



**PARENT/STUDENT HANDBOOK
2017-2018**

Southside Primary School
Home of the "Tiger Cubs"
Phone Number 850-689-7211
650 S. Pearl St.
Crestview, FL 32539

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

PRINCIPAL'S MESSAGE

Welcome parents and students to another exciting year at Southside Primary School, home of the Tiger Cubs. We urge you to become a partner in education with us. You will be given opportunities to become a volunteer, mentor, join PTO and a School Advisory Council. At Southside we appreciate your input and your support. The following information has been compiled in this format in order to provide parents, families, and students with a quick reference to important school policies and requirements. It does not cover every school or Okaloosa District policy. If there are any questions, please telephone the school at 689-7211.

CURRICULUM

Currently our core curriculum is the Florida State Standards for grades K-5 and Creative Curriculum for PreK-aged students. These standards identify what public school students should know and be able to do at each grade level. They describe the student achievement that the state will hold schools accountable for student's learning. The standards are available on the District's website (www.okaloosaschools.com). Grades communicate to you how well your child is achieving the standards. Students in kindergarten through second grade will take the MAP (Measure of Academic Progress) or other district approved assessments. It is a computerized adaptive test which helps teachers, parents, and administrators improve learning for all students and make informed decisions to promote a child's academic growth. Our major goal is to ensure each student makes at least one year's academic growth for the school year in a safe and inviting environment. You will be apprised of your child's reading and math level and progress throughout the year.

Your Elementary child will bring home progress reports at the mid nine week point and report cards at the end of the nine weeks. Grades 1-2 are being graded in the following subjects: math, language arts (including reading, writing, and spelling), social studies, science, physical education, and music.

Grading Scale for First - Fifth Grades

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

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

Regular attendance provides students the opportunity to master required skills at each grade level. Many integral activities, including class discussions, group experiences, field trips, guest speakers, and direct instruction, cannot be simulated or replicated with written work. **“Each public K-12 student must remain in attendance throughout the school year, unless excused by the school for illness or other Good Cause”** Types of absences listed as excused absences are considered to be “good cause”. Therefore, with the goal of promoting student success, the School District of Okaloosa County has 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. **F.S. 1003.04; 1003.21; 1003.24; 1003.26**

Students will have three (3) school days, including the day they return, to bring in written verification for an excused absence. The absence will be considered unexcused if the school does not receive written verification for the excused absence within that time frame. Students who produce and place on file with the district, 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 make up any and all work for absences from medical care or medical conditions related to their permanent and total disabilities.

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), for each subsequent absence. For purposes of make-up work, a partial day's absence will be calculated in the limit of 9 days per semester.

After the ninth (9th) absence (excused or unexcused) each semester, the parents or legal guardian will be formally notified in writing. In addition, this letter will notify parents of the consequences of any additional absences.

After the eighteenth (18th) absence (excused or unexcused), the parents or legal guardian will be formally notified in writing.

All absences after the eighteenth (18th) must be reviewed by the Child Study Team (i.e., MTSS committee, attendance committee) for recommendations.

Make-up Work: For excused or unexcused absences the student will be expected to make up the work missed during the time of absence. As a general rule, all make-up work must be completed **within five (5) days** after the student returns to school. However, the teacher and/or principal may grant additional time for the make-up work if the individual situation warrants. Parents may request materials be provided in advance of a planned absence provided that the absence does not exceed 2 days of school. Please make the request 24 hours prior to the absence.

Tardies: Students may enter their classrooms at 7:55. This will give them time to put away backpacks, turn in homework and notes, sharpen pencils, and prepare for the day before the bell rings. **Students should be seated in their desks when the bell rings at 8:10 am.** If not, the student will be counted tardy. The Exception to this is late bus arrivals *Excused tardies will be defined the same as excused absences.

Students who arrive after 8:10 a.m. must be escorted to the classroom by a parent or guardian and signed in. **Students should NOT be dropped off in front of the school!** Also, whenever students are to be “checked-out” by the parent(s)/legal guardian(s) during the school day the parent(s)/legal guardian(s) should come to the front office and “sign” their child out on the “checked-out” sheet. Students are never permitted to leave the school campus unless “checked-out” in the office by their parent(s)/legal guardian(s) or authorized representative. An authorized representative will need photo identification. This is to provide for your child’s safety and may cause some inconvenience at times.

