



Student/Parent Handbook

2017-18

***Okaloosa STEMM Center
379 Edge Avenue
Valparaiso, Florida 32580
Telephone: (850) 833-4120
Fax: (850) 833-4177***

Okaloosa County School District



Vision

We inspire a lifelong passion for learning

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.

Core Values

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.

Okaloosa STEMM Academy



Vision Statement

We train the next generation of STEMM leaders to actively investigate, to question current practice, and to design new solutions to local and global problems.

Mission Statement

Through rigorous and innovative academic programs using community partnerships to enrich learning, we inspire students to be intellectually curious, critical thinkers, and creative problem-solvers so they may become the next generation of Science, Technology, Engineering, Mathematics, and Medical (STEMM) leaders.



Faculty and Staff

Wanda Avery	Principal
Neely Calhoun	TSA
Ann Harris	Guidance
Belinda Eisenburg.....	Office Manager
Deputy Stephanie Thompson	Resource Officer
Christy English	Language Arts
Tim Flynn	Social Studies
Kim Gasaway	Science
Chris Gee	Math/Social Studies
Courtney Gonzalez	Language Arts
Rob Jernigan	ICT
Cherie Matheson	Math
Rosemarie Morris	Math
Melanie Palmer	Language Arts
John Reaves	Social Studies
Angela Robinson	Science
Sarah Wilson	Science
Trulie Gander	Lead Custodian
Rose Aguilar	Custodian
Nadia Conrad	Lunchroom Monitor

Office Hours: 7:00 am – 2:30 pm, Monday – Friday

This handbook has been prepared to provide each student and parent with a source of information about the Okaloosa STEMM Academy. We believe that learning and total student development can be maximized in a safe and orderly environment. It is intended as a reference source for some of the more frequently asked questions. Please read it carefully. It does not cover every Okaloosa STEMM Academy or every Okaloosa County School District policy. If there are any questions, please contact our office at (850) 833.4120.

SCHOOL CALENDAR 2016-2017

August 7-9, 2017 Pre-School Planning
 August 10, 2017 First Day for Students
 September 4, 2017 Labor Day Holiday
 October 6, 2017 End 1st Nine Weeks
 October 9, 2017 Work Day/Student Holiday
 November 10, 2017 Veterans Day Holiday
 November 20-24, 2017 Thanksgiving Holidays
 December 19, 2017 End of First Semester
 December 20, 2017-January 2, 2018..... Winter Holidays

January 3, 2018 Work Day/Student Holiday
 January 15, 2018 Martin Luther King Jr. Holiday
 February 19, 2018 Washington's Birthday Holiday
 March 15, 2018 End of 3rd Nine Weeks
 March 16, 2018 Work Day/Student Holiday
 March 19-23, 2018 Spring Break Holidays
 May 25, 2018 End of Semester/Last Day for Students
 May 28, 2018 Memorial Day Holiday
 June 1, 2018 Last Day for Teachers

DAILY BELL SCHEDULE

The Okaloosa STEMM Academy follows a block schedule. In addition to lunch and Flight Advisory, students attend periods 1, 3 & 5 on A-days; 2, 4 & 6 on B-days. The A and B days are alternated on a daily basis.

A Schedule - REGULAR BELL SCHEDULE	
7:00 - 7:25	Students Report
7:30	Tardy Bell
7:30 - 9:11	<i>1st Period</i>
9:11 - 9:14	Class Change
9:14 - 10:55	<i>3rd Period</i>
10:55 - 10:58	Class Change
10:58 - 11:28	Lunch/Advisory
11:28 - 11:31	Class Change
11:31 - 12:01	Lunch/Advisory
12:01 - 12:04	Class Change
12:04 - 1: 45	<i>5th Period</i>
1:45	Bell Dismissal

B Schedule - REGULAR BELL SCHEDULE	
7:00 -7:25	Students Report
7:30	Tardy Bell
7:30 - 9:11	<i>2nd Period</i>
9:11 - 9:14	Class Change
9:14 - 10:55	<i>4th Period</i>
10:55 - 10:58	Class Change
10:58- 11:28	Lunch/Advisory
11:28 - 11:31	Class Change
11:31 - 12:01	Lunch/Advisory
12:01 - 12:04	Class Change
12:04 - 1: 45	<i>6th Period</i>
1:45	Bell Dismissal

ACADEMIC PROGRESS AND PROMOTION POLICIES

1. GRADING POLICY

A. All nine-weeks' grades will be determined by the following grading system:

<u>Letter/Numerical Grade</u>		<u>Grade Point</u>
A-	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	59 and below	0.0
I	Incomplete	

B. Semester grades will be completed using the same numerical system as above. The semester grade will be the average of the preceding two nine-week's numerical grades.

