Parker Elementary School
640 South Highway 22 A
Parker, FL 32404

(850) 767-4570
(850) 747-3197 (fax)

Kimberly Kirkman, Principal
Christen Barron, Administrative Assistant

SCHOOL MISSION
The mission of all Parker Elementary School teachers, administrators, parents, and community members is to meet the needs of all students by granting them diverse educational opportunities. Parker School’s focus will be on learning which develops skills to improve in all academic areas, with an emphasis on mathematics and language arts. Parker will also provide a safe and orderly environment for all stakeholders. Instruction is designed and delivered to ensure that all students become productive citizens and are prepared for society through mastery of the Florida Sunshine Standards.

DISTRICT MISSION
Bay District Schools will develop high academic achievers to produce successful, innovative citizens and leaders for tomorrow's world.

SCHOOL VISION
The vision of all Parker Elementary School stakeholders is to meet the needs of all students by granting them diverse educational opportunities by means of:

- Instruction designed to prepare students for mastery of Florida State Standards.
- Learning that develops skills for students to improve in language arts, mathematics, and school safety.
- Opportunities to exhibit responsibilities and promote self-esteem.
- Teamwork to become productive citizens.

DISTRICT VISION
Bay District Schools will deliver a high quality education in a collaborative, safe, and respectful environment. Our commitment is to inspire students in the development of character with the acquisition and use of knowledge and skills as we prepare them for life and work in a diverse, global economy.

DISTRICT CORE BELIEFS
- Everyone must have a passionate commitment to academic excellence through high standards.
- Relationships of students and adults must show empathy, care and trust.
- Compassion, conviction, and intense dedication to student academic success should stand as our hallmark.
- A professional teaching environment must be collaborative, innovative, and progressive.
- Data is revered as a means to provide feedback to students, refine instructional practices, and drive intervention decisions.
- Connections within the community will help enhance student engagement.
- Technology skills are essential in a global economy.
- Equitable distribution of academic and operational resources will promote student success.

SCHOOL BELIEFS
- Students learn in different ways and the curriculum and instructional practices should incorporate a variety of learning activities to accommodate differences in learning styles.
- Each student is a valued individual with unique cultural, physical, social, emotional, and intellectual needs.
- A student’s self-esteem is enhanced by positive relationships and mutual respect among and between students, parents and staff.
- A safe and physically comfortable environment promotes student learning.
- Students, teachers, administrators, staff, parents, and the community share the responsibility for advancing the school’s mission.
Parker Elementary School History

Parker’s first school building was a one room log house on the waterfront of Parker Bayou. On Sunday, 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, too, served the community as a church on Sundays.

The coming of the International Paper Company in 1931 brought increase in population and, in turn, more demands on Parker School. However, it was not until 1942 that an influx of 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, the building number five was occupied which presently houses six classrooms, Computer Lab, resource room, media center, art classroom and music classroom.

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.

Our present faculty includes a principal, administrative assistant, 33 classroom teachers, 2 intervention teachers, 2 speech therapists, 2 student services interventionist, 4 special area teachers, and 2 voluntary pre-kindergarten classes. An administrative secretary, clerks, paraprofessionals, food service workers, and custodial employees make up the non-instructional staff.

Parker School has an enrollment of approximately 600 students. The student population 62% Caucasian, and 38% minority. The makeup of our students is currently well balanced with males making up 49% and females making up 51% of the school population.
## ADMINISTRATION AND FACULTY
### PARKER ELEMENTARY
#### 2014-2015

