



**PALM BAY**  
ELEMENTARY SCHOOL

# **Student Code of Conduct and Handbook 2017-2018**

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# **Welcome to Palm Bay Elementary School**

**It is our great pleasure to welcome you to an exciting year with Palm Bay Elementary School! It is our hope that you feel as the faculty and staff do – that this school represents the opportunity of a lifetime for both the students and those of us who work here.**

**We are thrilled to offer a 21<sup>st</sup> century education that focuses on both academic and social excellence for our students. We look forward to partnering with you, as parents, this year in the education of your child. We are committed to helping your child meet his or her full potential and appreciate your commitment to this endeavor.**

**We have spent great amounts of time and energy planning the best possible environment for your student. We hope the students find Palm Bay Elementary an inviting and exciting environment in which to learn.**

**Thank you for entrusting your students to us. We promise our best on their behalf. If we can be of assistance in any way, please let us know.**

**Again, welcome to the beginning of a wonderful year at Palm Bay Elementary!**



**The Administration, Faculty, and Staff**

## **PALM BAY ELEMENTARY VISION**

The vision of Palm Bay Elementary School is the use of innovative teaching and learning methods and strategies infused with technology in all aspects of student learning by creating a learning environment that promotes critical thinking and problem-solving skills. The school faculty and staff will focus on problem-based learning, based on standards selected by the State of Florida. The school will offer students a learning model that focuses on the development of the whole student, supports high academic standards, integrates technology in all aspects of learning, and promotes tolerance for others.

## **PALM BAY ELEMENTARY MISSION**

Palm Bay Elementary provides an inspiring learning environment where students achieve their maximum potential in academics, behavior, and problem solving.

## **Palm Bay Elementary MASCOT**

Palm Bay Elementary's mascot is the Black Panther.

## **Palm Bay Elementary COLORS**

Teal and white are the official Palm Bay Elementary colors. Black and grey are accent colors.

# GRADING AND REPORTING

## GRADES

Assessment and reporting of students' classroom performance is assigned to the classroom teacher. Grades will be based on factors including, but not limited to:

- Participation in classroom discussions, and oral performance;
- Quality of written work handed in, such as essays, answers to questions and reports;
- Quality of projects completed, such as scientific exhibits, and creative work;
- Physical performance and skills exhibited, such as laboratory and P.E.;
- Performance on tests and examinations; and
- Students will receive at least one formative or summative grade per week in each class, according to school policy.

## GRADING SCALE

<b>90-100</b>	<b>A</b>	<b>Indicates superior proficiency and achievement – a college recommending grade.</b>
<b>80-89</b>	<b>B</b>	<b>Indicates above average proficiency and achievement – a college recommending grade.</b>
<b>70-79</b>	<b>C</b>	<b>Indicates fair proficiency and achievement – <u>NOT</u> a college-recommending grade.</b>
<b>60-69</b>	<b>D</b>	<b>Indicates minimum proficiency and achievement – credit given.</b>
<b>59 or below</b>	<b>F</b>	<b>Unacceptable work – no credit given.</b>
	<b>I</b>	<b>Incomplete. Must be cleared within 2 weeks; is considered an "F" until the teacher has cleared the incomplete grade.</b>

## REPORT CARDS

Students will receive report cards 4 times per year at the end of each 9 week grading period. Report cards will be sent home with the students. Please check the academic calendar for dates that report cards will be distributed.

Students or parents who have a question regarding a report card grade should first attempt to resolve the problem with the teacher concerned. The request for a grade review must be made in writing within two weeks of the report card being issued. If the dispute is not resolved, the teacher and/or student/parent may appeal to the Principal who will make the final decision.

## PROGRESS REPORTS

Parents can check the progress of their student at any time using Parent Portal. No paper progress reports will be distributed.

## **HONOR ROLL**

Students who earn all A's on his/her semester report card will be recognized as an A Honor Roll student. If a student receives all A's and B's, she/he will be named on the A/B Honor Roll. Honor Roll students will be presented a certificate in recognition of this achievement. A grade of C, D, or F, in any class, will make the student ineligible for this award.

