

# **NORTHSIDE ELEMENTARY SCHOOL**

**Parent & Student Handbook**

**2018-2019**



**Northside Elementary School  
2001 Northside Drive  
Panama City, FL 32405  
850-767-1506**

**Amy Harvey  
Principal**

**Chad Gall  
Assistant Administrator**





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Dear Parents and Guardians:

Welcome to the 2018-2019 school year! The staff and I are thrilled to share another year of learning together with all of our Northside Vikings. This handbook is filled with important information about our school policies, procedures and programs. Please read it completely as changes occur with each new school year.

Communication between home and school is vital to the success of our students. Throughout the school year teachers will send information home with your child. Please remember to check your child's backpack each day. Northside also utilizes digital resources such as our school website, the Bay District Schools App, Facebook and Twitter to keep our families informed. I encourage you to view the Northside Calendar at [www.bayschools.com/nes](http://www.bayschools.com/nes) on a regular basis.

Phone calls and emails are utilized as well, so please be sure all your information is updated in Parent Portal. If you have questions you can reach the school at 767-1506 or you are always welcome to stop by the school office. Thank you for your continued commitment to your child's education and unwavering dedication to Northside Elementary School.

Sincerely,

*Amy Harvey*

Principal

# **EVERY CHILD, EVERY DAY!**

## **MISSION STATEMENT**

The students, parents and community of Northside Elementary School will provide an environment where students feel secure, valued and confident to learn in diverse ways while mastering skills to become life-long learners and contributors to the community.

## **SCHOOL BELIEFS**

- ❖ Student learning needs are a chief priority.
- ❖ Students must be valued as individuals.
- ❖ A safe physical and emotional environment is necessary for learning.
- ❖ All stakeholders must share responsibility for supporting the beliefs and mission of the school.

## **SCHOOL GOALS**

- ❖ All students need to develop a sense of security, love of learning, and self-direction through a balanced, flexible, and student-centered program.
- ❖ All students need to develop maximum mental, physical, social, and moral growth, through the interaction of faculty and community. Citizenship is taught by exhibiting respect for all.
- ❖ All students have an opportunity to satisfy needs by working toward an individualized program.

## IMPORTANT PHONE NUMBERS

### School

Main Office	767-1506
Fax	747-5315
Guidance (Smith)	767-1510
Guidance (Holt)	767-1511
Cafeteria	872-4760
Bay Base	747-5736

### District

District Office	767-4100
Student Services	767-4311
Pre-K Office	767-4264
Transportation	767-4495
Safety and Security	767-4127

## IMPORTANT WEBSITES

District: [www.bay.k12.fl.us](http://www.bay.k12.fl.us)

School: [www.bayschools.com/nes](http://www.bayschools.com/nes)

Parent Portal: <https://focus.bayschools.net/focus/>

Launch Pad: <https://launchpad.classlink.com/bayschools>

Facebook: [www.facebook.com/NorthsideVikings](http://www.facebook.com/NorthsideVikings)

Twitter: [www.twitter.com/nesvikings](http://www.twitter.com/nesvikings)

