PRINCIPAL
Dawn M. Massey

ASSISTANT PRINCIPAL
Sherri Chavez

1700 Highway 98 West
Mary Esther, Florida 32569
850-833-4381 Fax: 850-833-4391

Dear Florosa Parents and Students,

Welcome to the 2025-2026 school year. I am looking forward working with you and your family this year. As we begin this journey let me assure you that the faculty and staff is dedicated to providing your child with high quality learning experiences that lay the groundwork for their journey to College and Career Readiness. Florosa Elementary and Okaloosa County Schools are committed to academic excellence through: rigorous and relevant curriculum, accountability, and the building of stakeholder relationships.

I trust you will find the information in this handbook very useful. It is important that you take time to sit down with your child and go over the policies and expectations listed in this guide. Please keep this handbook in a safe place for reference as it will answer many questions that may arise throughout the year.

I hope you will plan to visit Florosa and stay in close contact with your child's teacher throughout the year. Our staff will gladly schedule conferences to discuss the curriculum, the facility, or your child's progress. There will be many opportunities throughout the year for you to visit and become involved in the school.

School-Home communication is the key to student success. Important information regarding school programs, district and community events, and important dates will be updated regularly. The Roadrunner Review Newsletter, the Florosa website, Dojo messages, and call-outs/texts are a few ways information will be provided to you.

My number one priority at Florosa is our students, your children. I am looking forward to working with you to develop a partnership that will facilitate the success of your child and continue the academic excellence of Florosa. If you have questions, please call me at 850-833-4381.

Please check out the school's website https://www.okaloosaschools.com/o/florosa
and the district website www.okaloosaschools.com for information concerning Florosa and Okaloosa Schools.

Sincerely,
Dawn M. Massey
Principal

STUDENT/PARENT HANDBOOK

Welcome to Florosa Elementary School!

This handbook provides important information for parents and students at Florosa Elementary School. Topics are in "alphabetical order." We hope it will provide answers to some of the questions you may have. If you have any questions or concerns at any time, please call the school office at 833-4381.

ARRIVAL TIME FOR STUDENTS

Students who are walkers or car riders should arrive between 9:10 A.M. and 9:30 A.M. The tardy bell rings at 9:30 A.M. **Please do not drop off students before 8:40 A.M., as there is no adult supervision until that time.**

- **Car riders** are to use the east entrance (Back Door on the East Side) of the building for their drop off and pick up.
- All late arrivals, after 9:30 a.m. must be checked in at the front office.
- A parent/guardian of students arriving late must accompany the student to the front office and complete the check in process.
- **Walkers** must enter/exit the campus through the East Gate (playground side) or West Gate (teacher/visitor parking).
- **Walkers should not enter the school from Highway 98.**
- **Buses – The West Entrance/Exit is restricted for buses from 9:10 a.m.- 9:30 a.m. and from 3:50 p.m. – 4:00 p.m.**

ATTENDANCE

Success during the elementary years – the time when basic skills and knowledge are being learned – is directly related to good attendance. We strongly encourage your child's attendance unless he/she is ill or there is an emergency preventing him/her from coming to school.

Okaloosa School District's Attendance Requirements for Elementary Schools (K-5)

Regular attendance in school 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 replaced with written work. **"Each public K-12 student must remain in attendance throughout the school year, unless excused by the school for illness or other Good Cause…".** Types of absences listed as excused absences are considered to be "good cause". Therefore, with the goal of promoting student success, the School District of Okaloosa County has 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. **F.S. 1003.04; 1003.21; 1003.24; 1003.26**

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 time frame.

Students who produce and place on file with the district medical or legal documentation of 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 disabilities.

