2025-2026
Parent-Student Handbook

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Ms. Laurren Seegars, Principal
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OKALOOSA SCHOOLS



THE NEXT GENERATION...

Okaloosa County School District

OUR MISSION

Placing students on a pathway to success by providing high quality instruction, a wide array of marketable experiences, and unparalleled extracurricular opportunities while developing relationships that meet both their academic and emotional needs.

OUR VISION

Preparing today's students for success within and beyond the classroom.

OUR SHARED VALUES

We are **PASSIONATE** about what we do.
We make **DATA-BASED** decisions.
We are personally **ACCOUNTABLE** and have courage to hold others accountable.
We **LISTEN** and seek to understand
We are lifelong **LEARNERS**.
We are committed to **COACHING** and **DEVELOPING** our people.
We value **HUMILITY**.
We are grounded in the **RELATIONSHIPS** we build.

2025-2026 School Year Calendar

Pre-School Planning	**Tuesday - Friday**	**August 5- 8, 2025**
Professional Development Day	Thursday	August 7, 2025
First Day of School for Students	**Monday**	**August 11, 2025**
Labor Day Holiday	Monday	September 1, 2025
End: 1st Grading Period	**Friday**	**October 10, 2025**
Teacher Work Day/ Student Holiday	Monday	October 13, 2025
Veterans Day Holiday	**Tuesday**	**November 11, 2025**
Thanksgiving Holidays	Monday-Friday	November 24 - 28, 2025
End of First Semester	**Friday**	**December 19, 2025**
Winter Break Holidays	Monday - Tuesday	December 22 – January 2, 2026
Teacher Work Day/ Student Holiday	**Monday**	**January 5, 2026**
Professional Development Day/Student Holiday	Tuesday	January 6, 2026
Martin Luther King Jr. Holiday	**Monday**	**January 19, 2026**
President's Day Holiday	Monday	February 16, 2026
End: 3rd Grading Period	**Thursday**	**March 12, 2026**
Spring Break Holiday	Friday - Friday	March 12 – 20, 2026
Teacher Work Day/Student Holiday	**Monday**	**March 23, 2026**
Memorial Day Holiday	Monday	May 25, 2026
End of Semester/Last day for Students	**Thursday**	**May 28, 2026**
Last Day for Teachers	Tuesday	June 2, 2026

ARRIVAL / DISMISSAL

Morning Arrivals

Parents may walk their child to class during the **first three days of school only**. Beginning on **day four**, students must arrive by one of the following methods:

- Ride an assigned school bus
- Be dropped off in the **designated car ramp area**
- Walk as a designated walker (using the crosswalk)

Important: Students may **not** be dropped off on the street or curbside near the school. For safety reasons, all student drop-offs must take place in the car ramp.

Afternoon Dismissal Points

Students will be dismissed through the following locations:

- **Bus Ramp** – Located at the front of the school
- **Car Ramp** – By designated car tag number
- **Gym** – For:
    - Walkers
    - Daycare riders
    - Sibling car riders with **300 numbers**
    - Grades K–2 walkers (walk to church with staff)
    - Grades 3–5 walkers (cross at car ramp with staff)

Reminder: There will be **no student pick-up by foot**. All students must be picked up through their assigned dismissal area.

Car Rider Reminders

- Families must display their **official car tag** when picking up students in the car rider line.
- **300-number car tags** are assigned to families with multiple students for efficient sibling pickup.
- If you do **not** have your car tag:
    - You **must show a valid photo ID**
    - You **must be listed on the student's approved emergency pick-up list**
    - These procedures help ensure a **safe, orderly, and secure arrival and dismissal** for all students.

ASSESSMENT
Each year students in Okaloosa County schools are administered standardized academic achievement tests. These testing instruments aid teachers in planning an appropriate curriculum for each individual student. The following diagnostics/assessments will be given during the school year: iReady K-5, Florida's Assessment of Student Thinking (F.A.S.T.) in grades PK-5, and FSSA Science in grade 5.

SCHOOL HOURS
The school day for students is from 7:30 AM to 2:00 PM. Students should arrive at school **no earlier than 7:00 AM**. The breakfast program is available for students in the cafeteria from 7:00 - 7:25 AM each morning.

Students arriving at school prior to 7:15 AM must report to the cafeteria. The tardy bell rings at 7:30 AM. Students arriving after 7:30 AM must report to the office for a tardy pass. No students should be on campus after 2:15 PM unless they are participating in a school supervised activity. To ensure the safety of your child, please carefully review the following guidelines for supervision.

Supervision of students by school personnel is provided:

1. During the time the student is being transported to or from school at public expense.
2. During the time the student is attending school.
3. During the time the student is on the school premises participating with authorization in a school-sponsored activity.

DAILY ATTENDANCE

To fully benefit from the instructional program, students are expected to attend school regularly, be on time for class, and fulfill all course requirements. Poor attendance or excessive tardiness and/or frequent early checkouts often result in poor academic performance which may, in turn, cause low or failing grades. Regular attendance provides students the opportunity to master required skills at each grade level. Many integral activities, including class discussions, group experiences, field trips, guest speakers and direct instruction, cannot be simulated or replicated with written work. Therefore, with the goal of promoting student success, Okaloosa County Public Schools have adopted a uniform Attendance Policy. It is our intent to encourage honest, accurate, and consistent adherence to this policy by all students, parents, teachers, and administrators.

Reporting an Absence:

Students will have five (5) school days, including the day they return, to bring in written verification for an excused absence. The absence will be considered unexcused if the school does not receive written verification for the excused absence within that timeframe.

Elementary Attendance

Excused Absences Resulting From the Following:

· Death in the family;
· Any reason up to 15 absences per semester;
· Illness or injury requiring medical or dental attention (physician's statement required);
· Illness, injury, or circumstances not requiring medical attention will require a parent note explaining the absences, up to 15 absences per semester;
· Appointments for medical or dental care (physician's note required);
· Appointments scheduled to receive a therapy service provided by a licensed health care practitioner or behavior analyst for the treatment of autism spectrum disorder, including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy
· Religious holidays: students are permitted to be absent in observance of established religious holidays, but they must be counted absent on all school records. Absences of a religious nature, preceded by prior parent notice, will not require written notification on the student's return to school. Review School Board Policy for additional information.

Students who place on file with OCSD legal and/or medical documentation or a permanent and total disability as defined by the U.S. Social Security Act are excused from school and eligible to make up any and all work for absences from medical care or medical conditions related to their permanent and total disability.

