



**West Bay Elementary  
Student Handbook  
2020-2021**



## West Bay Elementary Student Handbook

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Welcome to West Bay Elementary School. We are excited you have chosen West Bay and encourage you to join us by becoming actively involved in creating a positive learning environment and celebrating our success along the way. You have joined an extraordinary learning community where our teachers, staff, and families are actively engaged in making excellence happen every day. There are many opportunities in which you may become involved: Eagle Family Involvement Team, SAC (School Advisory Council), and volunteering in classrooms or with special projects...we love our mentors!

We recognize that every person on this campus must be valued for their individual gifts and talents. Scholars are supported as they take ownership of their personal and academic lives. We set goals. We work hard. We celebrate!

Should you have questions about your child, our educational program, or if you need additional information about West Bay Elementary School, visit our school landing page at <http://westbay.bay.k12.fl.us/> or contact us at (850) 767-1850. Bay District Schools' Code of Conduct and other policies are available online at <http://www.bay.k12.fl.us/district-policies>.

### **West Bay 's Mission/Vision** ***Every Child By Name and Need!***

West Bay Elementary's staff, parents, and community are dedicated to provide an engaging supportive environment for all scholars by implementing ambitious instruction, collaborative teaching, effective leadership, and involved families to empower our scholars to be lifelong learners. Our students will achieve high levels of individual success both academically and in life.

The vision for West Bay Elementary School is to prepare, motivate, and engage our scholars for a quickly changing world by instilling in each scholar critical thinking skills and a respect for core values of empathy, kindness, courage and harmony. Students will have success for today and be prepared for tomorrow.

### **ATTENDANCE**

Students are expected to be in school, to be on time and to stay all day unless prohibited by illness or other serious crisis. Florida Law 232.01F.S. requires children ages 6-16 to be in regular attendance in school and holds parents accountable for meeting this requirement (232.09F.S.S). Your child is in jeopardy of violating these statutes as indicated below:

- 5 or more absences (excused or unexcused) in a month
- 10 or more absences (excused or unexcused) in the past 90 days. Enforcement of school attendance 232.17 F.S. School Board Policy 7.104; 7.105
- 15 or more unexcused absences in the past 90 days, Habitual Truant 39.01F.S.

Criteria for approved absences as stated by the School Board include: illness, medical care, death in the family, legal reasons, religious holidays, pre-approved family leave, or school sanctioned activities. Parents are requested to justify each absence of the student within 24 hours of the absence with a written excuse to the school. If the above absences are found unexcused, you or your child may also be at risk for:

- Notification to AFDC: we are required to notify the AFDC office when recipients of AFDC are not attending school regularly. This could result in a reduction of benefits.

- Court action for truancy

If a prolonged absence is foreseen by the parent, a request can be made through the office that makeup work be gathered for the child and picked up in the office after 2:00. For the protection of your child during the school day, students may not leave the school campus unescorted. If it is necessary for a child to leave school, parents must sign the child out in the office. Teachers will not release students unless notified that the child has been signed out in the office.

### Reopening of Bay District Schools

Students and parents should refer to the [Bay District Schools Reopening Plan for 2020](#) to learn of the considerations for safe return to schools during a pandemic.

### BULLYING

#### Bullying Expectations of Bay District School Board in regard to bullying (Policy 7.207):

The School Board expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

1. The School Board prohibits the bullying of any student or school employee:
  - a. during any educational program or activity conducted by the District;
  - b. during any school-related or school-sponsored program or activity or on a District school bus;
  - c. through the use of any electronic device or data while on school grounds or on a computer system, or computer network of the District. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section;
  - d. through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a District school bus; or
  - e. while the District does not assume liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate, which may include the use of the School Resource Officer.
2. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systematic methods for student and staff recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior,
3. Student rights shall be explained as outlined in this policy and in the Student Code of Conduct.
4. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in this policy and in the Student Code of Conduct.