BAY DISTRICT SCHOOLS' CALENDAR

2018-2019

	Day	Month	Date
*Instructional Contract District Inservice Day #1	Wednesday	August	1
*Instructional Contract District Inservice Day #2	Thursday	August	2
*Instructional Contract District Inservice days are waived by attendance July/August Trainings*			
Inservice (School-Based)	Tuesday	August	7
Inservice (School-Based)	Wednesday	August	8
Pre-School Planning	Thursday	August	9
Pre-School Planning	Monday	August	13
Pre-School Planning	Tuesday	August	14
<b>First Day of School</b>	<b>Wednesday</b>	<b>August</b>	<b>15</b>
Labor Day (Holiday for All)	Monday	September	3
Teacher PLC Planning Day (School out for Students) <b>STORM DAY (IF NEEDED)</b>	Wednesday	September	19
Columbus Day (School out for Students & Teachers)	Monday	October	8
End of First Nine Weeks	Thursday	October	18
Teacher PLC Planning Day (School out for Students) <b>STORM DAY (IF NEEDED)</b>	Wednesday	October	24
Veterans Day (Holiday for All)	Monday	November	12
Thanksgiving Holidays (School out entire week for Students & Teachers)	Monday	November	19
Thanksgiving Day (Holiday for all)	Thursday	November	22
Return from Thanksgiving Holidays	Monday	November	26
Christmas Break (Early Release for Students)	Friday	December	21
Christmas Holidays Begin	Monday	December	24
Return from Christmas Holidays	Monday	January	7
High School Testing Day (7th period exams)	Wednesday	January	9
High School Testing Day (1/2/3 period exams)/Early Release for High School Students Only	Thursday	January	10
High School Testing Day (4/5/6 period exams)/End of Second Nine Weeks/End of First Semester/Early Release for High School Students Only	Friday	January	11
Records Workday for Teachers (School out for Students)	Monday	January	14
Martin Luther King's Birthday (Holiday for All)	Monday	January	21
Teacher PLC Planning Day (School Out for Students) <b>STORM DAY (IF NEEDED)</b>	Wednesday	February	6
Presidents' Day (School Out for Students & Teachers)	Monday	February	18
Spring Holidays Begin	Monday	March	18
Return from Spring Holidays	Monday	March	25
End of Third Nine Weeks	Thursday	March	28
Good Friday (School Out for Students & Teachers)	Friday	April	19
Memorial Day (School Out for Students & Teachers)	Monday	May	27
High School Testing Day (7th period exams)	Wednesday	May	29
High School Testing Day (1/2/3 period exams)/Early Release for High School Students Only	Thursday	May	30
High School Testing Day (4/5/6 period exams)/End of Fourth Nine Weeks/End of Second Semester/Last Day of School for ALL STUDENTS/Early Release for ALL STUDENTS	Friday	May	31
Post Planning for Teachers	Monday	June	3
Post Planning for Teachers	Tuesday	June	4

STUDENT DAYS		TEACHER DAYS			PROGRESS REPORTS	ORIENTATION DATES	GRADUATION				
Month	Days	Month	Instruct	Other			School	Month	Day		
August	13	August	13	7	Progress reports are available through the District's PARENT PORTAL. Hard copy progress reports will no longer be printed. Parents can contact the school if no internet access is available.	Dates and times for orientation by school location can be found at the Bay District Schools' website @ <a href="http://www.bay.k12.fl.us">www.bay.k12.fl.us</a>	Bay Virtual	May	21		
September	18	September	18	2			Haney	May	22		
October	21	October	21	1			Bozeman	May	23		
November	16	November	16	2			MKL	May	24		
December	15	December	15	1			Rutherford	May	24		
January	17	January	17	3			New Horizons	May	28		
February	18	February	18	1			Arnold	May	28		
March	16	March	16				High School:	Rosenwald	May	29	
April	21	April	21				October 31	*Selected Mon. in Sept.	Bay	May	29
May	22	May	22				January 25	Middle School:	Mosley	May	30
June		June		2			April 10	*Selected Tues. in Sept.			
Total	177	Total		195			June 13	Elementary School:	Board Approved	11/14/2017	
						*Selected Thurs. in Sept.					
						*Contact school for specific date					

# NORTHSIDE DAILY SCHEDULE

Office Hours: 7:00 a.m. – 3:15 p.m.

7:00	Student Supervision Begins
7:25	First Bell Rings
7:30	Tardy Bell
2:00	Student Dismissal
2:10	Buses Depart Northside

## STUDENT ARRIVAL AND DISMISSAL

School is in session from 7:25 a.m. – 2:00 p.m. **Students may not arrive on campus before 7:00 a.m.** There is **NO** supervision prior to this time. Students eating breakfast should proceed directly to the cafeteria. Students who are not eating breakfast at school should proceed directly to their morning waiting areas until the first bell rings.