Unexcused absences are absences resulting from:
· Any absences not designated as excused (e.g., unverified absences)
· Truancy
· Suspension

· Expulsion
· Participation in private lessons, activities, or classes sponsored by outside agencies

Students can makeup any assignment placed in the 60% category in FOCUS. Parent may request daily assignments for practice purposes only. No grade will be assigned for missed or completed daily assignments.

When a student accumulates a total of ten (10) excused or unexcused absences, the student will be referred to the MTSS Committee.

Attendance Notification Procedure:

After each absence, an automated phone call from the school to the phone number on record will notify the parents/legal guardian of the absence. Additionally, all absences are reported on FOCUS.

After the fifth (5th) unexcused absence per semester, the parents/legal guardian will be notified of the absences. The contact will include a review of the current attendance/truancy policies. The MTSS Committee may be convened.

On the tenth (10th) absence (excused or unexcused) per semester, a letter will be mailed, emailed, or sent via Thrillshare to the parent/legal guardian notifying them of the necessity for a parent excuse, doctor's excuse, or an excuse from an official agency in order to receive grades for make-up work. In addition, this letter will notify parents of potential truancy concerns resulting from any additional absences.

Prior to the fifteenth (15th) absence, the principal may review any absence caused by some insurmountable situation or event that places an undue hardship on student and notify teachers that this student may make up all work.

After fifteenth (15th) absence per semester no make-up work will receive grades. An attendance expectation agreement may be initiated outlining consequences of non-attendance.

After fifteenth (15th) absence per semester student's parent/legal guardian can appeal to school's Attendance Review Committee or MTSS Committee for permission to receive grades for missed work. Pending approval of appeal absences after fifteenth (15th) may be entered as excused in FOCUS.

When a student accumulates a total of ten (10) excused or unexcused absences the student will be referred

to the MTSS Committee.

Attendance for Children/Dependents of Active Duty Military, 1000.36, Article V(E), F.S.

S. 1000.36, Article V(E), F.S., states that "a student whose parent or legal guardian is an active duty

member of the uniformed services, as defined by the Compact, and has been called to duty for, or is on

leave from, or immediately returned from deployment to a combat zone or combat support posting,

shall be granted additional excused absences at the discretion of the school superintendent." The

additional excused absences are to allow the student to visit with the student's parent or legal guardian for the reasons specified. Notwithstanding the above, the local school superintendent or head of school may provide a maximum number of additional excused absences.

Attendance Notification Procedure:

• After each absence, an automated phone call from the school to the phone number on record will notify the parents/legal guardian of the absence. Additionally, all absences are reported on FOCUS.

• After the fifth (5th) unexcused absence per semester, the parents/legal guardian will be notified of the absences. The contact will include a review of the current attendance/truancy policies. The MTSS Committee may be convened.

• On the tenth (10th) (excused or unexcused) per semester, a letter will be mailed or emailed to the parent/legal guardian notifying them of the necessity for a parent excuse, doctor's excuse, or an excuse from an official agency in order to receive grades for make-up work. In addition, this letter will notify parents of the potential truancy concerns resulting from any additional absences. The parent shall be required to meet with the MTSS Committee.

• Prior to the fifteenth (15th) absence, the principal may review any absence caused by some insurmountable situation or event that places an undue hardship on the student and notify the teachers that this student may make up all work.

• After the fifteenth (15th) absence per semester no make-up work will receive grades. An attendance expectation agreement may be initiated, outlining the consequences of non-attendance.

• After the fifteenth (15th) absence per semester the student's parent/legal guardian can appeal to the school's MTSS Committee for permission to receive grades for missed work. Pending approval of the appeal, absences after the fifteenth (15th) may be entered as an excused absence in FOCUS.

Make Up Work:

Students will be provided five (5) school days to complete assignments following an excused absence/school leave; the five (5) day period begins the day the student returns to school. However, if the situation warrants it, the teacher and/or principal may grant additional time for make-up work to be completed.

It is the student's responsibility to request make-up work for excused absences/school leave (up to 15).

Students absent for multiple days are expected to seek and work on make-up assignments, as medically appropriate and practical.

Principals will ensure that teachers provide make-up assignments upon parental or student request.

Make-up work will be provided no later than 24 hours following a parental or student request.

Tardiness:

Parents/legal guardians will be notified when a student accumulates five (5) unexcused early checkouts and/or late arrivals within a semester. When the number of early checkouts and/or late arrivals reaches seven (7) within a semester, the parents will be requested in writing to have a conference with the principal or his/her designee.

BEFORE AND AFTER SCHOOL CHILD CARE

A before and after school Child Care Program is provided for Bob Sikes' students each school day and during the summer from 6:00 AM - 6:00 PM. The Child Care Program Handbook is available in the front office and on our school website. You may contact the Child Care Coordinator at 689-7280. Please complete and return information to register for the childcare programs.

BICYCLE RIDERS

These students should observe all traffic regulations. All bicycles are to be parked in the bike area during the school day. Parents should provide an individual bike lock for their student's bike. The school is not responsible for the loss or damage to bicycles. **ALL BIKE RIDERS MUST WEAR A HELMET**.

BULLYING POLICY

Bob Sikes Elementary has zero-tolerance for bullying. Students should report bullying immediately through our anonymous reporting system (Fortify Florida) located next to the cafeteria or directly to the Dean of Students. Whether a student is a victim or a witness, reporting tips can help us take a bite out of bullying. Definition of Bullying: Bullying means the act of systematically and chronically inflicting physical hurt or psychological distress on one or more students. A copy of the School District Bullying Policy is available at www.okaloosaschools.com

BUS TRANSPORTATION

School bus transportation is provided for eligible elementary students in accordance with the guidelines established by the Okaloosa County School Board. Only students who are registered and assigned to a bus route are permitted to ride the school bus. To ensure the safety and well-being of all passengers, students are expected to demonstrate respectful and responsible behavior at all times—both at the bus stop and while riding the bus. All students must adhere to the district's transportation rules and expectations. Misconduct on the bus or at the bus stop may result in disciplinary action and referral to the principal's office. If a student needs to ride a different bus in the afternoon than their regularly assigned route, the following procedure must be followed:

1. To help ensure safety, the student must have written permission (***No email, texted message, or electronic communication (i.e. Class Dojo are accepted***) from their parent requesting any transportation changes. Notes must include: The student(s) first and last name, phone number, teacher's name, address, bus number if available, and the full address of where the students will be dropped off. In the case of an emergency, transportation changes should be made before 1:00 PM.
2. The written request must be given to the front office to obtain a "bus pass".

