



**West Bay Elementary  
Student Handbook  
2025-2026**

## **West Bay Elementary Student Handbook**

### **Welcome to West Bay Elementary School!**

We're thrilled that you've chosen to be part of the West Bay family. We invite you to get involved and help us build a positive, engaging learning environment—while celebrating our achievements together.

At West Bay, you've joined an exceptional community where teachers, staff, and families work hand-in-hand to make excellence a daily reality. There are many ways you can get involved, including joining the Eagle Family Involvement Team (EFIT), participating in the School Advisory Council (SAC), volunteering in classrooms, or assisting with special projects. We especially appreciate our amazing mentors!

We believe every individual on our campus brings unique strengths and talents. Our scholars are encouraged and supported as they take ownership of both their academic and personal growth. We set goals, we put in the effort, and we take time to celebrate our progress.

If you have any questions about your child, our academic programs, or need more information about West Bay Elementary, please visit our website at <http://westbay.bay.k12.fl.us/> or call us at (850) 767-1850.

You can also find the Bay District Schools' Code of Conduct and other policies online under **District Policies**.

### **West Bay 's Mission/Vission**

#### ***Every Child By Name and Need!***

Every scholar by name and need! West Bay Elementary's staff, parents, and community are "Growing with Purpose" this year and committed to creating an engaging and supportive environment for all scholars. Through ambitious instruction, collaborative teaching, effective leadership, and involved families, we empower our scholars to become lifelong learners by promoting consistent attendance, academic achievement, and artistic expression. Our scholars will achieve high levels of individual success 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. Scholars will have success for today and be prepared for tomorrow.

### **ATTENDANCE**

#### **5200 - ATTENDANCE**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session. School attendance is the responsibility of parents and students. Absences shall be reported to the school attendance office by the parent or adult student as soon as practicable.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The School Board reserves the right to verify such statements and to investigate the cause of each single absence.

In addition, educators have the responsibility to encourage regular attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the Superintendent. Schools will record absent and tardy students in the automated student attendance recordkeeping system.

Provision shall be made for promoting school attendance through adjustment of personal problems, education of parents, and enforcement of the compulsory attendance laws and related child-welfare legislation. Accordingly:

Absences must be reported to the school by the parent or adult student as soon as practicable.

Failure to report and explain the absence(s) shall result in unexcused absence(s). The final authority for determining acceptability of the reason for the absence(s) shall rest with the principal.

- A. upon each unexcused absence, or absence for which the reason is unknown, the principal, shall contact the student's parent to determine the reason for the absence;
- B. teachers shall record absentees each period of the school day and report absences, excused and unexcused, as required by the school;
- C. insofar as possible, parents should be contacted each time their child has an unexcused absence or an absence for which the reason is unknown, to prevent the development of patterns of nonattendance;
- D. when a student has at least five (5) unexcused absences or absences for which the reasons are unknown, within a calendar month, or ten (10) unexcused absences, or absences for which the reasons are unknown, within a ninety (90) calendar day period, the teacher shall report to the Principal that the child may be exhibiting a pattern of nonattendance. Unless there is clear evidence that the absences are not a pattern of nonattendance, the Principal will refer to the case to the school's child student team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, a meeting with the parent must be scheduled to identify potential remedies. If the problem is not resolved, the child study team implement the interventions set forth in, and act in accordance with, the requirements in F.S. 1003.26.
  - 1. If a parent refuses to participate in the remedial strategies determined by the child study team because s/he believes that the strategies are unnecessary or inappropriate, the parent may appeal to the Superintendent.
  - 2. The appeal will be heard by a hearing officer who will make recommendations for final action to the Board.
  - 3. If the Board's final determination is that the strategies of the child study team are appropriate, and the parent still refuses to participate or cooperate, the superintendent may seek criminal prosecution for noncompliance with compulsory school attendance.

If the parent of a child who has been identified as exhibiting a pattern of nonattendance enrolls the child in a home education program pursuant to F.S. Chapter 1002, the superintendent shall provide the parent a copy of F.S. 1002.41 and the accountability requirements set forth in F.S. 1003.26. The superintendent shall also refer the parent to a home education review committee composed of the District contact for home education programs and at least two (2) home educators selected by the parent from a District list of all home educators who have conducted a home education program for at least three (3) years and who have indicated a willingness to serve on the committee. The home education review committee shall review the portfolio of the student, as defined by F.S. 1002.41, every thirty (30) days during the District's regular school terms until the committee is satisfied that the home education program is in compliance with F.S. 1002.41(1)(d). The first portfolio review must occur within the first thirty (30) calendar days of the establishment of the program. The following provisions shall also occur if the committee does not determine that the home education program is in compliance with F.S. 1002.41(1)(d):