Visit <http://westbay.bay.k12.fl.us/> and click on FortifyFL at the bottom of the website to submit an anonymous report of a bullying incident.

The Bay County School Board policies are subject to change at the discretion of the School Board. The complete School Board policies are available at each school, at the District's web site [www.bay.k12.fl.us](http://www.bay.k12.fl.us), and at the Superintendent's office at 1311 Balboa Avenue.

### NON-DISCRIMINATION STATEMENT

Current Board Policy 2.111

No person shall on the basis of race, ethnicity, color, religion, sex, gender, gender identity, sexual orientation national origin, disability, age, genetic information, pregnancy, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to harassment or discrimination under, any educational program or activity or work environment. This practice shall apply equally to students, employees, applicants for employment and all persons having business with the School Board. The District

also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

The following person has been designated to handle inquiries regarding non-discrimination policies:

Shirley Baker, Executive Director of Human Resources  
850-767-4100  
[bakersy@bay.k12.fl.us](mailto:bakersy@bay.k12.fl.us)

### CAFETERIA

We are SO excited to announce that the USDA has approved free meals for all BDS non-charter schools again for the next school year. We've been working hard to get this extension to help our families in their recovery and we appreciate the continued support of the USDA! Lunch is served each day. The lunch includes milk, but students may also purchase extra milk when desired. This year free breakfast and lunch will be available for all students. Breakfast is served each day in the cafeteria starting at 7:05 a.m. and lunch 10:20-12:45.

Applications are available in the school office for free and reduced price meals or you can fill out an application online at [www.applyforlunch.com](http://www.applyforlunch.com). Students who qualify for free lunch are also entitled and encouraged to participate in the breakfast program. We request that lunches be purchased in advance in the cafeteria from 7:00-7:25 each day or pre-pay online. Go to [www.schoolpaymentsolutions.com](http://www.schoolpaymentsolutions.com) to enroll and deposit funds into your child's account using a Visa or Mastercard. Once your account is established, you can check balances (no charge) and fund the account anytime from your home computer (for a fee of \$2.50 at ANY school regardless of the number of children in that school). Your child's information is safe and your payment card info is protected by the most advanced Internet security. Contact us for your child's 10-digit Student ID number and get started immediately.

**Students are not permitted to charge school meals.** If a student does not have meal money, they will be provided an alternative meal. At no time will a student not be fed! Students may bring lunches from home but we ask no sodas or fast food to be dropped off, please. Do not send food that requires special tools or microwave use.

**Care of School and Personal Property:** We try to instill student pride in the appearance of their school. Students must not mark on school furniture, walls, ceilings, floors, or equipment with pens, pencils, markers, or any other instruments. Students must not tamper with fire alarms, fire extinguishers, plants, trees, or any other electrical system in the school. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.

Students are cautioned not to bring large amounts of money, radios, iPods, cell phones, or cameras to school. If a student wears glasses or watches, we ask that the student take responsibility for the care of them. If it is necessary to bring more money than needed to pay for lunch, they are responsible for their own money. Students should not leave money or other valuables in the desks. We are not responsible for any damaged or lost items.

### COMMUNICATION

**Phone Calls:** You may call to speak to your child's teacher before and after school, or during their planning time. You may also email them or communicate through Class DOJO or REMIND. We do not put calls through to the classroom so that you may speak to your child. If you receive a call from the school, the caller should leave a message. If there is no message, then they will call you back.

**Class Dojo/REMIND:** All teachers at West Bay Elementary use Class Dojo or REMIND as a preferred means of communication. The easiest way to reach your student's teacher will be by communicating with them through Class Dojo or REMIND.