## **PARENT/TEACHER CONFERENCES**

Palm Bay Elementary teachers will communicate regularly with parents through email regarding their child's academic performance and/or behavior. However, should the need arise, teachers will schedule parent-teacher conferences. Parents are also encouraged to schedule a parent-teacher-student conference whenever they wish to discuss academic concerns with their child's teachers. If conferences are desired, parents should call the school to schedule the conference.

## **HOMEWORK**

Due to our individualized instructional model where students may work at their own pace to accomplish segments of the curriculum in each course, it may be easy to become confused about the role of homework. Palm Bay Elementary students may falsely believe that because a teacher has not specifically assigned work to be done for homework that he or she has no homework. However, it is critical for students to work at home on their on-going assignments in order to complete them in the given time period.

## **ATTENDANCE**

### **Introduction**

Parents are asked to partner with Palm Bay Elementary School by making sure that students are in attendance at school as much as possible. There is a very clear and direct correlation between student achievement and student attendance.

Students must be in attendance **160** out of **176** days in each class or they may fail the course.

Although the school does not support students missing school for vacation or other non-emergency related purposes, any student missing school for these reasons must notify the administration. Notification must be made in writing at least two weeks in advance so teachers can have the appropriate work ready for each student.

### **Family Leave**

If students plan to miss school due to a family vacation, the parent or guardian must provide a request **two weeks in advance**, in writing, to the principal requesting **Family Leave**.

**Non-emergency Family Leave will not be granted during assessment weeks.** Parents must demonstrate that the leave cannot be taken during school breaks. Students must make up their work either before they leave or within 5 days of their return to receive credit. If your child is performing poorly in a class, the administration strongly suggests you **NOT** take leave. The principal has the authority NOT to approve leave requests. Denial of family leave will be considered an unexcused absence. No family leave may last more than five days, and the total family leave days each year may not exceed five days.

### **Medical/Dental Appointments**

Appointments should be made outside of school time whenever possible. Tardiness and absence impede scholastic progress. When such appointments are impossible to obtain outside of school

time, an excused absence is granted for medical and dental appointments **only** when official verification is received from the doctor or dentist and submitted by a parent in writing.

### **Minimum Attendance**

A student may be in jeopardy of being retained if he/she fails to attend school for at least **160** days in a school year.

Students with habitual attendance problems may be dismissed from Palm Bay Elementary School.

### **Absences**

When a student returns to school after an absence, **a note should be brought from home. DOCUMENTATION FOR EXCUSED ABSENCES MUST BE FILED WITH THE MAIN OFFICE WITHIN THREE (3) DAYS OF THE ABSENCE OR THE ABSENCE IS UNEXCUSED.** If a student is going to be absent, please call the school office before 7:30 a.m. By the next school day, it is the responsibility of the parents or legal guardian to identify for the school the reason for each absence that has not been preapproved. Identified reasons will be evaluated based on the policy below regarding excused or unexcused absences. The final decision for approval will rest with the school principal. Failure by the school to successfully notify the parents will NOT negate the attendance policy.

Acceptable excuses for students' absences are illness (physician's note required after 5 days), a death in the family, a dental or doctor appointment (statement from doctor's office required), court appearance, a school-sponsored event or activity that has been previously approved or religious holiday. Students may be released from school in order to participate in a religious observance upon written request of his/her parent or legal guardian.

Unexcused absences are those absences that are not justified according to the rules of this policy by the parent or legal guardian. In addition, truancy, out of school suspension, expulsion and/or skipping are considered unexcused absences.

If a student needs to leave school before the end of the school day, the parent or guardian must come to the school office and sign him/her out. A school employee will send for the student. Students will not be dismissed from the classroom, only the front office.

Skipping class is defined by one or more of the following criteria:

1. Failure to check out when leaving school before the end of the official school day.
2. Absent from class without parents or legal guardians knowledge and/or permission.
3. Absent from class without teacher knowledge and/or permission.

