

# *Student and Parent Handbook 2025-2026*



## *Parker Elementary School* *A Community Partnership School*

*640 S Highway 22A*

*Panama City, Florida 32404*

*Phone 850-767-4570*

*Fax 850-767-1581*

*JoBeth Davis, Principal*  
*Christen Barron, Assistant Principal*

All School Board policies referenced in this document can be found on the Bay District Schools website at [bay.k12.fl.us](http://bay.k12.fl.us). Hover over the Our District tab, then click on Policies. The full School Board Policy document, Dress Code, Visitor Policy, Code of Conduct, and other policy information is available there.

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## ***School History***

Parker's first school building was a one-room log house on the waterfront of Parker Bayou. On Sundays, it was used for Sunday School and community worship services.

The second school building was a frame building located on the lot where Parker City Hall now stands. This school grew into a four-room building, and it also served the community as a church on Sundays.

The coming of the International Paper Company in 1931 brought an increase in population and, in turn, more demands on Parker School. However, it was not until 1942 that an influx in population, because of the establishment of Tyndall Field, made even greater demands, and a masonry building was constructed. This building originally had eight classrooms, an office, and a stage to use with two classrooms which were convertible for assembly purposes. A room from the older frame school building was moved to the new campus site to serve as a lunchroom.

In 1951, a cafeteria, kitchen, small teacher's lounge, library, and one classroom were added. In 1955, the second addition of two classrooms was built. By 1964, three other additions had been added, making a total of 22 classrooms. In 1983, building number five was occupied, which presently houses the Media Center, Computer Lab, Music Classroom, STEAM Classroom, Speech and Language Therapy classroom, and four Kindergarten classrooms.

In 2000, construction and renovation began on a new wing to include 7 first grade classrooms, 2 ESE classrooms, and a technology lab. At the same time, 16 additional classrooms were renovated. A new cafeteria was completed in 2006. The administrative building and new parking area were completed in 2007.

In 2023, both playgrounds received new equipment, all buildings received new air conditioning units, and all classrooms were outfitted with ViewSonic touch screen ViewBoards allowing teachers and students to interact with digital instructional tools.

Parker Elementary is a Title I School. Our present faculty includes a principal, assistant principal, 30+ classroom teachers, 4 intervention teachers, 4 special area teachers, 3 ESE push-in support teachers, 3 master teachers, 3 Triad Team members, 2 speech therapists, and 1 school counselor. An administrative secretary, clerks, support staff, food service workers, school resource officer, and custodial employees make up the non-instructional staff on campus. In addition, Parker Elementary School was chosen to be one of 19 schools in the state of Florida designated a Community Partnership School.

### **VISION**

To meet the needs of ALL students by granting them diverse educational opportunities.

### **MISSION**

Create a challenging learning environment that encourages high expectations for success of all students through developmentally appropriate instruction that acknowledges individual differences and learning styles.

## ***Community Partnership School***

Parker Elementary was selected for a 25-year grant to become a Community Partnership School in the state of Florida. The Community Partnership Schools model is the forming of long-term partnership among 4 core partners – Bay District Schools, Gulf Coast College, Children’s Home Society, and PanCare – as well as other partners in our community. There are 3 full-time employees on campus that are focused on making it possible for the school to offer resources and services to Parker families that address their needs. Call the office for more information.



### ***The Four Pillars of Community Partnership Schools***



## ***Title I School***

Parker Elementary School is a Title I school. Title I is a supplementary, federally-funded educational program. The program is implemented in qualifying schools to provide an enriched and accelerated learning environment for students. Achievement of high academic standards is promoted through services and resources provided by Title I funds.

**What is the goal of the Title I program?** The goal of Title I is to enhance student success by providing a high-quality curriculum and instruction in a supportive and effective learning environment.

**Which schools receive money?** Schools in Bay County with 75% or higher free/reduced lunch applications are eligible for Title I school-wide project status. Title I can be used to benefit the entire student population.

**Who is in charge of developing and implementing Title I?** The school district, principal, teachers, and parents all must be involved in developing and implementing the Title I/Stimulus Money programs. The state also has a role in helping schools and school districts implement their programs.

**How are Title I funds used at Parker Elementary School?**

- Paraprofessional Support
- Staff Development, Parent Workshops, and Parental Resources
- Student Services Interventionists

**Do Title I results need to show results?** Yes. Each school district is required to review whether their Title I programs are effective. Schools need to show that they are making adequate progress sufficient to enable all Title I students to meet challenging state standards.