**Kimberly Kirkman, Principal**
**Christen Barron, Administrative Assistant**

### V. PRE-KINDERGARTEN
- Rebecca Espanola
- Pat Stallings

### KINDERGARTEN
- Shelley Brannon
- Patti Klinck
- Susan Lowe
- Scharia Santana
- Katherine Stone
- Candice Wilds

### FIRST GRADE
- Marie Albin
- Shannon Holliday
- Nichole Hulse
- Candace Parker
- Deborah Scalf

### SECOND GRADE
- Sandy Barfield
- Kayline Bontrager
- Savanna Smith
- Ruth Turner
- Belinda Voisin
- Rebekah Wishart

### THIRD GRADE
- Tawana Adams
- Katrina Segrest-Adams
- Jessica Barrett
- Destree Brown
- Lisa Miller

### FOURTH GRADE
- Aimee Brooks
- Brian Dalessandro
- Diana Hext
- Elizabeth Hurst
- Kim Walker

### FIFTH GRADE
- Amy Brown
- Cindy Hickman
- Paula Pearish
- Heather Risinger

### ESE CLASSES
- Gwendolyn Proper
- Brandi Mabius

### ESE RESOURCE
- Jennifer Edewaard

### SPECIAL AREA
- Casey Albores - Art
- Arletha Sparks - Music
- Bill Breland - P.E.

### SPEECH
- Carol Bohac
- Kathy Graydon

### STUDENT SERVICES INTERVENTIONIST
- Laura Cope
- Isabelle Hitzeman

### MEDIA SPECIALIST
- Tiffany Brown

### INTERVENTION TEACHER
- Charlotte Blue
- Ashley Miller

### LITERACY COACH
- Misti Gibbens

### MATH COACH
- Janice Hensley

### LITERACY COACH
- Misti Gibbens
SCHOOL HOURS

7:15 a.m. Gate opens for student drop-off & breakfast
7:40 a.m. First Bell – School Day Begins
7:45 a.m. TARDY BELL - Homeroom Class Attendance, Lunch Count & ITV (ALL students should be in class)
2:00 p.m. School Dismissal Bell (ALL students should be picked up by 2:15)
6:00 p.m. Bay BASE closes

PARKER ELEMENTARY SCHOOL AFTER-SCHOOL PROGRAM

The Parker Elementary School After-School 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 after-school program. Please contact the Bay BASE Coordinator @ 850-747-5387. Program hours: 2:05 – 6:00 p.m., Monday – Friday.

EMERGENCY SCHOOL CLOSING

Severe weather may prompt school closings. The public will be notified through the cooperation of local broadcast stations.

NON-DISCRIMINATION, EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION

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

SCHOOL NEWS

A special communication between parents and the school, a newsletter, will be sent home once a month to inform parents of upcoming events and scholastic achievements.

WITHDRAWING FROM SCHOOL

Students moving within or out-of-county, should give the office a 24 hour notice of intent to withdraw. A withdrawal form will accompany the student to their new school. Return all books issued to the student at the time of 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 (767-4570).

HOMEWORK

Homework is an important part of your child’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.

LOST AND FOUND

You may visit the school office to inquire about lost and found items. Please label all clothing, books and lunch bags. ALL unclaimed items will be disposed of periodically throughout the school year.

STUDENTS LEAVING SCHOOL

Students may not leave school 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.

If a student needs to be picked up early, a note MUST be sent that morning to the teacher. 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. If the school has not been contacted after three days, the school will contact the parent to discuss the absence. We want our children to be here every day so they do not miss out on the wonderful activities planned. (Refer to Bay District School Board Policy No. 7.104 and 7.105)

TARDY POLICY

Late students must be signed in the office after the gate closes at 7:45 or after. Students will not be allowed to enter the classroom without a parent signing them in the administration office.

ENROLLMENT GUIDELINES

A child must be five (5) years old by September 1st of the current school year to begin Kindergarten.

The following documents must be presented in order to register a student for school:
- Proof of Residence (2)
- Student’s Birth Certificate
- Social Security Card
- Proof of physical examination (Form DH3040) within one 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

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 principal or designee.

If there is any change in the way your child is to go home, we must have a note. Otherwise, your child will be sent home their usual way. In cases of emergency, you may call the school with transportation changes.

You will need to call the school office before 1:00 p.m. It is extremely difficult to guarantee changes after this time.