### **Tardies**

Students are expected to be in their classrooms at **8:00**. After **8:00**, the student will be considered tardy. School time is the official time. If the student arrives late to school, the parent **MUST** bring the student to the office. The student will be signed into the computer by the office staff and given a tardy slip. Then he/she can go to class. Excessively tardy students may be subject to dismissal. **Please be responsible – please be on time.**

### **DISCIPLINE POLICIES AND PROCEDURES**

While it is our desire to provide a fun and exciting environment for our students to grow and learn, it is imperative that students behave in an appropriate manner. Therefore, any violation of the policies and procedures established by Palm Bay Elementary School will result in disciplinary action. It is our desire that any required disciplinary action will result in improved behavior and learning on

the part of the student. Parents will always be informed of any concerns related to a student's behavior.

Each teacher will establish appropriate procedures for discipline in his/her classroom based on these guidelines. The following list is not all-inclusive.

#### Palm Bay Elementary's General Disciplinary Procedures:

1. First Offense: Verbal Warning/Phone Call to Parent
  2. Second Offense: Detention / Phone Call to Parent
  3. Third Offense: Detention/Phone Call to Parent /Parent Conference/Behavior Contract
  4. Fourth Offense: In School Suspension (I.S.S.) or equivalent /Parent Conference/Review of Behavior Contract
- The school promotes a zero tolerance policy for crime, substance abuse, and victimization.
  - Disciplinary policies include statements regarding anti-harassment, anti-bullying, and anti-violence policies and due process rights in accordance with state and federal laws
  - Disciplinary policies include procedures regarding student interviews by law enforcement and Department of Children and Families.
1. Students are expected to respect the authority of teachers and all staff. All teachers have authority over all students, not just those assigned to their class. Additionally, students are expected to work during class time and follow teacher direction.
  2. Malicious destruction of school property results in the replacement, repair or payment for damages by either the student or his/her parents. The placement of stickers or writing on school property is forbidden. Computer equipment is considered school property.
  3. Students shall help keep the school clean at all times. **No food, drinks, or chewing gum are allowed in any of the classrooms. The designated areas to eat and drink are the cafeteria during the lunch period and outside.**
  4. Items such as water pistols, matches, skateboards, toys, weapons of any sort, etc. are not permitted at school.
  5. No notebooks, magazines, lunchboxes, etc. will be permitted that carry pictures or slogans referring to the drug culture or alcohol. No profane, abusive or slang language is to be used.
  6. Zero tolerance for aggression.

The Bay District School Board passed a Code of Student Conduct Matrix that lists violations and disciplinary actions that must be taken in order to deal with misconduct. The Code of Student Conduct Matrix will be available electronically during the first week of school. Palm Bay Elementary will comply with the school district's Code of Conduct, but retains the right to elevate standards and expectations for behavior. (Please see "Right of Student Dismissal")

#### **RIGHT OF STUDENT DISMISSAL**

FS 228.056 10(a) 7 identifies the charter school's authority to develop and implement admission procedures and dismissal procedures. The charter contract between Bay District Schools and Palm Bay Elementary affords the charter school the right of dismissal. Families and students who fail to meet the Palm Bay Elementary established policies for continued enrollment include the following:

- Wearing the school-approved uniform as designated by time, location, and manner as per Palm Bay Elementary policy.
- Attendance requirements as per FS 1001.41 requiring a minimum of **160** days of attendance.
- Behavior as per Palm Bay Elementary policy.



***Violations in the areas of attendance, behavior and/or uniform dress code will be documented and a conference will be held with parents and student prior to dismissal. Parents will be notified in writing of the final declaration of dismissal.***

### **DETENTION**

Students who have excessive tardies or who have committed minor infractions will be assigned to detention. Detention is held during lunch and/or after school. Failure to attend an assigned detention will result in additional days of detention being assigned or suspension.

During a detention period, students are not to talk, sleep, eat or drink. Students in detention are not allowed to use computers or other electronic devices.

### **SUSPENSION**

Students may be suspended from school for offenses that include but are not limited to the following:

1. Fighting or other dangerous and/or disruptive behavior.
2. Smoking on school grounds or possession of tobacco products.
3. Being under the influence or possession of alcoholic beverages or intoxicants of any kind on school grounds.
4. Defacing or vandalism of school property.
5. Igniting any flammable substance or possession of products such as lighters.
6. Theft.
7. Harassment/Bullying of students, faculty, staff, parents, substitutes or visitors.
8. Repetitive disruptive behavior.
9. Rude or vulgar language, gestures, pictures or actions.
10. Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials or other school personnel engaged in the performance of their duties.
11. Actions deemed to be unsafe or containing the potential to disrupt the educational setting.