**Registration in Parent Portal:** All K-12 parents who will have students enrolled with Bay District must complete the online registration application on Parent Portal. The online application replaced the paper registration cards. **Your child may ONLY be checked out to the people who are listed in Parent Portal.** The

office staff cannot make changes to any information in Parent Portal over the phone. You must come to the front office if you are unable to access Parent Portal. **Notes cannot be accepted.**

**Parent Resource Guide:** The Bay District Schools Parent Resource Guide may be accessed [on the school website](#) and at the Bay District Schools website, [www.bay.k12.fl.us](http://www.bay.k12.fl.us). Paper copies of the Bay District Schools Parent Resource Guide are available upon request at schools or by calling 850-767-4311. Parents and students should read this guide carefully. Note: The electronic edition of the Parent Resource Guide is the latest edition. It replaces earlier electronic and printed editions.

**Miscellaneous Items Dropped Off During the Day:** If you drop off items for your student during the day (lunches, money, shoes, forms, homework, etc.), we will email the teacher to notify the student. This is an effort to avoid classroom interruptions and allows the teacher to send the students to pick up their items when it is convenient.

### DISCIPLINE

Each teacher has developed a classroom discipline plan that consists of rules, consequences, and rewards.

As a school, our discipline plan is to keep parents informed and involved. The teacher and the parents will conference. As a team, they will develop a plan of action to help the student correct the behavior. If the misbehavior continues, the student will be sent to an administrator for intervention. The student may receive detention, in-school suspension, out-of-school suspension, work detail, and/or expulsion. Parents, legal guardians or adult students will be financially responsible for any damage to school property. Administration will determine disciplinary actions based on the Bay District Behavior Matrix.

### DRESS CODE

The colors for West Bay are red, blue, and white. Parents always want to know the official shades of these colors. They are *officially*: blue and red. However, any shade of blue or red is acceptable. Parents are encouraged to purchase, from the school, official school or class t-shirts. See the official BDS school uniform policy below.

#### STUDENT UNIFORM AND GROOMING 7.209 (BDS Policy)

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. In order to promote safety, personal hygiene, academic well-being, and moral development, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance. Students are expected to come to school dressed appropriately with proper attention having been given to personal cleanliness, grooming, and neatness of dress.

**The following is the dress code for West Bay Elementary School while in recovery from Hurricane Michael:**

The dress code policy applies from the time the student arrives on campus until the end of the school day, and at all school activities during the school day. Exceptions may be made by the principal for field trips or other special activities:

#### Tops:

- T-shirts and shirts of any color
- Must be appropriately fitted with sleeves
- Must be unaltered; covering underarms and waist
- No inappropriate language, graphics, or logos

#### Bottoms:

- Bottoms of any color
- Bottoms must be appropriately fitted and seated at waist
- No shorts, skirts, or dresses shorter than five inches above the knee caps as measure standing up
- Dresses with sleeves (underarm must be covered)
- Fitness pants such as leggings, yoga pants, sweatpants, exercise tights, etc. must be covered with a top that reaches fingertip length when arms are at sides.

#### Sweaters/Sweatshirts/Hoodies:

- Must be appropriately fitted
- Hood may not be worn indoors

**Shoes:**

- Closed toes and closed backs preferred
- No bedroom shoes, flip-flops, shower shoes, or beach footwear

**Other:**

- Scarves must be worn appropriately around the neck or shoulders (accessory item only; no bandanas)
- No head wear except sunglasses. Hats or other sun protective wear to only be worn while students are outdoors during school hours (not during class changes); however, at all other times, the sun-protective items must be properly stored by the student in pockets, purse, locker or backpack.
- No jewelry or accessory that may be used as weapons such as chains or spiked jewelry.
- Students participating in extracurricular activities shall conform to the standards of this policy while attending classes during the regular school day. Cheerleaders may wear their uniforms when required for participation in school sanctioned activities. Athletes may wear team jerseys on game days with appropriate uniform bottoms.
- No bedroom clothes.