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 must pay the purchase price of the item lost, destroyed or unnecessarily damaged.
STUDENT UNIFORM AND GROOMING 7.209

The School Board has adopted the following mandatory rules for dress and grooming:
(for complete text, refer to Bay District School Board Policy 7.209 - www.bay.k12.fl.us)

Tops

- Tops may be a maximum of 3 solid colors (white and 2 colors determined by the school). Parker’s colors are hunter green and light blue. Polo/golf shirt with collar and buttons or: collared dress shirt with sleeves (no cap sleeves) (underarm must be covered). Turtle necks and T-shirts are all acceptable. Small manufacturer’s trade-mark is acceptable. Students may layer tops; however, all visible tops must be in the designated colors.

- School approved T-shirts (class, club, spirit, etc.) – unaltered

- All tops must be appropriately fitted.

Sweaters/Sweatshirts/Hoodies

- Must be one of the 3 approved solid colors (school logo not required).

- Long-sleeved sweatshirts/hoodies must be one of the 3 approved colors (school logo not required).

- Must be appropriately fitted.

Please Note: “School approved” means clothing carries school logo and is in school colors.

Bottoms

- Belts must be worn if the pants have belt loops. Belts must be traditional and must be worn in loops and pants shall be unaltered.

- Bottoms can be khaki, navy blue. black or blue jeans (Not cut offs). No large pocket style pants, bell bottoms, baggy pants, hip huggers, carpenter pants. overalls and no holes.

- 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.
Shoes

- Sandals with back or back strap for grades K-5 only; otherwise must be closed toe and closed back.
- Bedroom shoes are not allowed.

Other

- Hats or other sun-protective wear are to only be worn while students are outdoors during school hours (not during class changes); however, at all other times, the sun-protective items must be properly stored by the student in pockets, purse, locker or backpack.
- No jewelry or accessories that may be used as weapons such as chains or spiked jewelry are allowed.
- Jackets/coats must have either buttons, zippers or snaps that are from top to bottom and may be in any color. Jackets/coats may be worn in classroom at discretion of teacher.
- Scarves must be worn appropriately around the neck or shoulders (accessory item only; NO bandanas)
- No bedroom clothes.

Consequences for violations of the Dress Code Policy

- First and Second offense consequences are notification to parent and change of inappropriate attire.
- Consequences for subsequent offenses may include one or more of the following at the discretion of the principal:
  
  A. notification of parent or guardian;
  B. change of inappropriate attire;
  C. one to three days of in-school or out of school suspension; or
  D. three days after school detention, if available.

- The fourth and subsequent offenses are willful disobedience which will result in further disciplinary action, which may include out of school suspension or expulsion.
- Any absence resulting from a violation of the Student Dress Code will be considered an unexcused absence.

Prohibited Attire at all Schools

While on school grounds during the regular school day, students are prohibited from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.

Any interpretation of the dress code that is required of this policy shall be the responsibility of the principal of each school. The Superintendent is authorized to make the final decision regarding the interpretation, application and enforcement of this policy and to make certain that it is being uniformly applied and enforced at each of the schools within the District.
LUNCHROOM

Breakfast and lunch will be served daily beginning at 7:15 – 7:45 a.m. for breakfast.

The current prices are:

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<tr>
<td>Breakfast</td>
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<tr>
<td>Reduced Breakfast</td>
<td>FREE</td>
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<td>Adult Breakfast</td>
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<tr>
<td>Lunch</td>
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<tr>
<td>Reduced Lunch</td>
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<tr>
<td>Adult Lunch</td>
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<td>Milk or Juice</td>
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Lunch applications are available in the office. Lunches may be paid for daily or in advance. Students may prepay for meals in the cafeteria before school between 7:15 a.m. till 12:30 p.m. Checks should be made payable to Parker Food Service. Students are not allowed to bring glass bottles or soft drink products. We MUST have a WRITTEN DOCTOR’S NOTE if your child has food allergies.

Lunch charges are discouraged, however, if a student has (3) charges they will be given an alternative meal which consists of cheese sandwich with milk

The Food Service Department has a service where you can use the internet to prepay for your child’s meals using a MasterCard or Visa debit or credit card.

