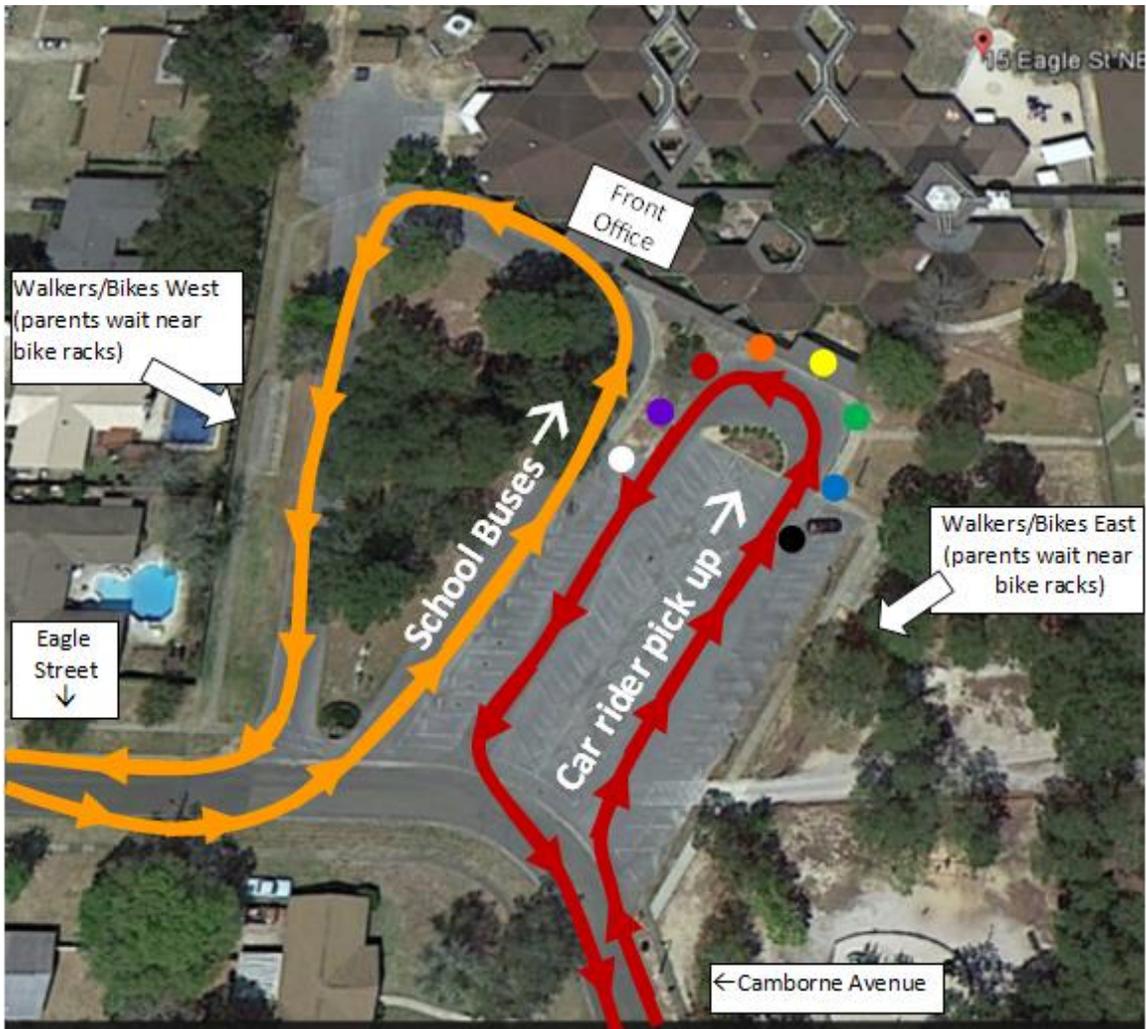
### **School Song**

By Joelle Tintle

*Sung to the tune of This Land is Your Land*

Our school is Kenwood. We are the Bulldogs.  
We will always fight for colors Green and White.  
From kin-der-gar-ten to the end of fifth grade  
Kenwood's the only school for me!  
Our school's the greatest, our runners fast-est.  
Our teachers are the best. Better than all the rest.  
Kenwood's the only school for me!

## TRAFFIC FLOW MAP



- Display your car tag to ensure visibility to school staff in the front window of your car.
- Cars must enter and exit from Camborne only; remain single file in parking lot.
- Walkers may be met at Walker/Bikes areas only. Walkers and bike riders must have a completed Walker/Bike Rider Procedure form on file.
- Student drop off begins at 8:25. Please do not drop off students until staff and safety patrol are at car rider gates.
- Students arriving after 8:40 must be walked to the front office and checked in by parent/guardian. Students are dismissed at 3:10.