Early Checkouts: Since instruction continues until the dismissal bell rings, early checkouts are highly discouraged. Excused checkouts are defined in the District Attendance Policy.

Note: Students who must leave school as a result of illness will be excused.

BULLYING

Our school district has a strict anti-bullying policy. We will investigate and address bullying issues immediately. Our district defines bullying as systematically and repeatedly inflicting physical hurt or psychological distress on one or more students. Please notify the Principal or the Guidance Counselor immediately if you suspect a case of bullying.

BUS TRANSPORTATION for PreKD

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

Parents should explain to their children that students transported on school buses must always demonstrate good bus conduct. Misconduct interferes with the driver’s concentration and endangers the safety of all children.

Misconduct is unacceptable and will result in the following dispositions:

1st Infraction: Warning to student and parents notified

2nd Infraction: Student disciplined and parents notified

Further infractions: Suspension from bus and parents notified

Please share the following general guidelines and bus transportation procedures with your child (ren):

- 1) The bus driver is in charge of the bus and the transported pupils.
- 2) Sit in the seat assigned by the driver at all times. Movement from seat to seat, standing, etc. are not permitted.
- 3) Observe classroom conduct rules; however, talking in a quiet manner is permitted.
- 4) Be at the assigned bus stop in the mornings at the appropriate time as the driver cannot be delayed because other students are waiting for the bus at their bus stops.
- 5) When returning to your bus stop after school, parents will meet the bus promptly and the student will exit the bus in an orderly fashion
- 6) Report any unsafe situation to the bus driver.

- 7) Keep head, hands, feet, and other objects inside the bus at all times.
- 8) Glass containers and large items are generally not permitted on the bus without having the driver's prior permission. No animals of any type (dead or alive) are permitted on the bus.
- 9) Always demonstrate good bus behavior.
- 10) All buses are equipped with video cameras and radios.
- 11) If situations occur, then parents are encouraged to telephone/visit the principal.

CHANGES IN TRANSPORTATION

Changing transportation plans can be very unsafe and is a major area of concern for parents and school personnel. This practice can have severe consequences. Generally, parents should understand that young children are sometimes easily confused and that this practice is difficult to manage. **Please do not ask your child or the school to manage a change of your transportation plans unless a very unusual and unexpected situation has developed** (see School Board Policy F-7). The safest and easiest procedure is for the parent(s), or authorized other adult (written certification required) to come to the school and escort their child(ren) to the appropriate destination. Another solution is to meet your child(ren) at the bus stop and then proceed to the appropriate destination. Sometimes when exceptional situations occur, the school must implement special accommodations. **If this ever happens, parents should follow the "note procedures" below with the knowledge of the above mentioned concerns:**

- 1) Daily, personally deliver a written note in the parent's handwriting to your child's teacher indicating the specific change necessary for that day. **DO NOT rely on your child to deliver the note to the teacher.**
Transportation changes must be in writing.
- 2) The note should clearly indicate the requested change "from" and change "to".
- 3) The note should be dated and bear the parent's signature.
- 4) The teacher will sign the note and send the note by the child to the office
- 5) **All transportation changes must be made before 12:30 each day.**

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

Students are not permitted to leave campus unless accompanied by their parent or other authorized adult. In order for your child to check out with someone other than the parent/guardian, the person must be someone on your contact information form MIS 3174. Whenever a child must be checked-out from school, parents should come to the office, sign their child out, and the parent will go to the classroom. **All visitors/parents must be prepared to show identification in order to sign a student out.**

CELEBRATIONS

All parties, celebrations, and other such events are coordinated and managed by the classroom teacher. Please contact the classroom teacher regarding any such planned activities. Parents who do not wish for their child to participate in these activities should notify the teacher early in the year. "Ballooning," "costuming," etc. are not permitted. **In order for party invitations to be passed out at school, each child in the class must receive an invitation.** For the safety of students with allergies, always check with your child's teacher before bringing any food item to share. Parents and visitors must have a volunteer form on file to participate in any parties or celebrations.

PARENT CELL PHONE USAGE

For the safety of our students and staff, please refrain from using your cell while checking a child into school or checking a child out of school. Please do not use your cell phone while in the drop-off or pick-up line as well. The less distractions going on, the safer everyone will be.

