



Hutchison Beach Elementary School
 12900 Hutchison Boulevard
 Panama City Beach, FL 32407

Glenda Nouskhajian, Principal
 Chris Coan, Assistant Administrator

Beach Elementary Front Office: 767-5195	Beach Elementary Fax: 233-5162
Beach Elementary Bay BASE: 233-5168	Cafeteria: 233-5179
Bay District School Board Office: 767-4100	District Bus Transportation: 767-4494

Morning Bell – 7:25 a.m.

Tardy Bell - 7:30 a.m.

Mission Statement The faculty and staff of Hutchison Beach Elementary School are dedicated to developing a lifelong commitment of learning involving the child, family, school and community. To improve the quality of student performance, stakeholders will strive to meet the individual needs of all students.

Registration in Parent Portal All K-12 parents who will have students enrolled with Bay District must complete the online registration application on Parent Portal. The online application is replacing the paper registration cards. Your child may ONLY be checked out to the people that are listed in Parent Portal. The office staff cannot make changes to any information in Parent Portal over the phone. You must come to the front office if you are unable to access Parent Portal. Notes cannot be accepted.

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

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

Phone Calls You may call to speak to your child’s teacher before & after school, or during their planning time. You may also email them—all email addresses are listed on the Beach Elementary website. We don’t put calls through to the classroom so that you may speak to your child. If you receive a call from the school, the caller should leave a message. If there is no message, then they will call you back.



Pets - No pets are allowed on campus.

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

5 or more absences (excused or unexcused) in a month

- 10 or more absences (excused or unexcused) in the past 90 days. Enforcement of school attendance 232.17 F.S. School Board Policy 7.10r; 7.105
- 15 or more unexcused absences in the past 90 days, Habitual Truant 39.01F.S.

An absence is defined as being more than 5 minutes tardy, leaving more than 15 minutes early, or missing more than a ½ day of school or class period. Criteria for approved absences as stated by the School Board include: illness, medical care, death in the family, legal reasons, religious holidays, pre-approved family leave, or school sanctioned activities. Parents are required to justify each absence of the student within 24 hours of the absence with a written excuse to the school. If the above absences are found unexcused, you or your child may also be at risk for:

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

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

Checking Out Students We will call them up when you get here. We cannot call students up to the front office before you arrive to check him/her out. Excessive check outs are disruptive to the teachers and students. Please try to keep your child at school unless you have a legitimate reason for checking out. Students may not check out after 1:30. **Bring Your Driver's License When You Come to School.** You will need it every time you check your student out and/or to come on campus!

School Visitors Parents are always welcome to visit the school and/or volunteer. Visitors will be required to provide a driver's license. Upon clearance, a visitor's badge will be issued. While on campus, all visitors MUST wear the badge. All conferences and observations must be planned with a 1-day notice. Teachers and students work on a planned schedule and program. **Unnecessary interruptions consume time and hinder the program.** **No students will be permitted to leave the building with a visitor unless the child has been signed out in the school office, and the person is on Parent Portal.** All students must be supervised at all times.



Bus Stops The Bay District School Board provides buses and drivers for the transportation of students. Bus stops are set by the School Board and not by the bus drivers. Please discuss the following with your child: (1) arrive at the bus stop five (5) minutes before bus time, (2) stand off the side of the roadway while awaiting the bus, and (3) obey the driver at all times. If you have questions or concerns regarding the transportation of your child, please feel free to call the school at 767-5195, or transportation at 767-4494.

Car and Bus Transportation Changes If you know you have a change in your child's PM transportation (change to car rider or bus rider), please send a note and/or email the teacher to relay the message. We know that sometimes there are last minute changes that cannot be helped, but it is disruptive to the students and teachers when we have to contact them regularly about these changes. If you must call in a change, please call prior to 1:00 pm so we will have time to get the message to your child.

Car Riders Students who ride with their parents are expected to report to school no earlier than 7:05 each morning and go to the lunchroom for breakfast or to their designated area before going to classrooms. Students are expected to leave campus when they are dismissed. **No supervision is provided before 7:05 a.m. or after school. Students may be dropped off and picked up only at the assigned area next to the Administration building.**

Illness of Students at School It is extremely important we have a phone number where you can be reached in case of illness of your child. Please come by the school if/when you need to update emergency information. We appreciate having the name of a neighbor or family member who might be trusted to pick up your child when you cannot. As names and phone numbers change, please try to keep the school office personnel informed (767-5195) for your child's sake.

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

School Food Services Lunch is served each day. The lunch includes milk, but students may also purchase extra milk when desired. Breakfast is served each day in the cafeteria from 7:15-7:45 and lunch 10:30-12:55.