C. Semester exams are mandatory for all High School credit classes.

D. Yearly grades will be computed by averaging the two semester numerical grades.

2. REPORT CARDS/PROGRESS REPORTS

A. Each student will receive a mid-nine-weeks progress report for each class.

B. Report cards will be given to students at the end of each nine-week period to take home.

C. The nine-week grading periods are as follows:

1st nine-week ends – October 6, 2017

2nd nine-week ends – December 19, 2017

3rd nine-week ends – March 15, 2018

4th nine-week ends – May 25, 2018

3. HIGH SCHOOL CREDIT

A. Currently, OSA students take Earth/Space Science Honors (6th grade), Algebra I Honors (7th grade), Physical Science Honors (8th grade) and Geometry Honors (8th grade) for high school credit. Students are held to all of the high school course requirements to receive high school credit.

B. Students, taking Algebra I Honors, must take the State EOC and pass it to earn high school credit in the course. The assessment must constitute 30% of the student's final grade.

C. All high school courses taken in middle school will count toward graduation and honor graduate designation.

4. END OF COURSE EXAMS

A. Students, enrolled in Algebra I Honors and Geometry Honors, must take the State EOC. The assessment must constitute 30% of the student's final grade.

B. All seventh grade students must take the State Civics EOC, which constitutes 30% of the student's final course grade.

C. For additional information on Semester Exams and End of Course Exams, please review the Okaloosa Pupil Progression Plan on the District website.

ACADEMIC PROBATION POLICY

1. A student is placed on academic probation if any of the following conditions are true at the quarter or semester grading periods.

a. The student earns a GPA below 2.0

b. The student earns a D or an F in any class

2. Academic Probation Contract

If a student is placed on academic probation, the student and parents/guardian will be required to attend a conference and fill out and sign an academic probation contract and return it to Administration. The contract may include, but is not limited to the following:

- a. Mandatory student attendance at before- or after – school tutoring
- b. Weekly grade/assignment/behavior reports from all classes
- c. Suspension from extra- curricular activities

ARRIVAL AND DEPARTURE

- Busses will discharge in the Front Office Zone, (off Edge Avenue). All car-riders should discharge in the iCafe Zone at the OSA bus ramp, (off Nordberg Avenue). Students will report to their morning classrooms. The earliest arrival time is 7:00 am. School starts at 7:25 am. **Any student arriving after 7:30 am must be escorted to the front office and signed in by their parent/guardian.**
- Students who arrive late to school must go to the front office for a check-in slip. After 7:35 a.m. students are to report to the front office for an admit form.
- **Students should enter the building immediately upon arriving on campus.**
- Students may only be checked out of school if a parent/guardian picks up the student from the Front Office.
- **All students must be accompanied by a parent/guardian and have a check out/check in slip from the Front Office to leave the campus or to check back into the campus. The Okaloosa STEMM Academy is a closed campus for lunch. Students who leave or enter the campus without prior Front Office authorization are subject to disciplinary action (including suspension).**
- Students will not be released to anyone except parents or their authorized representatives (written certification required) during school hours.
- We will require written documentation of the custodial parent to (1) change a student's bus, or (2) allow someone else to pick up your student from school. The request must be in writing, signed and dated or the request cannot be honored. There can be no exceptions to this policy. All requests by phone will be denied. We must enforce this rule in order to safeguard all of our students. We encourage parents to send written notice to the Front Office of all persons that may pick up students during school hours. The list of people who can check out students will be updated as often as parent's request. These people must have a picture I.D. to pick up your student.
- Students being checked out will not be called out of class until the parent or authorized representative has arrived at the Front Office. It is requested that you DO NOT check your student out during the last twenty minutes of the day.

ATTENDANCE

Poor attendance or excessive tardiness have a definite effect on grades and are often a direct cause of low grades or failure in school subjects.

