

# Hiland Park Elementary

2507 E. Baldwin Road  
Panama City, FL 32405

## Administrators

**Patti Fowler**

**Carol Ann Whitehurst**

# Student Handbook

2009-2010

## Important Phone Numbers

Office-----	872-4685
Fax-----	747-5307
Bay Base-----	747-5362
Cafeteria-----	872-4688
County Office-----	872-4100
Transportation-----	872-4495

## **Hiland Park Mission Statement**

Student learning is our main priority at Hiland Park and is the primary focus of all decisions impacting the work of the school:

We believe that each student is a valued individual with unique physical, social, emotional, and intellectual needs and that these needs should be met through all educational, social, and technological services available.

We believe that students at Hiland Park should be led to recognize their rights and responsibilities to our democratic society. Each child has the right to be respected, to develop his/her self worth, and the responsibility to respect the rights of others.

We believe that teachers, administrators, parents, and the community share the responsibility for the school's mission.

## **GENERAL INFORMATION**

### **Student Hours**

7:15 a.m.	Earliest Drop-off time for students
7:40 a.m.	First bell, students go to classroom
7:50 a.m.	Tardy bell
1:55 p.m.	Kindergarten dismissal
2:00 p.m.	Final dismissal for all students

### **Student Drop-Off and Pick Up**

**Supervision for students does not begin until 7:15. Please do not drop off your children prior to that time because there will be no one available to ensure their safety. Beginning this school year, the parent drop off area will be in the back of the school. Parents are asked to proceed down Selma Avenue from Baldwin Road to the back of the school and into the designated area. School personnel will be available at 7:15 to receive your children. Buses will be arriving and departing also in the back of the school in an area adjacent to the parent drop off area. Buses will enter the perimeter of the school from Bradenton Ave. (unpaved road) to the north of the school.**

**Dismissal of kindergarten students will begin at 1:55 with all other students at 2:00. Again, parent pick-up will be in the back of the school this year. Car riders should not be picked up in the front of the school this year. Parents are asked to refrain from checking students out early to "avoid the rush" except when there is a scheduled appointment which requires early dismissal.**

## **Student Arrival and Dismissal**

Upon arrival in the morning, students in grades K-2 should go directly to the gym while students in grades 3-5 should go to the multipurpose room. Students in all grades who wish to eat breakfast should go to the lunchroom until finished and then proceed to their assigned areas. At 7:40 the bell will ring and all students will be dismissed to go to their classrooms. It is expected that all students will be in their classrooms by the 7:50 tardy bell.

## **VISITORS**

All visitors must sign in at the office before entering the school. Please be prepared to show your driver's license so we can print a visitor's badge for you each time you visit. If you will be eating lunch or attending a field trip or school activity on campus with students you will need to have a Volunteer Application on file. District policy requires a 24 hr. notice for classroom visitation.

## **PARENT / TEACHER ORGANIZATION**

Parents are encouraged to become active in our PTO. Information will be sent home the first week of school regarding PTO activities and fundraisers.

[hilandparkpto@yahoo.com](mailto:hilandparkpto@yahoo.com)

## **CAMPUS CRIME STOPPERS**

**785-TIPS**

**BAY DISTRICT SCHOOLS**

# Dress Code Effective 2009-2010

## Hiland Park PreK-5

### Tops

- ü Solid color - white, yellow or red (may have small logo)
- ü Polo/Golf with collar, collared dress shirt, turtleneck or T-shirt
- ü Layered shirts must also be school colors
- ü School approved shirts
- ü All must be unaltered

### Bottoms

- ü Khaki, navy or blue denim shorts, skirts or pants. Plain blue jeans should not have extra decorations. Cargo and carpenter shorts and pants are permitted; however, no large pocket, bell bottoms, baggy or hip hugger pants or shorts
- ü No holes
- ü Shorts, skirts, dresses and jumpers must not be shorter than 5" above the center of the knee when standing
- ü Dresses must be one of the school's chosen colors (small logo is permitted) jumpers may be navy, khaki or blue denim and worn with a school approved shirt
- ü Dresses must have sleeves

### Shoes

- ü Closed toe and backs
- ü Sandals, clogs or crocs with back strap

### Sweaters

- ü Solid color (school approved color only)
- ü Sweatshirts/sweaters may have hoods (school approved color only)
- ü School approved sweatshirts and sweaters are permitted

### Other

- ü Head wear may be worn outside only
- ü Jackets and coats are not restricted, but must not be worn indoors

### Exceptions

- ü Girl and Boy Scout uniforms
- ü Costume for school sponsored event
- ü Religious conflicts (must be documented)

### Discipline

- ü First and second offense – change clothes, parent contact
- ü Subsequent offenses may lead to after school detention, out of school suspension and possible expulsion for wilful disobedience
- ü Any absence due to dress code violation is unexcused