3. The "bus pass" must then be presented to the bus driver.
4. Daily *transportation changes are not permitted*. For the safety of the student(s), transportation should not be changed daily. This causes confusion and jeopardizes a safe and smooth dismissal. Minimizing transportation changes will ensure your student(s) gets dismissed properly.

CAFETERIA

Applications for free or reduced meal service will be available at the school or online. The price of lunch for students is $3.00 and the price for breakfast is $2.00. A reduced lunch is $0.40 and reduced breakfast is $0.30. Milk is $0.65. Adult lunch is $5.00 and adult breakfast is $3.00. Milk is $0.75.

You may pre-pay for breakfast and/or lunch any morning. Please send all pre-paid monies in a sealed envelope with the name of your child/children, date, amount, PIN (Personal Identification Number) number, grade, and teacher's name on it. Monies will be placed in the student's account and be accessible by their Personal Identification Number (PIN). Please make checks payable to ***Okaloosa County School District***. Prices are subject to change at the discretion of the district. In the event a student does not have money to pay for a school meal, the student will be provided a "reimbursable meal" which will be charged to the student's meal account. A la carte items may not be charged. When a student reaches an unpaid account balance of $12 efforts to collect on the account will begin. Some parents may wish to establish a small fund for students to use to purchase additional food items. Parents may request a printout of your child's account by calling our Cafeteria Manager at 689-7266. No adults may charge for any reason in the cafeteria. If your child has food allergies, exceptions to the menu can only be made with a doctor's note explaining the allergy and the needed exception. Parents and guardians are welcome to eat lunch with their child in the designated outdoor courtyard area. For safety and supervision purposes, students may only eat with individuals listed on their emergency contact list. Students are not permitted to eat with other parents or visitors.

CHANGE OF ADDRESS/PHONE NUMBER

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address/telephone number at the school office. Please notify the school in writing if an address/telephone number change's during the school year or update this on Parent Portal. **Please note: The enrolling parent is the only authorized guardian to complete information cards or to make changes. (Refer to School Board Policy 04-44 Student Enrollment and Educational Decisions)**

CHECKING OUT STUDENTS

Parents must come to the office to receive a "checkout pass" when checking students out early from school. Individuals checking out a student will check students out through the front office, must have a valid ID, and be on the student's emergency card. NO CHECKOUTS WILL BE PERMITTED AFTER 1:30 p.m. UNLESS THERE IS AN EMERGENCY AND CHECKOUTS MUST HAVE ADMINISTRATOR APPROVAL. The person checking out a student will remain in the office and the student will be called to come to the office to check-out.

Early Checkouts

Consistent student attendance is necessary for success in school. In the event of a true emergency, the parent should contact the front office. Notification must be handwritten with enrolling parent signature, student name, name of adult checking out student, and enrolling parent phone number.

To maintain the safety and instructional focus of our school day, students **may not be checked out to attend school events** occurring during the day (such as parties, performances, or assemblies). We appreciate your cooperation in helping us minimize disruptions and prioritize learning.

CLASSROOM CELEBRATIONS

Classroom celebrations are an important part of a student's social development. Students will be given the opportunity to be involved in such functions at various times during the school year.

Birthday parties are not allowed, but birthday treats may be brought with 48 hour prior permission from the teacher. At no time should a celebration be planned without the teacher's permission or knowledge. **Due to federal guidelines regarding food distribution, such functions will be allowed between 8:30 AM and 9:00 AM, and between 1:30 PM and 2:00 PM.**

CLINIC

State law requires the enrolling parent to fully complete each student's school medical card each year for the school nurse to attend to a student. In the absence of the card, a designated school employee will attend to the student. The school nurse will not be allowed to attend to any student (including basic first aid) without a medical card on file.

You will be notified by the school nurse or administration if your child becomes ill or injured at school. It is important that a current phone number be always made available to school personnel. When notified, it is the responsibility of the parent or guardian to come to the school immediately and pick up the sick child. First aid will be administered by school personnel for serious injury or illness. State law requires that any child absent with any communicable disease must have a doctor's certificate before returning to school.

MEDICATION

Medication prescribed by a physician is the responsibility of the parent or guardian. Okaloosa County School District personnel shall be authorized to assist students in the administration of oral prescription medication or over-the-counter medication only when the following conditions are met:

1. **MIS FORM 5183, Administration of Medication in the School Permission Form, must be completed for each medication and filed in the office with the health assistant/school nurse.**
2. Prescribed medication must be received and stored in its original container with proper labeling.
3. Over-the-counter medication also requires completion of **MIS Form 5183** and medication must be in its original container.
4. **All medications must be delivered to and from school by a parent or guardian.**

*Any medication not picked up by a parent or guardian by the last day of school will be destroyed.

CONTROLLED OPEN ENROLLMENT

Allowing parents and students to exercise choice when it comes to finding the right educational setting is nothing new in Okaloosa County. While students are initially assigned to the school in the zoned area in which they live, parents have always had the ability to select other school options through the district's attendance waiver process as long as they provide their own transportation. The ability for a parent to request an attendance waiver for his or her student will continue under new guidelines required by Florida law (§1002.31, *Florida Statutes*). **Controlled Open Enrollment** (COE), as it is now called, allows a parent from any district in Florida to enroll and transport his or her student to any public school that has not reached capacity. Certain students, such as dependents of active-duty military whose move resulted from military orders or students relocated due to a foster care placement, receive priority for seat assignment within a school. To learn more about COE please visit www.okaloosaschools.com and click on **Controlled Open Enrollment**.