- A. If the parent fails to provide a portfolio to the committee, the committee shall notify the superintendent.
- B. The superintendent shall then terminate the home education program and require the parent to enroll the child in an attendance option that meets the definition of “regular school attendance” under F.S. 1003.01 within three (3) days.
- C. Upon termination of a home education program pursuant to this subparagraph, the parent shall not be eligible to reenroll the child in a home education program for 180 calendar days.
- D. Failure of a parent to enroll the child in an attendance option as required by this subparagraph after termination of the home education program pursuant to this subparagraph shall constitute noncompliance with the compulsory attendance requirements of F.S. 1003.21 and may result in criminal prosecution under F.S. 1003.27(2).
- E. Nothing contained herein shall restrict the ability of the superintendent to review the portfolio pursuant to F.S. 1002.41(1)(e).

If a student subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent or the superintendent shall refer the case to the case staffing committee pursuant to F.S. 984.12 and the superintendent may file a truancy petition pursuant to the procedures in F.S. 984.151.

Under the direction of the superintendent, Principal shall give written notice that requires enrollment or attendance within three (3) days after the date of notice, in person or by return-receipt mail, to the parent when no valid reason is found for a student’s non-enrollment in school.

- A. If the notice and requirement are ignored, the Principal shall report the case to the superintendent, who may refer the case to the child study team at the school the student would be assigned according to attendance area policies or to the case staffing committee, established pursuant to F.S. 984.12.
- B. The child study team shall diligently facilitate intervention services and shall report the case back to the superintendent only when all reasonable efforts to resolve the non enrollment behavior are exhausted.
- C. If the parent still refuses to cooperate or enroll the child in school, the superintendent shall take such steps as are necessary to bring criminal prosecution against the parent. Subsequently, the superintendent shall give written notice in person or by return-receipt mail to the parent that criminal prosecution is being sought for nonattendance. The superintendent may file a truancy petition, as defined in F.S. 984.03, following the procedures outlined in F.S. 984.151.

Each school should also establish procedures to ensure good attendance consistent with this policy.

### **Excused Absences**

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding five (5) consecutive days).
- B. Court appearance of the student.

- C. Medical appointment of the student.
- D. Pregnancy related issues (see also Policy 5751).
- E. Approved school activity.
- F. Insurmountable conditions. Insurmountable conditions are extreme weather conditions, communicable disease outbreaks, and local conditions determined by the School District which, after taking into account the material circumstances, would render impracticable a student's attendance at school. (F.A.C. 6A-1.09513)
- G. Other absences with prior approval of the principal or designee.
- H. Attendance at a center under Children and Families Services supervision.
- I. Significant community events with prior permission of the Principal.
- J. Religious instruction or religious holiday.
- K. Death in the immediate family.
- L. Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.

Absences not included in excused absences listed above shall be unexcused.

Students may not be given excused absences to remain out of school for the purpose of working unless the job is an integral part of the student's instructional program.

## **Discipline**

No student will be suspended for unexcused tardiness, lateness, absence, or truancy and may be subject to the current discipline matrix.

Any student who fails to attend any regularly scheduled class and has no excuse for absence should be referred to the appropriate administrator. Any disciplinary action will include notification to parents or guardians.

A student's grade in any course is based on his/her performance in the instructional setting and shall not be reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

The Superintendent shall develop administrative procedures that:

- A. provide the student and his/her parents the opportunity to challenge the attendance record prior to notification and that such notification complies with applicable Board rules;
- B. require a school session that is in conformity with the rules of the State Board;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;

- D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- E. require that students whose absence has been excused have an opportunity to make up work they missed and receive credit for the work if completed;
- F. require that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 or other appropriate accommodation.

### **Habitual Truancy**

Whenever any student has a total of fifteen (15) unexcused absences from school within ninety (90) calendar days, with or without the knowledge or consent of the parent, s/he will be considered habitually truant. The Board authorizes the Superintendent to inform the student and his/her parents of the record of excessive absences as well as the District's intent to notify the Department of Highway Safety and Motor Vehicles, if appropriate. The Superintendent is authorized to file a truancy petition under F.S. 984.151 if a student has accrued at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reasons are unknown within a ninety (90) calendar day period or has had more than fifteen (15) unexcused absences in a ninety (90) calendar day period.

### **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:

Holly Buchanan, Executive Director of Human Resources  
850-767-4100  
[buchahd@bay.k12.fl.us](mailto:buchahd@bay.k12.fl.us)

#### **CAFETERIA**

Lunch is served each day. The lunch includes milk, but students may also purchase extra milk when desired. Bay District Schools participates in the National School Lunch Program and breakfast/lunch are available for purchase to all students. Breakfast is served each day in the cafeteria starting at 7:05 a.m. and lunch 10:00-12:45.

