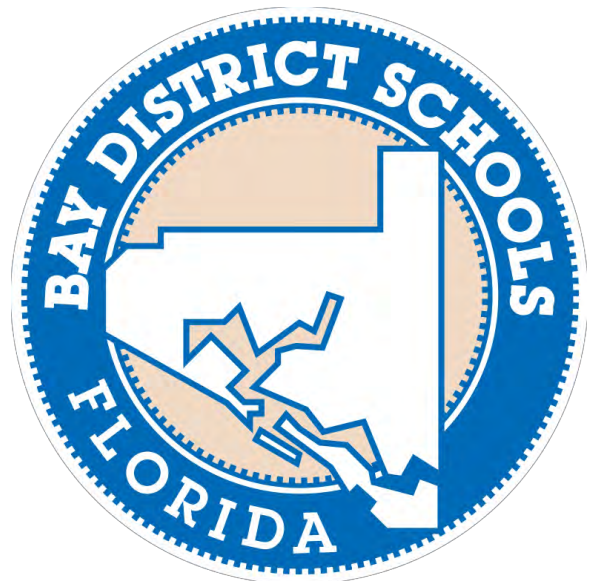


Parent
Resource
Guide
2023-2024



Bay District Schools
1311 Balboa Ave
Panama City, FL 32401
850-767-4100
www.bay.k12.fl.us

TABLE OF CONTENTS

TABLE OF CONTENTS	
Welcome from the Superintendent	3
School Board Members and Districts	4
2022-2023 School Calendar	5
School Zone Map	6
School Phone List	7
Daily Start and End Times	8
Bay Base	9
District Departments & Services Phone List	10
Enrolling Your Student	11
Controlled Open Enrollment	12
Parent Portal Instructions	13-14
Request Change of Class	15
Dress Code Policy	16-20
Attendance Matters!	21
Pre-Kindergarten	22
Child Find	23
Exceptional Student Education (ESE)	24
ESOL/ Migrant/Immigrant Program (English for Speakers of Other Languages)	25
Military Families	26
Military Family Life Counselors	27
Student Participation in the Pledge of Allegiance	28
MTSS (Multi-tiered Support System)	29
Report Cards and Grading Scale	30
Accountability and Grading	31
Internet Access and Personal Electronic Mobile Devices (cellphones, ipads etc)	32-33
Bullying: BDS Expectations In Response	34
The Hope Scholarship	35
Title IX	36
Volunteering with BDS	37
Visitors and Civil Conduct	38
Student Conduct and Disciplines	39
Attendance and Drivers License Facts	40
Reading - Our #1 Priority	41
Florida Parent Checklist	42
Transportation	43-45
Healthy Eating	46-47
Student Health Policy: Meningitis and COVID-19	48-50
Teenage Parents Program	51
Preparing for College	52
Student Survey Participation Policy	53
Section 504 Policy	54-58
FERPA Rights for Elementary & Secondary Schools	59-61
<p>Non-Discrimination Statement: 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 education program or activity or work environment. This practice shall apply equally to student, 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 American Equal Access Act. The following person has been designated to handle inquiries regarding non-discrimination policies: Holly Buchanan, Executive Director of Human Resources, Ph: 850-767-4223. Email: buchahd@bay.k12.fl.us</p>	

Welcome to Bay District Schools



Bay District is an exceptional school district with fantastic students, dedicated educators and involved parents. We live in a generous, supportive community that places a high priority on public education and that commitment is evident at every level of our school system and is threaded through every department in our schools.

While we definitely have a focus on academics and want to ensure all of our students have the opportunity to excel, we are mindful of the need to secure our campuses and ensure the safety of our students as our number one priority. We employ our own police officers who secure our elementary schools and undergo rigorous training annually. Supported by law enforcement officers from all area municipalities, the Bay County Sheriff's Department takes the lead when it comes to securing our secondary schools with armed deputies on each campus. Each school has an armed, trained, professional law enforcement officer/deputy on campus every day and our schools also have volunteer, highly-trained and armed, guardians who are ready to assist in a time of crisis. Our schools feature secure front entryways staffed by dedicated employees who insist on seeing, and checking, the credentials of ALL visitors and we want you to know that ensuring the safety of our students and staff is at the forefront of our minds, our plans and our financial commitment to continue to do all we can when it comes to safety.

BDS is committed to teaching, inspiring and encouraging our students and our staff to achieve all of their goals. We believe in educating the whole child and that means we offer a robust set of after-school and extracurricular programs in addition to academic pathways designed to enable every student to maximize his/her potential. From the supportive one-on-one environments in some of our Exceptional Student Education programs to the rigorous college-level work attempted by our International Baccalaureate (IB), Advanced International Certificate of Education (AICE), Advanced Placement (AP) and Dual Enrolled (DE) students, we're sure your student will find his/her place in our community of schools. We also believe firmly in the value of hands-on education and our varied Career and Technical Education (CTE) pathways ensure students who want to pursue high-paying jobs in technology and other fields have the skills, and valuable industry certifications, they need to succeed.

The support our community offers to its schools is also evident in the continued funding of the half-cent sales tax which allows us to continually upgrade our school buildings and technology. These funds, over and above our state-provided funding, assist us in delivering a high-quality education to our students and help us provide additional support for our teachers who are some of the hardest-working, most dedicated professionals you will ever encounter.

Our district is committed to providing students with the academic, cultural and leadership opportunities they need in order to develop into the leaders they aspire to be and the citizens our country wants them to become. We are constantly inspired by the abilities, dreams and goals of our students and we endeavor to help them achieve those goals and dream even bigger dreams. We welcome you as a partner in your child's education and we look forward to getting to know you as a team member and collaborator. Your opinion is valuable to us and we hope that you will get involved in your child's school and that you will reach out to us if we can be of assistance to you in this exciting educational journey.

Bay District Schools Board Members



Jerry Register – District 1

Hiland Park ES
LynnHaven ES
Mosley HS
Mowat MS
New Horizons Learning Center
Haney Technical College



Ann Leonard – District 2

Callaway ES
CherryStreetES
Margaret KLewis School
Merritt Brown MS
Parker ES
Tommy Smith ES
Tyndall Academy



Chris Moore – District 3

Bay High
CedarGroveES
Jinks MS
Lucille Moore ES
Oscar Patterson Academy
Rosenwald School
Rutherford MS/HS
St Andrew School at Oakland Terrace



Winston Chester – District 4

Deane Bozeman School
Deer Point ES
Southport ES
Waller ES



Steve Moss – District 5

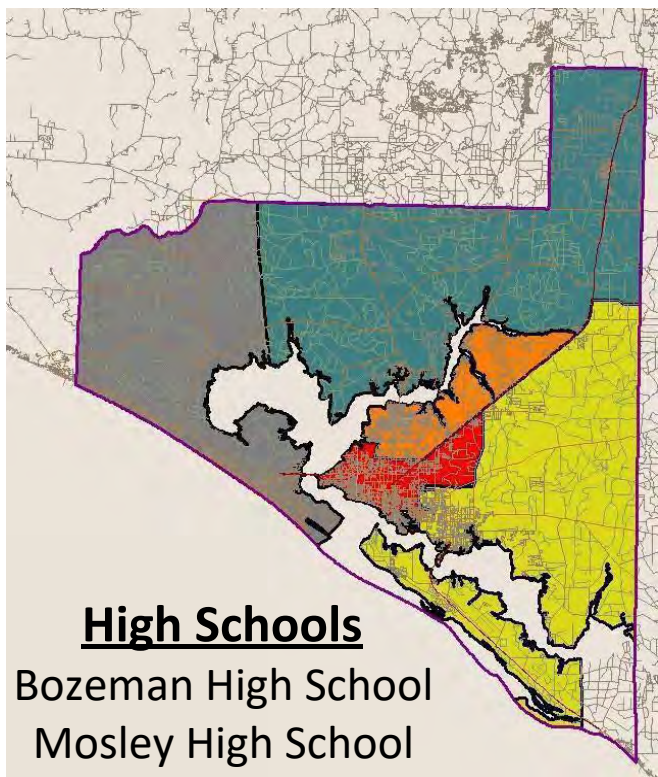
Arnold HS
Breakfast Point Academy
Hutchinson Beach ES
Patronis ES
Surfside MS
Walsingham Academy
West Bay ES

Bay District Schools 2023-2024 Calendar

	Day	Month	Date
Instructional Contract District Inservice Day	Thursday	July	28
Instructional Contract District Inservice Day	Monday	August	1
Inservice (School-Based)	Tuesday	August	2
Inservice (School-Based)	Wednesday	August	3
Pre-School Planning	Thursday	August	4
Pre-School Planning	Monday	August	8
Pre-School Planning	Tuesday	August	9
First Day of School	Wednesday	August	10
Labor Day (Holiday for All)	Monday	September	5
Teacher PLC Planning Day (School out for Students) STORM DAY (IF NEEDED)	Wednesday	September	28
End of First Nine Weeks	Friday	October	7
Columbus Day (School out for Students & Teachers)	Monday	October	10
Veterans Day (Holiday for All)	Friday	November	11
Thanksgiving Holidays (School out entire week for Students & Teachers)	Monday	November	21
Thanksgiving Day (Holiday for all)	Thursday	November	24
Return from Thanksgiving Holidays	Monday	November	28
High School Testing Day	Monday	December	19
High School Testing Day	Tuesday	December	20
High School Testing Day/End of Second Nine Weeks/End of First Semester	Wednesday	December	21
Christmas Holidays Begin	Thursday	December	22
Return from Christmas Holidays (Teachers) Records Workday	Friday	January	6
Return from Christmas Holidays (Students)	Monday	January	9
Martin Luther King's Birthday (Holiday for All)	Monday	January	16
Teacher PLC Planning Day (School Out for Students) STORM DAY (IF NEEDED)	Wednesday	February	1
Presidents' Day (School Out for Students & Teachers)	Monday	February	20
End of Third Nine Weeks	Friday	March	10
Spring Holidays Begin	Monday	March	13
Return from Spring Holidays	Monday	March	20
Good Friday (School Out for Students & Teachers)	Friday	April	7
High School Testing Day	Wednesday	May	24
High School Testing Day/Early Release for High School Students Only	Thursday	May	25
High School Testing Day/End of Fourth Nine Weeks/End of Second Semester/ Last Day of School for ALL STUDENTS/Early Release for ALL STUDENTS	Friday	May	26
Memorial Day Holiday	Monday	May	29
Post Planning for Teachers	Tuesday	May	30
Post Planning for Teachers	Wednesday	May	31

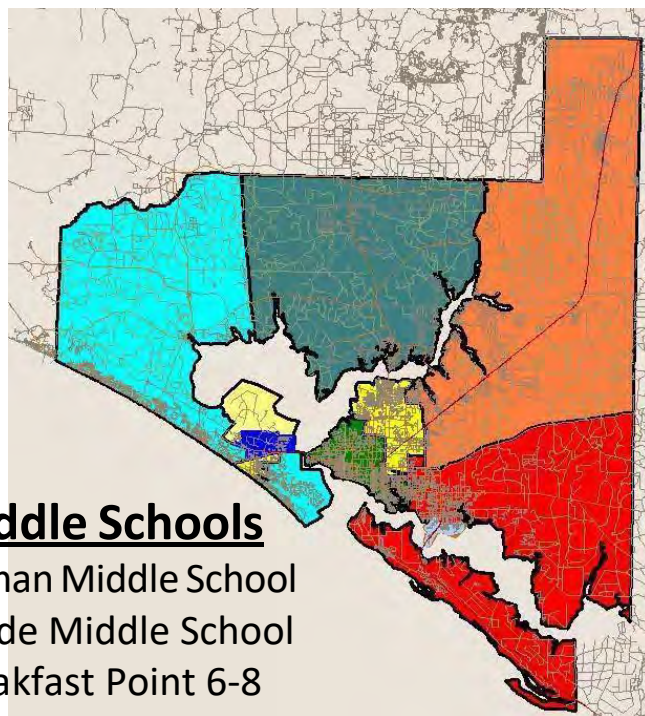
STUDENT DAYS		TEACHER DAYS			PROGRESS REPORTS	ORIENTATION DATES	GRADUATION		
Month	Days	Month	Instruct	Other			School	Month	Day
		July		1	Progress reports are available through the District's PARENT PORTAL. Parents can contact the school if no internet access is available.	Dates and times for orientation by school location can be found at the Bay District Schools' website @ www.bay.k12.fl.us	Bay Virtual	May	18
August	16	August	16	6			Rutherford	May	19
September	20	September	20	2			Arnold	May	22
October	20	October	20				MKL	May	22
November	16	November	16	2			Bay	May	23
December	15	December	15	1			NHLC	May	23
January	16	January	16	3	REPORT CARDS	OPEN HOUSE DATES	Mosley	May	24
February	18	February	18	1	Report Cards are available through the District's PARENT PORTAL. October 18 January 17 March 27 June 6	High School:	Rosenwald	May	24
March	18	March	18			*Selected Mon. in Sept.	Bozeman	May	25
April	19	April	19			Middle School:	Haney	May	26
May	20	May	20	2		*Selected Tues. in Sept.			
						Elementary School:			
Total	178	Total	196			*Selected Thurs. in Sept.	Board Approved:	10/26/2021	
						*Contact school for specific date			

Bay District Schools Location Map



High Schools

- Bozeman High School
- Mosley High School
- Bay High School
- Rutherford High School
- Arnold High School