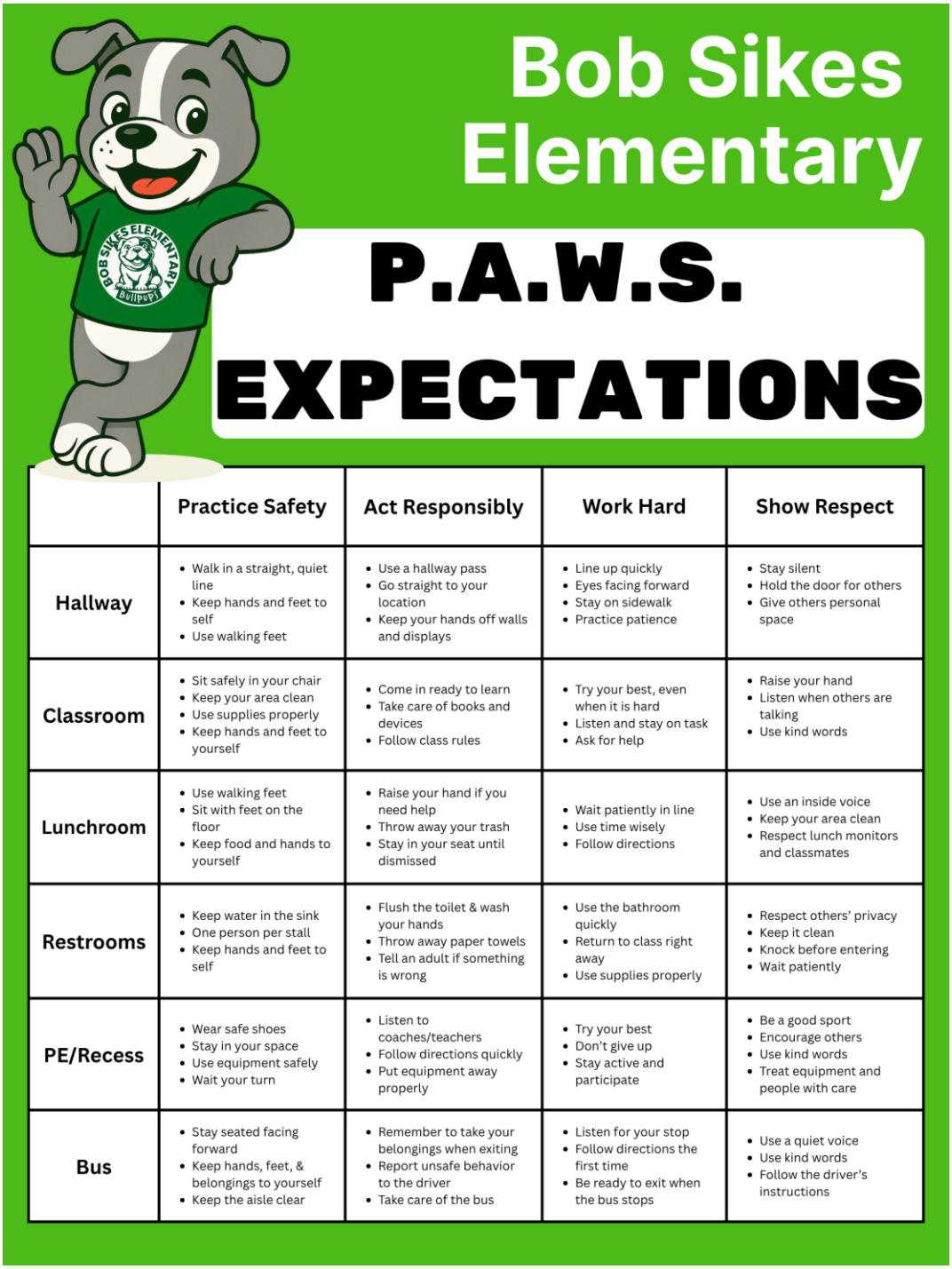
DISCIPLINE

Every child has the right to enjoy an orderly, safe, and supportive environment at school. Bob Sikes Elementary implements a structured, progressive discipline plan rooted in Positive Behavioral Interventions and Supports (PBIS) to ensure that all students can learn in a distraction-free environment.

Schoolwide Behavior Expectations

Bob Sikes Elementary is committed to fostering a positive and respectful school culture through clearly defined behavior expectations, guided by the PBIS framework. Our schoolwide expectations follow the **PAWS** model: **Practice Safety, Act Responsibly, Work Hard, and Show Respect.** These four pillars guide student behavior across all school settings, including classrooms, hallways, cafeterias, specials, recess, and buses.

Posters outlining these expectations are displayed throughout the school, and staff members model and explicitly teach them regularly. By consistently reinforcing the PAWS expectations, we aim to build a safe, supportive, and productive learning environment where all students can thrive academically and socially.



	Practice Safety	Act Responsibly	Work Hard	Show Respect
Hallway	• Walk in a straight, quiet line • Keep hands and feet to self • Use walking feet	• Use a hallway pass • Go straight to your location • Keep your hands off walls and displays	• Line up quickly • Eyes facing forward • Stay on sidewalk • Practice patience	• Stay silent • Hold the door for others • Give others personal space
Classroom	• Sit safely in your chair • Keep your area clean • Use supplies properly • Keep hands and feet to yourself	• Come in ready to learn • Take care of books and devices • Follow class rules	• Try your best, even when it is hard • Listen and stay on task • Ask for help	• Raise your hand • Listen when others are talking • Use kind words
Lunchroom	• Use walking feet • Sit with feet on the floor • Keep food and hands to yourself	• Raise your hand if you need help • Throw away your trash • Stay in your seat until dismissed	• Wait patiently in line • Use time wisely • Follow directions	• Use an inside voice • Keep your area clean • Respect lunch monitors and classmates
Restrooms	• Keep water in the sink • One person per stall • Keep hands and feet to self	• Flush the toilet & wash your hands • Throw away paper towels • Tell an adult if something is wrong	• Use the bathroom quickly • Return to class right away • Use supplies properly	• Respect others' privacy • Keep it clean • Knock before entering • Wait patiently
PE/Recess	• Wear safe shoes • Stay in your space • Use equipment safely • Wait your turn	• Listen to coaches/teachers • Follow directions quickly • Put equipment away properly	• Try your best • Don't give up • Stay active and participate	• Be a good sport • Encourage others • Use kind words • Treat equipment and people with care
Bus	• Stay seated facing forward • Keep hands, feet, & belongings to yourself • Keep the aisle clear	• Remember to take your belongings when exiting • Report unsafe behavior to the driver • Take care of the bus	• Listen for your stop • Follow directions the first time • Be ready to exit when the bus stops	• Use a quiet voice • Use kind words • Follow the driver's instructions

Progressive Discipline Process

Discipline at Bob Sikes Elementary follows a progressive model that promotes positive behavior while addressing misconduct in a fair and consistent manner. Teachers are the first line of support and will implement classroom-based strategies to manage behavior. If these interventions are unsuccessful or if a significant incident occurs, such as aggression, defiance, or unsafe actions, a referral to administration will be made.