To enroll in this system, simply go to the web site schoolpaymentsolutions.com Once your account is set up, you can check the balance in your account at no charge. However, each time you go online to add money to the account, regardless of how much you add (to any number of children), a small fee of $2.50 will be charged to your card. Other benefits will include e-mail notification of low balances and a recurring payment option.

To set up the account you will need your student’s 10-digit ID number, date of birth and the school your child will attend for the 2014-15 school year. To obtain this number, please stop by the school office. Due to privacy issues, we may not be able to give you this ID number over the phone. For additional information, please call our Cafeteria Manager at 872-4569 or the Food Service office at 767-4261.

If you do not have internet access, you may call a toll free number (800-479-3531) to receive an application to pay by phone or fax, as well as get more details about the service. 

HOW TO ENROLL:

1. Go to schoolpaymentsolutions.com and click ENROLL NOW.

2. Create an account for yourself
   District name – BAY
   School ID – 5 digit zip code
   Fill in all other fields

3. Set up payment for each child
   a. Have your student’s 10-digit ID number available.
   b. Have your student’s correct date of birth.
   c. Select the school the child will attend.

4. Provide credit or debit card information

SCHOOL PARTIES

December, Holidays, and end of the year parties will be arranged by individual classroom teachers. Birthday “treats” must be prearranged. To maintain confidentiality of school records, we are not permitted to provide student lists.

PARENT/TEACHER COMMUNICATION

Please call the school office or send a note to the teacher to arrange for a conference. Your call will be returned as quickly as possible. Classes will not be interrupted for messages except in an emergency.

PERSONAL APPEARANCE

The primary responsibility for the appearance and cleanliness of the student rests with the parent/guardian. When students are dressed appropriately for school, they realize it is time to work and learn.

PERSONAL ITEMS

Toys, pocket knives, firecrackers, play equipment, matches, cosmetics, unneeded money, and pet animals must be left at home.

REPORT CARDS

Report cards will be posted on Parent Portal four times a year and shows how your child is progressing each 9 week period. Conferences are encouraged and required.

Kindergarten – 5 use letter grades and will reflect whether your child is performing at, above or below grade level.

Grading Scale Grades K-5

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<tr>
<th>Letter</th>
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<tr>
<td>A</td>
<td>90 - 100</td>
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<tr>
<td>B</td>
<td>80 - 89</td>
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<td>C</td>
<td>70 - 79</td>
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<td>D</td>
<td>60 - 69</td>
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<td>F</td>
<td>Below 59</td>
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MEDIA CENTER

The primary purpose of the media center is to serve the instructional needs of teachers and students. It provides materials for independent investigation, inquiry and discovery as well as reading or listening for fun. Accelerated Reader books are available for all reading levels, and computer centers are set up for the purpose of search stations, testing, Internet and CD-ROM research. The media center also serves as a display for student artwork throughout the school year.

Instructional Television (ITV) is networked to each classroom. Students learn to be news reporters, meteorologists, camera operators, technicians and directors. Via ITV, during the daily morning announcements, the principal challenges students to be their best.
HEALTH SERVICES

Parker receives the services of a registered nurse one day per week. The nurse is available to assist parents and students with health problems in school. As a part of the School Health Services Program, students will receive vision and hearing screenings in grades KG – 5.

Health screening tests are not diagnostic, but are designed to identify students who may have a health problem and who may need further evaluation by a doctor or other health professional. The school nurse will notify parents of any problems identified.

ILLNESS AT SCHOOL

It is important that the office staff know whom to contact in the case of an emergency or illness at school. Forms completed during the first days of school should include this information. It is important to notify the office when any information such as address, phone number, work number or custody changes occur.

If a child has a chronic illness such as asthma or an allergy, it is the parent’s responsibility to give this information to the teacher. School is not the place for a sick child. Our facilities are limited. If a child is sick, it is better for the child to stay home.