**Discipline for violating this policy shall be as follows:**

First and second offense consequences are: notification of parent or guardian; change of inappropriate attire;

Consequences for subsequent offenses may include one or more of the following at the discretion of the principal:

1. notification of parent or guardian;
2. change of inappropriate attire;
3. one to three days of in-school or out-of-school suspension; or
4. three days after school detention, if available.
5. The fourth and subsequent offenses are willful disobedience which will result in further disciplinary action, which may include out of school suspension or expulsion;

Any absence resulting from a violation of the Student Dress Code will be considered an unexcused absence.

Any interpretation of the dress code that is required of this policy shall be the responsibility of the principal of each school. The Superintendent is authorized to make the final decision regarding the interpretation, application and enforcement of this policy and to make certain that it is being uniformly applied and enforced at each of the schools within the District.

**FIELD TRIPS**

Field trips of educational interest will be arranged by the teacher at various times. In order for children to participate, permission slips and medical authorization must be signed by the parent or guardian and returned to the child's teacher by the due date. Chaperones must have an approved application on file. Chaperones for overnight field trips must be cleared through the fingerprinting process each year. Payment for these trips is online through Pay Activities Online where payment may be made using a credit or debit card at <http://osp.osmsinc.com/Bay/>, Cash/check payments will incur a service charge.

**GRADING SCALE**

Your child's grades are available for your review at any time on the **Bay District Parent Portal System** by registering and logging in at [www.bay.k12.fl.us](http://www.bay.k12.fl.us).

A	90-100	Outstanding Progress	S	Satisfactory
B	80-89	Above Average Progress	N	Needs Improvement
C	70-79	Average Progress	U	Unsatisfactory
D	60-69	Lowest Acceptable Progress		
F	0-59	Failing		

**SCHOOL COUNSELOR/GUIDANCE**

**School Counselor/Guidance:** The school guidance counselor is available to: (1) answer questions about the programs at the school, (2) review your child's progress, (3) interpret standardized test scores, (4) discuss special programs, or (5) meet with you about other concerns regarding your child. If you have any questions or concerns, contact the counselor at 767-1850.



## MEDICAL NEEDS / ILLNESS

**Illness of Students at School:** It is extremely important that we have a phone number where you can be reached in case of illness of your child. We appreciate having the name of a neighbor or family member who might be trusted to pick up your child when you cannot. As names and phone numbers change, please try to keep the school office personnel informed by updating your parent portal for your child's safety.

**Medication:** Medication (including anything over the counter, i.e. cough drops, Tylenol, etc.) may not be on campus or administered to a student without a completed "Permission to Administer Medication" form. This form must be completed by the parent AND the doctor. You may obtain this form from the front office. For safety reasons, NO medications are allowed on the bus!

**Head Lice:** Bay District Schools has a "nit-free" policy. Head lice/nits can be a problem in any elementary school. If your child is found to have head lice/nits, you will be required to pick up your child and provide treatment. The student must be certified "nit-free" by office personnel with the parent or guardian present before being readmitted to school.

**Bed Bugs and Other Pests:** Any student infested with bed bugs or other pests shall be excluded from attending school, participating in school sponsored activities, and riding the school bus until the student has received treatment for bed bugs and other pests. The student must be checked at school by office personnel with the parent or guardian present before being readmitted to school. The school principal or designee shall investigate the absence of a student who is absent from school in excess of three days because of bed bugs or other pests.

## TEXTBOOKS / TECHNOLOGY

**Textbooks and Media/Technology Material:** Textbooks, library books and other school materials are loaned to students by the Bay District School Board. If these articles are lost or damaged, students will be required to pay for them.

**Bring Your Own Device:** Students may bring their Personal Electronic Mobile Devices to school during specified times according to BDS School Board Policy 7.211. The policy is known as the Bring Your Own Device (BYOD) policy. BYOD access will be granted ONLY after teachers have obtained permission and participated in BYOD training. The BYOD policy includes, but is not limited to cell phones, pocket PCs, laptops, tablets, or other PDA type equipment. Students who bring their devices MUST log in and use the BDS filtered wireless network during the school day.