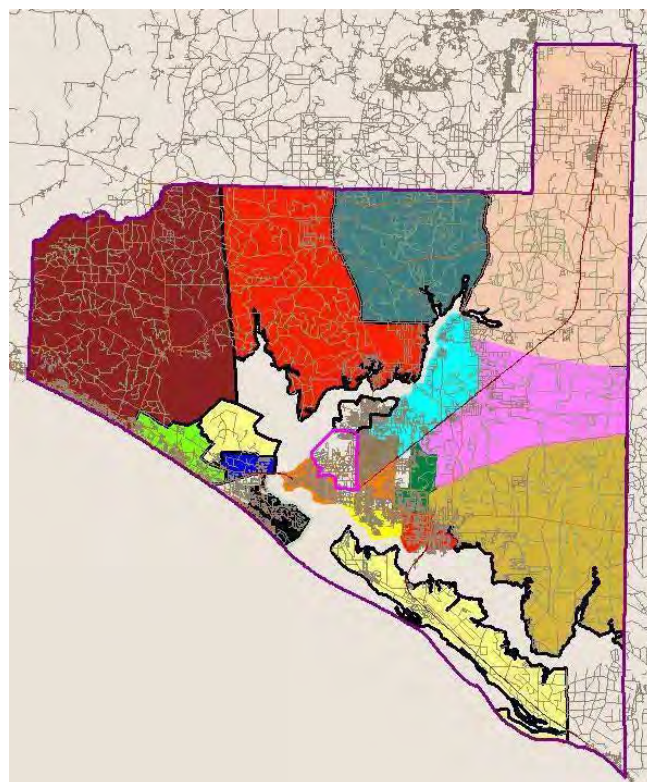


Middle Schools

- Bozeman Middle School
- Surfside Middle School
- Breakfast Point 6-8
- Jinks Middle School
- Mowat Middle School
- Merritt Brown Middle School
- Rutherford Middle 6-8
- Tyndall Academy Middle 6-8

Elementary Schools

- | | |
|--------------------------|-----------------------|
| Walsingham Academy | Callaway Elementary |
| Cedar Grove Elementary | Deer Point Elementary |
| Hiland Park Elementary | Beach Elementary |
| Lucille Moore Elementary | Lynn Haven Elementary |
| Cherry Street Elementary | Northside Elementary |
| Parker Elementary | Patronis Elementary |
| Oscar Patterson Academy | Southport Elementary |
| Tommy Smith Elementary | Waller Elementary |
| West Bay Elementary | Breakfast Point K-5 |
| Bozeman Elementary K-5 | Tyndall Academy K-5 |



School Phone List

Elementary Schools

A. Gary Walsingham Academy	850-767-5475	Merriam Cherry Street Elementary	850-767-1480
Breakfast Point Academy(K-5)	850-767-1190	Northside Elementary	850-767-1506
Callaway Elementary	850-767-1241	Oscar Patterson Academy	850-767-1610
Cedar Grove Elementary	850-767-4550	Parker Elementary	850-767-4570
Deane Bozeman (K-5)	850-767-1300	Patronis Elementary	850-767-5075
Deer Point Elementary	850-767-5462	Southport Elementary	850-767-1636
Hiland Park Elementary	850-767-4685	Tommy Smith Elementary	850-767-1688
Hutchison Beach Elementary	850-767-5195	Tyndall Academy (K-5)	850-767-1714
Lucille Moore Elementary	850-767-1428	Waller Elementary	850-767-4341
Lynn Haven Elementary	850-767-1454	West Bay Elementary	850-767-1850

Middle Schools

Breakfast Point Academy (6-8)	850-767-1190	Mowat Middle School	850-767-4040
Deane Bozeman (6-8)	850-767-1300	Rutherford Middle School (6-8)	850-767-4500
Jinks Middle School	850-767-4695	Surfside Middle School	850-767-5180
Merritt Brown Middle School	850-767-3976	Tyndall Academy (6-8)	850-767-1714

High Schools

A. Crawford Mosley High School	850-767-4400	J.R. Arnold High School	850-767-3700
Bay High School	850-767-4600	Rutherford High School (9-12)	850-767-4500

Combination Schools

Breakfast Point Academy(K-8)	850-767-1190	Rutherford Middle and High (6-12)	850-767-4500
Deane Bozeman (K-12)	850-767-1300	Tyndall Academy (K-8)	850-767-1714

Special Purpose Schools

Margaret K. Lewis	850-767-1792	Rosenwald	850-767-4580
New Horizons Learning Center	850-767-1110	St. Andrews School at Oakland Terrace	850-767-5317

Adult/Technical Schools

Tom P. Haney Technical College	850-767-5500		
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Charter Schools

Bay Haven	850-248-3500	North Bay Haven Middle/High	850-248-0801
Central Academy	850-866-4148	Palm Bay Preparatory Academy	850-215-0770
Chautauqua Learn and Serve	850-785-5056	Rising Leaders Academy	850-215-0844
North Bay Haven Elem (K-5)	850-248-0205	University Academy	850-481-4410

School Start & End Times

Elementary Schools			Combination Schools	
A. Gary Walsingham	7:30-2:00		Breakfast Point Elem (K-5)	7:30-2:00
Callaway Elementary	7:30-2:15		Breakfast Point Middle (6-8)	7:30-2:05
Cedar Grove	7:30-2:15		Deane Bozeman Elem (K-5)	7:30-2:00
Deer Point	7:30-2:00		Deane Bozeman (6-12)	9:00-3:30
Hiland Park	7:30-2:00		Rutherford (6-12)	8:15-3:00
Hutchison Beach	7:30-2:00		Tyndall Academy (K-7)	7:20-1:50
Lucille Moore	7:30-2:15			
Lynn Haven	7:30-2:00		Special Purpose Schools	
Merriam Cherry Street	7:30-2:15		Margaret K. Lewis School in Millville	8:15-2:15
Northside	7:30-2:00		New Horizons Learning Center	8:15-3:00
Oscar Patterson	7:30-2:00		Rosenwald (6-12)	8:30-3:00
Parker	7:30-2:15		St. Andrews School	7:30-2:00
Patronis	7:30-2:00			
Southport	7:30-2:00		Adult/Tech Schools	
Tommy Smith	7:30-2:00		Tom P. Haney Technical College	7:00-2:30
Tyndall	7:20-1:50			
Waller	7:30-2:15			
West Bay	7:30-2:00			
			Charter Schools	
Middle Schools			Bay Haven Elem (K-2)	7:30-2:30
Jinks	9:00-3:30		Bay Haven Elem (3-5)	7:30-2:45
Merritt Brown	9:00-3:30		Bay Haven Middle (6-8)	7:45-3:05
Mowat	9:00-3:30		Central High School (AM)	7:15-12:05
Surfside	9:00-3:30		Central High School (PM)	12:05-5:00
			Chautauqua Learn & Serve	8:15-3:00
High Schools			North Bay Haven Elem (K-2)	7:30-2:30
A. Crawford Mosley	8:15-3:00		North Bay Haven Elem (3-5)	7:30-2:45
Bay High	8:15-3:00		North Bay Haven Middle (6-8)	7:55-3:00
J.R. Arnold	8:15-3:00		North Bay Haven High (9-12) Zero Pd	7:15-8:05
			North Bay Haven High (9-12) Reg pd	8:30-3:15
			University Academy	7:30-3:00



Purpose:

The Bay Base Program is an after-school program designed to enrich children's lives educationally, socially, culturally, emotionally, and physically in a safe and familiar setting. The program is open on regular school days; early-release days; teacher in-service days; most holidays and school vacation days.

Who May Attend:

All children in grades Pre K4 - 5th grade may attend with no discrimination to sex, race, or handicap. Students must be toilet trained and able to function in a group setting without additional individual supervision.

Activities:

After school program hours are 2:00 p.m. to 5:45 p.m. Full day program hours are 6:30 a.m. to 5:30 p.m. A wide variety of enrichment activities, including arts and crafts, music, games, field trips, homework assistance, sports, and storytelling are available at each site.

For More Information: Visit the Bay Base website at www.bay.k12.fl.us/bay-base or contact the Bay Base office at (850) 767-4292

Call your school’s Bay Base office at the numbers listed below:

Breakfast Point	(850) 767-1210
Callaway Elementary	(850) 767-1220
Cedar Grove Elementary	(850) 767-1250
Deane Bozeman	(850) 767-1336
Deer Point Elementary	(850) 767-1278
Hiland Park Elementary	(850) 767-1380
Hutchison Beach Elementary	(850) 767-1420
Lynn Haven Elementary	(850) 767-1470
Merriam Cherry Street Elementary	(850) 767-1490
Northside Elementary	(850) 767-1530
Parker Elementary	(850) 767-1580
Patronis Elementary	(850) 767-1600
Southport Elementary	(850) 767-1645
Tommy Smith Elementary	(850) 767-1710
Tyndall Elementary	(850) 767-1730
Walsingham Academy	(850) 767-5484
West Bay Elementary	(850) 767-1860



Transportation to Bay Base from the following schools is provided, as long as space is available:
 Lucille Moore Elementary students to Northside
 Waller Elementary students to Tommy Smith

** Parents are responsible for arranging transportation from St. Andrews to their zoned school. **

Bay District Schools Departments and Services Contact Numbers

Support Facilities

Nelson Administrative Building 1311 Balboa Ave	850-767-4100	Special Services Center 1515 June Ave see department directory below
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Bay District Schools Departments and Services

Assessments (Testing)	850-767-4352	Food Services	850-767-4260
Assistant Superintendent Division of Teaching and Learning	850-767-4115	Help Desk	850-767-4150
Bay Base After Care Program	850-767-4166	Homeless Liaison	850-767-4193
Bay Education Foundation	850-767-4111	Home School	850-767-4122
Beacon Learning Center	850-767-4133	Human Resources	850-767-4278
Budget and Finance	850-767-4242	Operator/Switchboard	850-767-4100
Chief Financial Officer	850-767-4138	Pre-Kindergarten	850-767-4201
Child Find	850-767-5300	Public Information Office	850-767-5282
English for Speakers of Other Languages (ESOL)	850-767-3942	School Board Assistant	850-767-4222
Exceptional Student Education (ESE)	850-767-4164	School Choice	850-767-4328
Deputy Superintendent	850-767-4217	School Safety	850-767-5531
Director of K-12 Adult Instructional Services	850-767-4323	Student Services	850-767-4311
Director ESE and Pre-K	850-767-4201	Superintendent	850-767-4101
Director of Student Services	850-767-4117	Transportation	850-767-4495

Enrolling Your Student



How old does my child have to be to attend school?

Children who will have attained the age of 5 years on or before September 1 of the school year are eligible for admission to public kindergartens during that school year under rules adopted by the district school board. Florida Statute Section 1003.21(1)(a)2

In addition, any child who has attained the age of 6 years on or before September 1 of the school year, and has satisfactorily completed the requirement for kindergarten, may be enrolled in first grade.

How do I know which school my child will attend?

Parents can access the district website “Find My Zone School” at <https://focus.bayschools.net/focus/find-my-school/> or may contact the BDS Student Services staff at 850-767-4328.

How do I enroll my child in school?

Parents may enroll students at their zoned school at any time during regular office hours or by accessing the district website at <https://focus.bayschools.net/focus/apply/> and completing an online application. Both in-person and online applications require the documentation listed below.

What paperwork will I need to enroll my child?

The following documents are needed to enroll a student:

- Two proofs of residence – A current mortgage statement, lease or rental agreement and one other proof of residence such as a current electric bill, car registration, or voter registration card.
- Birth Certificate – A certified copy of student birth certificate
- Parent/Guardian Picture ID
- Health Records – Children entering a Florida public school for the first time must have an up-to-date Florida Certificate of Immunization (HRS FORM 680) and a copy of a physical examination done within one year of enrollment. Children must complete the proper immunizations for each grade level. For more information, contact the FL Department of Health in Bay County at 850-872-4455. Current immunization requirements for BDS students can be found at <http://www.floridahealth.gov/programs-and-services/immunization/children-and-adolescents/school-immunization-requirements/index.html#childcare>





Florida Statute 1002.31 Controlled Open Enrollment; public school parental choice.—As used in this section, “controlled open enrollment” means a public education delivery system that allows school districts to make student school assignments using parents’ indicated preferential educational choice as a significant factor.

Knowing that lifelong benefits come with a quality education, Bay District Schools offers a controlled School Choice Program. Parents are provided multiple options when selecting a school for their child. Open Enrollment and Hardships place students according to parental preference and school capacity. Information regarding dates and priority placement procedures can be found in Bay District Schools Policy 7.103.


BDS currently has 3 high schools, 4 middle schools, 4 combination schools (K-8 and K-12), 17 elementary schools, 3 special purpose schools, 1 adult/CTE school, virtual school and home school, along with several private and charter school options. The Newcomer Program (SLIFE) is designed specifically for students with limited English abilities.

Benefits of School Choice:

- Parents have multiple options when selecting a school for their child.
- Students are able to attend schools with a specialized program of interest.
- The potential for parent involvement is increased.
- Diversity is based on parental choice.
- Families are able to move within the district and remain at the same school.
- Choice provides an efficient use of tax dollars by helping to relieve overcrowding in some schools and filling empty seats in others.
- School choice creates a positive working relationship between students, parents and schools.
- While provisions are made to ensure parental preference is a significant factor in a student's placement, certain other factors, such as school proximity and adherence to federal desegregation requirements, must also be considered.

For more information re: BDS School Choice, please reference the Bay District Schools Policy at <https://www.bay.k12.fl.us/school-board>

Parent Portal Instructions



HOW DO I CREATE A PARENT PORTAL ACCOUNT?

1. Navigate to bay.k12.fl.us
2. Scroll down to the section titled, "I want to..."
3. Click "Access Grades & Attendance Records"

Parents **Students**

I want to...

▶ Access Grades & Attendance Records

4. Scroll down to the section titled, "Request Access to Parent Portal Account:"
5. Select "Click here to create a parent portal account or ADD A STUDENT."

Request Access to Parent Portal Account:

Click here to create a parent portal account or ADD A STUDENT.

6. On the new page, select "I DO NOT have an account registered on the Parent Portal but my child is actively enrolled."

I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled

7. On the next page, enter the appropriate information.

Note the email address and password used here - these will be used to log in to your account!

8. On the next page, select "I would like to ADD A CHILD who is already enrolled."


I would like to ADD A CHILD who is already enrolled.