Prices are as follows:

Breakfast	\$1.25	Lunch	\$2.50
Reduced	.30	Reduced Lunch	.40
Milk (extra)	.50	Ice cream	.50
Adult Lunch	\$3.50		

Applications are available in the school office for free and reduced price meals or you can fill out an application on line at: www.ApplyForLunch.com. Students who qualify for free lunch are also entitled



and encouraged to participate in the breakfast program. We request that lunches be purchased in advance in the cafeteria from 7:15-8:15 each day or pre-pay on-line. Go to www.SchoolPaymentSolutions.com to enroll and deposit funds into your child's account using a Visa or Mastercard. Once your account is established, you can check balances (no charge) and fund the account anytime from your home computer (for a fee of \$2.50 at ANY school regardless of the number of children in that school). Your child's information is safe and your payment card info is protected by the most advanced Internet security. Contact us for your child's 10-digit Student ID number and get started immediately.

Students are not permitted to charge school meals. If a student does not have meal money, they will be provided an alternative meal. At no time will a student not be fed! **Parents are invited to eat lunch with their children.**

Guidance The school guidance counselors are available to: (1) answer questions about the programs at the school, (2) review your child's progress, (3) interpret standardized test scores, (4) discuss special programs, or (5) meet with you about other concerns regarding your child. If you have any questions or concerns, contact the counselors at 767-1404 or 767-1405.

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

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

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

Payments Field trips and other fees may be paid online. Visit our school website <http://www.bayschools.com/bes> to access Online School Payments.

Field Trips Field trips of educational interest will be arranged by the teacher at various times. In order for children to participate, permission slips must be signed by the parent or guardian and returned to the child's teacher. Chaperones must have an approved application on file. Chaperones for overnight field trips must be cleared through the fingerprinting process each year.



Dress Code Students are expected to come to school neat, clean and dressed appropriately and in compliance with the district uniform policy. School colors are white, blue (any shade), and orange. Please label jackets, sweaters, lunch boxes and other items that might be misplaced so they can be returned to your child.

Title I This year Hutchison Beach Elementary is a Title I Stimulus School. We are receiving money from the Federal Government to assist with providing jobs and school programs. Please help us support the Title I initiatives here by filling out the free/reduced meal application, attending workshops and participating in our Parent Involvement Plan. Title I is providing money to assist with our tutorial programs for our students, supplies for our classrooms and needed staff development to support our teachers and paraprofessionals. If you have any questions, please give us the opportunity to tell you more about Title I.

P.T.O. The Parent Teacher Organization plays an important role in the life of Beach Elementary School. Our annual fund raising projects bring together parents, students, teachers, and community supporters for a time of fun, good eating and fellowship. The money that is raised by the PTO goes to worthwhile school projects such as purchasing classroom computers and other materials for enhancing the students' learning environment.

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

Bay District School's Grading Scale

A	90-100	S	Satisfactory
B	80-89	N	Needs Improvement
C	70-79	U	Unsatisfactory
D	60-69		
F	0-59		

Dolphin Diner Manners

1. Use your inside voice
2. Raise your hand if you need something – a monitor will come to you.
3. Sit on your bottom with your feet on the floor under your table.
4. Parents may eat with your class – when space is available.
5. Only 1 boy and 1 girl per class may go to the bathroom at a time.
6. Respect others – keep your hands, feet and property to yourself.



Bus Rules

1. Follow directions at all times
2. Sit in your seat with both feet on the floor
3. Keep hands, feet and objects to yourself
4. Speak in a quiet voice
5. No swearing, pushing, eating, teasing or fighting on the bus

Bus Conduct Discipline Plan:

First Referral	Probation, parent notification
Second Referral	Three days bus suspension
Third Referral	Five days bus suspension
Fourth Referral	Ten days bus suspension
Fifth Referral	Remainder of the School year suspension

Student Discipline Beach Elementary School is Positive Behavior Support (PBS) school which gives stakeholders a new way to think about behavior. PBS is based on understanding why problem behaviors occur - the behavior's function. PBS is the application of evidence-based strategies and systems to assist schools to increase academic performance, increase safety, decrease problem behavior, and establish positive school cultures.

PBS provides a positive and effective alternative to the traditional methods of discipline. PBS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. PBS is consistent with the Individuals with Disabilities Education Act, which advocates the use of positive behavior interventions and school-based disciplinary strategies that reduce or eliminate the need to use suspension and expulsion as disciplinary options.

It is the policy of the School Board that there shall be zero tolerance of misbehavior of all kinds. 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. 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.



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

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

1. The School Board prohibits the bullying of any student or school employee:
 - a. during any educational program or activity conduct by the District;
 - b. during any school-related or school-sponsored program or activity or on a District school bus;
 - c. through the use of any electronic device or data while on school grounds or on a computer system, or computer network of the District. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section;
 - d. through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a District school bus; or
 - e. while the District does not assume liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate, which may include the use of the School Resource Officer.
2. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate 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.



Visit www.bayschools.com and click on Friend Watch to submit an anonymous report of a bullying incident.

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

WE are...Safe Polite Leaders Achieving Success at HBES!