Thank you for your assistance with arrival and dismissal procedures. If you have questions, call Kenwood Elementary at 833-3570.

## **Instructions for Riding the School Bus**

**Students will be required to wear a face mask while riding the bus until further notice. Eligibility for bus transportation is determined by the student's home address. No student shall be permitted to ride a school bus home or to any other location after school, on a regularly scheduled basis, who is not eligible for bus transportation from their home address in the morning. (School Board Policy 12-02).**

**Any change in bus transportation must be received from the parent/guardian in writing. Students will not be allowed to ride a different bus, get off the bus at a different stop, etc. without a note that has been recorded through the school's office. State Law and State Department rules and regulations specifically prohibit the following actions on school buses:**

1. Students shall not stand or walk in buses while they are in motion.
2. Students shall not board or wait for buses at stops that are not specifically designated.
3. Students shall not transport guns, gasoline, animals, or any other objects of a dangerous or objectionable nature.
4. Students shall not obstruct the aisle.
5. Only authorized students shall ride school buses and they shall only ride buses to which they are assigned unless a parent's permission slip is received and approved at school.
6. Students shall not damage the bus in any manner.

**Other statutes and local board regulations prohibit the following:**

7. Students shall not use profane or indecent language.
8. Students shall not display disobedience or improper conduct towards the bus driver.
9. Students shall not use tobacco or drugs.
10. Students shall not extend their bodies or parts thereof from bus windows.
11. Students shall not hang onto or attempt to ride on the outside of a bus.
12. Students shall not tamper with emergency doors or safety devices.
13. Students shall not throw objects from, in, or at a bus.
14. Students shall not divert the driver's concentration by talking to the driver, by loud talking or laughter, or by their actions.
15. Students shall not push or fight with other students.
16. The district reserves the right to assign seats or take whatever action it deems necessary to see that rules and regulations are followed.

Forms for reporting discipline problems are usually originated by the school bus driver/officials and delivered to the school administration.

Discipline will be administered by the school administration in consultation with the transportation supervisor. Violation of the rules (1-16) will be guided by the Okaloosa School District discipline matrix. Consequences are based on the behavior and number of offenses; they include, but are not limited to: verbal warning, parent contact, one or more days of bus suspension, alternative placement, and extended length bus suspension up to the remainder of the current school year.

*Parents shall be notified by phone or personal conference before riding privileges are denied (with the exception of severe incidents).* In cases of threat or bodily harm, drivers may refuse to transport students. School officials must be notified immediately of this action. In other less severe incidents, the driver will transport the student to school and/or home and is required to report to the school official with the appropriate form and recommendations.

**Walker/Bike Rider Procedure**

There will be two designated areas for students to meet and be under the supervision of the school staff at the end of the day for this dismissal process. Students who exit West on the Powell Street side of campus will exit through the cafeteria. Students who exit East on the Camborne Avenue side of campus will exit to the far right of car riders. A staff member will escort them out of the school and supervise as the students leave campus. Meet your child(ren) at the bike racks. Do not enter the bus or car dismissal areas to meet your child. Please indicate below if you will be meeting your child at the end of the day or if he/she has permission to walk home without your escort.

Students that are designated as car riders will not be allowed to walk away from the car rider bleachers. Adults wishing to walk with students away from the car rider bleachers will be directed to the office for proper authentication of identification, as this is considered a transportation change and may be made for that child only by authorized adults.

If you make a change to the way your child goes home, submit the change by sending a note to school with your child that includes the date of the change and your signature. Changes to the way your child goes home should be made before 12 noon to ensure that your child's teacher is notified of the change.

**Please complete this document and return to your child's teacher.**

**REMINDER:** You will need to fill one of these forms out for each of your children.

Please Print  
Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Parent Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

Please check exit: East Exit-Camborne Avenue \_\_\_\_\_  
West Exit-Powell Drive \_\_\_\_\_

I will be meeting my child at the end of the day. (Circle one) YES\* NO  
\*Students must be met by 3:15.

My child will be met by \_\_\_\_\_. Please list this individual on your child's Data Information Card.