9. Enter your child's Student ID and Birthdate.
10. Click "Add Student".

11. If you have multiple students to add to your account, complete steps 8-10 until all students have been added.
12. When finished, click "I am FINISHED adding students. Please take me to the Portal."
13. You will now be able to view your account.

You will NOT see your students and their information until your child's school approves your account and adds them to your account.
Please contact your child's school to complete the account creation process.

Parent Portal Instructions



I FORGOT MY PARENT PORTAL PASSWORD WHAT DO I DO?

1. Navigate to bayk12.fl.us
2. Scroll down to the section titled, "I want to..."
3. Click "Access Grades & Attendance Records"

Parents **Students**

I want to...

▸ Access Grades & Attendance Records

4. Scroll down to the section titled, "Request Access to Parent Portal Account".
5. Select "Click here if password has been forgotten".

Click Here if password has been forgotten

6. On the next screen, enter the email address you use to login to your Parent Portal account.

Email Address: (Required)

Submit

7. Click Submit.
8. Follow the directions in the automated password reset email you receive from Focus - you will receive a new, randomly generated password on your next login.

This email will come to the account indicated in step 6.

9. After resetting your password, return to focus.bayschools.net and use the randomly generated password to login.
10. You will then be forced to change your password to something that is easier for you to remember.
11. Upon your next login, you will be able to use the new password that you created.

If you experience issues resetting your password following the above steps, please contact your child's school for further assistance.

Request Change of Class

In accordance with Florida Statutes 1012.42 and 1003.3101, parents have the following rights:

1. "A parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled. The school district must approve or deny the parent's request and transfer the student to a different classroom teacher within a reasonable period of time, not to exceed 2 weeks, if an in-field teacher for that course or grade level is employed by the school and the transfer does not violate maximum class size pursuant to s. 1003.03 and s. 1, Art. IX of the State Constitution."

2. "A parent may request his or her child be transferred to another classroom teacher. This section does not give a parent the right to choose a specific classroom teacher. A school must approve or deny the transfer within 2 weeks after receiving a request. If a request for transfer is denied, the school must notify the parent and specify the reasons for the denial."

Parent Portal Directions for Request Change of Class:

1. Log-in into your Parent Portal account:



2. In the forms tab, select Request Change of Class:



Type your student's name in the space provided

 A screenshot of the 'Request Change of Class' form. At the top, there's a title 'Request Change of Class' and a 'Records' tab. Below the tab is a table with two columns: 'Name' and 'Date'. The 'Name' column has a plus sign icon and an empty input field. The 'Date' column has a dropdown menu showing 'September', the number '13', and the year '2018'.

3. Complete the required fields and select the save and finish button

 A screenshot of the form completion screen. It shows several input fields for 'Parent Name', 'Parent Cell', and 'Teacher and Class'. At the bottom, there are two buttons: 'Previous Page' and 'Next Page', and a larger 'Save and Finish LAMP' button.

2023-2024 Bay District School Dress Code

Tops:

- All tops must be unaltered and appropriately fitted with sleeves; cannot be so sheer or tight as to reveal underwear or body parts
- Collared or crewneck tops only; scoop or V-neck shirts will not be permitted
- School approved T-shirts (club, spirit, etc.) are permitted
- School colors preferred and encouraged
- Students in grades K-5th: any solid color or print patterns; manufacturer's graphics or logos permitted
- Students in grades 6th -12th: any solid color or print patterns; No graphics or logos except for a small manufacturer's trademark
- Students may layer their tops; however, all visible tops including camisoles or undershirts must be in solid colors

Bottoms:

- Bottoms must be any solid color
- Bottoms must be appropriately fitted and seated at the waist; cannot be so sheer or tight as to reveal underwear or body parts
- No shorts, skirts or dresses shorter than five inches (5") above the kneecaps as measured standing up, (K-5 students may wear jumpers)
- Any pants with holes, rips, or tears 5 inches above the kneecaps are not permitted
- Dresses with sleeves (underarm must be covered) must be a solid color or print patterns but no graphics
- Small manufacturer's trademark and minimal embellishments are acceptable
- Fitness pants such as leggings, yoga pants, exercise tights, etc. are permitted but must be covered with a top that reaches fingertip length when arms are at sides

Shoes:

- Closed toes and closed backs preferred
- Sandals with back or back strap for grades K-5 only
- No bedroom shoes, flip-flops, shower shoes, slides or beach footwear

Sweaters/Sweatshirts/Hoodies:

- Long-sleeved sweaters, sweatshirts, or hoodies must be a solid color or print patterns but no graphics (unless school approved spirit or club)
- Small manufacturer's trademark is acceptable
- Hood may not be worn indoors or in covered hallways
Note: School approved means clothing carries school logo and is in school colors.



Cloth Face Coverings:

- Cloth face coverings may be worn by students as necessary for health and safety
- Coverings must be solid colors or school approved
- Coverings may not cover eyes or tops of head
- Students will assume full responsibility for their own personal cloth face coverings

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
- Jackets/Coats must have either buttons, zippers or snaps that are from top to bottom. Jackets can be any color. Jackets may be worn in the classroom at the discretion of the teacher.
- 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 the team jerseys on game days with appropriate uniform bottoms.
- Earbuds – Principals are granted discretion of authority necessary to implement a technology policy (including earbuds/headphones) that best meets the needs of their campuses. In order for students to be made aware of security announcements or other hazardous situations in a timely manner, it is expected that all students will adhere to single earbud use while on campus, at school-sponsored events and on school-sponsored transportation. Earbuds are permitted during supervised testing situations.

2023-2024 Bay District School Dress Code

Exceptions to wearing dress code attire are permitted when:

- A student wears a uniform of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts, on regular meeting days;
- A student wears a costume, special clothing or attire necessary for participation in a school-sponsored or extracurricular activity provided the clothing complies with District policy.
- The dress code guidelines violate the sincerely held religious belief of a student. 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.
- A reasonable accommodation is needed to address a student’s disability or medical condition. A request in writing shall be made to the principal by the student’s parent/guardian.

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:
 - notification of parent or guardian;
 - change of inappropriate attire;
 - one to three days of in-school or out-of-school suspension;
 - three days after school detention, if available.
- 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.



High Schools	Preferred Shirt Color
J.R. Arnold.	Gray, Navy, White
Bay High	Black, Red, White
Mosley	Green, Orange, White
Rosenwald	Maroon, Black, White
Rutherford	Black, Yellow/Gold, White
Middle Schools	
Breakfast Point	White, Blue, Yellow
Jinks	Dark Green (Forest), Gold, White
Merritt Brown	Orange, Royal Blue, White
Mowat	Dark Blue/Navy, Yellow, White
Surfside	Black, Turquoise (Teal), White
Tyndall Academy	Blue, Red, White
Elementary Schools	
Breakfast Point	White, Blue, Yellow
Callaway	Gold, Royal Blue, White
Cedar Grove	Royal Blue, Yellow, White
Deer Point	Blue, White, Green
Hiland Park	Red, Yellow, White
Hutchison Beach	Blue, Orange, White
Lucille Moore	Red, Royal/Navy Blue, White
Lynn Haven	Red, Navy Blue, White
M. Cherry Street	Red, Royal Blue, White
Northside	Navy Blue, Yellow, White
Oscar Patterson	Green, Yellow, White
Parker	Hunter Green, Light Blue, White
Patronis	Green, Yellow, White
Southport	Navy Blue, Red, White
Tommy Smith	Red, Royal/Navy Blue, White
Tyndall	Blue, Red, White
Waller	Navy Blue, Yellow, White
Walsingham	Navy, Teal, Gray, White
West Bay	Red, Blue, White
K-12 School	
Deane Bozeman	Navy Blue, Red, White
Special Purpose Schools	
MLK	Please contact school
New Horizons Learning Center	Navy Blue, White, Red
St. Andrew Elementary	Navy/Royal Blue, Red, White

School Uniform and Grooming: Recovery Dress Code

Prohibited Attire at all Schools

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 body parts
- Fishnet tights
- Garters
- Halloween costumes or anything perceived as a dress up costume
- Sleepwear, pajamas, or other bedroom clothes
- Beach wear or bathing suits
- Visible undergarments including camisole tops or undershirts
- Animal tails
- Any clothing or accessory item that causes a disruption to the learning environment

Any student who violates this specific policy of prohibited attire is subject to the following disciplinary actions:

- For a first offense, a student shall be given a verbal warning and the school principal shall call the student’s parent or guardian.
- For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed five (5) days and the school principal shall meet with the student’s parent or guardian.
- For a third or subsequent offense, a student shall receive an in-school suspension pursuant to §1003.01(5), Florida Statutes for a period not to exceed three (3) days, the student is ineligible to participate in any extracurricular activity for a period not to exceed thirty (30) days, and the school principal shall call the student’s parent or guardian and send the parent or guardian a written letter regarding the student’s in-school suspension and ineligibility to participate in extracurricular activities.

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.

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

Authority: §1001.41, Fla. Stat. Law Implemented: §§1001.43, 1006.07, Fla. Stat. History: New, June 12, 1989 Revised: July 24, 1997; November 17, 1998; June 13, 2001; January 25, 2006; September 13, 2006; April 25, 2007; September 12, 2007; June 24, 2009; January 13, 2010; July 14, 2010; September 13, 2011; November 22, 2011; April 9, 2013; May 14, 2013; June 28, 2016 (without requirement of meeting – correct reference to School Advisory Council); September 27, 2016; July 30, 2019; July 13, 2021

School Uniform and Grooming: Recovery Dress Code

Bay District Schools Board Policy 7.209

 Elementary Dress Code: What to Wear

		
	<p>Why not? No jeans with rips more than five inches above the knee are permitted.</p>	
		
<p>NOTE: Graphic tees are allowed in grades K-5 only.</p>	<p>Why not? No V-neck shirts allowed.</p>	<p>Why not? Only dresses with sleeves (underarm must be covered) are allowed.</p>
		
	<p>Why not? No slides or slippers are permitted.</p>	<p>Shorts are an appropriate length and sneakers are approved.</p>

School Uniform and Grooming: Recovery Dress Code

[Bay District Schools Board Policy 7.209](#)



Middle and High School Dress Code

What to Wear

 <p>✓</p>	 <p>✗</p> <p>Why not? No jeans with rips more than five inches above the knee are permitted.</p>	 <p>✓</p>	 <p>✗</p> <p>Why not? Leggings/yoga pants must be worn with a top that reaches finger tip length.</p>
 <p>✓</p> <p>School Spirit shirts are approved.</p>	 <p>✗</p> <p>Why not? No midriff tops are allowed.</p>	 <p>✓</p>	 <p>✗</p> <p>Why not? No graphic t-shirts are permitted.</p>
 <p>✓</p>	 <p>✗</p> <p>Why not? No V-neck shirts allowed.</p>	 <p>✓</p>	 <p>✗</p> <p>Why not? No slides or slippers are permitted.</p>



Attendance Matters

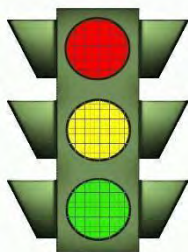
...every school day counts!

Did You Know?

- Starting in Kindergarten, too many absences can cause children to fall behind in school.
- Missing ten percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- Attending school regularly helps children feel better about school – and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.

What You Can Do:

- Set a regular bed time and morning routine.
- Lay out clothes and pack backpack the night before.
- Find out what day school starts and make sure your child has the required shots.
- Introduce your child to her teachers and classmates before school starts to help her transition.
- Don't let your child stay home unless she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make her feel comfortable and excited about learning.
- Develop backup plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.



Chronic Absence – 18 or more days

Warning signs – 10-17 days

Satisfactory – 9 or fewer absences

Note: These numbers assume a 180-day school year

For more on School Readiness visit [attendanceworks.org](https://www.attendanceworks.org) and [reachoutandread.org](https://www.reachoutandread.org)

Pre-Kindergarten

The purpose of the Pre-Kindergarten (Pre-K) program is to prepare young children to start kindergarten ready to learn. Pre-K classes offer a high quality, standards-driven, school readiness curriculum with qualified staff. Learning experiences are embedded in all parts of the curriculum, including unplanned experiences or teachable moments that occur in the classroom each day. Our mission is to ensure that all children are intellectually, socially, emotionally and physically ready to enter school and ready to learn, fully recognizing the crucial role of parents as their child's first teacher.

Pre-K Philosophy

Bay District Schools VPK & ESE Pre-Kindergarten classes are safe, respectful, responsive and positive places. Our program supports children actively engaging with their world to establish healthy relationships with others, solving interesting problems, and figuring out who they are and how they connect to their families and communities. Families feel connected to Bay District Schools knowing that their children are cared for and nurtured. Our classrooms are a place where children and families will learn and have their voices heard.

Advantages of our Pre-K Programs

- A high quality, developmentally appropriate curriculum
- Health screening and services
- School breakfast and lunch program
- Easy transition from Pre-K to Kindergarten
- Parent involvement at the school level
- Continuum of Exceptional Student Education
- Qualified and well-trained staff
- District student services assessments
- Adheres to Florida Standards for Four-Year-Olds



Voluntary Universal Pre-K (VPK):

The State of Florida offers free Voluntary Pre-Kindergarten (VPK) for all children that have reached the age of 4 on or before September 1st. VPK is offered during the school year for a total of 540 hours and the summer for 300 hours. During the school year, children attend 3 hours free with an extended day option available for a small weekly fee. Classes are limited to 20 children and maintain a 2 adult to 20 student ratio.

VPK Application for Enrollment - Click [HERE](#)

Exceptional Student Education (ESE) Pre-K:

Exceptional Student Education (ESE) is instruction specifically designed to meet the educational and developmental needs of children with disabilities or those who are experiencing developmental delays.

Services for preschool children (ages 3 through 5) are provided free of charge through our public schools. Screenings and comprehensive evaluations are available through our Pre-K Evaluation Team.