Administrative consequences are determined based on the severity and frequency of behaviors and may include parent contact, loss of privileges, in-school or out-of-school suspension, or the development of a behavior intervention plan. Discipline is always administered following a progressive discipline approach, with consequences escalating based on repeated or more severe infractions. All referrals are documented, and parents are kept informed throughout the process. The ultimate goal is to support students in learning from their mistakes and making better choices while preserving a safe and respectful school climate.

Behavior Documentation & Communication

Parents or guardians will be contacted for all behavior incidents. Teachers are expected to document repeated infractions and classroom interventions before submitting an administrative referral and are responsible for communicating incidents with parents. In cases of persistent misbehavior or any serious incident, parent contact will also be made by the Dean of Students. When appropriate, behavior agreements may be implemented to clearly outline expectations, goals, and consequences. These agreements serve as a collaborative tool between school staff, families, and students to promote accountability and positive behavioral change.

Behavior Supports & MTSS

Students exhibiting recurring behavioral challenges may be referred to the **Multi-Tiered Systems of Support (MTSS)** Team. This team works closely with families and staff to identify strategies, interventions, and supports to encourage behavioral success. Supports may include check-in/check-out systems, individualized incentives, counseling referrals, or the development of personalized behavior intervention plans.

Student Exclusion from Activities

Participation in special events, including, but not limited to, **field trips, assemblies, and end-of-year celebrations,** may be contingent upon a student's behavior. Students who receive multiple referrals, demonstrate repeated misconduct, or are suspended may be excluded from such events at the discretion of school administration. This policy is in place to ensure the safety and positive experience of all participants.

Reporting a Discipline Concern

At Bob Sikes Elementary, maintaining a safe and respectful school environment is a top priority. Teachers and administrators take all reports of behavior that may disrupt student safety, the learning environment, or overall campus climate seriously. Students are regularly encouraged to report concerns promptly to their teacher or an administrator.

Parents or guardians who become aware of a concern should contact the front office at **850-689-7268.** Office staff will immediately forward the report to an administrator.

If an investigation is warranted, an administrator will notify the parents or guardians of the involved student(s) and begin gathering information. Students may be asked to provide detailed written statements. If clarification is needed, administrators will follow up with additional questions, and students may revise their statements to ensure accuracy.

Every effort will be made to resolve the situation promptly, although timelines may vary depending on the complexity of the case. Administrative duties may be shared to prioritize the investigation process. Please note that details of the investigation will only be shared with the parents or guardians of the student(s) directly involved; information regarding other students will not be disclosed.

SCHOOL DISTRICT OF OKALOOSA COUNTY ADHERES TO POLICY WHICH PROHIBITS DISCRIMINATION & HARASSMENT IN THE EDUCATION OR WORK ENVIRONMENT

ADULTS – (6-28) EQUITY POLICY:
Harassment concerning an individual's race, color, sex, age, religious beliefs, national or ethnic origin, marital status, or disability is a form of misconduct which undermines the integrity of the employment relationship. Sexual harassment by an employee or volunteer or person with whom the district contracts for services toward another individual while under the jurisdiction of the district is strictly prohibited.

STUDENTS – (4-34) EQUITY POLICY:
It is the policy of the School Board of Okaloosa County to offer student the opportunity to participate in appropriate programs, services and activities without regard to race, color, religion, sex, age national or ethnic origin, political beliefs, marital status, parenthood, pregnancy, disability, sexual orientation, or social and family background.

COMPLAINT PROCEDURES:
To report an alleged violation of these policies, an informal Equity Complaint should be made to the principal or department director. If the situation cannot be resolved informally, a Formal Equity Grievance (MIS 5139, Rev. 10/00), in compliance with School Board Policy 6-29, should be directed to the Superintendent's designee listed below. Employees have the option of filing a grievance through appropriate Master Contract procedures in lieu of the Formal Equity Grievance. Students should promptly report complaints pertaining to the Okaloosa School District's Equity Policy to a teacher, the principal, or to the principal's administrative designee in charge of the school's disciplinary office. The District's Equity Coordinator will be immediately notified by the school's administrative staff when a complaint is filed.

SUPERINTENDENT'S DESIGNEES:

Steve Chatman	Equity (Equal Opportunity)	850-689-7108
Teri Schroeder	504/Rehabilitation Act 1973	850-833-3105
Brian Humphrey	Athletics/Safe Schools	850-689-7198

THIS POLICY IS IN ACCORDANCE WITH THE FLORIDA EDUCATIONAL EQUITY ACT OF 1973 AND OTHER APPLICABLE LAW AND RULES

DRESS CODE

The wearing of garments appropriate for school is expected. Failure of any student to dress appropriately will be brought to the attention of the principal and/or his/her designee. Extremes in dress, hairstyle, makeup, or jewelry are discouraged. It is important that parents review the following guidelines to ensure an environment conducive to learning. Dress code violations will be enforced and may result in parent contact and/or disciplinary actions.

1. Hairstyles should be neat, clean, and not interfere with vision or the learning process.
2. Tennis shoes or other securely fastened shoes are required for P.E. (Physical Education) for safety reasons.
3. Hats may not be worn inside the building unless it is a school-sanctioned Hat Day.

4. Heavy jewelry or chains should not be worn.
5. Clothing must provide appropriate coverage at all times. Backless, strapless, and midriff-baring tops are not permitted. Shoulder straps should provide adequate coverage.
6. Clothing must be neat, clean, and free from inappropriate slogans or images (e.g., references to alcohol, drugs, sex, violence, or offensive language). Pants must be worn at the waist, and undergarments must not be visible.
7. Shorts, skirts, and dresses must provide appropriate coverage when standing, sitting, or participating in school activities.

FAMILY RIGHTS AND PRIVACY ACT

The Family Rights and Privacy Act became a Federal Law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. These records include documents, and other materials containing information directly related to your child. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your student's educational records. You have the right to review all records.

FIELD TRIPS

Field trips are planned during the school year by the various grade levels. The purpose of these excursions is to enrich classroom learning. The school requires the written consent of each parent before their child is permitted to go with his/her group. A permission slip will be sent home in advance of field trips, and it should be promptly signed and returned.