**STUDENTS WILL BRING THEIR DEVICES AT THEIR OWN RISK. THE DISTRICT WILL NOT BE RESPONSIBLE FOR LOST, DAMAGED, STOLEN, or MISPLACED DEVICES.** The District WILL NOT be responsible for virus, malware, or other computer related issues associated with connecting to the wireless network. These devices will be used in the classroom for educational purposes when the teacher deems their use appropriate. Students may use these devices before and after school if signed on to the wireless network, where it exists. Teachers and administration will determine when/if students may use devices in the classroom.

**BYOD Guidelines** (For more detailed information, see BDS policy 7.211.)

- Devices may not be used in any way that disrupts the educational environment, or violates the rights of others. Devices may not be used to cheat, violate school conduct rules, or to bully staff or students. Misuse will be subject to disciplinary action.
- Cell phone conversations during instruction or class time will take place ONLY under the supervision of school personnel.
- Using any device that permits recording voice or image of another person without the direct consent of the other party is PROHIBITED.
- Students must comply with staff directives and devices must be on silent or vibrate mode during class time.

## TRANSFER REQUESTS

### **Request to transfer**

If an academic need arises and a parent desires to request a transfer for his/her child from one teacher to another, the following process will be used:

1. Parent initiates the request for a teacher transfer using the form online in Parent Portal.
2. The principal schedules a parent-teacher conference (required attendance by the parent and teacher and facilitated by the principal) to discuss the parent's concerns.

3. The principal renders a decision on the transfer request within two weeks of the form being received.

### **Request to transfer from an out-of-field teacher**

If a parent desires to request a transfer for his/her child from one teacher to another for out-of-field reasons, the following process will be used:

1. Parent initiates the request for a teacher transfer using the form online in Parent Portal.
2. The principal schedules a parent-teacher conference (required attendance by the parent and teacher and facilitated by the principal) to discuss the parent's concerns.
3. The principal renders a decision on the transfer request within two weeks of the form being received.

## **TRANSPORTATION**

**Bus Stops:** The Bay District School Board provides buses and drivers for the transportation of students. Bus stops are set by the School Board and not by the bus drivers. Please discuss the following with your child: (1) arrive at the bus stop five (5) minutes before the bus time, (2) stand off the side of the roadway while awaiting the bus, and (3) obey the driver at all times. If you have questions or concerns regarding the transportation of your child, please feel free to call the school at 767-1850, or transportation at 767-4495.

**Car and Bus Transportation Changes:** If you know you have a change in your child's PM transportation (change to car rider ONLY), please send a note signed by the parent to the teacher. We understand that there is a need to make changes to a student's transportation at times, however, we cannot make those changes over the phone. You must either make the change in person or send a note to the teacher. The note must be sent to the school and cannot be made through class dojo. We encourage you to follow up with the teacher to be sure he/she received the note. **IMPORTANT: Bus Changes** MUST be preapproved through transportation at least 1 day before the actual date. A letter signed by the parent must be sent to the school at least 1 day prior to the event for pre approval.

**Student Drop-off: Student Drop Off and Pick Up is in the drop off loop.** The campus gates will be locked from 7:30 a.m.-2:00 p.m. for security purposes. Gates will not re-open until 2:00 for dismissal and will remain open for 20 minutes. At 2:20 students will be walked to the front office. Adults picking up students must have an ID and information in Parent Portal authorizing pick-up.

### **Drop-Off Procedures:**

**Car Riders:** Students who ride with their parents are expected to report to school no earlier than 7:05 each morning and go to the cafeteria for breakfast or to their assigned waiting area. No supervision is provided before 7:05 a.m. or after school. Pull forward as far as possible as to allow the maximum amount of cars to unload. Students should be prepared to exit on the passenger side of your vehicle as soon as all cars have pulled up and come to a complete stop.