Locations

There are 18 public school campuses that maintain Pre-K programs.

These are: Callaway, Cedar Grove, Cherry Street, Deer Point, Hiland Park, Lucille Moore, Lynn Haven, Northside, Parker, Southport, Tommy Smith, Tyndall, Waller, Deane Bozeman School and Walsingham Academy.

For more information, please contact the Pre-K Department at 767- 4201 or 767- 4358.



Child Find (ESE Pre-K Screening)

Child Find is a community service provided by the [Florida Diagnostic and Learning Resources System](#) (FDLRS) in cooperation with Bay District Schools to identify children in need of developmental services within the school district. Screening dates are twice a month throughout the school year and once a month during the summer.

A child is eligible for screening if they are:

- Ages 3 to 5 years old
- Suspected of having a delay or disability
- Not currently enrolled in a Bay District Schools' program

Screenings focus on the areas of:

- Vision
- Hearing
- Speech & language skills
- Gross & fine motor skills
- Behavior & social interaction
- Cognitive development
- Overall development

Child Find FAQ

1. Who do I contact to schedule a screening appointment?

Please call 850-767-5301 for a screening appointment.

2. What do I need to bring to the screening?

Please be sure to bring the child and any relevant reports from his/her doctors or therapists. The child's parent/guardian must accompany the child to the screening.

3. When will I know the results of the screening?

A member of the screening team meets with each parent/guardian to discuss the results and any recommendations immediately after the screening is complete.

4. How much time should I plan for the screening?

The screening takes approximately 30 minutes.

5. Who will screen my child?

Your child will be screened by an Early Childhood Development Specialist with PAEC/FDLRS Child Find.

Anyone interested in scheduling an appointment or in learning more about the Child Find Screening program may contact Dr. Jennifer Adams (adamsj@paec.org) 850-767-5300.

Exceptional Student Education

The goal of Exceptional Student Education (ESE) is to create and maintain learning opportunities for children with exceptionalities in regular educational programs. The focus of ESE is on the unique learning needs of the individual child identified with an exceptionality.

Information regarding Bay District Schools Exceptional Student Education (ESE) and Pre-Kindergarten Services may be found on the Bay District Schools website through the following link: <https://www.bay.k12.fl.us/ease>

Notice of Procedural Safeguards for Parents of Students with Disabilities and the Procedural Safeguards for Exceptional Students who are Gifted are available on the BDS website and through the Florida Department of Education website.

At the state level, the Bureau of Exceptional Education and Student Services administers programs for students with disabilities. Additionally, the bureau coordinates student services throughout the state and participates in multiple inter-agency efforts designed to strengthen the quality and variety of services available to students with special needs.



All Children Can Learn!

ESOL / Migrant / Immigrant Program

English for Speakers of Other Languages

The goal of Bay District Schools is to provide equal access to all programs for the English Language Learners (ELLs) which are appropriate to his or her level of English language proficiency, academic achievement, and/or special needs.

What is ESOL?

ESOL (English for Speakers of Other Languages) is a program available to students whose first language is other than English.

ESOL Placement:

- Families complete a Home Language Survey
- If there is an affirmative answer (or yes) to at least one of the three HLS questions, students take an English Language Proficiency Test
- Each school has an English Language Learner (ELL) Committee to ensure appropriate placement and progress. This committee is composed of the school administrator, school counselor, teacher(s), and the parent/guardian of the student. Other school personnel can be invited to the committee meetings as well.

ESOL Services:

- Teachers use strategies that make instruction comprehensible to the ELL student.
- Teachers are ESOL endorsed or working toward endorsement to teach English to speakers of other languages.
- Students have equal access to the total curriculum, all school services and extracurricular activities.
- Schools promote cross-cultural understanding.
- School and district information is available in a language that is understood by the parent (when feasible).
- Students in the ESOL Program receive assistance in basic subject areas in their native language when feasible through bilingual professionals when 15 or more students speak the same language at a school.
- The District coordinates the ESOL Parent Leadership Council meetings and Parent Information Nights.
- Newcomer/SLIFE programs are provided at the following schools:
- Lucille Moore Elementary
- Jinks Middle School
- Bay High School
- Arnold High School
- Rosenwald High School



How Can Parents Help?

- Request school or district information in your native language, if necessary.
- Talk with the school counselor about being involved in your child's education plan.
- Talk with your child about school work.
- Talk with your child's teacher, attend parent conferences, and attend school meetings.

Who to Call with Questions:

- ESOL contact at your school, usually the school counselor.
- Bay District Schools' ESOL Instructional Specialist, Sally Gentili, at 767-3940.
- For assistance in Spanish, contact Patty Engle 850-767-3942, Rosa Garcia 850-767-3945 or Glendy Marinez at 850-767-3943.



Military Families

Bay District Schools extends a special welcome to all of our military families. We are happy to have you in our community and grateful for your service to our country. Supporting military dependents who attend our schools is of utmost importance to us. Superintendent Bill Husfelt has established a strong and mutually beneficial relationship with the leaders at our local military bases. Teachers, administrators, and staff throughout our school district recognize the special challenges for those who serve in the armed forces and we fully understand that it is the entire family who serves.

Bay District Schools is a member of the [Military Child Education Coalition](#) (MCEC). In 2011 and 2015, MCEC awarded the Pete Taylor Partnership of Excellence Award to The Bay Area Education Alliance, a working partnership

that includes the school district, Naval Support Activity Panama City and Tyndall Air Force Base. This alliance was one of just a few partnerships worldwide that received the award.

SCHOOL LIAISON OFFICERS (SLOs)

School Liaison Officers (SLOs) have been put in place at both Naval Support Activity Panama City and Tyndall Air Force Base. They work closely with school district staff to ensure that we meet the unique needs of military dependents. The SLOs from each base will be happy to assist you with the district's online registration process. Contact information for School Liaison Officers is listed below.

Erin Pickard, School Liaison Officer
Naval Support Activity-Panama City
erin.pickard@navy.mil

Mallory Gross, School Liaison Officer
Tyndall Air Force Base
mallory.gross@us.af.mil

School Liaison Officers also network, educate, and work in partnership with local schools to establish support programs. These support programs include, but are not limited to, classroom mentoring to enhance the educational experience for both military and civilian students, Student 2 Student and Junior Student 2 Student peer groups (S2S and JS2S), Federal Impact Aid awareness initiatives, Military Family Life Counselors (MFLCs), and specialized training for guidance counselors, teachers, and administrators.

SLOs have also established S2S and JS2S support programs in area high schools and middle schools. Students receive training and guidelines to establish and sustain peer-based support systems in their schools with the primary purpose of providing support for students as they transition to new schools.

Other Resources for Military Families:

- [Florida Department of Education - Military Family Resources](#)
- [Military Interstate Children's Compact Commission](#)
- [Military Child Education Coalition](#)
- [Tutor.com for Military Families](#)
- [Military OneSource.com](#)
- [School Quest](#)
-



For more information about Bay District Schools' services for Military students and families, contact:

**Student Services
1311 Balboa Avenue**

SCHOOL MILITARY FAMILY LIFE

Military Family Life Counselors are professional licensed clinicians with Masters or Doctorate level education and have experience working with children.

MFLC Roles and Responsibilities

Offer confidential, short-term, and non-medical counseling services to children, parents, faculty, and staff.

Support teachers and administration at their assigned school.

Work directly with military children/families or an adult Impacted by a military child.

Adhere to Duty to Warn protocol.

MFLC's Are Available To:

Observe participate and engage in activities with children and youth.

Provide direct interventions in the classroom setting.

Model behavioral management techniques and provide feedback to staff.

Suggest courses of age-appropriate behavioral interventions to enhance coping behavioral skills.

Outreach to parents.

Facilitate psychological educational groups.

Conduct trainings for staff and parents.

Recommend referrals to military social services and other resources as needed.

Military families may contact MFLCs directly or contact the SLO at your installation for more information.

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 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 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.



MTSS :

A Multi-Tiered System of Supports Information for Families

What is a Multi-Tiered System of Supports?

MTSS is a term used to describe an evidence-based model of schooling that uses data-based problem-solving to integrate academic and behavioral instruction and intervention. The integrated instruction and intervention is provided to students at varying levels of intensity based on student need. The goal is to prevent problems and intervene early so that students can be successful.



What happened to RtI?

- Multi-tiered System of Supports (MTSS) is a more accurate term that refers to one seamless framework that provides varying levels of academic and behavior supports to students based upon their need.
- The term RtI has been used to refer to the framework of multi-tiered supports.
- RtI refers to the 4th step of the planning/problem-solving process.
- MTSS is used to promote accurate and consistent language to convey Florida's way of work.
- Schools may choose to refer to their system as an RtI framework.

What can I expect with MTSS?

- Frequent updates of student progress
- Early identification of academic or behavioral concerns at the first signs of difficulty.
- Help for your child that increases or decreases depending on his or her needs.
- Information and involvement in planning and providing interventions to help your child.
- Information about how your child is responding to the interventions being provided.

What do I do if I believe my child is struggling?

- Talk with your child's teacher.
- Review and assist with homework assignments.
- Ask for regular progress monitoring reports.
- Celebrate your child's successes.
- Learn more about the curriculum, assessments, and interventions being used in your child's school.
- Participate in conferences and other meetings about your child.

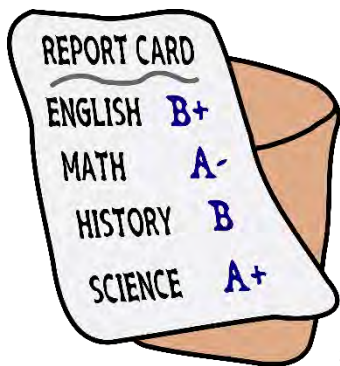
How can I participate in MTSS?

Families play a critical role in supporting what their children are learning in school. The more parents are involved in student learning, the higher the student achievement. Ask questions to learn more about MTSS in your child's school:

- Is my child successful? How do I know? If not, why and what can we do differently?
- If needed, how is additional help going to be provided? By whom? How often? For how long?
- What can I do to participate in problem solving about my child?
- What can I do to help with the interventions for my child at home?
- How will I know if interventions are working?



For more information about MTSS, visit www.florida-rti.org view the [Parent Guide to Multi-Tiered System of Supports](#), available on our website, or contact your child's school.



REPORT CARDS AND PARENT PORTAL

Student information on attendance, grades and discipline is available through the District’s online Parent Portal. Parents must register for use of the portal at their child’s school. Report cards are standards-based and are sent home four times per year. Progress reports are available 24 hours a day/7 days a week through the District’s online Parent Portal.

Parents without internet access can request a copy of Report Cards from the student’s school.

Grading Scale

**KINDERGARTEN
Academic Grading Scale**

- S Satisfactory:** achievement is at grade level expectation (S=70-100)
- N Needs Improvement:** achievement approaching the grade level expectation (N=60-69)
- U Unsatisfactory:** student performance is well below the grade level expectations
- I Incomplete:** insufficient information available at this time
- Not Assessed:** not assessed this grading period

**KINDERGARTEN
Non-academic Grading Scale**

- S Satisfactory:** student performance is acceptable
- N Needs Improvement:** student performance needs to improve
- U Unsatisfactory:** student performance is well below grade level expectations
- I Incomplete:** insufficient information available at this time
- Not Assessed:** skills were not assessed this grading period

**KINDERGARTEN
Progress Code**

– denotes that a student is **working below grade level** (for IEP and ELL students only)



**ELEMENTARY (Grades 1-5)
GRADING SCALE**

Core Curriculum Grading Scale:

- A:** 90-100 Outstanding Progress
- B:** 80-89 Above Average Progress
- C:** 70-79 Average Progress
- D:** 60-69 Lowest Acceptable Progress
- F:** 59-0 Failure

- I – Incomplete:** insufficient evidence available at this time
- Not Assessed:** not assessed this grading period
- * – student is working below grade level** (for IEP and ELL students only)

Nonacademic Grading Scale:

- S – Satisfactory:** student performance is acceptable
- N – Needs Improvement:** student performance needs to improve
- U – Unsatisfactory:** student performance is well below grade level expectations
- I – Incomplete:** insufficient evidence available at this time
- Not Assessed:** skills not assessed this grading period

**MIDDLE & HIGH SCHOOL
(Grades 6-12) GRADING SCALE**

- A:** 90-100 Outstanding Progress
- B:** 80-89 Above Average Progress
- C:** 70-79 Average Progress
- D:** 60-69 Lowest Acceptable Progress
- F:** 59-0 Failure

- I – Incomplete:** insufficient evidence available at this time

Nonacademic Grading Scale:

- E – Exceeds**
- S – Satisfactory**
- N – Needs Improvement**
- U – Unsatisfactory**
- I – Incomplete:** insufficient evidence available at this time

Accountability and Grading



FLORIDA SCHOOL ACCOUNTABILITY REPORTS

All Florida schools and districts receive an accountability report which contains several types of data designed to inform parents/guardians about the educational progress of Florida's public schools. The report is calculated based on the performance of full-year students in grades 3-12 on the Florida Standards Assessments (FSA) and Florida Next Generation Sunshine State Standard Assessments. In 2009-10, additional measures were added to the high school grade reports such as participation and performance in courses such as IB/AP/AICE and Dual Enrolled, graduation rates, and more.

Information about the School Public Accountability Reports may be found at:

<https://www.fldoe.org/accountability/accountability-reporting/school-grades/>

TEACHER QUALIFICATIONS

Bay District teachers are some of the best in the nation, and student test scores prove that point. Student success is evidence that Bay teachers possess the skills and knowledge that are essential to inspiring a spirit of learning in students. To be considered for employment in an instructional position, one should possess good moral character, a four-year college degree and a Florida teaching certificate in the appropriate area of instruction. Schools are required to notify parents if their child's teacher does not meet highly qualified requirements as defined by the Department of Education.