### Morning Waiting Areas

PK & Kindergarten – Media Center

1<sup>st</sup> grade – Music Room

2<sup>nd</sup> – 5<sup>th</sup> grade – Walking Club (Gym)

**Only NES students are permitted to enter campus during the morning drop-off.** Safety Patrol Officers and staff members are available to escort our young students to their waiting areas.

### Student Check-Out

Students will only be released to individuals listed in Parent Portal with permission to pick-up. Students will not be called to the office until an authorized adult with a valid picture ID arrives on campus to check them out. Excessive check-outs are disruptive to the teachers and students. Please try to schedule appointments outside of school hours. Students may not check out after 1:30. **A valid picture ID is required when you come to the school.** You will need it every time you check your student out.



### **Bus Transportation**

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. Permission to ride school buses is granted based on the address listed in Parent Portal. 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 or transportation at 767-4494.

### **Car and Bus Transportation Changes**

If there is a change in a student's afternoon transportation routine a parent must send a written note to the teacher stating the change and its duration. We understand that sometimes there are last minute changes that cannot be helped, but it is disruptive to the students and teachers when we have to call them regularly about dismissal changes. A parent must contact the school office prior to 1:15 in order for the school to guarantee that the child is notified prior to dismissal.

### **STUDENT DROP-OFF**

To reduce wait time, staff will assist and direct traffic in the mornings. To ensure that our drop-off zone is both safe and efficient, please adhere to the following rules:

### **ABSOLUTELY NO DROP-OFF OF STUDENTS IN THE STREET!**

- Unload at the south end of the building in front of the main office ONLY.
- Pull forward as far as possible to allow the maximum amount of cars to unload.
- Have your child prepared to exit on the school side of your vehicle as soon as all cars have pulled through and stopped.
- Do not stop your vehicle in the crosswalk.
- Do not exit your vehicle (park your car in the parking lot if you need to exit your vehicle and cross ONLY at the designated crosswalk.)
- Drive through the loop. **DO NOT** drop students off in the parking lot. Students using the crosswalk in the parking lot **MUST** be escorted by a parent.

## STUDENT PICK-UP

Pick-up procedures are in place to ensure that all students are dismissed in a safe and efficient manner. Please assist us in this endeavor by adhering to the following pick-up procedures:

- Please do not walk across the grass or bus-loop. Do not walk between the buses. Follow the sidewalk along Northside Drive until you reach the sidewalk connected to the front of the school.
- Parents walking up to pick up their child **MUST have a school-issued pick-up tag and wait in line outside the porch entrance.** Parents are not permitted on the porch as we need a clear path to load vehicles safely. We highly suggest parents remain in their vehicles and use the car loop to pick-up students.
- Pull your car forward as far as possible to allow the maximum number of cars to load.
- Do not stop your vehicle in the crosswalk.
- Do not exit your vehicle. (Park your car in the parking lot if you need to exit your vehicle and cross ONLY at the designated crosswalk.)
- **All vehicles MUST have a Northside Elementary School-issued Pick-up Tag.** If you do not have the required tag you will be advised to park your vehicle and bring a valid picture ID into the office to sign out your child. This procedure is in place for the safety of your child. The pick-up tag indicates that the person driving the vehicle has permission to pick the child up from school. Car tags also allow staff member to keep the dismissal line moving in an efficient manner.

## SCHOOL VISITATION POLICY

We welcome parents and visitors on our campus. In order to ensure the safety of our students, we require all visitors to report to the front office for a visitor's badge prior to reporting to any location on campus. Visitors will be screened upon presenting any of the following forms of identification:

1. A state-issued driver's license or identification card
2. A United States Military identification card
3. A consular identification card issued by the government of Mexico
4. A United States Permanent Resident Card

Any other form of identification including passports must be screened by the District's Safety and Security Office. An appointment should be made by calling 767-4127.

## **SCHOOL VOLUNTEERS**

Volunteers are an important part of our school. Volunteering is a rewarding experience and contributes to the quality education of our students. Volunteer opportunities include short-term projects such as helping on a field trip to long-term commitments such as reading or math tutors. 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.