MEDICATION

State law requires that the parent/guardian obtain a BAY DISTRICT SCHOOL FORM FOR PERMISSION TO ADMINISTER MEDICATION from the school or child’s physician. It must be filled out and signed by the physician, indicating the medication, dosage and administer time on the form. NO MARKOUTS OR CORRECTION LIQUID can be used. The bottom of the form must be signed by the parent or guardian.

For the safety of all students, it is the parent’s responsibility to bring and pick up medication. It must be brought to school in the original container with a pharmacy label. ABSOLUTELY NO OVER THE COUNTER MEDICATION (i.e. aspirin, aspergum, cough drops, cough syrup, decongestants, Tylenol, Aleve, etc.) will be given without a PERMISSION TO ADMINISTER MEDICATION FORM FROM THE PHYSICIAN. NO CHILD IS ALLOWED TO BRING ANY TYPE OF MEDICATION TO SCHOOL WITH THEM.

On the last day of school, ALL medication must be picked up or it will be destroyed.

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, using a brush or comb and 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.

TREATMENT:

Parents are responsible for the treatment of their child. Treatment is a two-step process involving the 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 he/she can be re-admitted to school.

CHILD ABUSE

Fla. Stat. §1006.61 requires that each school post a notice that “pursuant to chapter 39”, all employees and agents of the district school board have an affirmative duty to report all actual or suspected cases of child abuse, abandonment or neglect; have immunity from liability if they report such cases in good faith; and have a duty to comply with child protective investigations and all other provisions of law relating to child abuse, abandonment, and neglect.

SCHOOL IMPROVEMENT PLAN

The School Improvement Plan is on file in the school office and the library for everyone who wishes to see it. The School Advisory Council participates in developing and approving the School Improvement Plan. The Title One Parent Involvement Plan is also on file.
TRANSPORTATION RULES

The cooperation of parents is requested in making sure their children understand the following 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 indicating whether they are a bus rider, car rider or walker. The tags will be provided by the school. The tags may be attached to the student’s backpack, worn on clothing or on a lanyard around the neck. Parents who are picking up children must display the school provided sign stating who they are picking up.

DROP OFF/PICK-UP AREA FOR CAR RIDERS: Parents of K-2 students need to use the car lane next to curb / sidewalk. Parents of 3-5 students need to use the car lane next to parking area.

The bus riders will line up at the bus loop on the south side of the campus. Car riders will wait outside the brick wall by the car loop by the main entrance, walkers will exit the building through the main hallway on the east side of the building.

WAITING FOR THE BUS:

Students must conduct themselves in an orderly manner and stand off the roadway while awaiting the bus. The students 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 regular stop. Every child will need a bus tag with their name, address, bus route and bus stop information. 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.

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 if necessary to promote order on the bus. Students must keep their hands and arms inside the windows. Classroom conduct is to be observed. Ordinary conversation is allowed. Absolute silence is required at all railroad crossings. Students may not eat, drink, smoke or chew gum on the bus. Electronic devices such as Ipads, laptops, etc can not be carried on the bus. Students must not use profanity or abusive language. Animals, glass containers, sharp objects, balls, bats, cutting instruments, firework, 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.

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.

All students should be picked up no later than 2:15 unless they are enrolled in an after school program.

SCHOOL DISCIPLINE PLAN

Respectful, Responsible, and Ready to Learn are expectations for each student at Parker Elementary School. These expectations were developed as part of the School-Wide PBS Program.

Parker participates in this Positive Behavior Support (PBS) Program to create an overall positive school climate, decrease problem behavior, and to create a safe environment for learning through a consistent discipline program.

The School-Wide Expectations are taught at the beginning of the school year, embedded in curriculum lessons during the school year, and are posted around the school as a reminder. We will collect data to help track our progress and identify areas to target for intervention. There is a discipline referral process/procedure that helps our program be consistent throughout the school.

A reward system is used to encourage appropriate behavior. Rewards may include individual class rewards and privileges, participation in class activities and projects, field trips, individual, and class recognition on ITV, participation in monthly PBS activities and celebrations, and various other privileges.