STUDENT PROMOTION CRITERIA

The Bay District Schools Student Promotion Criteria is comprised of two parts:

State criteria

For 3rd grade students, State Statute 1008.25 required that to be promoted to grade 4, a student must score a Level 2 or higher on the statewide, standardized English Language Arts assessment required under s.1008.22 for grade 3. If a student's reading deficiency is not remedied by the end of grade 3, as demonstrated by scoring Level 2 or higher on the statewide, standardized assessment required under s.1008.22 for grade 3, the student must be retained. Additional information on the Florida Assessment of Student Thinking, F.A.S.T., may be found at <https://www.fldoe.org/fast/>.

If a student, in any grade, is not meeting the school district or state requirements for satisfactory performance in English Language Arts and mathematics the student must be covered by one of the following plans:

1. A federally required student plan such as an individual education plan;
2. A schoolwide system of progress monitoring for all students,
3. An individualized progress monitoring plan.

District criteria requires teachers to determine promotion considering a body of evidence, which may include factors such as State Assessment scores, grades, achievement of IEP goals, reading performance data, and credits earned.

(For high school students). In addition to the state's mandatory grade 3 retention policy, the district has a mandatory retention policy at grades 5 and 8. Specific district promotion policies (8.401) and retention policies (8.402) may be found online in the Bay District School Board Policy Manual.

<https://www.bay.k12.fl.us/Documents/Files/PMCOMP%2008112021.pdf>



Internet Access and Personal Electronic Mobile Devices

Access to the Internet by Students. 2.128

Access to the Internet by Students. Students accessing the Internet services provided by the District shall be subject to the following rules and regulations:

- Students shall not access material that is obscene, child pornography, harmful to minors or otherwise inappropriate for educational institutions.
- Students shall not use District technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
- Students shall not engage in any illegal activities on the Internet.
- Students shall only use electronic mail, chat rooms, and other forms of direct electronic communications for purposes related to education within the context of a school-related activity.
- Students shall not disclose personal identification information on the Internet.
- Students shall be monitored while using the Internet.
- Students shall only use the computers or terminals designated for student use

Policy Violations

Any violation of this policy may result in the loss of access to the Internet in District facilities. Additional disciplinary action may be determined in accordance with existing administrative procedures and practices as stipulated in School Board policy, including applicable law enforcement agencies when necessary.

BayNET:

The Bay District Schools electronic communications network (BayNET) provides vast, diverse and unique resources. It provides equal access to computing resources to serve public education and promote educational excellence for all Bay District Schools. BayNET facilitates sharing resources, accessing outside information and research, and encouraging technological innovation and worldwide communication through Florida Information Resource Network (FIRN) and/or the Internet. When a student brings his/her own personal electronic mobile device to a school campus, it is mandatory the device utilize the BDS wireless network. For example, a student will choose the designated student WIFI, and sign in using his/her BDS username and password to browse the Internet. By logging into the BDS wireless network, they are accepting the terms of the Bay District Schools AUP (Acceptable Use Policy). Once on the BDS wireless network, all users will have filtered Internet access just as they would on a district owned device.

Possession and Use of Wireless Communications Devices 7.211:

For the purposes of this policy, "personal electronic mobile device" ("PEMD") shall include, but not be limited to, the following: cellular or satellite telephones of any type, pocket PCs, laptops, and personal data assistants ("PDA") owned, used or possessed by a student but shall not include such devices if owned and provided for use by the District. Beginning 2012–2013, Bay District schools will allow the use of personal electronic mobile devices during specified times. Students will be allowed to bring their own device (BYOD). BYOD access will be granted only after teachers have participated in BYOD professional development and with the approval of the Superintendent and principal.

Internet Access and Personal Electronic Mobile Devices



It is not mandatory for students to bring their own personal electronic mobile devices. When personal electronic mobile devices are used to enhance student learning in the classroom, students without a PEMD will be provided access to an appropriate digital device. Students who choose to bring their personal electronic mobile devices **MUST** log in and use BDS filtered wireless network during the school day.

NOTE: Students will bring personal electronic mobile devices to school at their own risk. The district WILL NOT be responsible if a phone or other device is lost, stolen, misplaced, damaged, or confiscated. The district WILL NOT be responsible for virus, malware, or other computer related issues associated with connecting to the BDS network.

Beginning 2012–2013, students may utilize electronic mobile devices in the classroom for educational purposes when the teacher deems appropriate and with a signed AUP on file. While the district encourages students to use electronic mobile devices for educational purposes in the classroom, *high school* students may use these devices during lunch and before and after school. *Middle and elementary* students may use these devices before and after school, not during lunch. All students may use devices in the classroom setting with teacher permission and supervision. Use is **STRICTLY** prohibited for all students during passing periods due to safety issues.

Use of electronic mobile devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an academic environment and the integrity of the classroom. Teachers that wish to allow students to use mobile devices in the classroom must first participate in professional development opportunities provided by the Bay District Schools Instructional Technology Department.

Electronic Mobile Device Guidelines:

- Using functions on electronic devices that disrupt the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to using the device to cheat, violate school conduct rules, harass or bully staff or students or use their device for unlawful purposes will be subject to disciplinary action; up to and including suspension, expulsion, and being reported to local authorities.
- Cell phone conversations during instruction or class time should take place only under the supervision of staff personnel unless otherwise directed.
- Using any device that permits recording voice or image of another in any way that disrupts the educational environment, invades privacy of others, or is made without prior consent of individuals being recorded is prohibited. Also, using any device that permits recording voice or image of another to take, disseminate, transfer, or share audio, images, video, or photos that reveal private parts of the body that are ordinarily covered by clothing is prohibited. The possession of pornographic images or video on any electronic device is prohibited.
- Students must comply with staff directives, including but not limited to, using appropriate device volume. When in use, devices must be on vibrate or silent mode so that no audible tone is heard.

PEMDs misused in accordance with this policy shall be confiscated from the student and only returned to the student's parent upon notification from the school office. Continued misuse of PEMDs may subject the student to disciplinary action, as determined by the principal. Use of a PEMD will subject the student to the possibility of the imposition of disciplinary action by the school or criminal penalties if the PEMD is used for the purposes of a criminal act.

Parents may request special permission for their student to use cellular or satellite telephones if the parent has requested such use in writing to the school principal and has provided a physician's statement that provisions for immediate medical needs are necessary. If such permission is granted by the principal at the principal's discretion, the cellular telephone will be placed on "vibrate" so not to disturb other students. Misuse of the cellular telephone under these circumstances will subject the student to disciplinary actions, as determined by the principal.

Authority: §1001.41, Fla. Stat.

Law Implemented: Chapter 2004-272, Laws of Florida (2004)

History: New, July 28, 2004

Revised: November 22, 2011; July 24, 2012



Expectations in Regard to Bullying



Bay District School Board 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, harassment, cyberstalking, teen dating violence, and abuse 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 any 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/harassment/teen dating and abuse 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 systemic 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.

The full policy is available at www.bay.k12.fl.us or your child's school.

Anonymous reporting of bullying and/or criminal activity is available 24/7 at

<https://safe.bayschools.net/>



The Hope Scholarship

The Hope Scholarship is for students in grades kindergarten through 12 who are enrolled in a Florida public school and have been bullied, harassed, assaulted, threatened and or other violent acts to transfer to another public school or enroll in an approved private school.

Beginning with the 2018-2019 school year, a student enrolled in a **Florida public school in kindergarten through grade 12 who has been subjected to an incident of battery; harassment; hazing; bullying; kidnapping; physical attack; robbery; sexual offenses, harassment, assault, or battery; threat or intimidation; or fighting at school the opportunity to transfer to another public school with capacity or enroll in an approved private school under the Hope Scholarship.**

The law provides for eligible sales tax contributions from the purchase of a motor vehicle to eligible nonprofit [scholarship funding organizations](#) (SFOs). Contingent upon available funds, the SFOs then award the scholarships to eligible students on a first-come, first-served basis.

Resource links for:

[Parents](#)

[SFOs](#)

[Private Schools](#)

[Hope Scholarship – District Obligations](#)

Pursuant to section 1002.40(6), Florida Statutes, school district personnel in Florida have a responsibility to notify families of the Hope Scholarship Program. For more information on the obligations of school principals and/or their designees, please click the links below.

- [Hope Notification Form](#) (PDF)
- [Hope Notification Form - Spanish](#) (PDF)
- [Hope Scholarship Program FAQs - English](#)
- [Hope Scholarship Program FAQs - Spanish](#) (PDF)
- [Hope Scholarship Parent Letter - Spanish](#) (PDF)

HOPE SCHOLARSHIP

HAS YOUR CHILD BEEN BULLIED IN A FLORIDA PUBLIC SCHOOL?
IF YES, THE HOPE SCHOLARSHIP IS FOR YOU!

WHO IS ELIGIBLE?

Any public school student in Florida who was a victim of a qualifying incident at:

- ✓ A K-12 school
- ✓ A school-related or school-sponsored program or activity
- ✓ Was riding in a school bus or waiting at a school bus stop

Title IX

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

- Title IX of the Education Amendments of 1972

Stalking

Retaliation

Harassment

Discrimination

Dating Violence

Domestic Violence

Sexual Misconduct

The School Board takes seriously its obligations to ensure that no student or employee suffers discrimination on the basis of sex, as defined in Title IX of the Education Amendments Act of 1972. **Title IX is a federal law**, enacted in 1972 states: *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

Title IX protects people from discrimination based on sex in educational programs or activities that receive financial assistance. Under Title IX, discrimination on the basis of sex can include sexual harassment, which is defined as conduct on the basis of sex that satisfies one or more of the following:

- An employee of the District conditioning the provision of an aid, benefit, or service of the District on participation in unwelcome conduct;
- Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, dating violence, domestic violence, or stalking, as defined by applicable law.

Reports

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. For more information you may visit our Title IX website - <http://www.bay.k12.fl.us/title-ix>

Next Steps

After a report of sexual harassment has been made, the school and/or Title IX Coordinator will reach out to the individual affected by the alleged misconduct, provide supportive measures, discuss the grievance policy, and offer the opportunity for the complainant to file a formal complaint if the behavior meets the Title IX definition of sexual harassment. If a formal complaint is filed, appropriate steps will be taken to investigate. Upon completing the investigation, the outcome will be shared with all stakeholders. For more information, please our Title IX website - <http://www.bay.k12.fl.us/title-ix>

Appeal Procedures

If a party does not agree with the final determination made by the school or has concerns of noncompliance with Title IX or actions that would be prohibited by Title IX, he/she may appeal the determination in accordance with School Board Policy 2.133.

Volunteering with Bay District Schools



All volunteers must complete a volunteer application, which is available at schools or on the Bay District Schools website. After all information has been filled in on the application, submit the application to the school principal at the school where you would like to volunteer. When you submit your application, you will be asked to present your driver license to be scanned for an electronic check through the sexual predator/offender database. There is no cost to you for this background check.



Scan to access
Volunteer Application

Volunteer applicants can be disqualified for reasons listed on the Jessica Lunsford Act.

You will be notified if your volunteer application is denied. The principal will also be notified if your application is denied. Please begin the application process at least two weeks prior to the event or activity for which you are volunteering. The process for trips out of town may take longer.

For unsupervised volunteers:

If the principal determines that you will be volunteering to accompany students in a capacity that is not under the direct supervision of a school district teacher or authorized employee, you will be asked to submit to a higher level background check. Unsupervised volunteers, like volunteer coaches and chaperones for overnight, out-of-town trips, are required to get a district badge after being finger printed and cleared through *Volunteer & Employee Criminal History System (VECHS)*. Complete the steps above and then follow the instructions below:

- Complete the forms and take them to the District Safety & Security Office at 520 School Ave. You will need to present your driver license. The fee for this background check is listed on the fingerprint sheet that you will complete. *Call 767-4347 for questions about this part of the process.*

For volunteers who will transport students:

- Complete the appropriate steps above and get approval from the principal to transport students.
- Contact the District Office of Risk Management to set up a time for a check and clearance of your Motor Vehicle Registration through the Florida Department of Motor Vehicles. *Call 767-4203 for questions about this part of the process.*

After you have completed the forms and procedures to be a school volunteer, return to the school and notify the principal or sponsor that you have been approved.

***Thank you for your service to the students and staff of
Bay District Schools!***



Visitors and Civil Conduct

Bay District School Board Policy 2.115

Visitors. Any person, other than an employee or student of the school, entering the premises of the school shall report immediately to the office of the principal. Permission must be obtained from the principal or his/her designee before proceeding. This rule shall apply to all visitors, parents, and salesmen and may not be disregarded except in case of an emergency.

Civil Conduct. Bay District Schools' staff will treat parents, students and other members of the public with respect and expect the same in return. The District must keep school and administrative offices free from disruptions and prevent unauthorized persons from entering school/district

grounds. Florida law provides a criminal penalty for persons who, without legitimate reasons, enter a school campus or facility and create a disturbance or refuse to leave when directed to do so by the principal or person in charge.

Accordingly, this policy promotes mutual respect, civility and orderly conduct among district employees, parents, students and the public. The District does not intend this policy to deprive any person of his or her right to freedom of expression. Rather, the district seeks to maintain, to extent possible and reasonable, a safe, harassment-free work-place for our students and staff. In the interest of presenting teachers and other employees as positive role models, we encourage positive communication and discourage volatile, hostile, or aggressive actions. The District seeks public cooperation with this endeavor.

Therefore:

1. Disruptive individuals must leave school grounds

Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language, vulgar, obscene or profane gestures or language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property will be directed to leave school or school district property promptly by the school's principal or his/her designee.

2. Directions for staff in dealing with abusive individual

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly. If the abusive individual does not stop the behavior, the district employee will verbally notify the abusing individual that the meeting, conference or telephone conversation is terminated; and, if the meeting or conference is on District premises, the employee shall direct the abusive individual to leave promptly.