## **PARENT TEACHER ORGANIZATION**

The Northside Elementary School Parent Teacher Organization (PTO) is a non-profit organization that assists in meeting the many needs of the school. The PTO coordinates many school events and fundraisers. Funds raised by PTO are used for the academic advancement, safety, and enjoyment of Northside's students. All parents and relatives of students are encouraged to become members and supporters. There is a continuous need for volunteers. Your membership is greatly appreciated.

[pto.northside.elementary@gmail.com](mailto:pto.northside.elementary@gmail.com)

## **SCHOOL ADVISORY COUNCIL**

The Northside Elementary School Advisory Council (SAC) is seeking new members. All parents of students at Northside and business representatives are eligible for membership. Partnerships with all stakeholders are highly valued and proven to improve student achievement.

The SAC is responsible for assisting in the formulation and implementation of the school improvement plan, acting as an advisor to the principal, assisting in the development of the educational program and acting as a liaison between the school and community.

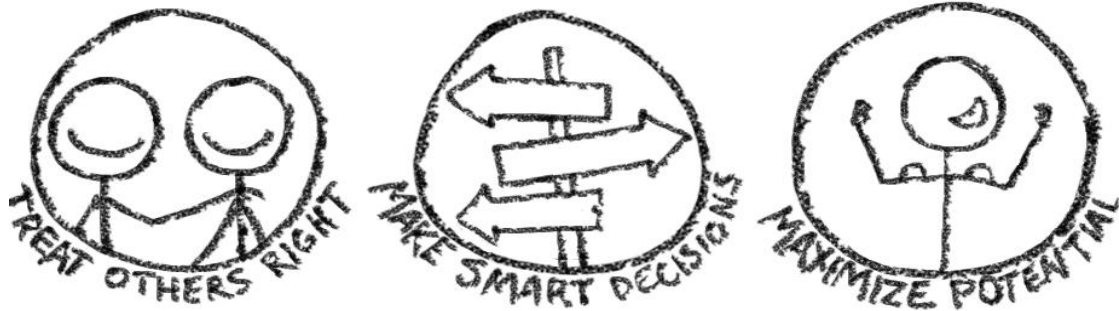
If you or someone you know is interested in becoming a member, please call or send your name/phone number to the school's main office.

# BEHAVIOR AND CHARACTER EDUCATION



Northside Elementary School is proud to utilize the Core Essentials character education program. The Core Essentials curriculum provides strategies and resources focused on creating a school culture that encourages positive behavior. Our school-wide expectations, the Big 3, are designed to create a safe and productive learning environment where teachers can teach and all students can learn. These expectations are posted throughout the school and reinforced daily.

## The Big 3



The Core Essentials Elementary curriculum is based on a monthly value word and definition. These values set the stage for a common language to be used across the entire school. Videos, lessons and activities will equip students, staff and families alike to Say It, Know It, See It, and Be It each month.

## Monthly Values

August – Wisdom: Finding out what you should do and doing it  
September – Initiative: Seeing what needs to be done and doing it  
October – Contentment: Deciding to be happy with what you have  
November – Cooperation: Working together to do more than you can do alone  
December – Compassion: Caring enough to do something about someone else’s needs  
January – Self-Control: Choosing to do what you should do even when you don’t want to  
February – Service: Lending a hand to help someone else  
March – Individuality: Discovering who you are meant to be so you can make a difference  
April – Hope: Believing that something good can come out of something bad  
May – Perseverance: Refusing to give up when life gets hard

## SCHOOL FOOD SERVICE

School meals are provided by Chartwells School Dining Services. Breakfast is served each day in the cafeteria from 7:00 – 7:20 and lunch from 10:10 – 12:40. Students must be in the cafeteria by 7:20 a.m. to get breakfast.

Visit <http://www.bay.k12.fl.us/parent-lunch> for menus and meal prices.