### **Student Pick-Up Procedures:**

**Afternoon Car Riders: All vehicles MUST have a West Bay Elementary School issued Car Pick-up Tag. If you do not have the required tag, you will be advised to park your vehicle and sign your child out in the front office.** This procedure is in place for the safety of your child. The car tag indicates that the person driving the vehicle has permission to pick the child up from school. Car tags also allow staff members to keep the dismissal line moving in an efficient manner. **If you do not have your car tag, you will need to drive around to the office and produce your driver's license and verification that you are authorized to pick up the student in Parent Portal, BEFORE the student will be released** (this is time consuming and will slow down dismissal).

-Pull car forward as far as possible

-Do not exit your vehicle in the drop-off line. School staff will open the door and place the student in the vehicle.

-The left lane is not for pick-up students. It is strictly for cars who have picked up their student to be able to pull around and exit.



**\*After August 19, 2019, West Bay Independence Day, only WBES students are permitted to enter campus during the morning drop off. Staff members are available to escort our young students to their waiting areas.**

### STUDENT PARTICIPATION IN THE PLEDGE OF ALLEGIANCE

Florida HB 7029, signed into Law by Governor Rick Scott on April 14, 2016, amended Florida Statute 1003.44 by spelling out requirements. In accordance with the law, upon a written request from the student's parent/guardian, Bay District students may be excused from participation in the Pledge of Allegiance. Updated provisions, effective July 1, 2016, from the FL Statute 1003.44 include:

When the national anthem is played, students and all civilians shall stand at attention, men removing head coverings except those worn for religious purposes.

The Pledge of Allegiance is defined:

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

- The Pledge of Allegiance shall be rendered by students standing with the right hand over the heart.
- The Pledge of Allegiance shall be recited at the beginning of the day in each public elementary, middle, and high school in the state.
- Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. 1006.07(2) that the student has the right not to participate in reciting the pledge. Upon a written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.
- When the pledge is given, non-exempt students must show full respect to the flag by standing at attention, men removing any headdress, except when such headdress is worn for religious purposes.

If you would like your student to be exempt, please contact your child's school directly. The school will advise you how to proceed with your written request.

**Religious Expression Bill (SB 436)** - Students in Florida's public schools cannot be punished for including religious materials in their coursework, and that they may pray at school during non-course time. It further states that school employees also may participate voluntarily in religious activities that are initiated by students before or after the school day.

### VISITING CAMPUS / VOLUNTEER OPPORTUNITIES

**Pets - No pets are allowed on campus.**

**DURING A NON-PANDEMIC TIME, School Visitors:** Parents are always welcome! We encourage parents to become involved in school activities, to volunteer their time and talents, and to visit the school whenever possible. Please remember that our number one focus is learning for all students. Unnecessary interruptions may waste time and hinder learning. Therefore, any visits during the school day should be pre-arranged. Teachers must receive a minimum of 24 hours notice before parent observations and/or conferences. *For the protection of the students and faculty* it is required that any person entering the building during the day come directly to the office to sign in before going to any other part of the school. A visitor's driver's license will be scanned each time he/she visits and a badge will be issued for the visitor to wear. **No students will be permitted to leave the building with a visitor unless the child has been signed out of the school office and that person is listed in Parent Portal.**

**Checking Out Students:** Students will be called to the office when you arrive. We cannot call students up to the front office before you arrive to check him/her out. Excessive checkouts are disruptive to the teachers and students. Please try to keep your child at school unless you have a legitimate reason for checking out. Students should not check out after 1:30. **Bring your driver's license when you come to school.** You will need it every time you check your student out and/or come on campus!

**Teachers Observations:** Per School Board Policy 5.11A - Consent must be granted by the building principal and the teacher notified the day prior to the observation.

**School Mentors:** Volunteering contributes to the quality education of our students and is also a rewarding experience for volunteers. Volunteers are an important part of our school. Volunteer jobs run from short-term projects such as helping on a field trip to longer-term commitments. There are even volunteer jobs that can be done at home. **If you would like to mentor at our school, please complete and submit a mentor application for a background check to the front office. A new application must be completed each school year.**