**\*The Bay District Discipline Matrix for Elementary School will be used as a guide. The discipline policy of Palm Bay Elementary does NOT include or administer corporal punishment.**

### **Suspension Notice to Parents/Guardians**

At the time of suspension, the Principal or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

### **Length of Suspension**

Suspensions may be assigned from one day to ten days, depending on the severity of the student's actions.

### **EXPULSION**

The Principal may recommend to the County School Board to expel a student for any of the following, including those items listed in Bay District Schools Policy 7.201.

These include, but are not limited to:

1. Possession, use of or transmission of a weapon including, but not limited to a gun, knife, razor, explosive, ice pick or club.
2. Possession, use of, or transmission of a substance capable of modifying mood or behavior.
3. Using any article as a weapon or in a manner calculated to threaten any person.
4. Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, lewd or lascivious act, arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of the school activity.
5. Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene or abusive language or other acts that are detrimental to the educational function of the school including the failure to complete assigned work on a continuous basis.

Prior to expulsion, the student has the right to a fair hearing as outlined by the Code of Conduct.

## **UNIFORM POLICY**

### **On-Campus Dress Code Requirements:**

Shirts: Uniform shirts are polo style in teal, white, grey or black with the school emblem. As these are the official shirts allowed to be worn in school, these options are intended to allow our students some flexibility and variety. Parents or students may not purchase an article of clothing and have it embroidered or screened with the Palm Bay Elementary logo as this would represent a copyright infringement. The polos are available for purchase at Zoghby's located in Lynn Haven, FL.

Shirts may be worn on campus un-tucked as long as the shirt tail is neither too short nor too long (as determined by school staff) and as long as students maintain a neat and professional appearance. Untucked shirts will be permitted as long as the privilege is not abused. Shirts must be worn as designed, without modification. Undershirts must be solid colors: black, white or grey. Official Palm Bay Elementary T-shirts may be worn as part of the school uniform M-F.

Bottoms: Uniform bottoms may be long pants or long shorts in black, khaki, and plain blue or black denim (pants made from athletic material may not be worn). Girls are also permitted to wear skorts, knee length skirts, and Capri pants. All pants must be worn at the waist. No rips, sags, tears, or embellishments are allowed. No pants with rivets, overalls, sweat pants, yoga pants, short shorts (shorts must come to the end of the fingertips) or zip off style pants may be worn.

Shoes: No sandals, flip-flops, heavy military type boots or shoes with metal tips may be worn. Heels must be 2 inches or lower. Lighted shoes must be turned off during the school day.

Outerwear: On campus and in all classes, students will be required to wear solid color teal, black, grey or white jackets or sweaters that open or zip in the front pre-approved by Palm Bay Elementary staff. Zip front hooded sweatshirts in the appropriate solid colors are approved also official Palm Bay Elementary pull over or hooded sweatshirts are approved; however, pull over sweatshirts that do not have the school logo with or without hoods are not allowed. Solid color (teal, black, white or grey) cardigans may be worn as well.

Hair: Hair must be neat and clean with no "unnatural" colors" (i.e. fluorescent, pink, bright green, Mohawks, etc.). No hats, bandanas or headbands may be worn. Essentially, no headwear is allowed except for hair barrettes, hair bands, etc. for girls. If there is a question, please ask.

### **General:**

- No visible piercing other than modest earrings or studs in ears only.

- No visible undergarments.
- No colored ear gages—clear only.

### **Palm Bay Elementary Dress Code Intent:**

Palm Bay Elementary staff intends and expects to maintain an environment that is fun, interesting, and engaging with a focus on education and learning – not on what we wear. We expect our students to help us ensure the above policies and privileges are maintained and enjoyed. However, students should be aware of the following:

On ALL MATTERS where judgment is required, the determination on any and all issues of appearance will be at the sole discretion of Palm Bay Elementary staff. ALL of the Palm Bay Elementary Dress Code policies will be reviewed on a regular basis and may be changed at any time at the sole discretion of Palm Bay Elementary staff. In cases where an individual student must be reminded more than once on any of the policies, privileges related to that policy may be revoked on an individual student basis at the sole discretion of Palm Bay Elementary staff (i.e. revocation of jeans for that student specifically).