Parents desiring to attend field trips with their children **must** have an approved volunteer form on file with the school district and should make arrangements as soon as possible with the classroom teacher. Parents may not transport students to and from field trips without checking the student out first. Children may ride home from the trip with their parents once the parent has signed them out from the teacher. Field trips out of Okaloosa County require that the permission slip must be notarized. Bob Sikes secretaries are notaries.

Students who have received multiple office referrals, demonstrated ongoing behavior concerns, or violated the school's Code of Conduct may be deemed ineligible for field trip participation at the discretion of administration. These measures are in place to ensure a safe and positive experience for all students.

Monies collected for field trips will not be refunded if a parent or student chooses not to attend, if the student is suspended on the day of the trip, or if the student becomes ineligible to attend due to disciplinary reasons.

GRADES

Academic grades shall be based solely on scholastic proficiency of the BEST standards for Math and ELA (English Language Arts), and the Florida State Standards for Science and Social Studies (Grades K-5). Grades communicate to parents how well students are mastering Standards. All teachers will use the FOCUS system as the avenue for maintaining and communicating student grades. A minimum of one grade per subject per week will be entered in the electronic FOCUS system, with the understanding that occasionally a two-week period will occur between grades. Student progress will be reported to parents every 4 1/2 weeks. Grades should reflect the student's ability to master state standards.

Grading Scale for Grades K

Kindergarten teachers will use the kindergarten report card to determine grades for ELA and Math.

4 The student has an advanced understanding and exceeds end of year grade level standard proficiency. A student receiving a 4 shows self-motivation and demonstrates this advanced knowledge at school.

3 The student demonstrates proficiency on **end of year** grade level standard proficiency. A student receiving a 3 shows solid knowledge and has proficient understanding of concepts and skills.

2 The student is approaching **the end of year** grade level standard proficiency. A student receiving a 2 understands basic skills and concepts but is not yet independent. The student is applying concepts and skills with increasing success.

1 The student is beginning progress towards **end of year** grade level standards proficiency. A student receiving 1 benefits from additional support.

L The student has limited progress toward **the end of year**, grade level standard proficiency.

*** The 3 is the grade level expectation and is what all students should meet by the <u>END OF YEAR.</u>**

<u>Grading Scale for Grades 1-5</u>

A	**90-100**	**D**	**60-69**
B	**80-89**	**F**	**0-59**
C	**70-79**		

HOMEWORK

Each classroom has an established homework policy that will be communicated to parents by the student's teacher. No homework will be used as a classroom grade. Homework is for practice. A student having what seems to be excessive homework may not be completing class work. Please contact the student's teacher to discuss the situation. A conference may be necessary.

LIBRARY AND TEXTBOOK FEES

There is no fee for the use of library books or textbooks. However, students are responsible for all library books or textbooks lent to them. Parents need to help us keep books in good shape because schools have limited resources. Parents must pay for lost or damaged books at full cost.

The Florida Department of Education (FLDOE) has developed a new reading program called "The New World Reading Initiative." The focus of this new program is to provide free books to students who are reading below grade level via home delivery. The Okaloosa County School District will be partnering with FLDOE to help notify parents of eligible students. If your child is eligible for this new program, you will be contacted during the school year regarding the steps for participation.

LOST AND FOUND

<u>Please label all of your child's belongings.</u> Items not claimed are given to a charitable organization at the end of each month. Lost and found is located behind the front office by the cafeteria. Bob Sikes Elementary is not responsible for the loss of items (i.e., electronic games, trading cards, etc.). Items taken away from students may be picked up from the teacher or administration.

MEDIA CENTER

The Clem Payton Media Center welcomes students each school day. Please enter quietly. No food, drink or gum is allowed in the Media Center. All students must have their library cards with them. Students not complying with the rules of the media center will be sent back to class without a book. KG and First grade students are allowed to check out one book for one week. Second through Fifth grade may check out two books for two weeks. No fines are charged on overdue books. Instead, the student will be unable to check out another book until that one is returned. All students are responsible for the library material they borrow and must pay full replacement cost for lost or damaged items. Such damages include liquid damage, marking or drawing on the pages, torn pages, teeth marks, broken covers or spines and any other damage caused while the book is checked out to the student. Reminder notices will be sent home if a student has an overdue book for an extended period. Parents are encouraged to visit the Media Center.

MTSS COMMITTEE

The primary objective of the Multi-Tiered Systems of Support Committee (MTSS) is to assist students academically. Students exhibiting learning or behavior difficulties are referred to the school MTSS Committee. If a student is referred for evaluation, parental permission is required. All test results are shared with parents. If a student qualifies for an Exceptional Student Education (ESE) program, parents are invited to a placement staffing to give permission for the student's participation in the ESE program.

PARENT TEACHER ORGANIZATION – PTO

The PTO is an organization consisting of parents and teachers working for the improvement of education for all Bob Sikes students. Meetings, informative programs, and fundraising activities are held throughout the year. All parents are encouraged to participate in and support PTO. Meetings are held at 2:15 PM on the second Wednesday of each month. We also encourage parents who have businesses to join Bob Sikes Elementary School as a business partner. The contributed funds are used to provide student awards, purchase resources used in the classrooms, support field trip expenditures, and build the computer software and hardware collection to include web-based programs for enrichment and remediation. Financial support from businesses enables the school to provide opportunities for our students that extend beyond the basics. Please contact the school at 850-689-7268 if you are interested in establishing a business partnership.

PHYSICAL EDUCATION

The Physical Education program is aimed at the development of physically, mentally, emotionally, and socially fit students. The program is based on state standards. Physical Education activities have been selected to meet those goals. Participation in all activities is required unless a student has a medical reason for exclusion. **In such a case, parents must provide a doctor's note.** Field Day activities will be planned for the spring of the year. Parents and families are encouraged to attend (and volunteer). **Students from other grade levels or schools should not be checked out to attend Field Day. Siblings who attend Bob Sikes should remain in their regular classroom and participate during their scheduled Field Day time.** Communication is maintained with weather officials to determine the appropriateness of weather for outside activities. We will modify activities as necessary. **Closed-toe shoes are necessary to participate in PE (Physical Education).**

PROMOTION AND RETENTION

A Progress Monitoring Plan (PMP) will be developed for any student experiencing difficulty in reading, writing, mathematics and behavior. If a student fails reading and/or mathematics after having completed the school's planned program of remediation, he/she may be considered for retention. In that situation, the following steps must be taken:

1. The teacher must document the possibility of retention of a student to the principal and to the parents by the end of the first semester. A planned program of remediation shall provide the student with enhancement or improvement of any basic skills in which the student is deficient and shall assist the student in moving from one grade to another.
2. It is the responsibility of the principal and the guidance committee to take final steps in a student's grade placement based on guidelines from the Okaloosa District Pupil Progression Plan.