MORE SPECIFIC DETAILS OF SCHOOL BOARD POLICY 7.303, STUDENTS UNIFORM AND GROOMING, ARE AVAILABLE ON THE DISTRICT WEBSITE. [WWW.BAY.K12.FL.US](http://WWW.BAY.K12.FL.US)

## GRADING SCALE (First – Fifth Grades)

<b>A</b>	<b>90 - 100</b>	<b>Outstanding Progress</b>
<b>B</b>	<b>80 - 89</b>	<b>Above Average Progress</b>
<b>C</b>	<b>70 - 79</b>	<b>Average Progress</b>
<b>D</b>	<b>60 - 69</b>	<b>Lowest Acceptable Progress</b>
<b>F</b>	<b>0 - 59</b>	<b>Failure</b>
<b>---</b>		<b>Not assessed this nine week grading period</b>
<b>I</b>		<b>Incomplete – insufficient evidence available</b>

<b>E</b>	<b>Exceeds</b>
<b>S</b>	<b>Satisfactory</b>
<b>N</b>	<b>Needs Improvement</b>
<b>U</b>	<b>Unsatisfactory</b>
<b>I</b>	<b>Incomplete</b>
<b>---</b>	<b>Not assessed</b>

Kindergarten report cards follow a developmental format. These teachers will communicate with parents to explain this student evaluation method and the accompanying report of progress.

## HEALTH SERVICES

Students who become ill at school will be referred to the office until parents can come for them. If students require medication during school hours, the medicine must be turned in to the office by an adult, along with a completed **Permission to Administer Medication Form**. The county health nurse visits our school once each week to assist with students who may be referred for health reasons.

## NIT FREE POLICY

Bay County School Board Policy states: “Any student infested with head lice shall be excluded from school until the student has received treatment for head lice and ALL nits have been removed.” To be readmitted to school, the student must be free of head lice and nits and will be checked by designated school personnel. The student’s parent/guardian must be present. “A student who is absent from school in excess of three (3) days because of head lice will be referred to the school attendance officer.” Absences beyond these three days will be counted as unexcused absence.

## SCHOOL INSURANCE

Information concerning insurance will be sent home during the first few days of school. Because accidents do happen, we encourage parents to have some type of accident insurance for their children.

## SCHOOL MEAL PROGRAM

<i>Payment</i>	<i>Regular</i>	<i>Reduced</i>
Breakfast	1.25	.30
Lunch	2.00	.40
Milk/Juice	.30	.30
Adult Lunch	3.25	

- Breakfast is served each day in the cafeteria from 7:15 – 7:45.
- School lunches may be pre-paid in the cafeteria each morning between 7:15 – 8:00. Both five and twenty day purchases are available. Please issue checks in the amount of \$ 10.00 or more. A student may pay for his lunch daily as he goes through the line; however, we strongly recommend pre-paying as a way to avoid lost money.
- If you child does not have money for the day he/she will be given a sandwich and milk for lunch.
- There will be a **\$15.00 charge for all returned checks.**

### PAY FOR LUNCH USING INTERNET

You may use the internet to prepay for your child's meals using a Mastercard or Visa debit or credit card. 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 2009/10 school year.** To obtain student's ID number please stop by the District Food Service office, school office or cafeteria office. Due to privacy issues, we cannot give you this ID number over the phone. It will necessary for you to come in and show proper identification.

#### HOW TO ENROLL:

1. Go to [www.myLunchMoney.com](http://www.myLunchMoney.com) and click ENROLL NOW
2. Create an account for yourself
  - a. District name=Bay
  - b. School ID= 5 digit zip code (or follow directions on screen)
  - c. Fill in all other fields
3. Set up payment for each child
  - a. Have you student's 10 digit ID number available
  - b. Have student's correct date of birth
  - c. Select the school the child will attend for the school year 2009-10
4. Provide credit or debit card information

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 \$1.95 will be charged to your card. Other benefits will include email notification of low balances and a recurring payment option.

For additional information, please call your Cafeteria Manager or the Food Service office at 872-4261.

If you do not have internet access, you may call this 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.

## **LUNCHROOM RULES**

The lunchroom is a place where good social skills can be developed. Each student is expected to practice the same good manners one would find in the home. Some simple rules of courteous behavior which make the lunch period pleasant and relaxed are:

- Observe good dining room manners at all times.
- Leave the table and surrounding area clean and orderly.
- Observe our "Lights Out" as a quiet sign.
- Juice or other non-carbonated drinks can only be brought to school in non-glass containers, no carbonated drinks are allowed.
- Do NOT exchange food.
- Walk in a quiet and orderly manner.
- Use inside voice.
- No microwave is available to heat up student lunches

## **DISCIPLINE PLAN**

The entire staff of Hiland Park School has the goal of establishing an atmosphere throughout the school in which children feel safe, secure, and happy, and in addition, have a maximum opportunity to learn. In an effort to accomplish this goal, we have developed our "Razorback Discipline Plan". The plan specifies rules that cover behaviors that both you and we expect from our students. The plan also states that students who follow the rules will earn positive rewards such as Fun Friday activities, Student of the Month recognition, Razorback Day activities, etc.