## **GENERAL SCHOOL POLICIES AND PROCEDURES**

### **SCHOOL HOURS**

7:30 a.m. – Earliest time which students may enter the main entrance and report to cafeteria.

7:30 a.m. – Office Opens – Telephone is answered

7:55 a.m. – Students may officially report to class

8:00 a.m. – School day officially begins – ALL students are in class

3:00 p.m. – School day officially ends

3:00 p.m.—After school program begins

3:45 p.m. – Main Office closes

6:00 p.m.—After school program ends all students must be picked up

### **ARRIVAL**

Classes begin at 8:00 a.m. Students are expected to be in their class no later than **7:55 a.m.** Regular school attendance has a direct correlation with academic achievement. **It is important that students report to school on time.** Students arriving before 8:00 a.m. are expected to report directly to the cafeteria. Students may not be on campus earlier than 7:30 a.m.

### **DISMISSAL/PICK-UP**

Students should be picked up in a timely manner after school. **Students should be picked up by 3:00 p.m. unless they are staying after school for a scheduled and supervised after-school activity or the after school program.**

Pick-up plans should be finalized before the student comes to school. However, should an emergency arise and the parent must call to leave a message for a student regarding pick up, the parent must do so before 1:30 p.m. If a parent calls after this time we cannot guarantee that the student will receive the message.

Before releasing a student from school during school hours, the Principal or his/her designee shall establish the identity and authority of any individual who seeks the release of a student from school. A student shall be released only to the parents, legal guardians, or other person authorized by the parents or legal guardians on the student's Emergency Information Form. Should a person other

than one authorized by the parents or legal guardians request the release of a student, the Principal or his/her designee shall first obtain verbal consent of the parents or legal guardians before releasing the student. In the event that a dispute arises between parents regarding who is authorized to pick up a student from school, the student shall be released only to the parents or legal guardians registering the student for school. Parents or legal guardians shall fill out and return to the school a new Emergency Information Form at the beginning of each school year. At the discretion of the Principal, the guardians may be asked to physically sign the student out. Parents/legal guardians or other persons authorized by the parents/legal guardians to pick up a child must have a picture ID to prove they have authority to remove the student from campus. For additional security when the parent or guardian checks out a student, the RAPTOR System will be used to streamline the process.

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school administration copies of any legal documents that indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student data card. Friends and strangers will be denied access to a student in the absence of verified parental consent. Even if we know you are a parent, but you do not have court specified rights to pick a child up at a time different from that specified, we will need to secure permission prior to release.

### **BULLYING**

It is the policy of Palm Bay Elementary School that all students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The school will not tolerate bullying or harassment of any type. Conduct that constitutes bullying or harassment is prohibited. All allegations of bullying will be thoroughly investigated. Students found to be bullying another student will be subject to disciplinary action and/or dismissal.

### **CHILD ABUSE REPORTING REQUIREMENTS**

State law and Palm Bay Elementary policy require all persons responsible for the welfare of children to report any **SUSPECTED INSTANCES OF CHILD ABUSE OR NEGLECT**. Any teacher or staff member who notices physical neglect or bodily harm or who has reasonable suspicion of emotional or sexual abuse will be required to make an official report to the appropriate legal agency.

### **CONFISCATED ITEMS**

Initial infractions allow students to claim items at the end of the school day. When an item is confiscated from a student, reasonable attempts will be made to contact the parent to inform the parent of the confiscation. Parents or guardians will be required to come to school to retrieve the item from a school official. Palm Bay Elementary is not responsible for loss, theft, or damage of confiscated items.

### **CONTACT INFORMATION**

It is critical that parent contact information is kept up-to-date in the school records. Please ensure that your mailing address, phone numbers, and email address is current with the school. Palm Bay Elementary communicates primarily with parents through e-mail so it is of utmost importance that we have your correct e-mail address. Also, be sure that the student's Emergency Contact form is accurate and up-to-date as it is our means of contacting parents in the event of an emergency.