1. No student will leave the school grounds without receiving permission from the Front Office.
2. Official attendance is taken during Flight Advisory
3. Definitions of absences:
 - a. **Excused (E):** death in family; appointments or illness requiring medical attention (physician's statement required); religious holidays; absences verified by a parent/guardian and approved by administration. Note: School-sanctioned activities are marked as School Leave (SL) and do not count as absences.
 - b. **Unexcused (U):** truancy or suspension. An absence marked with a U has been marked by a teacher and in accordance with OSCD policy needs to be resolved by the student within 5 days. No make-up work will be accepted for periods /days absences that are unexcused.
4. All absences will remain unexcused unless verified **within 5 days** by a legible note from a parent/guardian, which must include:
 - a. printed student first and last name and grade level
 - b. reason for absence,

- c. date(s) absent
 - d. printed name and signature of parent/guardian writing note
 - e. telephone number where parent/guardian may be reached.
5. The Okaloosa County School Board Attendance Policy:
- a. Upon the 5th excused or unexcused absence per semester in any course, the parents will be contacted.
 - b. Upon the 10th excused or unexcused absence per semester, a letter will be sent to parents requiring a medical doctor's/agency or principal's excuse for additional absences.
 - c. Upon the 10th excused or unexcused absence students can earn course credit if they have a passing grade **AND** pass a comprehensive exam.
 - d. After the 15th absence per semester in any class period, no makeup work will be allowed. The student can still pass the class if, at the end of the semester, he/she has a passing grade and passes a comprehensive exam.
 - e. Within 3 days after the 16th absence per semester in any class period, parents/legal guardians may appeal to the school's attendance review committee for permission for their child to make up missed work. Both parent and student must be present during the appeal. Each absence after the 15th must be appealed separately. Though the appeal may determine the work may be made up, the student will still be required to have a passing grade and pass a comprehensive exam in order to receive credit for the course.

Make-Up Policy

- Any student with an excused absence will be allowed up to five (5) school days after the absence to complete make-up work. The teacher will determine the appropriate time needed to make up this work. It is the student's responsibility to arrange a time and place with the teacher to make up work.
- For excused absences (up to 15), the student will be expected to make up the work missed. Secondary students will be allotted the same 5-day period to complete assignments following a school-sanctioned/sponsored trip. **Students absent for any reason on the day a previously assigned project is due, or a previously assigned test is scheduled, will submit the project or take the test the day of his/her return.**

BACKPACKS

Backpacks are not allowed in the classroom due to safety issues/concerns. Any student who brings a backpack to school must store it in their **locker** for the duration of the school day. String bags will be allowed in the classrooms. BYOD Computer bags cannot not be used to carry books.

BOOKS AND INSTRUCTIONAL MATERIALS

When books and instructional materials are issued to students, it becomes their responsibility to take good care of them. At the time of withdrawal, or at the end of the school year, lost or damaged items will be assessed. **Students will be required to pay for lost or damaged items at the time of withdrawal or promotion.**

BULLYING POLICY

In accordance with the Okaloosa Code of Student Conduct the Okaloosa STEMM Academy has a zero-tolerance policy toward bullying. Students and teachers should report any instance of bullying to a teacher or the Front Office. For more information on this policy, please refer to the Okaloosa School District website, www.okaloosaschools.com.

CAFETERIA

1. A balanced lunch and milk program is provided in the school cafeteria and available to students. Lunches may be purchased in advance. Student's full name and pin number should be included with payment. No food or drink is allowed in the classrooms
2. The Constitution of the State of Florida does not allow school districts to extend credit using tax payers' dollars. Meals shall not be sold to students on a credit basis.
3. Meal Prices for 2017-2018
 - Breakfast \$1.80
 - Lunch \$2.70
 - Milk 0.65
 - Reduced Breakfast 0.30
 - Reduced Lunch 0.40
 - Adult Breakfast \$2.25
 - Adult Lunch \$4.00
4. Free/Reduced Lunch applications are online at Okaloosaschools.com
5. Students who throw food, litter excessively, refuse to pick up disposable lunch material, or horseplay will be assigned lunch detention.
6. A student may not use another student's lunch number nor may he/she sell or receive items from another student's lunch.