### Methods of Payment

1. Students may pay for meals daily as they go through the lunch line. However, they are responsible for keeping their money until lunch.
2. Lunches may be purchased in advance, by the week or month, in the school cafeteria each day before school.
3. Online payment is encouraged by Food Services at [www.myschoolbucks.com](http://www.myschoolbucks.com). Create a free account to easily make payments, check cafeteria balances and purchases and receive low balance alerts.

### Free or Reduced Lunch

Applications for the federally funded Free or Reduced Lunch Program are available at the school any time during the school year or can be filled out online.

Parents must apply for Free or Reduced Lunch each year and all parents are encouraged to apply. If a student was on free or reduced lunch last school year, they will continue to receive it the first 10 days of the new school year. After that, a new application must be submitted.

## GENERAL INFORMATION

### Student Information

Florida School Law requires that we have accurate information on all of our students. **It is the Parent(s) / Guardian(s) responsibility to maintain updated mailing address, residence address, and current emergency phone numbers in Parent Portal.** Any changes and updates throughout the school year can be made through your Parent Portal account. A request to change a student's address will be approved once two proofs of residence are provided to the school office.

## **Bay District School's Academic Grading Scale**

Your child's grades, attendance and discipline records are available for your review at any time on the Bay District Parent Portal System.

A	90-100 Outstanding Progress	S	Satisfactory
B	80-89 Above Average Progress	N	Needs Improvement
C	70-79 Average Progress	U	Unsatisfactory
D	60-69 Lowest Acceptable Progress		
F	0-59 Failing		

## **Parent-Teacher Conferences**

If you have questions or concerns about your child's progress, please contact the teacher directly to schedule a conference. Requests for conferences must be made in advance. Teachers will *not* be available before school unless previous arrangements have been made.

## **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 767-1510 or 767-1511.

## **Messages/Deliveries**

Only emergency messages will be relayed to students and teachers during the school day. Deliveries to students will only be conducted during breaks in the instructional day. **This includes homework that is forgotten, library books for check-in, snacks and lunches.** Academic instruction will not be interrupted for messages and/or deliveries. Deliveries of flowers and/or balloons are not permitted.

## **Field Trips**

Field trips of educational interest will be arranged by the teacher at various times. In order for children to participate, all required permission forms must be signed by the parent or guardian and returned to the child's teacher. Chaperones must have an approved Volunteer Application on file for the current school year. Chaperones for overnight field trip must be cleared through the fingerprint process at the Bay District Schools Safety and Security Office (there is a fee for this process).

## **Clothing and Supplies**

Students should have their **name labeled** in jackets, backpacks, lunch boxes, etc. Many times students acquire identical articles of clothing, notebooks, backpacks, etc. This helps locate articles and discourages theft. Items left in lost and found are donated to charity at the end of each nine weeks.

## **Personal Possessions**

Personal items such as toys, pets, radios, games, trading cards and other objects that are distracting to the learning environment are NOT permitted at school.

## **Personal Electronic Mobile Devices**

Bay District School policy permits the use of personal electronic mobile devices during specified times. Students are allowed to bring their own device (BYOD). Students may utilize electronic devices in the classroom for educational purposes when the teacher deems appropriate. The complete policy regarding BYOD can be found on the district website.

### **Responsibility for Devices**

- The technology devices students bring to school are their sole responsibility.
- The campus or district assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- Personal devices may be subject to investigation in accordance with district policy.
- Students are to keep their devices secure at all times and not loan them to others.
- Students must keep devices on silent or vibrate mode.

## **Medicine**

Any student required to take medication at school (prescription and non-prescription; including aspirin and medicated cough drops) must have a ***Permission to Administer Medication*** form completed by the parent and physician on file in the school office. The completed form and medication must be delivered to the office by an adult. All medication must be in a pharmacy labeled container with the name of the student and the time and amount to be taken. Unclaimed medication is disposed of at the end of the school year.

***Allergies - If your child has food or life threatening allergies, please provide the office (and cafeteria manager if food allergies) with a signed statement from the physician listing allergies and procedures for emergency treatment.***

## **Supplies, Library Books and Textbooks**

Each student receives a list of basic school supplies needed for classroom use. All students are issued, on loan, current state-adopted textbooks appropriate for their grade level. Students are also allowed to check out one or two library books each week depending on their grade level. If a textbook or library book is lost or damaged beyond normal usage, parents shall be responsible for the cost of replacement. Students have access to the digital version of their textbooks through the BDS Launchpad.