3. Provide policy and report incident

Parents shall be notified of this policy via Parent Portal and/or other reasonable means. Other members of the public shall receive a written copy of this policy when a staff member determines that the provisions of this policy are being violated. The staff member will then immediately notify his/her administrator and provide a written report of the incident. If necessary, this incident shall be reported to the school resource officer, the district law enforcement unit or to other local law enforcement to take any action deemed necessary.

Authority: § 1001.41, Fla. Stat.

Law Implemented: § 1001.42, Fla. Stat.

History: New, June 12, 1989

Revised: December 9, 2014

Student Conduct and Discipline

Code of Student Conduct 7.202

A Code of Student Conduct shall be adopted in the manner prescribed in §1006.07, Fla. Stat., as amended. The Superintendent shall annually, in cooperation with principals, teachers, parents, and legal guardians review the Code of Student Conduct and make recommendations to the School Board for revision as deemed appropriate. The Code of Student Conduct shall be based upon the rules governing student conduct and discipline adopted by the School Board in the manner prescribed in Section 1.103.

The Code shall be distributed electronically and/or by other reasonable means at the beginning of each school year to students, parents, legal guardians, teachers and other school personnel. The Code shall also be distributed to new students who enroll after the beginning of the school year. Principals shall be responsible for distribution to his/her students, teachers and other school personnel. The Superintendent, or his/her designee, shall be responsible for distribution to all other personnel.

The Code shall be discussed at the beginning of each school year in student classes, school advisory council meetings, and parent and teacher association meetings. The principal, or his/her designee, shall review all applicable rules with the student body at the beginning of the school year and at any subsequent time as is necessary to insure that students are fully aware of all applicable rules.

Authority: §1001.41, Fla. Stat.

Law Implemented: §1006.07, Fla. Stat.

History: New, June 12, 1989

Revised: July 24, 1997; June 9, 2015



Student Discipline 7.203

It is the policy of the School Board that there shall be no tolerance of misbehavior. Schools and teachers may develop individual rules and disciplinary practices which supplement the School Board rules but do not conflict with those rules. Discipline should be applied after consideration of the eventual effect on the behavior of the student and should promote improved conduct. Students shall be subject to the provisions of this policy while attending school or on school premises, at any school function, or on any school sponsored transportation, or under the supervision of School Board personnel, whether on or off campus. Students may be subject to discipline even if that conduct occurs on property not owned or controlled by the School Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee. Parents, legal guardians or adult students will be financially responsible for any damage to school property. A student's academic grade shall not be reduced as a disciplinary measure.

Authority: §1001.41, Fla. Stat.

Law Implemented: §1006.07(6), §1006.09; §741.24, §790, Fla. Stat.; Fla. Admin. Code R. 6A-1.0956

Revised: July 24, 1997, August 12, 1998, August 17, 1999; January 25, 2000; August 9, 2000; October 11, 2000; July 11, 2001; September 12, 2001; November 14, 2001; April 24, 2002; July 24, 2002; June 25, 2003; July 28, 2004; January 25, 2006; January 14, 2009; January 13, 2010; June 9, 2010; August 23, 2011; July 23, 2013; September 23, 2014; October 28, 2014; January 13, 2015; August 23, 2016

Links: BDS District Policy(Code of Conduct)

Attendance: Florida Driver's License Facts



In accordance with Florida State Statute 322.091 and 1003.27, if you have 15 or more unexcused absences “in any one class period” during a 90-day period or drop out of school, between the ages of 14-18:

- Your learner’s permit or driver’s license will be suspended;
- Students without a license or permit will have a block placed on their record, which prohibits them from obtaining a license;
- The block or suspension will not be lifted until you can prove that you are in compliance with attendance laws, or turn 18 years of age;
- If your license is suspended, penalties may also be added to your insurance bill.



**NO SCHOOL = NO DRIVING
DRIVE SMART
& STAY IN SCHOOL**

To reestablish compliance, students attending a physical school must:

- 1) Be back in school 30 school days without an unexcused absence, attend an adult education class for 6 weeks, graduate with the FLDOE minimum of 24 credits or receive your GED.
- 2) Obtain a notarized compliance form from Bay District Schools, take it to the DHSMV and pay a fine at that time.

To reestablish compliance, home school students must be enrolled with the district as a home school student for 30 days, then:

- 1) Book curriculum students must provide, to the Bay District Schools Home School Department for review, a home school portfolio showing adequate progress. Virtual school students must provide, to the Bay District Schools Home School Department, a transcript showing 4 active classes at 20% completion and passing grades.
- 2) Obtain a notarized compliance form from Bay District Schools, take it to the DHSMV and pay a fine at that time.



READING IS OUR #1 PRIORITY

Every teacher, parent and child know that reading is the most important skill taught in elementary school. There are six components of reading that children must master in order to learn to read. To be able to help your child in reading, you need to know and understand these components.

1. Oral Language provides the foundation for literacy development involving listening and speaking skills.
2. Phonemic Awareness is the ability to hear and manipulate the sounds of spoken language. This includes noticing rhyme and the separate, small sounds in words (phonemes).
3. Phonics is the understanding of the relationships between written letters and the sounds of spoken language. This knowledge allows the reader to “decode” words by translating the letters into speech sounds.
4. Fluency is the ability to read quickly, correctly, and with proper expression. Fluent readers can concentrate on understanding what they read because they don’t have to focus on decoding.
5. Vocabulary includes all the words the reader can understand and use. The more words a child knows, the better he or she will understand what is read. Knowing how words relate to each other is a building block that leads to comprehension.
6. Comprehension is the ability to understand what one has read. This includes understanding the plot of a story or the information in an article. It also includes things like recognizing the main idea of an article or being able to compare and contrast different characters in a story.



Florida Parent Check List

The purpose of the Florida Parent Checklist¹ is to support parent's involvement in their child's educational progress by identifying actions and linking to resources that:

- Strengthen the child's academic progress, especially in the area of reading;
- Strengthen the child's citizenship, especially social skills and respect for others;
- Strengthen the child's realization of high expectations and setting lifelong learning goals;
- Emphasize communication between the school and the home.

ACADEMIC:

- ✓ Support reading with age appropriate home activities.
- ✓ Ensure that your child has a consistent time and place to do homework.
- ✓ Ensure that your child has access to materials needed to complete assignments.
- ✓ Discuss school work regularly with your child.
- ✓ Attend workshops on helping your child at home.
- ✓ Visit the local library and encourage your child to check out books of interest.
- ✓ Read to/with your child on a daily basis.
- ✓ Set an example by reading in your home and discussing what you've read with your child.
- ✓ Ask your child to explain his/her math homework.
- ✓ Emphasize the importance of education and doing one's best in school.

Resources:

[Just Take 20](#)

[JustRead,Families!](#)

[FloridaShines.org](#)

[Florida Standards Families & Student Resources](#)

[Floridastudents.org](#)

[Special Education Toolkit](#)

CITIZENSHIP:

- ✓ Teach and reinforce positive behaviors such as respect for self and others, hard work and responsibility.
- ✓ Ensure that your child has a regular routine.
- ✓ Encourage your child to accept responsibility for his/her actions.
- ✓ Ensure that your child is in attendance and on time to school each day.

- ✓ Monitor and promote your child's participation in extracurricular and after-school activities.
- ✓ Monitor your child's television viewing.
- ✓ Reinforce the school's behavioral expectations.

Resources:

[Positive Behavior Support Home Matrix](#)

[Positive Solutions for Families Brochure](#)

[Helping Your Child Become a Responsible Citizen](#)

SETTING GOALS:

- ✓ Express the belief in your child's ability to be successful.
- ✓ Encourage your child to set short- and long-term educational goals.
- ✓ Celebrate academic accomplishments.

Resources:

[MyCareerShines](#)

[Help Kids Start to Think About Careers](#)

[Financing Future Education Goals](#)

SCHOOL TO HOME COMMUNICATION:

- ✓ Communicate regularly with your child's teacher(s) in person, by telephone, through email or writing.
- ✓ Prepare for and attend parent-teacher conferences and/or other individualized student meetings, such as Individualized Educational Plan (IEP) or Academic Improvement Plan meetings.
- ✓ Attend open houses, science fairs, plays and musical performances, field trips, sporting events, curriculum nights and other school activities.
- ✓ Volunteer in the school setting when possible.

Resources:

[Parent-Teacher Conference Tip Sheets](#)

1. Reference Florida Statute 1002.23(3). The Florida Parent Checklist must be issued each school year to all parents of students in grades K-12.
2. Resource links related to academics, citizenship, goal-setting, and communication should be considered as a guide to assist in the discovery of

Transportation



Transportation FAQ:

1. **How can I find the pickup and drop-off times, and location of my child's bus stop** Bay District Schools website has an E-link portal to all bus information.

The web address is:

<http://vtweb.tylertech.com/BayDistrict/elinkrp/login.aspx>

Enter the user name "guest", and password "guest"; enter your student's grade level, enter your physical address and the correct zip code. If your address is eligible for bus transportation services, E-link should provide you with the school bus stop locations and times of service.

- a. "N/A" -or- *Not Available*, or "You Do Not Ride" means that your home address is NOT outside the school walk zone boundaries. Transportation services may or may not be available for students in a school walk zone. Please know that Bay District Schools does not receive any funding from the State of Florida for transporting students within 2 (two) miles of their school of residence.
 - b. If the website is not working, you can contact the Data Clerk at your child's school for bus route information.
2. **What if we moved over the summer?**
If your address has changed, or is not correct, please contact the Data Clerk at your child's school to correct the student's information in the FOCUS system.
 3. **What if I have a problem with E-link or a transportation related question?**
Contact Student Transportation: (850) 767-4495 or (850) 767-4483; visit our website at www.bay.k12.fl.us/transportation

Basic Principles for Transportation of Students:

A reasonable walking distance for any student who is not otherwise eligible for transportation pursuant to **Section 1011.68**, Florida Statutes, is *any distance not more than two (2) miles between the home and school, or one and one-half (1½) miles between the home and the assigned bus stop. Such distance shall be measured from the closest pedestrian entry point of the property where the student resides to the closest pedestrian entry point of the assigned school building or the assigned bus stop.* The pedestrian entry point of the residence shall be where private property meets the public right-of-way. The district shall determine the shortest pedestrian route whether or not it is accessible to motor vehicle traffic.

Chapter 234.01, FS instructs Florida school boards to provide transportation for students whose homes are more than a "reasonable walking distance" from the student's assigned school.

Chapter 6A-3.001, FAC defines a reasonable walking distance as *"any distance not more than two (2) miles between the home and school or one and one-half (1 1/2) miles between the home and the assigned bus stop."*

Transportation

6A-3.001 Basic Principles for Transportation of Students.

- a. Where it is practicable to provide improved transportation service and school facilities for students from an area in adjoining districts, district lines shall not interfere with the designation of a school attendance area composed of areas of two (2) or more districts. It shall be the duty of school boards and superintendents of the districts involved to develop a plan which will issue the children of the area adequate school advantages. Students shall not be transported at public expense across district lines unless an annual agreement exists between the respective school boards. This agreement shall outline the responsibility of each district for providing school facilities, including transportation, and specify which district shall have exclusive responsibility for providing and operating the equipment. Unless the agreement shall stipulate otherwise, the rules and regulations of the district in which the bus is traveling shall be observed.
- b. All school bus routes shall be so planned and adjusted to the capacities of available equipment and school buses should be so chosen and assigned to routes and attendance areas that insofar as practicable the full capacity of each bus will be utilized, without standees, to serve students whose homes are beyond reasonable walking distance of the assigned public school center.
- c. *A reasonable walking distance for any student who is not otherwise eligible for transportation pursuant to Section 1011.68, F.S., is any distance not more than two (2) miles between the home and school or one and one-half (1 1/2) miles between the home and the assigned bus stop.* Such distance shall be measured from the closest pedestrian entry point of the property where the student resides to the closest pedestrian entry point of the assigned school building or to the assigned bus stop. The pedestrian entry point of the residence shall be where private property meets the public right-of-way.

The district shall determine the shortest pedestrian route whether or not it is accessible to motor vehicle traffic.

Rulemaking Authority 1001.02, 1001.42(8), 1006.21, 1006.22, 1011.68 FS. Law Implemented 1001.42(8), 1006.22, 1011.68 FS. History—New 3-26-66, Amended 9-17-72, 7-20-74, Promulgated 12-5-74, Formerly 6A-3.01, Amended 3-12-86, 11-15-94.

Taken from Florida Administrative Code (FAC) and the Florida Administrative Register (FAR) <https://www.flrules.org/>

Authority of Bus Drivers over transported Students 6.312

Students are under the direct control and jurisdiction of school bus drivers at all times while being transported to and from school and school-sponsored or school-related activities and while the school bus is present at the bus stop. All rules of the School Board relating to student conduct shall be in full force during such periods of time. Each principal shall delegate to the school bus driver such authority as is necessary for the control and safety of students being transported.

The school bus driver shall preserve order and good behavior on the part of all students being transported but he/she shall not suspend a student from riding the school bus.

Should an emergency develop resulting from misconduct of students on the bus, the bus driver is empowered to take whatever reasonable steps are necessary to protect the safety of students on the bus, notwithstanding the limitations prescribed above. Such authority shall include the permissible use of any reasonable force necessary to protect the safety of him/herself or students on the bus.

Authority: § 1001.41, Fla. Stat.

Law Implemented: §§ 1006.10, 1006.22, 1006.07, Fla. Stat; Fla. Admin. Code R.

6A-3.017 History: New, June 12, 1989

Revised: June 12, 1996, May 13, 1997

Transportation

Bus Conduct and Safety:

Procedures While Waiting for the Bus:

- Be at the assigned pickup point up to five minutes before the regular/scheduled pick up time. Drivers will not wait or honk.
- Stand on the sidewalk or 10 feet away from the roadway while waiting for the bus. Students must respect private property at the pickup point location. Criminal charges could apply if private property is damaged or destroyed.
- As the bus approaches, form a line and be prepared to load immediately. Students should not approach the bus until it comes to a complete stop and the door is opened. Anywhere within 10 ft. of the bus is considered “the Danger Zone” and is very dangerous.
- If a student misses the bus, they should go home immediately and notify their parent/guardian. Parents/guardians should instruct their children on what procedures to follow if the bus is missed.