CELL PHONES, CAMERAS AND OTHER ELECTRONIC DEVICES

Students using or having on or in an operational mode any device that permits recording the voice or image of another person, unless all persons whose voices and images are being recorded are made aware of recording prior to the actual recording of their voices or images are subject to discipline. Students are prohibited from taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise data considered **illegal** images or photographs, whether by electronic data transfer or otherwise (commonly called, texting, sexting, or emailing, etc.) may constitute a CRIME under state and / or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd and otherwise illegal images or photographs in any manner that interferes with or is disruptive to the educational process or invades the privacy of students, employees, volunteers, or visitors is prohibited. If they violate this prohibition, then they are subject to discipline under the provision and /or any other provision of the Code of conduct that may be applicable to the circumstances involved.

ELECTRONIC DEVICES: In accordance with School Board policy 4-39 students may be in possession of wireless communication devices while on school property. **The student must insure the device not be visible and must be turned off while on campus, until 1:45 p.m. Text messaging is not permitted. Violation of this policy will result in disciplinary action taken by the administration.** Any student bringing a wireless communication device to school will do so at his/her own risk. The School Board nor the school will be responsible for the loss, damage or theft of said property. Students are also required to keep electronic equipment such as CD players, IPOD's and handheld games at home as these are not allowed. Such items will be confiscated and held by the administration for parents to pick up. The administration accepts NO Responsibility for items not picked up within five days. Likewise the school assumes NO Responsibility for the loss or theft of such items.

CHEATING

Whenever a student is guilty of cheating, the teacher shall collect the students' paper. The teacher

will notify the parent and assign a zero (0) on the assignment, quiz or test. All subsequent offenses may result in office referrals with STP (Student Training Program) or OSS (out-of-school suspension) assigned to student.

CODE OF STUDENT CONDUCT

All students are provided a copy of the School District of Okaloosa County Code of Student Conduct. The Code of Student Conduct is reviewed with the students during the first week of school. Parents are encouraged to read and discuss the document with their student.

COMPUTER TAMPERING

Playing on-line games and/or accessing chat rooms is prohibited. Students that test the system by tampering, altering (changing background) and/or deleting items from the computer's hardware or software will be dealt with in the following manner.

1st Offense Minor: up to three (3) days of no school computer access, parents contacted and restitution made

2nd Offense Minor: up to seven (7) days of no school computer access, parents contacted and restitution made

3rd Offense Minor: one-five (1-5) days STP/OSS (out-of school suspension), parents contacted and restitution made. **Student's privilege to use school computers may be lost for the rest of the school year.**

1st Offense Major: one-five (1-5) days STP/OSS (out-of school suspension), parents contacted and restitution made. **Student's privilege to use school computers may be lost for the rest of the school year.**

2nd Offense Major: five-ten (5-10) days STP/OSS, parents contacted and restitution made. **Student will be required to enroll at their zoned school.**

DISCIPLINE

1. During the course of the school year, it may be necessary to discipline students so that the on-going process of education for all students can occur. Parent involvement to encourage appropriate behavior is crucial to student success. Parents will be notified each time students are referred for discipline. Parental contact numbers and intervention are required in maintaining school discipline.
2. Discipline is handled primarily by the individual teacher. More serious and/or persistent offenders are handled by the administration. When a student is referred for behavior to the administration for discipline, an entry will be placed in the student's discipline record. Our discipline plan includes a variety of corrective measures.
3. In all cases, school administrators will follow Okaloosa County School District Policy and comply with due process. Parents will be notified by phone or letter of any student who is referred.
4. Our goal is to provide a quality education for all students. This is unattainable with frequent classroom disruptions. The referral process is a loss of instructional time for students, teachers and administrators. Behavioral expectations are clarified to students the first week of school. Student discipline will be dealt with consistently in an effort to modify behavior. Students referred to the office will progress through a series of steps. **When this series of steps is exhausted, a student will be required to enroll at their zoned school.**

DRESS AND APPEARANCE CODE

The purpose of the dress and appearance (uniform dress code) is to enhance school safety, maintain school discipline, promote attention to detail, and instill community values. It is not intended to inhibit legitimate student expression. Parents are expected to be the primary monitors of the uniform policy. Please help us by ensuring your child is in uniform each day. Uniforms are to be worn from the first day of school in August

until the final day of classes in May, unless parents are otherwise notified.