## **Destruction of School Property**

Students must not mark on school furniture, walls, ceilings, floors, or equipment with pens, pencils, markers, or any other instruments. Students must not tamper with fire alarms, fire extinguishers, plants, trees, or any other electrical system in the school. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency. Parents are responsible for acts of willful destruction of school property by their children.

## **Religious Expression**

Religious Expression Bill (SB 436) - Students in Florida's public schools cannot be punished for including religious materials in their coursework, and that they may pray at school during non-course time. It further states that school employees also may participate voluntarily in religious activities that are initiated by students before or after the school day.



## ATTENDANCE POLICY

Regular attendance and being on time are very important habits to form in elementary school. To help encourage good attendance habits, Northside offers various attendance incentives throughout the year. Each student is responsible for regular and punctual attendance. **Students not in the classroom by 7:30 are considered tardy.**

Students who are late will need to go to the office for a tardy slip before proceeding to class. Chronic tardiness and/or absences will be handled according to School Board Policy. Please note that students attending Northside out-of-zone may be returned to their home zone school due to attendance issues.

- If a student is absent from school without pre-approved leave the parents/guardians must notify the school within 24 hours with the reason for the absence. Notification can be made by phone, written note or email.
- According to School Board Policy 7.105 excused absences may be given for the following reasons:
  - Death in the family or other bona fide family emergency
  - Illness of student. A written statement from a physician is required after 5 absences.
  - Appointments for medical and dental care. (Physician's statement required)
  - Legal reasons
  - Pre-approved family leave
- Requests for pre-approved family leave must be in writing (forms in office) and approved before the student is to be absent and must comply with the following:
  - The student must have a "C" average or higher in all classes
  - A legitimate reason why the leave cannot be taken during school breaks
  - The request(s) for leave(s) cannot exceed five school days per year

Students are expected to make up all work within 5 school days of the absence.

# STUDENT UNIFORM POLICY

Students must adhere to the uniform code policy. The uniform policy applies from the time the student arrives on campus until the end of the school day. For a complete copy of the Student Uniform and Grooming Policy (BCSB 7.209), visit [www.bay.k12.fl.us](http://www.bay.k12.fl.us).

## **Tops: (Must be Navy Blue, Yellow/Gold or White)**

- Polo/golf shirt with collar and buttons or T-shirts (**plain color, NO design**)
- Collared dress shirt with sleeves (no cap sleeves, underarm must be covered, small manufacturer's trade mark is acceptable)
- Under shirts and Turtlenecks- must be plain and in school colors only
- No sheer or see-through shirts
- School approved T-shirts containing school logo (club, spirit, etc) - unaltered

## **Bottoms: (Must be khaki, navy blue, or blue jeans)**

- NO athletic, NO exercise, NO yoga pants, NO sweat pants
- Bottoms must be appropriately fitted and seated at the waist
- Large pocket style shorts may be worn. No hip huggers, no holes.
- No large pocket style pants, no bell bottoms, no baggy pants, no hip huggers, no holes, no carpenter pants
- No shorts, skirts or dresses shorter than five inches (5") above the knee caps as measured standing up (K-5 students may wear jumpers)
- Dresses with sleeves (underarm must be covered) must be one of the school's chosen colors and a solid color
- Small manufacturer's trade mark and minimal embellishments are acceptable
- Leggings - may be worn under a skirt and/or shorts and may be any color

## **Shoes:**

- Closed toes and closed backs
- May wear sandals with back or back strap for grades K-5 only
- No bedroom shoes

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

- Sweaters if school approved
- Long-sleeved sweatshirts/hoodies must be one of the 3 approved colors (school logo not required)
- Must be solid color (unless school approved spirit or club)
- Must be appropriately fitted

## **Other:**

- Scarves must be worn appropriately around the neck or shoulders (accessory item only; no bandanas)
- No head wear except sunglasses. Hats or other sun-protective wear to only be worn while students are outdoors during school hours
- No jewelry or accessory hat may be used as weapons such as chains or spiked jewelry
- Jackets/Coats must have buttons, zippers or snaps that are from top to bottom. Jackets can be any color.
- Jackets may be worn in the classroom at the discretion of the teacher.