**We are SO excited to announce that West Bay Elementary students will again receive free breakfast and lunch for the 2025-2026 school year.**

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! Parents are invited to eat lunch with their children, but may not invite other children to eat at other tables. 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, however email is the preferred method of communication. 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:** All teachers at West Bay Elementary use Class Dojo as a preferred means of communication with class events. Teachers are only permitted to communicate with parents through email or Focus. **Please do not send messages through DOJO per district guidelines.**

**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 expectations plan that consists of rules, consequences, and rewards.

As a school, our discipline plan is to keep parents informed and involved. As a team, we 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 and/or students will be financially responsible for any damage to school property. Administration will determine disciplinary actions based on the Bay District Behavior Matrix.

## **5136.01 - TECHNOLOGY RESOURCES AND OTHER ELECTRONIC EQUIPMENT**

While in some instances the possession and use of technology resources (as defined in Bylaw 0100) and other electronic equipment or devices by a student at school may be appropriate, the possession and use of such technology resources and other equipment or devices by students at school may also have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process.

Consequently, the School Board will supply any technology resources and other electronic equipment or devices necessary for participation in the educational program. Students shall not use any technology resources and other electronic equipment or devices on school property or at any school-sponsored activity without the permission of the principal.



Examples of prohibited devices include, but are not limited to

- A. cameras (photographic and/or video),
- B. laptops,
- C. tablets (e.g., iPad-like devices),
- D. smartphones,
- E. e-readers (e.g., Kindle-like devices),
- F. radios,
- G. portable TV's,
- H. electronic games/toys,
- I. headphones (unless needed for classroom instruction approved by the teacher).

The preceding prohibitions do not apply to Board-owned and issued laptops, tablets, e-readers, PDAs, or authorized assistive technology devices.

Students are prohibited from using technology resources and other electronic equipment or devices in a manner that may be physically harmful to another person (e.g., shining a laser in the eyes of another student). Further, at no time may any technology resources or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – *Bullying and Harassment*. In particular, students are prohibited from using technology resources, a camera, or other electronic equipment/device to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex (including transgender identity, sexual orientation, and gender identity), age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails, or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action.

Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using technology resources and other electronic equipment/devices to capture, record, or transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using technology resources and other electronic equipment and devices to capture, record, or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using technology resources or other electronic equipment/devices to capture, record, or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted unless authorized by the building principal. Technology resources and other electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has the authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized technology resources and other electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

If technology resources or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

Any technology resources or other electronic equipment/device confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. Technology resources or other electronic equipment/devices in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g., a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Policy 5771 - *Search and Seizure*.

Students are personally and solely responsible for the care and security of any technology resources and other electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

### **DRESS CODE**

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. To promote safety, personal hygiene, and academic well-being, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance.

The following is the dress code for grades K-12 except students at Margaret K. Lewis and Tom P. Haney Technical College.

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. The principal may make exceptions for field trips or other special activities.

#### **For purposes of this policy:**

- School colors refer to the three assigned colors for the school plus gray serving as a neutral for all schools.
- Standard color palette refers to khaki, navy blue, black, or gray to include jeans.
- Articles of clothing may have a logo or trademark no larger than 3 inches.

#### **Tops:**

- Collared shirts should have no more than the top two buttons unfastened and must be in the school's designated colors.
- School-approved club/spirit shirts are permitted.
- Solid school colored, crew neck, t-shirts with small logo are permitted.
- Shirts do not have to be tucked in.
- Shirts must be long enough to ensure that no midriff is visible with raised arms.
- Tube tops and halters of any style are prohibited.

#### **Bottoms:**

- Bottoms must be either one of the three assigned school colors or from the standard color palette.
- Small manufacturer's trademark and minimal embellishments are acceptable.
- No holes, rips, or tears.
- Bottoms must be appropriately fitted and seated at the waist.

- Belts, if worn, must be in the loops.
- Shorts should come to the mid-thigh in length.
- Leggings, spandex, or tights are permitted only when worn under a skirt, dress, shirt, or jumper that is at least mid-thigh. May not be sheer or see-through material.
- Jogger pants fitted at the ankle are permitted. (Joggers differ from sweatpants and are not made of sweatshirt material, must be fitted at the waist and ankle.)
- Pajama pants, sweatpants, low-rise, and hip-huggers are not permitted.

#### **Skirts/Dresses/Jumpers:**

- Must be one of the school colors or from the standard school palette.
- Skirts or dresses must come to the mid-thigh in length.
- The underarm and shoulder area must be covered.
- Spaghetti straps and jumpers are allowed only with a school-approved shirt underneath.
- No graphics or print patterns.
- A small logo not to exceed 3 inches is permissible.