**What is the role of a Title I Parent?** Parents must be involved in designing and developing Title I programs. Each school and district must have a Parent Involvement Policy (detailed plan available in the office) which outlines how parents will share the responsibility for ensuring that students meet the state standards.

## ***General Information***

### **NON-DISCRIMINATION, EQUAL EMPLOYMENT, AND AFFIRMATIVE ACTION**

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

The following person has been designated to handle inquiries regarding non-discrimination policies: Holly Buchanan, Executive Director of Human Resources, at 850-767-4100 or [buchahd@bay.k12.fl.us](mailto:buchahd@bay.k12.fl.us).

### **BULLYING, HARASSMENT, AND CYBERSTALKING**

Bullying, Harassment, and Cyberstalking are prohibited by the School Board and Parker Elementary School and will NOT be tolerated. Those that report these behaviors FALSELY will also receive consequences. These behaviors apply to students, employees, volunteers, and visitors to the school campus.

Procedures for Reporting Bullying at Parker Elementary School:

- Incidents may be reported to the School Counselor or Administration.
- An investigator (Administration, Interventionist, SSO, etc.) will investigate such reports and conduct documented interviews with the victim, alleged perpetrator, and witnesses.
- Each individual will be interviewed separately.
- Notification to students' parent(s)/guardian(s) will be on the day of investigation through telephone, personal conference, or in writing. Parent(s) or Guardian(s) must be informed of actions being taken to protect the child.
- Reporting must be consistent with the student privacy acts.
- Anonymous reporting can be done in the school's Guidance office and through the **SAFE app on the student's Launchpad.**

### **SAFETY AND SECURITY OF CAMPUS**

All stakeholders (students and their grownups) are encouraged to help ensure the safety and security of our campus. If you have knowledge of anything that could result in harm to any student or employee, be responsible and talk to an administrator or the School Resource Officer. If you wish to report the information and remain anonymous, call the Save-A-Friend Hotline at 1-866-621-7169. Help to protect yourself, your friends, and your school! Show that you care...Report incidents and prevent danger. "SEE SOMETHING, SAY SOMETHING!"

**End of General Information Section**

# ***Administration and Faculty 2025-2026***

## **Administration**

JoBeth Davis, Principal  
Christen Barron, Assistant Principal

## **Pre-Kindergarten**

Brandi Mabius  
Elaine Miranda

## **Kindergarten**

Sandy Barfield  
Laygyn Melendez  
Rebekah Wishart

## **First Grade**

Lucille McMahon  
Candace Parker  
Kim Walker

## **Second Grade**

Diane Crawford  
Merrill Ray  
Keziah Whittaker  
Rebecca Willingham

## **Third Grade**

Ava Antonello  
Tanya Fields

Diana White

## **Fourth Grade**

Candice Beanland  
Michelle Robinson

Rosetta Williams

## **Fifth Grade**

Aimee Brooks  
Diana Hext  
Vicki Pierce

## **Master Teachers**

Marie Albin

## **Special Area**

Monica Brand - Media Specialist  
Bill Breland - Physical Education  
Arletha Sparks - Music  
Rebekah Wishart - STEAM

## **ESE Department**

Mia Burton  
Teresa Henson  
Elizabeth Purser  
Shirley Moates  
Minnie Sapp

## **ESE Speech and Language**

Kathy Graydon  
Sara Towne

## **Interventionists**

Elizabeth Hurst

## **Guidance**

Taylor Boling  
Brittanie Tucker

## **Triad Team**

Lynnise Morning

## **Community Partnership**

Sharis Robinson  
Jayden Stansberry  
Jordan Davis

## **School Safety Officer**

Tom McCroan

## ***Student Information***

### **BEHAVIOR EXPECTATIONS**

Students are expected to abide by three rules as a Parker Pirates:

- Be **RESPONSIBLE**
- Be **RESPECTFUL**
- Be **READY TO LEARN**

### **REWARDS AND RECOGNITION**

At Parker, we love to reward and recognize our students for following behavior expectations, achieving their goals, and for going above and beyond the basic expectations. **ClassDojo** is used so parents can communicate with teachers. Students earn Dojo points that encourage positive behavior and celebrate small wins. You can login at home and customize their avatar and check their points. Students will also be able to spend their points on rewards throughout the year.