Palm Bay Elementary sends out newsletters and updates to parents via e-mail. These e-mails contain important information related to school activities and events.

### **COMMUNICATION**

The school promotes a system of ongoing interactivity between families and the school with the primary source of electronic mail. Parents will be provided with results of any and all assessments

including, but not limited to, standardized pre and post-test indicators, Florida Standards Assessment/FCAT results, and teacher developed assessments. This combination of achievement data will provide parents sufficient information to make a clear determination of their student's rate of academic progress

In addition, parents will be notified in writing immediately if a student's teacher believes any areas of academic weakness exist. A parent/teacher conference will be scheduled at any time the school or parent has a concern about the student's academic standing or behavior. It is extremely important that any change of address, telephone numbers, or other vital communications information or pick-up authority **must** be completed by the legal parent/guardian **in person** in the front office. **BY STATE LAW, two new proofs of address must be provided for changes of address.**

### **FOOD AND DRINK**

**Food, drinks, and gum are NOT allowed in the classrooms due to the potential damage to school technology.**

### **ELECTRONIC DEVICES**

During classroom instruction and designated project teamwork time, students may not use electronic devices brought from home without explicit permission from the staff member in charge. Cellular telephones or other electronics shall not be on during classroom/academic learning times. These items shall be subject to confiscation and shall not be returned to the student, but only to the legal parent or guardian upon coming to the school site and signing a return of property form. A second offense will be subject to In School Suspension (ISS) or Out of School Suspension (OSS). The student's signature and the parent/guardian's signatures are required on the Bring Your Own Device (BYOD) contract. The school shall not be responsible for any damage, theft or loss of any electronic device brought on the school property or at any school related function. The school shall not engage in any investigation for the return of lost or stolen items.

### **EMERGENCIES**

**Illness:** The importance of regular attendance cannot be over-emphasized, but **students should not be sent to school when they are ill.** If a student becomes ill during the school day and it appears they would be best cared for at home, the parent will be contacted. There are very limited facilities in the school, making it impossible to keep sick students for long periods of time. School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures). This heightens awareness in case of an emergency.

**Injury:** The procedures listed below will be followed for an injured student:

1. Teachers will send the student to the office if the injury is minor.
2. Teachers will notify the office if the student is unable to be moved.
3. Trained personnel will administer first aid.
4. The parent(s) will be called and the injury described. For a minor injury the parent will make the decision about removing the student from the school. Emergency contact persons will be called if the parent cannot be reached.

5. The Emergency Rescue Squad will be called for critical injuries that require the type of care that school personnel cannot provide and the parent or emergency contact will be notified.
6. An accident report will be completed and filed for most accidents.

### **FAMILY RIGHTS AND PRIVACY ACT**

The revised Family Rights and Privacy Act became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records. An employee of PALM BAY ELEMENTARY will be present during the viewing of all records. Copy costs will be assessed after the first 10 copies at a rate of \$.10 per copy.

### **FIELD TRIPS**

As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. All chaperones will be required to have their driver's license scanned via the RAPTOR system. Participating in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior, conduct or grades. Participation will be determined by the grades from the most recently published report card or progress report. Any School Suspension can negate attending a field trip. Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip 2-4 weeks prior to each field trip. Money and permission slips must be turned in according to the teacher's instructions prior to the field trip or the student will not be permitted to take part in the field trip. **The students must wear the teacher-designated uniform shirt on all field trips unless advised otherwise by the teacher. THE SCHOOL UNIFORM POLICY DOES NOT CHANGE FOR FIELD TRIPS.**

Field Trip Authorization forms must be filled out completely and signed and returned by the preset deadline for each field trip. The Authorization for Medical Treatment form is required to be filled out completely and notarized for out of county field trips. This will be completed once at the beginning of each year.

**Once fees are paid for a field trip the fees are non-refundable.** Field trip costs are predetermined based upon a certain number of participants who will share the total expense. The only consideration for a refund would be based upon a verifiable death in the family or an injury to the student that precludes them from field trip participation. Most fees are pre-paid and thus non-refundable.