1. Only approved uniform items will be worn to school and school activities. **Our school uniform provider is Eagles Nest(279-4775 Niceville) or StitchFX (664-0200 Fort Walton)**
 - Plain Front Khaki or Navy Pants, shorts, skort, or skirt. (Minimum length is no less than 3” above top of knee)
 - Short or long sleeve Royal Blue or Red Polo with STEMM Logo. (may wear white long sleeve shirt under short sleeve polo)
 - Shoes (closed toed) should be **black, brown, or navy**. (White tennis shoes are also acceptable)
 - Red or royal blue polar fleece; red or royal blue cardigan or sweater vest, red sweatshirt with STEMM logo (NO Hoodies)
 - Socks/Tights should be solid red, white, navy or black. No nylons/panty hose.
 - For PE- navy shorts or sweat pants, long or short sleeve heather gray t-shirt or sweatshirt
2. Head-gear including (but not limited to) hats, visors, dude rags, toboggans, hoods, caps, and sunglasses, may not be brought to school or worn during the school day.
3. School uniform items will be worn as prescribed. Undergarments must not be exposed at any time (skin may not show at any time, front or back, while standing, sitting, arms raised, etc.)
4. Pants, skirts and/or shorts that sag below the waistline or must be held in place with the hands are not allowed.
5. Hair must be neat and clean at all times and hairstyles must not interfere with a student’s vision. **Extreme tastes in hairstyles (ex. Mohawks, etc) or hair colors are not permitted.**
6. Due to safety considerations, heavy chains, pointed jewelry, body piercing jewelry, or other items or accessories that are readily adaptable for use as a weapon will be prohibited. Jewelry should be simple and not interfere with school activity requirements.
7. Clothing, accessories, buttons, jewelry, or tattoos that depict vulgarity, offensive images, or prohibited substances including (but not limited to) drugs, alcohol, or tobacco, will not be allowed.
8. In the event that the school identifies items of clothing, accessories, buttons, or jewelry that are not set forth in this dress code, but are inappropriate or unsafe, the school may prohibit such items. Any form of dress or grooming which is distractive or disruptive will not be permitted.

Uniform checks will be conducted and disciplinary action will be taken if necessary. Persistent violations will result in progressive disciplinary action. Final decisions regarding hygiene and appropriate dress will be left to the discretion of the Administrator and/or Administrator’s designee. Students with inappropriate pants, skirt, skort, or shorts will call parent to bring proper clothing.

EMERGENCY/LOCKDOWN PROCEDURES

In the event that the school is in a lockdown or extreme weather situation, please help us keep lines of communication open for support personnel by not phoning the school site. Information will be disseminated through media outlets as quickly as it becomes available. Parents are reminded that due to safety considerations, students will not be allowed to leave or be checked out during these times.

ITEMS DELIVERED TO STUDENTS

Balloons or flowers should not be delivered to students at school. Students can only come to the office and view items. **Balloons and flowers are not permitted in class and are not allowed to be transported on the bus.** Arrangements will have to be made to transport items home.

LOCKER POLICY

All students are assigned lockers upon entering STEMM Academy. Locks are issued and rent for \$5.00 per year. Sharing of lockers is prohibited. Student’s lockers are subject to be searched at any time by school officials or their designee. Locker rooms will only be open and accessible before school, before/after

lunch, during P.E. class and after school. Personal items may not be left unsecured in the locker room.

LOST AND FOUND

All lost and found items will be in the cafeteria. Items of value such as laptops, purses or wallets will be placed in the vault in the front office. Unclaimed items are donated to charity every 30 days.

MEDICATION / HEALTH POLICIES

The Health Tech will assist students who become ill during the school day. If your student is ill or running a fever, please do not send them to school or the Health Tech for a diagnosis. Our facilities will only allow us to care temporarily for a student who is ill and cannot return to class. In the event a student becomes ill and cannot attend classes, parents or guardians or emergency contacts will be called and asked to pick the student up in the clinic. By Florida State law, parents must have an adult that can be reached during the day recorded on their student's health information card. **Emergency contact numbers are REQUIRED.**

Immunizations: The State of Florida Public Health Department requires all students entering or attending 7th grade will be required to have completed the following immunizations: Hepatitis B Series, Tetanus/Diphtheria/Pertussis Booster and a second dose of Measles vaccine (preferably MMR vaccine)

Injury: If the school is unable to contact parents, the student will be transported to a hospital by ambulance for emergency aid. Neither the school nor Okaloosa County School Board assumes financial responsibility for this transportation or medical care provided. Accident insurance is available to all students at a nominal cost. Insurance applications are sent home at the beginning of each school year.