## **For violating school dress code policy shall be as follows:**

- First and second offense consequences: notification of parent or guardian; change of inappropriate attire
- Consequences for subsequent offenses may include:
  - notification of parent or guardian, lunch detention, 1-3 days in-school or out of school suspension

## **BULLYING POLICY**

### **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.

The School Board prohibits the bullying of any student or school employee: during any educational program or activity conduct by the District; during any school-related or school-sponsored program or activity or on a District school bus; 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; 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 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.

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,

Student rights shall be explained as outlined in this policy and in the Student Code of Conduct.

Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in this policy and in the Student Code of Conduct.

The full policy is available at [www.bay.k12.fl.us](http://www.bay.k12.fl.us) or the school website.

## **TRANSFER POLICY**

### **Request to transfer**

If an academic need arises and a parent desires to request a transfer for his/her child from one teacher to another, the following process will be used:

1. Parent initiates the request for a teacher transfer using the FOCUS 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.

### **Request to transfer from an out-of-field teacher**

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

1. Parent initiates the request for a teacher transfer using the FOCUS 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.

## **BAY DISTRICT SCHOOLS’ SECTION 504 PROCEDURAL SAFEGUARDS, GRIEVANCE PROCEDURES AND IMPARTIAL HEARING**

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

### **MEDIATION**

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

### **GRIEVANCE**

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

### **IMPARTIAL DUE PROCESS HEARING**

Parents or guardians also have the right to voluntarily request an impartial due process hearing at any time. They may do so without first seeking mediation or filing a district level complaint/procedure.

An impartial due process hearing shall be conducted through the Florida Division of Administrative Hearings (“DOAH”) pursuant to the Florida Administrative Procedures Act (FS Chapter 120). DOAH follows the Uniform Rules of Procedure, which may be accessed at its website. To obtain a due process hearing, a written

request should be made to the Section 504 Coordinator. Parents or guardians and the school district have the right to examine all relevant educational records of the student, call and examine witnesses, provide testimony, and to be accompanied and advised by legal counsel in any due process proceeding and any related appeals. The District will contract with the Division of Administrative Hearings (DOAH) to appoint an Administrative Law Judge (ALJ) as a Due Process Hearing Officer. Upon receipt of a written request for a due process hearing, the District will schedule such a hearing within thirty (30) school days. The Recommended Order of the Hearing Officer will be communicated to all parties within ten (10) school days of the hearing date. Please note that if you seek a due process hearing under Section 504 of the Rehabilitation Act of 1973, and the relief sought is also available under the Individuals with Disabilities Education Act (IDEA), then the due process hearing will be processed under IDEA procedures since if the matter would later be pursued in Federal Court, such a Court would need to have the IDEA claim before it jurisdictionally in order to be able to review a Section 504 claim. Parents or guardians may request a review of the Due Process Hearing Officer's Recommended Order by the full School Board as final administrative action. The School Board cannot reject or modify the findings of fact made in the recommended order of the ALJ unless it determines that the findings have *no* basis in fact or that the proceedings on which the findings were based did not comply with essential requirements of law. Any party aggrieved by the findings and decision in the hearing may obtain review by bringing a civil action in any State court of competent jurisdiction or in a District Court of the United States.

### **OFFICE OF CIVIL RIGHTS ASSISTANCE**

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

United States Department of Education  
Office for Civil Rights  
61 Forsyth Street, SW, Suite 19T70  
Atlanta, Georgia 30303  
Voice Phone: (404) 562-7886  
FAX: (404) 562-7881  
TDD: (404) 331-2867

# Northside Elementary School