### **GRADING POLICY**

Report cards are available at the end of each 9-week period (quarterly) on **Parent Portal**. They are not printed and sent home. Students in grades 1 – 5 will receive letter grades for each subject area as follows:

**A = 100-90**

**B = 89-80**

**C = 79-70**

**D = 69-60**

**F = 59 or below**

Kindergarten students will receive:

**S = Satisfactory**

**N = Needs Improvement**

**U = Unsatisfactory**

### **HOMEWORK**

Homework is an important part of a student's education. Activities are designed to be a follow up of teacher instruction. Timely completion of homework submitted to the instructor reinforces learning and teaches responsibility. Children who are absent may ask for missed assignments on the day they return to school. If your child is absent for more than one day and you wish to arrange for missed assignments, please contact the school and allow 24 hours for teachers to gather assignments.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for any damage to or lost library books and textbooks assigned to them. Therefore, the student's parent(s) or guardian(s) must pay the purchase price of the item lost, destroyed or unnecessarily damaged.



## **LOST AND FOUND**

Lost and found jackets are placed in a designated area outside of the gym. All other lost items (lunchboxes, money, jewelry, etc.) are brought to the front office to be claimed. Families should label items like clothing, books, water bottles, and lunch bags with the student's name. Administration will place all lost and found items out for families to go through during on campus family events. ***All unclaimed items will be disposed of periodically throughout the school year.***

## **PLEDGE OF ALLEGIANCE AND THE NATIONAL ANTHEM**

The Pledge of Allegiance and the National Anthem are performed each day on the schoolwide announcements. 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, 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 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(s) or guardian(s), 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.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The right to:

- Learn in a safe, drug-free school
- Participate in school programs and activities
- Assembly and free speech

A responsibility to:

- Observe school and School Board rules
- Show respect for persons and property
- Attend school daily and on-time

***See School Board Policy No. 7.105 for a full list of student rights and responsibilities.***

## **STUDENT CODE OF CONDUCT**

The Bay District Schools Code of Student Conduct and Discipline 13 page document (Last updated July 27, 2022) outlines the School Board policies for:

- Student Rights and Responsibilities
- Daily Attendance
- Dress Code and Grooming
- Discipline (expectations, definitions, and procedures)
- Zero Tolerance Policy
- Possession and Use of Wireless Communication Devices
- Electronic Mobile Device Guidelines
- Student Detention, Search, and Seizure
- Bullying, Harassment, Cyberstalking, or Teen Dating Violence and Abuse
- Hazing
- Eligibility for Participating in Interscholastic Extracurricular Activities

*This document can be found on the Bay District Schools website or by clicking this link:*  
[Code of Student Conduct and Discipline](#)

**End of Student Information Section**

## ***Parent/Guardian Information***

### **SCHOOL HOURS**

**7:05 AM** Front gate opens for student drop-off and breakfast begins. Students are NOT to arrive before 7:05 AM as ***there is no supervision of children on campus before this time.***

**7:22 AM** First bell rings.

**7:30 AM** TARDY BELL – Students must be in their homeroom class to be marked on time.

**2:00 PM** Dismissal begins for all students.

*Lunch and Special Area schedules change each year and can be found on the school's website.*

**[LINK TO 2024-2025 SCHOOL CALENDAR \(click here or go to URL below\)](https://bay.k12.fl.us/uploads/2024-2025%20Calendar%20with%20Board%20Approval.pdf)**

<https://bay.k12.fl.us/uploads/2024-2025%20Calendar%20with%20Board%20Approval.pdf>

### **ENROLLMENT GUIDELINES**

A child must be five (5) years old by September 1<sup>st</sup> of the current school year to begin Kindergarten. All children who will have attained the age of 6 years by February 1 of any school year are required to attend school regularly during the entire school term. See Florida Statute Section (1003.21(a)(a)1.

The following documents must be presented in order to register a student for school:

- Proofs of Residence (2)
- Student's birth certificate
- Social Security card
- Proof of physical examination (Form DH3040) within 1 year prior to enrolling in school if entering a Florida school for the first time.
- Florida Certificate of Immunization (Form DH680)
- Picture ID of parent or guardian

### **REQUEST TO TRANSFER**

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

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

### **WITHDRAWING FROM SCHOOL**

Students moving within or out of the county should give the office a 24-hour notice of intent to withdraw. A withdrawal form will accompany the student to his/her new school. Return all books issued to the student at the time of the withdrawal.