The school bus will not return if the student misses the bus.



Procedures for Boarding the Bus:

- Do not push or shove; load one at a time.
 - Use the handrail and step up onto the bus one step at a time.
 - Go directly to your assigned seat. The bus will not move until all students are seated. All students are required to have an assigned seat. Assigned seating will be determined by the driver, school campus administrator, and transportation, not the student.
- Loading at each school is generally scheduled or announced. The bus stops one time only to load students at the schools. The driver will give the students enough time to load and then leave. Once the bus starts to leave a campus, it will not stop to pick up a late student. Running towards or after a moving bus is very dangerous. ***The student that misses the bus should return to the office immediately to contact their parent/guardian.***

Conduct on the Bus:

- Each rider is assigned a seat. Each rider will be responsible for his or her space. Report any existing vandalism or damage to the driver immediately. Vandalism repair cost will be paid by the person determined to be responsible. Parents/guardians will be notified and the student’s riding privilege may be suspended until arrangement for restitution is made.
- Actions that distract the driver may endanger all of the riders. Such actions as loud noises, moving around, throwing objects, fighting or shining a light into the eyes of the driver are unlawful and will not be allowed. The student may be removed if necessary. The Police Department may issue citations for Disruption of Transportation or Disorderly Conduct for these acts, resulting in fines or possible incarceration for violators.
- The emergency door and exit controls should be used by students only during supervised drills or actual emergencies.
- All body parts (head, arms, long hair, etc.) must be kept inside of the bus.
- Remain seated in the assigned seat. Do not change seat location without the driver’s approval.
- Eating, drinking or smoking vapor/E-Cigs while on the bus is not permitted. Carrying open drink containers, lighters, knives or matches while on the bus is not permitted.
- All carry-on items will be held in the student’s lap. Nothing will be allowed in the aisle or blocking the exits. Items that block the view of the driver are not permitted.
- Absolutely no fighting or spitting on the bus will be tolerated. Each will be reported to the student’s principal.

Healthy Eating

[MyPlate](#) is a reminder to find your healthy eating style and build it throughout your lifetime. Everything you eat and drink matters.

The right mix can help you be healthier now and in the future. This means:

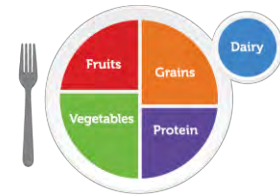
- Focus on variety, amount, and nutrition.
- Choose foods and beverages with less saturated fat, sodium, and added sugars.
- Start with small changes to build healthier eating styles.
- Support healthy eating for everyone.

Eating healthy is a journey shaped by many factors, including our stage of life, situations, preferences, access to food, culture, traditions, and the personal decisions we make over time. All your food and beverage choices count. MyPlate offers ideas and tips to help you create a healthier eating style that meets your individual needs and improves your health.

Build a Healthy Eating Style

All food and beverage choices matter – focus on variety, amount, and nutrition:

- Focus on making healthy food and beverage choices from all five food groups including fruits, vegetables, grains, protein foods, and dairy to get the nutrients you need.
- Eat the right amount of calories for you based on your age, sex, height, weight, and physical activity level.
- Building a healthier eating style can help you avoid overweight and obesity and reduce your risk of diseases such as heart disease, diabetes, and cancer.



Start simple
with **MyPlate**

Choose an eating style low in saturated fat, sodium, and added sugars:

- Use Nutrition Facts labels and ingredient lists to find amounts of saturated fat, sodium, and added sugars in the foods and beverages you choose.
- Look for food and drink choices that are lower in saturated fat, sodium, and added sugar.
 - Eating fewer calories from foods high in saturated fat and added sugars can help you manage your calories and prevent overweight and obesity. Most of us eat too many foods that are high in saturated fat and added sugar.
 - Eating foods with less sodium can reduce your risk of high blood pressure.

Make small changes to create a healthier eating style:

- Think of each change as a personal “win” on your path to living healthier. Each MyWin is a change you make to build your healthy eating style.
- Find little victories that fit into your lifestyle and celebrate as a MyWin!
- Start with a few of these small changes.
- Make half your plate fruits and vegetables.
- Focus on whole fruits.
- Vary your veggies.
- Make half your grains whole grains.
- Move to low-fat and fat-free dairy.
- Vary your protein routine.
- Eat and drink the right amount for you.

Adapted from the USDA Center for Nutrition Policy & Promotion's ChooseMyPlate.gov

chartwells



serving up happy & healthy

We do more than feed hungry students at Bay District Schools. We improve how students eat by preparing fresh, delicious and nutritious meals they love! We engage students and all of their senses through the creation of new and fresh dining experiences that improve their school day. Our wide variety of menu items, programs and initiatives nourish student's bodies, minds and spirits.

Our goal every day is to make sure that students leave the cafeteria happier and healthier than when they came in.

Happy cafeterias

- Inviting cafeterias where students feel welcome
- Innovative programs encourage discovery and fun
- Multiple points of service decrease wait times

Empowered associates

- Training and career advancement opportunities
- Expert on-site management teams backed by extensive regional resources
- Resources for creating fun and successful programs

Fun and engaging programs

Today, students are more interested in the experiential aspects of dining than ever before. That's why we're focused on so much more than simply serving meals! We create experiences and inspire students to get more involved.

Useful links:

- For online payments, go to www.myschoolbucks.com/.
- To apply for Free & Reduced Price Meal Benefits, go to www.applyforlunch.com/.

Contact Information:

Leslie Domstead

Resident District Manager

Chartwells K-12

850-767-4260

leslie.domstead@compass-usa.com

Student Health

Parents should reference the [Handbook for School Health](#) for specific health care policies, for example, returning to school after a fever, pink eye, etc.

The handbook is available on the Bay District Schools website or scan the barcode.



Bay District Schools' Medication Policy:

School Board Policy 7.302 also states that any student who is required to take medication during the time they are attending school, including any occasion when the student is away from school property on official school business, may be assisted by the school nurse or other designated school personnel if the school district receives the following:

- A written statement from such physician detailing the necessity for the medication to be provided during the school day, including any occasion when the student is away from school property on official school business and the method, amount and time schedules by which such medication is to be taken
- Bay District Schools' *Permission to Administer Medication* form, completed by the student's parent or guardian, granting permission for the school district to assist the student in the matters set forth in the physician's statement.

Medication orders must be renewed by the attending physician, and the *Permission to Administer Medication* form completed by the parent or guardian at the beginning of each school year. Note: Students will be allowed to carry on their person while in school and self-administer Epi-pens, and/or a metered dose inhaler and/or Diabetic Supplies, if ordered by a physician.

All medication must be brought to the school in the original packaging by a responsible adult. All medication must be picked up by a responsible adult at the end of the school year; medication not picked up will be discarded.

Permission to Administer Medication forms are available from your child's school. You must complete a separate form for each medication; only one medication can be listed on each form.

Authority: § 1001.41, Fla. Stat. (1995) Law: §§ 1006.062, Fla. Stat.



Head Lice and Nits:

The following circumstances require exclusion from school:

- Live Head Lice. Any student with live head lice shall be temporarily excluded from attending school. Students with live head lice may not participate in school sponsored activities, or ride the school bus until the student has received treatment for head lice.
- Nits at the base of the hair follicle. Any student with nits at the base of the hair follicle will be temporarily excluded from school. Students with nits at the base of the hair follicle may not participate in school sponsored activities, or ride the school bus until the student has received treatment for head lice.

To be readmitted to school the student must be free of head lice and nits at the base of the hair follicle. When returning to school the student must be checked by the school nurse or designee. The Parent must be present. The student may remain at school only if they are found to be free of head lice and nits at the base of the hair follicle. Final readmission decisions shall be made at the principal's discretion. If the student is found to still have head lice or nits at the base of the hair follicle, the school nurse or designee shall contact the student's Parent to discuss continued treatment. The school principal or his/her designee shall investigate the absence of a student who is absent from school in excess of three days because of head lice or nits at the base of the hair follicle.

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. To be readmitted to school the student must be free of bed bugs and other pests. The student must be checked at school by designated school personnel, and the parent or legal guardian must be present. The school principal or his/her 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.

Authority: § 1001.41, Fla. Stat.

Law: §§ 1002.02, 1006.062, 1006.063, 1006.09, Fla. Stat.

History: New, June 12, 1989

Rev: July 24, 1997, August 12, 1998, November 17, 1998, October 30, 2002; June 14, 2006; January 13, 2010; June 9, 2010; January 25, 2011;

November 22, 2011; June 9, 2015; May 4, 2017

IMMUNIZATIONS: Florida law requires students to show proof of required immunizations or proper exemptions. Those who fail to meet these requirements will be excluded from school until proper documentation is provided.

Who needs proof of immunization?

All students entering, attending, or transferring into Florida schools must have a Florida Certificate of Immunization (DH Form 680 Part A) or an exemption on file at the school.

Can a student enroll without the proper immunizations? Students not presenting the required certification of immunization or exemption will be refused admittance to school and referred to their physician or the FL Department of Health in Bay County for the proper documents.

Besides a physician's office, where can my child receive the required Immunizations? FL Dept. of Health in Bay County offers immunizations at no cost. Call the Bay County Health Department at 872-4455 for information.

What are acceptable exemptions?

- ❖ Permanent Medical Exemption issued by physician
- ❖ Temporary Medical Exemption issued by physician or authorized designee
- ❖ Religious Exemption issued by health department
- ❖ 30 School-Day Exemption for transfer students issued by school

What is the schedule of doses for the Hepatitis B vaccine? After the initial dose, the second is given one month later. The usual interval between the second and third dose is five months. If a dose is given too soon it is considered invalid and another dose will be required. Students must complete all doses or have an exemption in order to attend school.

Is a health examination required for all students? Initial entrants into a Florida School (pre-kindergarten, kindergarten, and transfer) need to present certification of a school-entry health examination performed within one year prior to enrollment (date of entry) or submit an exemption.

What are the exemptions for a school entry health exam?

Religious exemptions (only a written request required) and 30 School-Day exemptions for transfer students are permissible.

Are your family's routine immunizations current?

Infant immunizations should be completed by age 2. Adults need immunizations too. For more information, please access the following websites:

<http://www.cdc.gov/vaccines>

<http://www.fldoe.org>

<http://www.healthykids.org/>

Immunization Requirements

Students entering, attending, or transferring to:

Preschool:

- Four doses DPT (diphtheria, pertussis, tetanus) vaccine with the last dose given on or after the fourth birthday or a fifth dose is required
- Three doses polio vaccine with the last dose given on or after the fourth birthday or a fourth dose is required
- MMR (measles, mumps, rubella) vaccine given on or after the first birthday
- HIB (Hemophilus influenzae type B) vaccination for children under five
- Hepatitis B vaccine given in three shots over a sixth period
- Varicella (Chicken Pox) vaccine or documented history of the disease on DOH 680 Form is required for preschool students

Kindergarten & Grades 1 through 6:

- Same as preschool, except no HIB
- Second dose of measles (preferably MMR)
- Varicella (Chicken Pox) vaccine or documented history of the disease on DOH 680 form is required for kindergarten through 6th grade students. Each subsequent year, the next highest grade will be in the requirement.

Note: A two dose vaccine requirement for Varicella (Chicken Pox) will be required beginning with 2008-2009 school year for children entering Kindergarten. Each subsequent year thereafter, the next highest grade will be in the requirement. Also, with the 2008-2009 school year, two doses of MMR will be required for kindergarten through twelfth grade.

Grades 7 through 12:

Second dose of measles (preferably MMR) Hepatitis B vaccine given in three shots over a six-month period
Tetanus-diphtheria (Td or Tdap) booster.



What is Meningococcal Disease?

(Excerpts taken from *Meningococcal Disease In-short*, CDC website, accessed 6/28/2023)

Meningococcal disease is a severe bacterial infection that can cause meningitis, bloodstream infection and other localized infections. Although the disease is not common in the United States, in teens and young adults are at increase risk, symptoms develop and progress rapidly even leading to death in 24-48 hours. Symptoms may be characterized by fever, headache, stiff neck, nausea, sore throat, mental status changes, bloodstream infection and rash.

Meningococcal disease is usually spread through direct contact with nasal or mouth discharge. There are two meningococcal vaccines available in the United States. Both vaccines can prevent certain types of meningococcal disease. For more information on who should or should not receive the vaccine, please consult with your physician or health care provider. Also, please visit the following website for additional information:

<https://www.cdc.gov/meningococcal/vaccine-info.html>

**For answers to additional questions call the FL Dept. of Health in Bay County,
School Health Coordinator, 872-4455**

Teenage Parents Program



In accordance with law, married students and unwed parents of compulsory attendance age shall be required to regularly attend school with full rights and responsibilities of a student. Students who become or have become married and students who are pregnant shall not be prohibited from attending school. Pregnant students may, upon request, attend the alternative program for teen-age parents or adult education programs, provided that the curriculum allows the student to continue to work toward a high school diploma.

What are my options for attending school while pregnant?

- **Continue** to attend your current school
- **Choose** to enroll in the BDS Teen Parenting Program at Rosenwald High School (This program is a VOLUNTARY program.)

What are the benefits of attending the program at Rosenwald?

- Courses in Parenting and Nutrition designed to prepare you for being a mother
- Free child care at Rosenwald if you complete the two required courses
- Classes to help you meet graduation requirements

When would I transfer to Rosenwald?

- Any time during the school year while you are pregnant

What about absences or if I need Hospital/Homebound Instruction?

- Absences are excused with your physician's documentation
- Hospital/Homebound Instruction will occur if you meet the eligibility requirements. Your School Counselor can provide you a copy of the application
- All Rosenwald courses utilize an on-line learning platform and will be accessible from home

What about transportation?