#### **Shoes:**

- Shoes must be worn at all times.
- Shoes must have closed toes.
- Closed backs or shoes with backstraps appropriately fitted behind the foot.
- No bedroom shoes, flip-flops, shower shoes, slides, beach footwear, or shoes with wheels are allowed.

#### **Sweaters/Sweatshirts/Hoodies:**

- Long-sleeved sweaters, sweatshirts, or hoodies must be in school colors or gray.
- School approved club and spirit sweatshirts are permitted.
- Small manufacturer's trademark is acceptable.
- Hoodies, zippered sweatshirts, and sweatshirts in school colors or gray may be worn in the classroom; however, attached hoods may not be worn indoors.

#### **Coats/Jackets:**

- Can be any color, but school colors are preferred.
- Outerwear may not have graphics.
- Trench coats are not permitted.
- Coats and jackets can be worn but must be worn over dress code-compliant clothing; however, attached hoods may not be worn indoors.

#### **Face Coverings/Head and Neck Wear:**

- Solid color cloth face coverings may be worn by students as necessary for health and safety.
- Coverings or headgear may not cover eyes or tops of head.
- Scarves must be worn around the neck or shoulders (accessory item only; no bandanas).
- Headwear, including hats, sunglasses, or other sun-protective items may be worn outside only. Such protective items must be properly stored in cubbies, purse, locker or backpack.
- Jewelry or accessories that may be used as a weapon, such as chains or spiked jewelry, are not permitted.

#### **Sports and Extracurricular Activities:**

- Students participating in extracurricular activities shall conform to the standards of this policy while attending classes during the regular school day.

#### **Exceptions to wearing dress code attire are permitted when:**

- Students may wear a uniform of a nationally recognized youth organization, such as JROTC, FFA, etc., on regular meeting days.
- A student wears a costume, special clothing or attire necessary for participation in a schoolsponsored or extracurricular activity provided the clothing complies with District policy.
- The dress code guidelines violate a student's sincerely held religious belief.
- Students enrolled in special programs such as on-the-job vocational training, or participating in school activities which require additional standards of dress or grooming, shall comply with such additional standards.
- When applicable, students shall be required to "dress out" and wear physical education uniforms prescribed by the school.
- Upon a parent's written request, the principal may approve reasonable accommodations for special needs.

#### **Prohibited Attire:**

Each student is expected to dress appropriately in such a manner that is respectful to self and others. Dress and grooming shall be clean, healthy and safe, and shall not be permitted to disrupt the teaching and learning environment. Attire and accessories that are prohibited include, but are not limited to: • Clothing that exposes underwear or private body parts

- Fishnet tights
- Garters
- Sleepwear, pajamas, or other bedroom clothes
- Beach wear or bathing suits
- Animal tails
- Any clothing or accessory item that causes a disruption to the learning environment

#### **Students in kindergarten through fifth grade who violate this Policy are subject to the following disciplinary actions:**

- First and second violation — Parent notification, verbal warning, and change of inappropriate attire.
- Third violation — Parent notification, change of inappropriate attire, and possible loss of privilege.
- Fourth violation — Parent conference, change of inappropriate attire, and 1-3 days of In-School Suspension (ISS).
- Additional offenses will result in additional days of ISS and possible further disciplinary action up to and including Out-of-School Suspension (OSS) if the continued offenses are a result of willful disobedience.

Any interpretation of the dress code that is required of this policy shall be the responsibility of the Superintendent or his/her Designee. The Superintendent or his designee 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.

The Superintendent can add dress code requirements based upon the unique needs of the population served at a school.

Effective 7/1/25

## FIELD TRIPS

### Field Trips

- Field trips may be arranged by the teacher. In order for children to participate, permission slips, **including a medical authorization form**, must be completed and returned to the child's teacher by the deadline on the form. **Any students who had been issued a discipline referral (major or minor) may be excluded from field trips for safety reasons.**
- Chaperones must have an approved application on file. For any field trip in which chaperones will drive or be otherwise responsible for students, a background check and fingerprinting must be on file with the Bay District School Safety and Security Office.
- **No money will be refunded for school field trips should the child not be able to attend.**

## 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.

## **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:** We understand that there is a need to make changes to a student's transportation at times. Please call the office at (850) 767-1850 before 12:00 to make a transportation change.

**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 2:15 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:**

**Morning Car Riders:** When dropping off students, please 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. Students who ride with their parents are expected to report to school no earlier than 7:05 each morning. No supervision is provided before 7:05 a.m. or after school. Students planning on eating breakfast, MUST report to the cafeteria BEFORE going to their assigned waiting area. Students not eating breakfast at school, MUST report to their assigned waiting area.

## **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 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.**