CELL PHONES/Electronic Devices

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

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

Students are not permitted to bring electronic devices (iPOD, Nintendos, Gameboys, etc) to school. Some bus drivers may give permission to their personal bus students to have electronic devices and in that case those items should be turned off and in the students' backpacks during the school day. If students have an electronic device out of their backpack on school campus it will be confiscated, the parent will be notified, and the parent of the child will be required to collect it from the office.

CHANGE OF ADDRESS, TELEPHONE, OR EMERGENCY CONTACT

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

CHECKS

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

CONDUCT

The Okaloosa County School Board has defined the expectations for student behavior in the "Code of Conduct". All students will receive a copy of the "Code of Conduct". Parents should review the "Code of Conduct" with their children. The effective schools research clearly indicates that good student conduct is required for student achievement. Teachers will provide parents with information concerning classroom policies and classroom rules. Please review this information with your child.

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

CONFERENCES

School faculty and staff are available for individual conferences when appropriate. Often, simple notes or telephone messages are sufficient. Parents who wish to meet with their child's teacher should send a note to the teacher indicating their desire for a conference. The teacher will then send a note home or telephone the parent(s) in order to schedule a convenient time for both parties to meet. Teachers can generally meet with parents before school (7:15-7:30 AM) or at their planning time during the day.

CUSTODY

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

DISMISSAL

Parents, faculty, and staff should be aware that dismissal is a very busy and critical time for all schools due to the brief time in which this event occurs. Office "traffic" and telephone use should be reduced as much as possible so that important communications can be given and received. **Dismissal Schedule: VPK ½ Day students at 11:00, PreKD students at 1:10, VPK full-day students at 2:00, and Elementary at 2:30.**

DISMISSAL AND ARRIVAL RAMPS

Cars are never permitted on the bus ramp when buses are present **7:30-8:10 A.M. and 12:50:-1:20 P.M.** VPK and Elementary car dismissal will be on the cafeteria-side of our building, with explicit directions on procedures being handed out at Orientation. **Please do not stop a car or leave a car parked where it will block the movement of others and create a safety hazard. When dropping students off in the AM please do not allow students to exit the car until they are assisted by Southside personnel.**

Parents of car riders should hang school issued car tags from their rearview mirror and remain in their cars and proceed through the driveway. School employees will deliver your child to your vehicle. Failure to present your car tag will result in parents having to park, come in, and sign students out in the office. **Students will not be released to parents who park and walk up to the car dismissal area.** This distracts the car rider personnel, creates confusion and unsafe conditions. Parents who do this will be asked to go in the front office and check their children out which might be a more timely process. **Parents are also asked not to congregate in the front entry way as this area becomes very congested during take-in and dismissal times.** Please understand that your child's safety is our priority! Our employees strive to have a safe timely dismissal. **We request that parents not arrive earlier than 1:30 P.M. to begin lining up in the car rider line and pull as far over to the right as possible so Brett St. is not blocked.** (Do not block private drives)

FIELD TRIPS

Educational field trips will be offered throughout the year, and specific information will be sent home at least two weeks prior to the trip being offered. Student form MIS 5185 will be required for each of these trips. Parents who want to chaperone must have a **Volunteer Affidavit** on file. **The Volunteer Affidavit form must be done online at least two weeks before the scheduled field trip.**

Field trips are a special activity for the students in their class/grade level. Younger siblings are not permitted to attend fieldtrips, therefore, it is requested that they not accompany parents on the field trips.

GRADES

Your child will receive a report card each nine-weeks (for grades KG, 1 and 2), and students will also receive progress reports between each report card period at 4 ½ week intervals. You may also access your children's grades on the electronic Gradebook program. To access your child's grades, please go to okaloosaschools.com and click on the parent portal link. You will need the student's ID number. The password will be the last 4 digits of the ID number. This can be found on progress reports and report cards. We encourage you to communicate with your child's teacher often for academic and behavior updates

GUIDANCE

If you or child is in need of guidance services please contact the school at 689-7211, and ask to speak to Guidance.

HEALTH

A Nurse is available to dispense medication to students. Proper paperwork and prescribed medication in the original bottle are required. Parents must bring medications to the clinic. **Under no circumstances should students bring any type of medication to school (including cough drops)!** Please do NOT send your child to school if they are sick. If your child has had a fever or has been vomiting within a 24 hour period before school, your child should remain at home to rest.