RECESS

Indoor/Outdoor recess will be held 20 minutes daily.

REPORT CARDS

A report of grades will be available for print online in the FOCUS PARENT PORTAL for students in grades K-5 every nine weeks. An interim report of progress will be sent home in the middle of the grading period, at 4 ½ weeks. Parents may request a conference by sending a note directly to the classroom teacher or by contacting the office at 850-689-7268. Parents are asked to notify the teacher or the office if a conference must be canceled or postponed.

SAFETY

Items such as guns, knives, sharp-pointed objects, sling shots, electronic smoking device, and any type of explosives are forbidden on school buses or school premises. Possession of any of these items is grounds for disciplinary action, which may include STP, suspension, or other consequences as outlined in the school's progressive discipline plan. Items will be taken from the student and will be returned only to the parent. Examples of items **not allowed at school**: (not all inclusive)

1) Any toy/real weapon (gun, knife, etc.) 2) Electronics 3) Skateboards/Skates
4) Trading cards/Toys 5) Fireworks or matches 6) Animals

SCHOOL PICTURES

Individual school pictures are scheduled early in the school year and again in the spring. Class/club pictures will be taken in the spring. **Picture Dates: Fall Pictures September 12th, Fall Picture Make-Ups October 23rd, Spring Pictures February 18th, Class Pictures March 26th**

SCHOLARSHIP

A student is eligible for a scholarship if he or she has been subject to an incident of battery, harassment, hazing, bullying, kidnapping, physical attack, robbery, sexual offenses, harassment assault or harassment battery, threat or intimidation, or fighting at the public school and reported the incident to the public school. Please check with school administration if additional information is needed for this scholarship.

STUDENT INSURANCE

School insurance is available to students at a nominal cost. Forms are sent home at the beginning of the school year. If you do not receive a form, contact the school office for an application.

STUDENT RECOGNITION PROGRAMS

Teachers will be asked to recognize two students each month in the classroom as part of our school's Positive-Behavioral Interventions and Support system. Teachers will recognize students who **model good character, show improvement or demonstrate high achievement**. Students will also be recognized every 9 Weeks for A, AB, Perfect Attendance, Bringing Up Grades (B.U.G - Bringing Up Grades) and Citizenship (Bull Pup Award) each nine weeks, and parents may attend this ceremony.

TECHNOLOGY

Our school is now 1 to 1 with iPads in grades K-3 rooms. These iPads are part of a lease agreement with Apple. That lease requires the iPad to stay in the case provided. Students may not take iPads out of cases at any time for any reason. The District will not pay for repairs or lease buy outs if the case has been removed from a 1 to 1 iPad.

TELEPHONE & PERSONAL DEVICES – Per Florida House Bill 1105 (2025)

If a student needs to make a phone call during the school day, they must request permission and will be sent to the front office to do so.

Cell phones and personal electronic devices are strongly discouraged at school. These items may not be used during the school day—including while riding the bus—unless the student has an approved Bring Your Own Device (BYOD) form on file and is using the device for a specific school assignment.

The school is not responsible for any lost, stolen, or damaged devices.

Unless explicitly permitted by a teacher or administrator, students **may not**:

- Use their device during the school day
- Make phone calls or send text messages
- Play games
- Use Bluetooth
- Take photos or videos
- Record audio
- Use apps or access social media
- Connect to any non-district Wi-Fi or hotspots

Students authorized to use their devices for school-related purposes must connect through the **District network only**.

Privacy Notice:
Students are **not permitted** to use devices to capture, record, or transmit audio, images, or video of any student, staff member, or individual at school or during school-sponsored activities without prior approval from the principal (or designee) **and** consent from the individuals involved.



TRANSPORTATION

Students will not be released to parents walking up to the car rider area or the hallways. You can pick them up by driving through the car rider ramp. Walkers will be escorted to the gym to be released at 1:55. *Car riders should be dropped off no earlier than 7:10am and picked up no later than 2:15 PM at the car rider ramp*. However, for all students eating breakfast, they may enter at 7:00AM. Parents who wait to pick up their child at the car rider ramp should remain in the vehicle. Please have a photo ID available for all pick up locations. **All transportation changes for after school dismissal are expected to be made** prior **to 8:00 AM daily.** Please remember that unless the office is notified in writing before 1:00 pm, students will be required to go home the way they came to school or their normal way home. *Daily transportation changes are not permitted*. For the safety of the student(s), transportation should not be changed daily. This causes confusion and jeopardizes a

safe and smooth dismissal. Minimizing transportation changes will ensure your student(s) is/are dismissed properly.

Notwithstanding any provisions of this policy to the contrary, while on District transportation students may, subject to the acceptable use provisions of this policy, use their personal mobile devices for non-disruptive activities such as completing schoolwork, reading, privately listening to music with earphones or ear buds, texting or playing games. Students are prohibited from using wireless communication devices to capture, record or transmit words (ex. Audio) and/or images (ex. Pictures or video) of any student, staff member or other person while on District transportation, without express prior notice to such individual(s) and explicit consent from the bus driver for the capture, recording or transmission of such words or images. Using a wireless communications device to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted. The proper use of personal mobile devices is under the direction of the bus driver and/or bus assistant. Failure of a student to comply with directions given by the bus driver and/or bus assistant may result in disciplinary consequences as set forth in this policy.

TRANSPORTATION CHANGE

Change in Transportation
All changes in transportation should be in writing no later than 1:00 PM. Written notes should be sent with the student to give to the teacher. To help ensure safety, **no email, text message, or electronic communication (i.e. Class Dojo are accepted).** The teacher will send all transportation notes to the front office.

All notes must contain: Student's Full Name, Address that student is going to, bus number if bus changes, parent signature, and phone number where the parent can be reached. All transportation changes need to have the date of the change.