## **OUR SCHOOL-WIDE RULES**

- Observe individual classroom rules.
- Always be polite and courteous to others.
- Respect the rights and property of others.
- Keep hands, feet and objects to self.
- Run only on the playground.
- Observe proper use of playground and other school equipment.
- Do NOT bring candy, gum, sodas, or toys to school (except as directed by the teacher for special occasions).
- Report problems to an adult if you need help.
- Each grade has specific classroom rules for behavior and work completion. Your child's teacher will relay those to the parents early in the school year.

The consequence for continued rule infractions may result in after school detention or suspension.

## Major Infractions

- Wilful infliction of physical harm on another person (or engages in unsafe behavior that results in injury to others)
- Wilfully destroys property.
- Refusal to cooperate with the adult in charge.
- Use of abusive or obscene language.
- Throws food or objects.
- Sexual harassment.
- Bullying

The Major Infractions will result in the student being sent to the office which will result in one or more of the following disciplinary actions. The course of action will depend on how severe the infraction and the number of infractions.

## Disciplinary Actions

- Parent conference at school with teacher and administrator.
- Parents called to pick up child for remainder of day.
- After-school detention.
- Loss of participation in Razorback Day.
- Formal suspension.
- Notification of law enforcement.

## Bullying or Harassment Policy

It is the policy of the Bay District School board that all students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment is prohibited. The full policy (7.207) is found in Chapter 7 of the school Board Policy, available at your child's school, or [www.bay.k12.fl.us](http://www.bay.k12.fl.us).

## INSTRUCTIONS FOR RIDING BUSES

### BAY DISTRICT BUS RULES:

Follow directions of the bus driver at all times:

1. Sit in seat with both feet on the floor.
2. Keep hands, feet, and all objects to yourself
3. Speak in quiet voice.
4. No swearing, pushing, eating, teasing or fighting on the bus.
5. Keep aisles clear at all times (book bags, feet, arms, lunchboxes, etc.).

**SPECIAL NOTE- Parents must send a note with a phone number** if you are requesting your child to go home with another student, ride a different bus, or get off the bus at a different bus stop. Students must bring this note to the office to be signed. (Many times children get confused about which days a change is to take place. The only way we can make sure that a parent's directions are being followed correctly is to have the change in writing.) **If you are calling to make an emergency change please do this prior to 1:30 so we have ample time to find the student and give him the message.**

## ATTENDANCE POLICY

If your child is late for school he will need to report to the office for a pass to class. Florida law requires children to be in regular attendance in school and holds parents accountable for meeting this requirement (232.09 F.S.) Your child would be in jeopardy of violating these statutes if the following occurred:

- Five or more unexcused absences in a month.
- Ten or more unexcused absences in the past 90 days (Enforcement of school attendance 232.17F.S, School Board Policy 7.104-7.105.)
- 1 or more tardies per week for several weeks. Students are tardy if they arrive after 7:50

If your child is absent, please send a note the day your child returns to school to your child's teacher for the absence to be excused. Doctor's notes may be required if absences become excessive.

Pre-approved family leave. Requests for family leave must be in writing and approved **before** the student is to be absent. Forms may be obtained from the classroom teacher for you to request leave.

## HOMEWORK POLICY

If your child is absent, he should pick up his make-up work the day he returns to school. The student will have five school days to make-up the missed assignments.

## CELL PHONE POLICY

Wireless communication devices (cell phones, pagers, etc.) are allowed on campus but must be stored in purses or backpacks. They should not be openly visible and should never be turned on during the school day, including lunch and before school.

# BAY DISTRICT SCHOOLS ANNUAL NOTICE REGARDING PUBLIC EDUCATION RECORDS

Pursuant to Florida law and School Board Policy 7.304, adult students and the parents or guardians of a student under age 18, currently or formerly in attendance in the Bay District School system, shall have the following rights with regard to public education records maintained by the District.

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

Student records are maintained at the school the student currently attends or, in the case of former students, the school last attended. The procedures for exercising the aforementioned rights are explained in further detail in School Board Policy 7.304, 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](http://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

File: Annual Notice Regarding Public Education Records.doc

## **STUDENT SURVEYS 7.310**

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.

*Authority: §1001.41 , Fla . Sta t.*

*Law Implemented: PPRA, Public Law 107-110, Title X, Part F, Section 1061*

*History: New, December 10, 2003*

# **BAY DISTRICT SCHOOLS 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 date of this notice to inform the student's school principal, in writing, that any or all of the directory information should not be released without their consent. 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