Effective consequences have been developed to discourage inappropriate behavior. Consequences for misbehavior include parent notification, loss of privileges, detention, work detail, in or out of school suspension, bus suspension, or other consequences determined by administration.

PARENTS ROLE IN DISCIPLINE

The major role of parents in discipline is to continually show the child that they are interested and supportive of how their child is doing in school. When the child sees that adults at home are actively concerned with whether or not he/she is doing his/her best, the student is given a real incentive to strive for excellence.

Parents are asked to support teachers and staff by consistently reinforcing the expectations of being responsible, respectful, and ready to learn. Providing children a time and location within the home to complete homework, ensuring that children are on time to school, and being in contact with their child’s teacher sends a message that school is important and that parents want their child to achieve to the best of his/her ability.

SAFETY AND SECURITY OF CAMPUS

“Students and their parents 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 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.”

THE COMPLETE BDSB CODE OF STUDENT CONDUCT AND DISCIPLINE WILL BE SENT HOME WITH EACH STUDENT AT THE BEGINNING OF THE SCHOOL YEAR.

BULLYING, HARRASSMENT AND CYBERSTALKING

BULLYING, HARRASSMENT and CYBERSTALKING is prohibited by the School Board and Parker Elementary School and will not be tolerated; there will be serious consequences for such behavior. Those that report these behaviors FALSELY will also be dealt with. 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 Counselors or Administration. An investigator (the school counselor) will be trained to investigate such reports and conduct documented interviews with the victim, alleged perpetrator and witnesses. Each individual will be
interviewed separately and at no time will the alleged perpetrator and victim be interviewed together. There shall be NOTIFICATION to the student’s parent on the SAME DAY the incident is reported through telephone, personal conference, or in writing. Parents must be informed of actions being taken to protect the child. Reporting must be consistent with student privacy rights. Anonymous reporting can be done in the school guidance office.

STUDENT SURVEYS 7.404

The District shall cooperate with the federal government and state agencies such as the Florida Department of Health in conducting student surveys. These surveys shall be conducted anonymously and shall contain no personally identifiable information from or 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; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

Law Implemented: PPRA, Public Law 107-110, Title X, Part F, Section 1061
History: New, December 10, 2003

BAY DISTRICT 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
- 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.
BAY DISTRICT SCHOOLS ANNUAL NOTICE REGARDING PUBLIC EDUCATION RECORDS

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

1. The right to inspect and review the student’s education records within 30 days after the day the School receives a request for access. Parents or eligible students should submit to the School Principal a written request that identifies the records they wish to inspect. The School principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the school’s decision and of their right to file a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

Student records are maintained at the school the student currently attends or, in the case of former students, the school last attended. The procedures for exercising the aforementioned rights are explained in further detail in School Board Policy 7.301, copies of which are in each school office, the District offices at 1311 Balboa Avenue, and via the Internet at www.bay.k12.fl.us/district/policy.

Bay District School system 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 18 years of age ("eligible students") have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

NO CHILD LEFT BEHIND (NCLB) ACCOUNTABILITY REPORT

Federal guidelines of the No Child Left Behind (NCLB) Act require local agencies to meet requirements for public reporting on the status of schools. A printed copy of the report is kept at both the school and district offices for viewing. Copies are available to parents, guardians or community members upon request. The following indicators are contained in the SPAR:

- Kindergarten Readiness
- NCLB Graduation Rate
- Dropout Rate
- Postsecondary Readiness
- Student Test Results (FCAT and Alternate Assessments)
- New Teachers and Staff
- School Evaluation for Unsafe School Choice Option
- Classes taught by Teachers teaching in/out of field
- Classes taught by Highly Qualified Teachers
- October Membership
- School Performance Grade
- NCLB Adequate Yearly Progress Indicator
**WHAT IS TITLE I?**

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?
- Educational Tutorials
- Paraprofessional support
- Staff Development, Parent workshops and Parental Resources
- Intensive remedial programs

Do Title I programs 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 the 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.