**A field trip is the classroom regardless of location and the teacher is in charge.** No siblings shall attend a field trip with a parent or parent chaperone. This is a classroom control and liability issue. Only the teacher in charge may send or receive telephone calls during field trips.

**Students may not be checked out of any off-campus field trip without prior approval from the administration.** This is not recommended due to teacher responsibility, instruction, confusion, and liability.

### **GRIEVANCE PROCEDURE**

If a student or his/her parents feel they have a grievance or complaint, they should do the following:

1. Carefully analyze the problem – be sure you have ALL the FACTS.
2. Ascertain that you have a rational attitude about the problem.

3. Seek to resolve the problem with the **teacher**, if applicable. Always start with the teacher.
4. If there is still no solution, schedule an appointment with administration.
5. Appeals to the administrative decisions may be made in writing to the Palm Bay Elementary School Board.

Visits to teachers should be made by making an appointment with the teacher at a convenient before or after-school hour. **Parents are asked not to meet with a teacher before or after class unless a conference has been scheduled in advance.** Just as we expect our students to act respectfully toward each other, as adults we will model this characteristic by treating each other with respect.

### **LOST AND FOUND**

**Students should put their names on their personal belongings.** Lost items will be turned into the front office and may be claimed in the front office. Items not claimed within a reasonable amount of time will be given to charity. Students should not leave personal items unattended. The school is not responsible for lost or stolen items.

### **LUNCH PROGRAM**

Palm Bay Elementary is a closed campus. No students may leave campus at lunch time. Students may bring a lunch or purchase a lunch at school. Please see separate lunch information document for details regarding school lunch options.

### **MEDICATION**

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of Palm Bay Elementary without specific written authorization by the parents and physician of the student is forbidden. If it is absolutely necessary that the child take any medication while he/she is in school, the parent must sign an authorization form and have the form completed by their physician. Please obtain this form in the school office. The medication will be kept in the office and will be administered by office personnel. A parent may also choose to come to school and administer medication.

### **PARENT ORGANIZATION**

A parent organization is designed to support volunteerism and school functions. Details regarding the organization and meeting schedules will be provided at the beginning of each year.

### **SAFETY DRILLS**

Palm Bay Elementary conducts Fire, Tornado, and Lock Down drills regularly in accordance with state and local laws. Students are required to comply with teacher directives during such drills.

### **SAFETY PROCEDURES**

If you visit the school, you **MUST** enter through the front door and sign in with the front desk/office staff. You **MUST** have your driver's license with you so that the front office staff can verify. A visitor's badge will be printed for you and you **MUST** wear the badge at all times while on campus. The visitor's badge will be printed via the RAPTOR system.

### **SEVERE WEATHER INFORMATION**

Palm Bay Elementary will follow the same emergency closing procedures as the local public school district in case of severe weather emergencies. Parents should watch the local news for information about school closings.

## **SEXUAL HARASSMENT**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction or participation in other school activities;
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual advances; and/or
- When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance or creating an intimidating, hostile, or offensive work or learning environment.

It is against Palm Bay Elementary policy and unlawful for Palm Bay Elementary employees to commit acts of sexual harassment. Sexual harassment committed by students against students or staff is inappropriate behavior and violates Palm Bay Elementary policies.

If you believe that you are the subject of sexual harassment or the focus of inappropriate behavior, you should report such incidents to your parents and school authorities. You can report the information verbally or in writing to the Principal, a counselor, a teacher or another staff person.

When reporting an incident, it is helpful to provide as much information as possible. Such information includes: (1) a description of the event or events, (2) the number of occurrences with dates and places, (3) the names of any witnesses, and (4) if appropriate, documents, papers and/or other exhibits.

Students may receive guidance, advice, support, and/or advocacy from school staff, including administrators, counselors, teachers or other staff.

## **STUDENT GIFTS**

Please **DO NOT send or bring gifts** such as balloons, flowers, etc., to students. Office space is very limited and we do not have the staff to deliver these. If you send these, they will be held in the front office for pick up at the end of the day.

## **STUDENTS' RIGHTS**

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in disciplinary action, including but not limited to: exclusion from participation in class activities, suspension or recommended for expulsion.