Prescription And Non-Prescription Medication

All medication must be brought to the Health Tech by the parent or legal guardian. Students are not allowed to bring medication to school under any circumstances. This includes cough drops and non-prescription medication. Before any medication may be left at the school for the health tech, parent permission and instructions must be obtained. The parent or legal guardian shall file with the health tech or designee, a dated, signed permission form (MIS 5183). This authorizes the school to assist in the administration of medication. All medication **MUST** come in the ORIGINAL container. Phone calls are **INSUFFICIENT** to change the dosage or the time medication is administered. Parents must fill out another medication permission form. Each administration of medication will be properly recorded on the Medication Administration Record. When it is necessary for students to keep medication with them at all times (inhalers, enzymes, etc.) a physician's written order stating such must be turned in with the medication permission form. Unused medication left after the end of the school year will be discarded the last day of school.

Prescription medication: When a student needs to take prescription medication, the first dosage must be administered at home under the supervision of parents so they may observe any adverse reactions to the medication. The medication may then be administered at the school if permission forms are signed. The medication prescribed for the student **MUST** come in the ORIGINAL container and shall be labeled with the following information:

- Name of student
- Name of medication
- Directions concerning dosage and storage
- Time of day to be administered
- Physician's name
- Date of prescription

Only Enzymes, Epipens, Insulin Pens, and Asthma Inhalers are permitted to be carried with parental permission and physician's authorization, but forms must be completed in the clinic prior to being carried. Over-the-counter medications follow these same procedures.

ONLINE GRADES AND ATTENDANCE

Teachers use **GRADES** software to calculate averages, post assignments, and record attendance. The website can be accessed through the Okaloosa County Schools web site at www.okaloosaschools.com. Parents may access student grades and attendance with the student's 10-digit Florida ID number. The full ID number is the user name, and the last 4 digits serve as the password.

Symbols used with the **GRADES** software are:

Z = no assignment was submitted by the student. Teachers will use this symbol to remind students an assignment is owed.

0 = an assignment was submitted and earned this numerical grade.

Blank = used to indicate an assignment will result in a grade at a future date.

PARENT TEACHER ORGANIZATION (PTO)

STEMM PTO has a goal and commitment to raise funds to support endeavors that benefit each and every student at our school. Many of the teams, clubs and programs are supported by PTO funds. Parents interested in joining should contact Kristie McCain, PTO President at Stemmpto@gmail.com.

SAFETY & SCHOOL SECURITY

The safety of our students is everyone's responsibility. 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 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.

The OSA is fortunate to have a camera surveillance system installed on our campus. The surveillance system is operational twenty four hours a day, seven days a week.

According to Florida law, the school conducts fire, severe weather, lock-down and bus evacuation drills.

SCHOOL DAY

The school day for students is from 7:30 am – 1:45 pm. Students may arrive on campus no earlier than 7:00 am. The bell rings at 7:30 am. Students should be in their classroom, seated in their desk when the bell rings.

SCHOOL PROPERTY

The physical condition of the school building reflects the care and appreciation of those in whose care the building has been placed. A clean, well-preserved building indicates the presence of a responsible student body. *Students have the responsibility to pick up their trash and food wrappers. **Any student, who willfully cuts, defaces, destroys, dirties, writes on, or otherwise damages property belonging to the school is subject to suspension or expulsion, and the student/parent or guardian shall be liable for all damages to the school property.*** Paper towels, toilet tissue and soap are placed in the bathroom for your use. Excessive waste should be reported to the custodian or office staff.

STUDENT INDEBTEDNESS

In accordance with both Florida law and the Okaloosa County School Board Policy, each school principal is required to collect outstanding debt. The School Board policy states the school principal shall collect from each student or the student's parent the purchase price of any instructional materials the student has lost, destroyed or unnecessarily damaged. The failure of the student or the student's parent to pay such sum upon reasonable effort by the school principal may result in the suspension of the student from participation in extracurricular activities until such debt is satisfied or satisfaction of the debt by the student through community service activities at the school site as determined by the school principal, pursuant to the policies adopted by the district school board rules. Community service hours shall be credited against the debt by forgiving \$8.00 per hour of service.