- Transportation is provided to Rosenwald for you and for your baby. (There are buses equipped with seat belts to hold child seats)

What are my choices for attending school after the baby is born?

- **Continue** attending at Rosenwald
- **Choose** to transfer back to your home school, however, childcare is no longer provided.
- (If you meet the free child care requirement, your baby can be transported to the Rosenwald Child Care program even if you transfer to your home school)

If I want to enroll in the Teen Parenting Program at Rosenwald, what should I do?

- Contact your School Counselor to get the Teen Parenting Program Referral
- Contact your School Counselor to get Teen Parenting Program Referral or contact the Rosenwald School Counselor for information

If you have questions or need more information, call:

Natasha Turner, MS Guidance Counselor: 850767-3910

Amal Assaf, HS Guidance Counselor: 850 767-3911



Preparing for College

Secondary Student Progression:

<http://www.fldoe.org/core/fileparse.php/7764/urlt/SSP1718FAQ.pdf>

Graduation Requirements:

<http://www.fldoe.org/core/fileparse.php/7764/urlt/1415forwardflyer.pdf>

State Assessment for High School Graduation:

<http://www.fldoe.org/core/fileparse.php/7764/urlt/GradRequireFSA.pdf>

More links to help you prepare for college are available on the Bay District Schools website, at:

<http://www.bay.k12.fl.us/Students/PreparingforCollege.aspx>

Student Surveys

[Bay District School Board Policy 7.404](#)

The District shall cooperate with the federal government and state agencies such as the Florida Department of Health in conducting student surveys. These surveys shall be conducted anonymously and shall contain no personally identifiable information from or in regards to any individual student. Parents shall be notified of upcoming surveys that reveal information concerning one or more of the following items:

- political affiliations or beliefs of the student or the student’s parent;
- mental and psychological problems of the student or the student’s family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or student’s parent; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

No student shall be required to participate in such surveys if the student’s parent objects in writing to the student’s participation. Parents shall have the right to inspect any such survey instrument before the survey is administered or distributed if the request is made within a reasonable period of time. Parents shall be notified annually at the beginning of each school year of this policy and the notice shall include approximate dates during the school year when any such survey is administered.

Authority: §1001.41, Florida Statute

Law Implemented: PPRA, Public Law 107-110, Title X, Part F, Section 1061

History: New, December 10, 2003

Provisions for Disclosure of Directory Information

[Bay District School Board Policy 7.301](#)

The Superintendent must give an annual public notice of the categories of information designated as directory information, and the right of the adult student or the parent or guardian of a student to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that adult student or student. Directory information includes the following:

- Name, address and telephone number (if there is a listed number)
- Image or likeness in photographs, videotapes, film or other medium
- Date and place of birth
- Major field of study
- Current grade level
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution (school or center) attended by the student

Adult students or the parent(s) of a student must notify the District, in writing, within 30 days of the annual notice of which listed items of directory information (any or all information) may not be released without their consent. Directory information relating to the students shall be released only to the following:

1. In-school use of student directory information for official school business.
2. Student directory information, without addresses or telephone numbers, for school annuals, school newspapers, honors lists, and printed materials or programs for extracurricular activities.
3. Student directory information of junior and senior students may be furnished, upon request,
 - a. to Armed Forces Recruiting Officers, including the U.S. Coast Guard, for their use in providing for mail-out information to student in regard to opportunities available to them in the United States Armed Services; provided, however, that any student may request that his/her name not be given for this purpose.
 - b. to Florida public universities and colleges.
4. Student directory information may be furnished, upon request, to United States Congressman and Senators and Florida legislators.
5. The names and addresses of students may be furnished to third-party vendors who furnish senior and graduation memorabilia including class rings, invitations and announcements, photos, cap and gowns and the like. These third-party vendors must be approved by the Principal.
6. Directory information may, at the discretion of the Superintendent, be released to charitable organizations providing goods or services to District students in need of same.

Except for directory information for 1 and 2 above, requests for directory information on students shall be made in writing to the District Public Information Office or Superintendent designee. A confidentiality agreement shall be signed by a representative or the organization and all information released shall be marked or noted to indicate that the information may not be subsequently released to any other party and that all copies of the information shall be destroyed when no longer needed for the purpose for which the disclosure was made. Information shall be released in a printed medium or district-approved electronic medium

Notice of Parents Rights Section 504 1973 Rehabilitation Act

The Rehabilitation Act of 1973, commonly known in the schools as “Section 504,” is a federal law passed by the United States Congress with the purpose of prohibiting discrimination against disabled persons who may participate in, or receive benefits from, programs receiving federal financial assistance. In the public schools specifically, §504 applies to ensure that eligible disabled students are provided with educational benefits and opportunities equal to those provided to non-disabled students.

Under §504, a student is considered “disabled” if he or she suffers from a physical or mental impairment that substantially limits one or more of their major life activities, such as learning, walking, seeing, hearing, breathing, working, and performing manual tasks. Section 504 also applies to students with a record of having a substantially limiting impairment, or who are regarded as being disabled even if they are truly not disabled. Students can be considered disabled, and can receive services under §504, even if they do not qualify for, or receive, special education services.

The purpose of this Notice is to inform parents and students of the rights granted them under §504. The federal regulations that implement §504 are found at Title 34, Part 104 of the Code of Federal Regulations (CFR) and entitle eligible student and their parents, to the following rights:

1. You have a right to be informed about your rights under §504. [34 CFR 104.32] The School District must provide you with written notice of your rights under §504 (this document represents written notice of rights as required under §504). If you need further explanation or clarification of any of the rights described in this Notice, contact appropriate staff persons at the District’s §504 Office and they will assist you in understanding your rights.
2. Under §504, your child has the right to an appropriate education designed to meet his or her educational needs as adequately as the needs of non-disabled students are met. [34 CFR 104.33].
3. Your child has the right to free educational services, with the exception of certain costs normally also paid by the parents of non-disabled students. Insurance companies and other similar third parties are not relieved of any existing obligation to provide or pay for services to a student that becomes eligible for services under §504. [34 CFR 104.33].
4. To the maximum extent appropriate, your child has the right to be educated with children who are not disabled. Your child will be placed and educated in regular classes, unless the District demonstrates that his or her educational needs cannot be adequately met in the regular classroom, even with the use of supplementary aids and services. [34 CFR 104.34].
5. Your child has the right to services, facilities, and activities comparable to those provided to nondisabled students. [34 CFR 104.34].
6. The School District must undertake an evaluation of your child prior to determining his or her appropriate educational placement or program of services under §504, and also before every subsequent significant change in placement. [34 CFR 104.35].
7. If formal assessment instruments are used as part of an evaluation, procedures used to administer assessments and other instruments must comply with the requirements of §504 regarding test validity, proper method of administration, and appropriate test selection. [34 CFR 104.35]. The District will appropriately consider information from a variety of sources in making its determinations, including, for example: aptitude and achievement tests, teacher recommendations, reports of physical condition, social and cultural background, adaptive behavior, health records, report cards, progress notes, parent observations, and scores on TAKS tests, and mitigating measures, among others. [34 CFR 104.35].
8. Placement decisions regarding your child must be made by a group of persons (a §504 committee) knowledgeable about your child, the meaning of the evaluation data, possible placement options, and the requirement that to the maximum extent appropriate, disabled children should be educated with non-disabled children. [34 CFR 104.35].
9. If your child is eligible for services under §504, he or she has a right to periodic evaluations to determine if there has been a change in educational need. Generally, an evaluation will take place at least every three years. [34 CFR 104.35].
10. You have the right to be notified by the District prior to any action regarding the identification, evaluation, or placement of your child. [34 CFR 104.36]
11. You have the right to examine relevant documents and records regarding your child (generally documents relating to identification, evaluation, and placement of your child under §504). [34 CFR 104.36].
12. You have the right to an impartial due process hearing if you wish to contest any action of the District with regard to your child’s identification, evaluation, or placement under §504. [34 CFR 104.36]. You have the right to participate personally at the hearing, and to be represented by an attorney, if you wish to hire one.

Notice of Parents Rights Section 504 1973 Rehabilitation Act

13. If you wish to contest an action taken by the §504 Committee by means of an impartial due process hearing, you must submit a Notice of Appeal or a Request for Hearing to the District's §504 Coordinators at:

Jo Rogers

**Instructional Specialist Section 504 -Elementary
850 767-4315**

Ashley Mosely

**Instructional Specialist Section 504-Secondary
850 767-4314**

**1311 Balboa Avenue
Panama City, FL 32401**

A date will be set for the hearing and an impartial hearing officer will be appointed. You will then be notified in writing of the hearing date, time, and place.

14. If you disagree with the decision of the hearing officer, you have a right to seek a review of that decision before a court of competent jurisdiction (normally, your closest federal district court).
15. You also have a right to present a grievance or complaint to the District's §504 Coordinator (or designee), who will investigate the situation, take into account the nature of the complaint and all necessary factors, and respond appropriately to you within a reasonable time.

You also have a right to file a complaint with the Office for Civil Rights (OCR) of the Department of Education. The address of the OCR Regional Office that covers this school district is:

**Director, Office for Civil Rights
61 Forsyth St. S.W., Suite 19T70
Atlanta, GA 30303-8927
Tel. 404-974-9406**

It is very important that you understand your rights. If you have any questions regarding them, please contact your child's principal.

Bay District Schools Section 504 Procedural Safeguards, Grievance Procedures and Impartial Hearing

Parents/guardians must be advised of their rights with respect to Section 504 of the Rehabilitation Act of 1973. They should also receive notice and give consent whenever their child is evaluated, identified, or is involved in a significant change of placement. All decisions made about a student should be based on information acquired from a variety of sources and provided by individuals knowledgeable about the student, the evaluation data, and the placement options. Parents/guardians also have the right to examine all relevant records relating to decisions involving identification, evaluation and placement. Parents/guardians have the right to request mediation, file a local grievance or request a due process hearing to resolve issues relating to the identification, evaluation or placement of their child. These three complaint processes are separate, distinct, and voluntary.

MEDIATION

When parents/guardians request mediation with respect to the decisions of the Section 504 Intervention Team or Child Study Team considering their child for Section 504 eligibility and/or the recommended accommodations, the request should be given in writing to the school principal who will attempt to resolve the issue within ten (10) school days of the receipt of the written request. The school principal will consult with the Section 504 Coordinator to help resolve complaints.

GRIEVANCE

Should an attempt to mediate prove unsuccessful, parents or guardians have the right to a District-level grievance process accomplished by filing a written complaint to the District's Section 504 Coordinator. Use of this procedure is not a prerequisite to the pursuit of other remedies and use of this procedure does not extend any filing deadline related to the pursuit of other remedies. The purpose of Section 504 Grievance Procedures is to settle equitably, at the lowest possible administrative level, differences and issues relating to discrimination against students based on Section 504 of the Rehabilitation Act of 1973. These proceedings shall be kept as informal and confidential as may be appropriate at all levels of procedure.

IMPARTIAL DUE PROCESS HEARING

Parents or guardians also have the right to voluntarily request an impartial due process hearing at any time. They may do so without first seeking mediation or filing a district level complaint/procedure. An impartial due process hearing shall be conducted through the Florida Division of Administrative Hearings ("DOAH") pursuant to the Florida Administrative Procedures Act (FS Chapter 120). DOAH follows the Uniform Rules of Procedure, which may be accessed at its website. To obtain a due process hearing, a written request should be made to the Section 504 Coordinator. Parents or guardians and the school district have the right to examine all relevant educational records of the student, call and examine witnesses, provide testimony, and to be accompanied and advised by legal counsel in any due process proceeding and any related appeals.

The District will contract with the Division of Administrative Hearings (DOAH) to appoint an Administrative Law Judge (ALJ) as a Due Process Hearing Officer. Upon receipt of a written request for a due process hearing, the District will schedule such a hearing within thirty (30) school days. The Recommended Order of the Hearing Officer will be communicated to all parties within ten (10) school days of the hearing date.

Bay District Schools Section 504 Procedural Safeguards, Grievance Procedures and Impartial Hearing

Please note that if you seek a due process hearing under Section 504 of the Rehabilitation Act of 1973, and the relief sought is also available under the Individuals with Disabilities Education Act (IDEA), then the due process hearing will be processed under IDEA procedures since if the matter would later be pursued in Federal Court, such a Court would need to have the IDEA claim before it jurisdictionally in order to be able to review a Section 504 claim.

Parents or guardians may request a review of the Due Process Hearing Officer's Recommended Order by the full School Board as final administrative action. The School Board cannot reject or modify the findings of fact made in the recommended order of the ALJ unless it determines that the findings have *no* basis in fact or that the proceedings on which the findings were based did not comply with essential requirements of law. Any party aggrieved by the findings and decision in the hearing may obtain review by bringing a civil action in any State court of competent jurisdiction or in a District Court of the United States.

OFFICE OF CIVIL RIGHTS ASSISTANCE

Parents/guardians may at any time also request mediation or involvement by the Office for Civil Rights, the federal agency charged with the enforcement responsibility for Section 504. Efforts should be made to assist parents/guardians to resolve disputes on a local level as a first priority. The Office of Civil Rights may be contacted at:

**United States Department of Education Office for Civil Rights
61 Forsyth Street, SW, Suite 19T70
Atlanta, Georgia 30303
Voice Phone: (404) 562-7886
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Bay District Schools

Annual Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA), Florida law, and Bay District policy (7.301) afford parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access.
2. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal or appropriate school official a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend their child's or their education record should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

4. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school districts annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Bay District Schools intends to forward such records on request without prior notice to a parent or eligible student.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

Bay District Schools

Annual Notification of Rights under FERPA for Elementary and Secondary Schools

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§99.31(a)(9))

Bay District Schools

Annual Notification of Rights under FERPA for Elementary and Secondary Schools

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§99.31(a)(10))
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- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g (b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))