HOMEWORK

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

LUNCH/BREAKFAST

All students are encouraged to eat a healthy lunch. Parents are welcome to visit our cafeteria to eat lunch with only their child at designated tables. Parents must sign-in at the front office and obtain a visitor's badge. Glass bottles are discouraged. Student lunches are \$2.70 daily, breakfast is \$1.80 daily. Adult lunches are \$4.00 daily, breakfast is \$2.25 daily. These prices are subject to change. **No charges for breakfast or lunch are permissible.** Each student will be given a cafeteria number and card. Lunches/breakfast may be paid in advance by visiting the cafeteria. You can also add money to your child's school lunch accounts via the Internet using www.SchoolPaymentSolutions.com.

PERSONAL PROPERTY

Frequently, unidentified items are found on campus. Parents are urged to write their child's name on items that might be lost so that the items can be returned to the proper owner. Lost & Found is located in the cafeteria on the stage.

PLEDGE OF ALLEGIANCE

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

PHYSICAL EDUCATION

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

PROMOTION AND RETENTION

A student's promotion or retention will be determined according to guidelines detailed in the District's Pupil Progression Plan. The entire PPP can be viewed on the District Website at www.okaloosaschools.com.

RECESS

The state requires that all elementary children have 20 minutes of recess per day. VPK and PreKD students will have 30 minutes of recess daily.

SAFETY & SCHOOL SECURITY

The safety of our students is everyone's responsibility. The school has a video security system to enhance student security and safety. No one other than students, faculty and staff should ever be on campus without prior authorization through the school office. **As per School Board Policy, all visitors must first report to the school office, sign-in and receive a visitor's badge which provides identification and indicates authorization.** Parents and families should feel comfortable with this policy which sometimes also requires school personnel to ask for appropriate identification, particularly when a child is to be "checked-out" from school. Please be prepared and notify your authorized representatives that this might occur when they arrive on campus. According to Florida law, the school conducts fire, severe weather, lock-down, and bus evacuation drills.

SCHOOL PICTURES

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

SCHOOL WITHDRAWAL

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

SECTION 504 INFORMATION

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

STUDENT DRESS CODE

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

- A. Appropriate student grooming and dress is primarily the responsibility of the student and parent...a student's personal hygiene, appearance, or dress...should not disrupt or interfere with the educational process or endanger the health/safety of students or others.
- B. The wearing of garments appropriate for school is to be encouraged. All instructors should be alert to give helpful, friendly guidance. Failure of any student to dress simply and appropriately should be brought to the attention of the principal. Extremes in dress, hairstyle, 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.

Dress Code – Elementary, VPK, and PreKD

- 1) Clothing must be neat, clean, and attractive.
- 2) Appropriate footwear is required for sanitary and safety reasons. Students should wear tennis shoes in order to participate in PE and/or recess.
- 3) No hats are to be worn inside the building.
- 4) Garments bearing inappropriate slogans/pictures are not permitted (i.e., alcohol, drugs, etc.)
- 5) Hairstyle must not interfere with vision.

STUDENT WELFARE

The following are prohibited:

- 1) Any type of gun (toy, etc.), shells, knives, sling shots, or any other type of toy unless prior permission has been granted;
- 2) Cameras, radios, tape recorders, video games, or any other items of significant value (coin collections, baseball cards, etc.) unless requested by a teacher and proper arrangements have been made;
- 3) Significant amounts of money;
- 4) Student visitors and small children are not permitted to attend classes;
- 5) Students should not bring any unusual item to school unless prior approval has been granted by the teacher, bus driver, and/or principal;
- 6) Animals (dead or alive) are not permitted and
- 7) Any type of aerosol should NOT be brought to school whether it is deodorant or hair spray.

TEXTBOOKS

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

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

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

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

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

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

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

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

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

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

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

The Okaloosa School District actively seeks to locate exceptional students and maintains information on those students screened and identified as exceptional. The term "exceptional student" includes the following: the mentally

retarded, the blind and partially sighted, the physically handicapped, the emotionally handicapped, those with specific learning disabilities and the gifted. Information gathered may include the student's social, emotional, physical, psychological, academic and communication behaviors and abilities.

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

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

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

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

DISCRIMINATION/HARASSMENT

Equity Policy for students/School Board Policy 4-34

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