### **VISITING PARKER ELEMENTARY SCHOOL**

We enjoy having our parents visit the school; however, according to Florida State Law, all visitors must check in at the office and present identification to receive a visitor's badge before going to classrooms. All visits should be arranged with the school ahead of time. If you would like to have a conference with the principal and/or a teacher, please call the office to arrange an appointment.

### **BAY BASE AFTERSCHOOL PROGRAM**

The Parker Elementary School afterschool program is designed to provide a safe, structured childcare alternative in an educational environment. Students will be provided with recreational activities, creative projects, and tutorial services in this afterschool program. Please contact the Bay Base Coordinator @ 850-767-1580. Program hours: 2:00 PM – 6:00 PM, Monday – Friday.

### **EMERGENCY SCHOOL CLOSING**

Severe weather may prompt school closings. The public will be notified through the cooperation of local broadcast stations or notifications will be sent via IRIS alert, Class Dojo, and PeachJar.

### **SCHOOL NEWS**

A newsletter will be emailed once a month to inform parents of upcoming events and scholastic achievements. Parents, please be sure that all information is updated to the best of your ability in **Parent Portal**. Should you need assistance, please feel free to visit our school office. In addition, Class Dojo will be used to communicate between school and home.

### **PARENT PORTAL**

Parent Portal is a complete online system which allows the enrolling parent(s) or guardian(s) access to their student's information including, but not limited to, student schedules, grades, discipline, and attendance. For parents in separate households, each parent can create their own Parent Portal account for access to the same student information. You can click [HERE](#) or visit the Bay District Schools website at <https://bay.k12.fl.us>, hover over the Parent tab, and click on Parent Portal for information about how to create or update your Parent Portal account. The use of Firefox or Google Chrome web browser is needed in order for Parent Portal to function properly.

### **STUDENTS LEAVING SCHOOL**

Students may not leave campus during the day without permission. Students are never permitted to go home alone during school hours. This is for their safety and because we care about them. When a child is checked out early, this is considered a tardy. Upon arrival at school, please come to the office and the staff will call your child. ***Do not go to the classroom.***

## **ATTENDANCE POLICY**

In order for a student to benefit from classroom instruction, regular school attendance is essential. Parents should notify the school of the student's absence by contacting the front office. Parents can also notify the teacher through ClassDojo. If the school has not been contacted after three days, the school will contact the parents to discuss the absence(s). We want our students to be here every day so that they can learn and participate in the activities teachers have planned. Regular attendance leads to increased academic achievement, helps students develop good habits for their future workplace, and gives them the opportunity to build relationships with other students and staff. This learning and these relationships and experiences are why students and staff love coming to Parker.

***See School Board Policy No. 7.104 and 7.105 for Compulsory and Daily Attendance information***

## **TARDY POLICY**

Late students **MUST** be signed in by a parent in the office after the gate closes at 7:30. Students will **NOT** be allowed to enter the classroom without a parent signing them in at the office. When students arrive to school late, not only do they miss important information and instruction, they may also feel embarrassed and can experience anxiety, leading to increased behavior problems at home. Students that are habitually tardy begin to develop avoidance behaviors making it even more difficult to get out the door on time.

## **PARENT INVOLVEMENT**

The strength of our school is enhanced by parent involvement. Your active participation in your child's education begins at home by providing encouragement, support, and supervision. In order to keep current with your child's development, we encourage you to communicate with your child's teacher periodically. You can be actively involved at Parker Elementary School in many ways. The **School Advisory Council (SAC)** is composed of parents, teachers, administrators, and community representatives. This team works closely with the principal and staff to advise and assist with educational needs, establish priorities, inform and advise school staff of community conditions, and facilitate communications among school, parents, and community. If you are interested in becoming a member of this team, please contact the school office.

We also encourage parents, guardians, grandparents, friends, and business associates to join the **Parent Teacher Organization (PTO)**. Officers for the PTO will be elected each year – a President, Vice President, Secretary, and Treasurer.

If you have one hour, or many, to share with students and staff at Parker, please consider being a **Volunteer or Mentor**. You can contact our office for more information.

## **SCHOOL IMPROVEMENT PLAN**

The School Improvement Plan is on file in the school office and available online for everyone who wishes to see it. The School Advisory Council participates in developing and approving the School Improvement Plan.