**Parents who have a conflict with a student other than their own child are requested to speak to Administration. At no time may parents approach the student directly.**

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence or other verbal or physical conduct against a student or employee will **NOT** be tolerated.

## **STUDENT SURVEYS**

Palm Bay Elementary 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 on 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,
- 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.

### **Palm Bay Elementary School Annual Notice Regarding Public Education Records**

Pursuant to Florida Law, adult students and the parents or guardians of a student under age 18, currently or formerly in attendance in the Bay District School system, and/or Palm Bay Elementary shall have the following rights with regard to public education records maintained by the District or school.

- *Right of access.* The right to review and inspect student records, including the right to reasonable requests for explanation and interpretation of the records, and the right to obtain copies of said records. The District/school shall presume that either parent of a student has a right to inspect their child's records unless the District/school has been provided with a legally binding instrument or court order which provides to the contrary.
- *Right to privacy.* The right to privacy with respect to personally identifiable records held on each student, whether a current or a former student.
- *Right to waiver of access.* The right to allow another party access to all personally identifiable student records.
- *Right to challenge and hearing.* The right to challenge the content of any record which the parent, guardian, or adult student believes to be inaccurate, misleading or a violation of their privacy.

Student records are maintained at the school the student currently attends or in the case of former students, the school last attended.

Palm Bay Elementary will forward records to other schools that have requested the records and in which the student seeks or intends to enroll (34CFR §§ 99.7 and 99.34(a)(ii)). Such records will include disciplinary records, which will include suspension or expulsion.

Parents and students over age 18 have the right to file a complaint with the US Department of Education concerning any alleged failures by the District/school to comply with the requirement of The Family Educational Rights and Privacy Act (FERPA). The name and address of the office that administers FERPA are:

Family Policy and Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **SUBJECT TO SEARCH**

All persons, including students, coming onto the Palm Bay Elementary campus are subject to search of their person and property when there is a reasonable suspicion that there is a violation of school rules or the law.

### **TECHNOLOGY USE POLICY**

In order to use a school computer, computer network and/or Internet services, each student is required to sign and return an "Acceptable Use" contract. This contract requires the student's signature as well as the signature of a parent/guardian. Use of school computers, networks, and access to the Internet are privileges that may be restricted or revoked at any time. Obscene or offensive use of computer tools may result in disciplinary action.

### **TELEPHONE**

The school has a business telephone to help transact the business of the school and the lines must be kept open. A student phone is available at the front desk for emergency phone calls. We **CANNOT** deliver a personal message to an individual student or teacher without interrupting the instructional program. Please do not ask the office staff to deliver messages to students or teachers except in an emergency.

### **VISITORS**

Visitors, **INCLUDING PARENTS**, are **NOT** permitted to go to their child's class unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must sign in and out with the office, state that they are visiting, state the purpose of the visit, and obtain a Visitor's badge before proceeding to a classroom. This is Florida State Law. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

We do welcome parents as volunteers. If you would like to volunteer, please visit the main office and complete a volunteer form.

**Palm Bay Elementary School  
ANNUAL NOTICE REGARDING DISCLOSURE  
OF STUDENT DIRECTORY INFORMATION**

Federal and State laws require that Bay District Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from a student's education records. However, Bay District Schools may disclose appropriately designated directory information without written consent UNLESS you advise Bay District Schools to the contrary.

Parent(s), adult students or former students shall have **30 days from the day of receipt**, to inform the student's school Principal, in writing, that any or all of the directory information should not be released without their consent. Such directory information includes Bay District Schools has designated the following information as directory information:

- A student's name, address, and telephone number (if there is a listed number),
- Image or likeness in photographs, videotape, 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, and
- Most recent previous educational agency or institution (school or center) attended by the student.

Directory information is generally not considered harmful or an invasion of privacy if released. Directory information relating to students shall be released only to the following:

- In-school use of student directory information for official school business.
- Student directory information, without addresses or telephone numbers, for school annuals, school newspapers, honors lists, and printed materials or programs for extracurricular activities.
- Student directory information of junior and senior students may be furnished, upon request,
  - 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.
  - Florida public universities and colleges.
  - United States Congressman and Senators and Florida legislators