VISITORS

All visitors are required to report to the school office between 7:30-2:00 daily for a Visitor's pass. Visitors are encouraged and welcomed to visit the school, but you *must check-in* through the office and **NEVER** go directly to the classrooms or other locations on the campus. **This policy is for the protection of the students and to avoid disruption of the school day.** Student visitors and small children are not permitted to visit the school during school hours. Visitors who want to visit the classroom must make arrangements to do so at least 24 hours in advance with the teacher/administration. **Visitors will need to log in at the office with a valid ID and obtain a visitor's identification pass before entering the campus. Lunch visitors must eat outside with *only* their child.**

VOLUNTEERS

A key philosophy of Bob Sikes Elementary School is that community involvement is important. Volunteers work as tutors, mentors, room parents, PTO and SAC (SCHOOL ADVISORY COUNCIL) members. All volunteers must complete the on-line application at www.okaloosaschools.com to qualify for participation in any school activities. A volunteer orientation is provided each school year. Volunteers must wear a nametag.

WITHDRAWALS

If it becomes necessary for a student to withdraw, parents should notify the school to request a withdrawal. Student records will be transferred to the receiving school. Students will be withdrawn at the request of the enrolling parent or guardian.

SCHOOL FINANCIAL REPORT

Section 1002.20 F.S. requires the School Financial Report to be included in the student handbook in addition to being distributed to parents.

Section 1010.215 F.S. requires school districts to report certain financial information in the form of a School Financial Report as part of the Annual School Public Accountability Report. Florida Statute stipulates the content of the report and requires comparative data for each school to the district and to the state.

A significant amount of the data contained in the School Financial Report is derived from information contained in the District's Annual Cost Report. School districts submit their cost report to the Florida Department of Education (DOE) each September for the preceding fiscal year. DOE reviews and compiles district and statewide cost report information during the November through January time period.

The Annual School Report is due January of each year. Unfortunately, due to the above process, DOE is not able to provide school districts with the necessary information required to prepare the School Financial Report at the same time. Consequently, the School District is required to distribute the School Financial Report as an addendum to the Annual School Public Accountability Report.

EDUCATIONAL FUNDING ACCOUNTABILITY ACT
Section 1010.215, F.S.

SCHOOL DISTRICT OF OKALOOSA COUNTY

2023-2024 SCHOOL FINANCIAL REPORT **BOB SIKES ELEMENTARY (#0051)**

REVENUES	School[1]	%	Okaloosa County School District	%	K-12 Education State of Florida	%
Federal	$ 982,768	13.46%	$ 43,503,741	12.69%	$ 6,878,339,611	19.19%
State/Local (excludes Lottery)	6,175,308	84.56%	299,028,452	87.24%	28,940,818,077	80.73%
Lottery	145,052	1.98%	-	0.00%	-	0.00%
Private	-	0.00%	216,602	0.06%	29,521,897	0.08%
Total	$ 7,303,128	100.00%	$ 342,748,795	100.00%	$ 35,848,679,585	100.00%

[1]Total school revenues should agree with the total school costs in the subsequent section.

K-12 OPERATING COSTS[2]	Per Full-Time Equivalent Student: SCHOOL AVERAGE	DISTRICT AVERAGE[3]	STATE AVERAGE[3]	TOTAL COSTS
Teachers/Teacher Assistants (Salaries/Benefits)	$ 5,510	$ 6,030	$ 6,109	$ 4,359,455
Substitute Teachers (Salaries/Benefits)[4]				
Other Instructional Personnel[5]	716	883	1,531	566,814
Contracted Instructional Services	323	554	456	255,292
School Administration	650	795	761	514,193
Materials/Supplies/Operating Capital Outlay	245	349	372	193,891
Food Service	625	508	718	494,591
Operation and Maintenance of Plant	869	1,076	1,368	687,450
Other School-Level Support Services	293	294	327	231,442
TOTAL SCHOOL COSTS[2]	$ 9,231	$ 10,489	$ 11,642	$ 7,303,128

[2]Capital expenditures for new schools are not included.
[3]Amounts reported for district and state reflect total school costs (direct and school-level indirect costs) for all levels of students, not costs by school type.
District-level costs, such as costs for transportation and administration for the School District of Okaloosa County, totaled $12,573,254.00 or $439 per FTE.
[4]The cost of substitute teachers included in teachers' salaries and benefits and/or school-level support services as below
$ 135 $ 102 $ 107,040
[5]Includes some non-personal costs, such as costs for teacher training materials.

K-12 ADDITIONAL DETAILED INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS6
Teachers/Teachers Aides (Salaries/Benefits):	SCHOOL AVERAGE	DISTRICT AVERAGE	STATE AVERAGE	
Basic Programs	$ 5,095	$ 5,113	$ 5,030	$ 3,310,497
English for Speakers of Other Languages (ESOL)	$ 4,378	$ 5,302	$ 5,989	$ 10,506
Exceptional Programs	$ 7,470	$ 9,572	$ 9,618	$ 1,038,452
Career Education Programs	$ -	$ 5,092	$ 4,944	$ -
Adult Programs[7]	Not FEFP Funded	Not FEFP Funded	Not FEFP Funded	Not FEFP Funded
Materials, Supplies, Operating Capital Outlay[6]:				
Textbooks	$ 63	$ 108	Not Available from State Data Base	$ 50,075
Computer & Hardware Supplies	$ 41	$ 61	Not Available from State Data Base	$ 32,048
Other Instructional Materials	$ 79	$ 135	Not Available from State Data Base	$ 62,241
Other Materials and Supplies	$ 63	$ 54	Not Available from State Data Base	$ 49,527
Library Media Materials	$ 4	$ 3	Not Available from State Data Base	$ 3,312

[6]The total cost of teachers/teacher assistants by program should agree to teachers/teacher assistants reported in the previous section.
[7]FTE is unavailalbe.
[8]The total cost of materials, supplies, and operating capital outlay should agree to materials, supplies and operating capital outlay reported in the previous section.

Note: This information became available on April 11, 2025, from the Florida Department of Education.

Free & Reduced Application Process

Since 2010, Okaloosa County has been using an online software program to accept Free and Reduced meal applications. The new program expedites the process of filing an application and can be done from any computer or phone that has internet access. Applications can be filled out, processed, approved and the lunchroom notified of new student eligibilities as fast as 30 minutes up to 24hours. Computers are available at all school sites, or the Nutrition Center Office in Niceville for parents that do not have access to a computer. Paper applications can still be obtained from the school sites or our office if parents would not like to use the computer.

Apply now

www.myschoolaps.com

Or scan the Q.R. code for easy application enrollment


SCAN ME