## **SCHOOL DISCIPLINE PLAN**

Parker Elementary School is a Positive Behavior Interventions and Supports (PBIS) school. PBIS is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves is a set of tools and ideas to improve social emotional competence, academic success, and school climate. It also improves teacher health and wellbeing. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives.

The **Second Step** digital social skills curriculum is used school wide as part of our PBIS program. The Second Step program creates brighter futures for our students through a holistic approach to social-emotional learning. It is research-based, teacher-informed, and classroom-tested to promote the social-emotional development, safety, and well-being of children. The goals for using this program are to reduce problem behaviors and increase academic achievement.

Lessons will be taught weekly and cover the following topics:

- Skills for Learning (listening, focusing attention, following directions)
- Empathy (friendship, respect, compassion, how to handle disagreements)
- Emotion Management (identifying and managing feelings, positive self-talk)
- Problem Solving (making a plan, taking responsibility, peer pressure)

School-wide and classroom reward systems are used to encourage positive behaviors. Rewards may include individual class rewards and privileges, participation in class activities and projects, field trips, recognition on ITV, weekly/monthly school-wide celebrations, and various other privileges. Students earn points through ClassDojo for meeting and exceeding behavioral expectations. These points can be redeemed for rewards.

Consequences are used to promote improved conduct and to discourage negative behaviors. Consequences for misbehavior include parent notification, loss of privileges, detention, work detail, in-school suspension, out-of-school suspension, bus suspension, or other consequences determined by Administration as outlined in School Board Policy and the Student Code of Conduct.

## **PARENTS'/GUARDIANS' ROLE IN DISCIPLINE**

The major role of parents and guardians in discipline is to continually show your child that you are interested and supportive of how they are doing in school. When children see that adults at home are actively concerned with whether or not they are doing their best, children are given a real incentive to strive for excellence. Parents are asked to support teachers and staff by consistently reinforcing the expectation that Parker Pirates **Are Responsible, Respectful, and Ready to Learn (ARRR!)**. Providing children a time and location within the home to complete homework, ensuring that children are present and on time to school every day, and being in contact with your child's teacher sends a message that **school is important!**

**STUDENT RECORDS, STUDENT SURVEYS, DIRECTORY INFORMATION, & ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY STUDENTS**

The Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), Florida laws and Bay District School Board Policy afford parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records.

***See Florida Statute 1002.22, 1001.41 and BDS School Board Policy 7.301, 7.404.***

I understand I will receive through the [Bay District Schools Parent Resource Guide](#):

- Annual notification of my right to inspect and review my child’s educational records.
- Annual notification of my rights regarding administration of student surveys.
- Annual notification of the categories of information designated as directory information.

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

**End of Parent/Guardian Information Section**

## ***Transportation Information***

The cooperation of parents is requested in making sure their children understand the following school transportation procedures, expectations, and bus regulations. These regulations are in the interest of student safety and comply with the Florida Law and School Board Policy.

### **TRANSPORTATION TAGS**

All students are required to wear a transportation tag on their backpack indicating whether they are a bus rider, car rider, or walker/bike rider. The tags will be provided by the school. These tags will be attached to each student's backpack. At the time of enrollment, parent(s) or guardian(s) will be issued car tags to display in their vehicle to indicate which student(s) you are picking up in the car rider line.

### **ARRIVAL**

All car riders, walkers, and bike riders can enter the campus at 7:05 AM through the supervised glass double doors. When bus riders arrive on campus, they enter at the bus loop through a supervised gate on the south side of campus. All students in need of breakfast head to the cafeteria to eat. Pre-Kindergarten students head straight to their classrooms. Kindergarten and first grade students not in need of breakfast head to the K-1 playground where they are supervised until the teacher comes to pick them up after the first bell. Second through fifth grade students not in need of breakfast head to the gymnasium where they are supervised until the first bell when the teacher picks them up. Students must be in their classrooms by 7:30 AM to not be marked tardy.

### **DISMISSAL**

If you are checking out your student(s) early, please do so before 1:15 PM. If there is any change in the way your child is to go home, please contact the front office. Otherwise, your child will be sent home their usual way. ***Also, no dismissal transportation changes can be made after 1:15 PM.***

### **Car Riders**

These students wait outside the front of the school on the east side of campus along the curved brick wall. They are supervised and sorted by grade level. Parents of Pre-K through 2nd grade students need to use the inner car lane next to the curb/sidewalk. Parents of 3rd through 5th grade students need to use the outer car lane next to the parking area. If you have students in a lower grade and in an upper grade level, please use the inner lane. Students will be escorted from the brick wall to their cars in the outer lane by an adult. Cars must display the school provided sign stating who they are picking up.