TELEPHONE

The classroom telephones are primarily for outgoing calls. Teachers are encouraged to call parents directly from the classroom as the need arises. Office staff will take messages for teachers at any time during the school day. Telephone calls will not be transferred during instructional time. You cannot change the way your child is to go home with a telephone call. It must be in writing. Use of the office telephone is for emergency only. Use of classroom phones for personal calls is not allowed.

TRANSFER OF INAPPROPRIATE DATA

In accordance with the Okaloosa Code of Student Conduct, students are prohibited from taking, disseminating, transferring, or sharing data considered **illegal** or **inappropriate** in categories including, but not limited to: photographs, videos, text messages, emails, notes, etc.

TRANSPORTATION GUIDELINES

1. Bus drop off and pickup will in the Front Office Zone, (off Edge Avenue). Students who ride buses are expected to walk to and from the loading zones in a quiet and orderly manner. Buses will arrive at approximately 7:00 a.m. and depart at 1:50 p.m.
2. All car-riders should discharge at the OSA car ramp, (off Nordberg Avenue). Parents are asked **not** to bring students to school before 7:00 a.m. as supervision does not begin until that time. Students should be picked up no later than 2:00 p.m.
3. Good behavior is expected of all students on the buses.
4. Any student who persists in disorderly conduct on a school bus shall be reported to the administrator by the bus driver and may be suspended from being transported to or from school on the bus. The student can also be suspended from school. Students are under the Administrator's authority at the time they arrive at the bus stop. Riding the bus is a privilege and may be revoked if safety rules are not observed.
5. The driver of the bus has complete responsibility for the bus and for the students. Students must obey the driver promptly. Misconduct on any bus will be reported to the office and appropriate action taken against all students responsible.
6. Outside of ordinary conversation, acceptable classroom conduct is to be observed on the bus.
7. Students may only ride on assigned buses. In the occasional event the student needs to ride a different bus to or from school, the student will need to present (in advance) a note written and signed by the parent. The note will be presented to the Administrator or appointed designee for approval before the student may ride a different bus. The Front Office will confirm the note by calling the parents before approving the note. **Notes that are not presented with sufficient time to be confirmed telephonically will not be approved.**

8. Students may be required to sit three (3) to a seat on the bus according to district policy.
9. Transportation issues are under the direction of Jay McInnis. If you live in the Destin area, call 833-3555, in the Bluewater/Niceville area, call 833-4161 or in the Crestview area, call 689-7301.
10. The bus hubs for OSA are as follows:
 - Pryor Middle School (AM pickup) Choctaw High School (PM drop off) and Eglin AFB Youth Center
 - Destin Middle School (front parking lot) and Bluewater Elementary (Range Road)
 - Southside Center (AM - back of school; PM-front parking lot)

TRANSPORTATION CHANGES

Changing buses or 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 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 another authorized adult (written certification required), to come to the school and escort their student to the appropriate destination. Another solution is to meet your student 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 know that a phone call is not acceptable; parents should follow the "note procedures" below with the knowledge of the above-mentioned concerns:

1. Daily, deliver a written note to the front office indicating the specific change necessary for that day.
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 note should include a phone number where the parent can be reached during the day.
5. Generally, bus drivers will not allow children on their bus unless the child is a regular rider or the child presents a bus pass issued by the school office.

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

VISITORS

Regardless of the purpose of the visit to campus, all visitors are required to register in the front office before proceeding onto campus. Anyone without a visitor's badge will be considered trespassing and asked to leave immediately. Visits to classrooms are on a prearranged status, with a minimum of 24 hour notice to the teacher.

VOLUNTEERS

*VOLUNTEER - Volunteers have provided hours of valuable services to our faculty and staff. All volunteers are required to complete a volunteer application located on the Okaloosa County School District website. All parents chaperoning field trips must have a COMPLETED and APPROVED application one month prior to the trip. Beat the rush. Get your form notarized and approved early! Forms are available in the front office. All volunteers must complete a new volunteer form annually. We request that you make babysitting arrangements for pre-school age children during your volunteer time at the school. Volunteers must wear a name tag.

*SCHOOL ADVISORY COUNCIL (SAC) - This is a state-mandated council comprised of school faculty and staff members, parents and community members. It is charged with the duty of determining the school's mission and voting on which components of educating students should be a part of the School Performance Plan (SPP). The council meets approximately four times a year.