My child can walk/ride their bike without my escort. (Circle one) YES NO

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Joan Pickard**  
Principal, Kenwood Elementary School [joan.pickard@okaloosaschools.com](mailto:joan.pickard@okaloosaschools.com)  
850-833-3570

## REVISED SCHOOL CALENDAR 2020 – 2021



OKALOOSA COUNTY SCHOOL DISTRICT  
Okaloosa County, Florida  
2020-2021 School Year Calendar



<b>Pre-School Planning</b>	<b>Monday - Friday</b>	<b>August 17-19, 2020</b>
First Day of School for Students	Monday	August 31, 2020
<b>Labor Day Holiday</b>	<b>Monday</b>	<b>September 7, 2020</b>
End: 1 <sup>st</sup> Grading Period	Friday	October 30, 2020
<b>Teacher Work Day/ Student Holiday</b>	<b>Monday</b>	<b>November 2, 2020</b>
Veterans Day Holiday	Wednesday	November 11, 2020
<b>Thanksgiving Holidays</b>	<b>Wednesday-Friday</b>	<b>November 25 - 27, 2020</b>
Winter Break Holidays	Monday-Friday	December 21, 2020- January 1, 2021
<b>Martin Luther King Jr. Holiday</b>	<b>Monday</b>	<b>January 18, 2021</b>
End: 2 <sup>nd</sup> Grading Period	Friday	January 22, 2021
<b>Teacher Work Day/ Student Holiday</b>	<b>Monday</b>	<b>January 25, 2021</b>
President's Day Holiday	Monday	February 15, 2021
<b>End: 3<sup>rd</sup> Grading Period</b>	<b>Friday</b>	<b>March 26, 2021</b>
Teacher Work Day/Student Holiday	Monday	March 29, 2021
<b>Spring Break Holiday</b>	<b>Monday - Friday</b>	<b>April 19-23, 2021</b>
Memorial Day Holiday	Monday	May 31, 2021
<b>End of Semester/Last Day for Students</b>	<b>Wednesday</b>	<b>June 9, 2021</b>
Last Day for Teachers	Tuesday	June 14, 2021

## **EQUITY**

### **ADULTS EQUITY POLICY (6-28)**

A. Harassment concerning an individual's race, color, sex, age, religious beliefs, national or ethnic origin, marital status or disability is a form of misconduct which undermines the integrity of the employment relationship.

B. Adverse remarks or epithets and other forms of harassment concerning an individual's race, color, sex, age, relation, national or ethnic background or disability are strictly prohibited. A disability exists when an individual has a physical or mental impairment which substantially limits one or more of the individual's major life activities.

### **STUDENTS EQUITY POLICY (4-34)**

A. It is the policy of the School Board of Okaloosa County to offer students the opportunity to participate in appropriate 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.

B. Students, while they are in school or participating in school-related activities, are entitled to an environment free of discrimination and/or harassment by other students or adult employees or volunteers, or persons with whom the district contracts for services.

C. In determining whether alleged conduct constitutes harassment or discrimination, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.

### **SEXUAL HARASSMENT**

Sexual harassment by an employee or student to another individual (student or adult) is strictly prohibited by School Board Policies 6-28 and 4-34. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, educational success, or participation in school-related activities, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment/educational decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, participation in school and school-related activities, or creating an intimidating, hostile, or offensive working or educational environment.

### **COMPLAINT PROCEDURES**

1. If an adult needs to report an alleged violation of these policies, an informal Equity Complaint should be made to a principal or department director. If the situation cannot be resolved informally, a Formal Equity Grievance, in compliance with School Board Policy 6-

29, should be directed to the superintendent's designees listed above. Employees have the option of filing a grievance through appropriate Master Contract procedures in lieu of the Formal Equity Grievance.

2. If a student needs assistance with a situation involving these policies, a Student Equity Complaint should be filed in writing and submitted to a teacher or an administrator at the school. If the situation cannot be resolved at the school level, a formal complaint may be filed with one of the superintendent's designees.

#### **LINKS AND FORMS**

- [Equity Policy Notice / Spanish](#)
- [Human Resources Home Page](#)
- [MIS 2083 Student Equity Complaint Form](#)
- [MIS 5139 Equity Documentation of Formal Complaint](#)
- [Report Educator Misconduct](#)

#### **SUPERINTENDENT'S DESIGNEES**

- [Steve Chatman](#) – Equity Policies and Procedures – 850.683.9002
- [Danny Dean](#) – Safe Schools – 850.689.7127
- [Brian Humphrey](#) – Athletics and Student Discipline – 850.689.7198
- [Terri Schroeder](#) – Health – Student Services – Section 504 – 850.833.5861

THIS POLICY IS IN ACCORDANCE WITH THE FLORIDA EDUCATIONAL EQUITY ACT OF 1973 AND OTHER APPLICABLE LAW AND RULES.