### **Bus Riders and Off-Campus Aftercare**

These students will walk to the bus loop with their teacher on the south side of the campus to board their buses.



### ***Walkers***

Walkers will be escorted to exit the building through the main hallway on the east side of the building. There are two sets of double doors at the end of the hallway that will be supervised by school staff. When facing the east side of the building from the outside, the doors on the right side are designated for all walking students to exit during dismissal time.

### ***Bike Riders***

These students will be escorted to the bike rack on the south side of campus near the bus loading area to pick up their bicycles. They will be let out through the gate on the south side of the building (Lake Drive).

### ***Bay Base On-Campus Aftercare***

The students that participate in Bay Base are escorted by their teacher to the cafeteria to participate in this program.

### **BUS STOP BEHAVIOR**

Students must conduct themselves in an orderly manner and stand off the roadway while awaiting the bus. The student(s) must be on time. The bus will not wait for those who are late.

### **ENTERING THE BUS**

Students may not enter the bus in the absence of the driver. They must board the bus and leave the bus at their assigned stop. The school will provide every child with a bus tag with all required information on it. Changes are permitted only with the written permission of a parent and the principal.

### **RIDING THE BUS**

Students are required to follow the rules and regulations established by the Bay County School Board Authority of School Bus Drivers. Florida Statutes, Chapter 232.28, provides that the driver of a school bus shall preserve order and good behavior on the part of all pupils being transported. Any pupil who persists in disorderly conduct shall be reported to the school administrator who has the authority to suspend the pupil from riding the bus if needed.

Students must stay in their seats at all times when the bus is moving. Students must obey the bus driver. The driver is in full charge of the bus and students. The driver has the right to assign students to certain seats to promote order on the bus. Students must keep their heads and arms inside the windows. Electronic devices such as iPads, laptops, etc. are not to be carried on the bus. Animals, glass containers, sharp objects, balls, bats, cutting instruments, fireworks, and other similar objects may not be brought on the bus. Large objects that interfere with seating and the safety of others will not be permitted on the bus.

Absolute silence is required at all railroad crossings. Students may not eat, drink, smoke, vape, or chew gum on the bus. Students must NOT use profanity or abusive language towards other students or the driver while on the bus.

### **LEAVING THE BUS**

When leaving the bus, students must walk 10 feet in front of the bus and wait for the driver's signal to cross the road.

### **BUS CHANGES**

Permission for a student to ride a bus other than the one assigned, or to get off at another bus stop, will be approved only in cases of emergency, with a **written** note signed by the principal or designee.

**End of Transportation Information Section**

## ***Health and Wellness***

### **PREVENTION AND CONTROL OF HEAD LICE**

Pediculosis (head lice) is one of the most common health problems of childhood. The school nurse and other school personnel have been trained to identify lice and nits. Parents should be aware of the facts of lice and inspect children frequently.

### **FACTS ON HEAD LICE**

Anyone can get head lice. ***It is not a sign of being unclean.*** Head lice cannot jump or fly, but they can crawl rapidly. Head lice are transmitted by direct contact, by wearing clothing, by using anything cloth (couch, car seats, bed/bedding), by using a brush or comb, or even sharing jewelry with a person who is infested. Head lice make their home in human hair and lay eggs called nits on the hair. Nits are tiny, yellowish-white, oval specks attached to hair shafts. Unlike dandruff, nits will not wash off or blow away. Persistent itching is one of the first signs that one may have head lice. If one person in the family has head lice, there is a good chance that others will have it too, so each family member should be checked. Dogs and cats do not have head lice. Students with lice will be sent home from school.

### **LICE TREATMENT**

Parents are responsible for the treatment of their children. Treatment is a two-step process involving use of a head louse shampoo (pediculicide) and a comb made especially for nit removal. Several louse shampoos are available at pharmacies. ALL nits must be removed from the hair. The student **MUST** be checked by a school official with the parent present before they can be readmitted to school. There are professionals that treat lice for a charge, but it can be very expensive compared to at-home treatment with over-the-counter products. The closest locations for this service are in Tallahassee or Fort Walton Beach.

**End of Health and Wellness Section**