*ADOPT-A-CLASSROOM - Community businesses and families are invited to donate funds to a classroom. The money is spent by the classroom teacher on classroom supplies, parties, field trips, etc. The sponsor will be acknowledged in the school newsletter.

WITHDRAWAL PROCEDURES

We request a parent or guardian notify the Front Office if a student will be withdrawing from Okaloosa STEMM Academy two days (48 hours) before the date of withdrawal. A parent or guardian must come to the school to sign the withdrawal form. On their last day of school the student will report to Front Office in the morning to pick up the signed withdrawal form. The student must be prepared to stay the full day in order to attend each class to complete the withdrawal process and receive attendance credit for that day. Each teacher will indicate on the withdrawal form, the grades to date of withdrawal and assess all lost or damaged books. To be officially withdrawn, the student must be cleared through the main office, and the cafeteria; remove all personal belongings from the locker and pay all past due fees. During the last period of the day the student will bring the withdrawal form to Front Office. The withdrawal form will be reviewed and signed by a school official. A copy will be prepared for the parent/guardian.

EDUCATIONAL FUNDING ACCOUNTABILITY ACT
Section 1010.215, F.S.

SCHOOL DISTRICT OF OKALOOSA COUNTY

2015-2016 SCHOOL FINANCIAL REPORT

OKALOOSA STEM ACADEMY (#0721)

REVENUES	School*		Okaloosa County School District		K-12 Education State of Florida	
	\$	%	\$	%	\$	%
Federal	51,471	3.23%	29,165,566	11.12%	3,218,391,783	13.22%
State/Local (excludes Lottery)	1,521,643	95.46%	233,137,866	88.87%	21,080,431,230	86.61%
Lottery	20,843	1.31%	-	0.00%	-	0.00%
Private	-	0.00%	38,506	0.01%	39,754,607	0.16%
Total	\$ 1,593,957	100.00%	\$ 262,341,938	100.00%	\$ 24,338,577,620	100.00%

*School revenues based on costs.

K-12 OPERATING COSTS**	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL AVERAGE	DISTRICT AVERAGE***	STATE AVERAGE***	
Teachers/Teacher Aides (Salaries & Benefits)	3,620	\$ 4,901	\$ 4,646	\$ 681,653
Temporary Personnel (Salaries & Benefits)****				
Other Instructional Personnel*****	909	504	972	171,076
Contracted Instructional Services	945	395	193	177,847
School Administration	1,016	664	561	191,298
Materials/Supplies/Operating Capital Outlay	621	197	197	116,899
Food Service	186	321	495	35,022
Operation and Maintenance of Plant	948	766	887	178,489
Other School-Level Support Services	221	207	208	41,673
TOTAL SCHOOL COSTS**	\$ 8,466	\$ 8,045	\$ 8,159	\$ 1,593,957

**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

\$ 77

\$ 68

(Not Available)

\$ 14,573

*****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 \$10,045,368.24 or \$356 per UFTE.

K-12 ADDITIONAL DETAIL INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL AVERAGE	DISTRICT AVERAGE	STATE AVERAGE	
Teachers/Teachers Aides (Salaries/Benefits):				
Basic Programs	\$ 3,628	\$ 4,440	\$ 3,921	\$ 503,213
ESOL	\$ -	\$ 4,711	\$ 4,774	\$ -
Exceptional Programs	\$ 3,600	\$ 7,115	\$ 7,293	\$ 178,440
Vocational Programs	\$ -	\$ 3,711	\$ 3,935	\$ -
Adult Programs	Not FEFP Funded	Not FEFP Funded	Not FEFP Funded	Not FEFP Funded
Materials, Supplies, Operating Capital Outlay:				
Textbooks	\$ 33	\$ 32	Not Available from State Data Base	\$ 6,292
Computer Hardware & Software	\$ 148	\$ 24	Not Available from State Data Base	\$ 27,930
Other Instructional Materials	\$ 372	\$ 104	Not Available from State Data Base	\$ 69,961
Other Materials and Supplies	\$ 68	\$ 38	Not Available from State Data Base	\$ 12,716
Library Media Materials	\$ -	\$ 4	Not Available from State Data Base	\$ -

Note: This information became available on April 10, 2017, from the Florida Department of Education.