Excused/Unexcused Absences

When an Elementary student accumulates a total of nine (9) excused or unexcused absences **within a semester,** the student must have an excuse from a doctor or an official agency (i.e. Department of Juvenile Justice, Department of Children and Families,) for each subsequent absence. For purposes of make-up work only, a partial day's absence **may** be calculated in the limit of 9 days per semester.

a. After the fifth (5th), but before the eighth (8th), absence (excused or unexcused) per semester, the parents or legal guardian will be notified of the absences in writing.

b After the ninth (9th) absence (excused or unexcused) per semester, a letter will be sent to the parents or legal guardian notifying them of the necessity for a doctor's excuse or an excuse from an official agency in order for make-up work to be provided. In addition, this letter will notify parents of the consequences of any additional absences.

c. After the fifteenth (15th) absence per semester, no make-up work will be allowed. A parent/teacher conference should be scheduled before the student returns to school.

d. After the fifteenth (15th) absence per semester, the student's parent or legal guardian can appeal to the school's Attendance Review Committee/MTSS Committee for permission to make up missed work. If an appeal is approved, the student will be granted excused absences for the time period in question.

ABSENCES DEFINED

1. Excused absences are absences resulting from the following:
   a. Death in the family or any other bona fide family emergency;
   b. Illness or injury **requiring** medical or dental attention (physician's statement required);
   c. Illness, injury, or circumstances (e.g., court appearance, Department of Children and Families appointments) **not requiring** medical attention will require a parent note explaining the absence;
   d. Appointments for medical or dental care (physician's statement required);
   e. Religious holidays - Pupils 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. Religious holidays considered excused absences include Good Friday, Yom Kippur, Passover, Rosh Hashanah, and Hanukkah (Review Board policy). Students may be excused for other religious holidays if a parent makes a request in writing five (5) days prior to the absence.

2. Unexcused Absences are absences resulting from:
   a. An absence not designated as excused (B.1)
   b. Unverified absence
   c. Truancy
   d. Suspension: absences accrued through suspension do not impact driver's license suspension
   e. Expulsion
   f. **Participation in private lessons, activities, or classes sponsored by outside**

agencies.

3. **<u>Make-Up Work</u>** - Students can make up any assignment placed in the 70% category in FOCUS. Parent may request daily assignments for practice purposes only. No grade will be assigned for missed or completed daily assignments. It is the parent's and/or student's responsibility to request make-up work for absences/school leave. *The teacher and/or principal may grant additional time for the make-up work if the individual situation warrants that action.*

   <u>Elementary:</u> For excused absences, the student will be expected to make up the work missed.

   Note: **To request make up work for your child to work on while recuperating from an illness or in the event he/she must be out of town, please notify the office or your child's teacher at least 24 hours prior to picking it up. The teachers will need time to prepare the materials needed for the makeup work. This can be picked up In the front office. If you need to pick up a child early for a doctor's appointment, please let your child's teacher know in the morning and any work that may need to be completed that afternoon can be available at the time of pick up**.

4. **<u>Tardiness</u>**:
   <u>Elementary</u>: The parents or legal guardian 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 parent will be requested in writing to have a conference with the principal or his/her designee.

It is extremely important for students to be in their classroom and ready to begin the school day at promptly 9:30. When students are late it causes a delay in beginning classroom instruction for the entire class. Please see that your child is on time for school each and every day.

- A student who is not in their classroom when the bell rings at 9:30 is considered tardy.
- Parents must accompany their child into the office to sign them into school when they arrive after 9:30 a.m.
- At 9:30 the back doors are locked and the gates to the primary wing are locked.
- Please do not drop your student off and allow them to come in unescorted. This is a serious safety issue. We appreciate your cooperation in this matter.
- A perfect attendance criterion requires that a student not be tardy to school more than three times.

Truancy

If the school determines that a student subject to compulsory school attendance has had at least five (5) unexcused absences within a calendar month or ten (10) unexcused absences or absences for which the reason is unknown within a 90-calendar-day period or has had more than fifteen (15) unexcused absences in a 90-calendar-day period, the superintendent of schools may file a truancy petition.
F.S. 984.03, F.S. 984.151, F.S. 1003.26

A. *After the fifth (5th)* unexcused absence in a calendar month, the student's primary teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of nonattendance. If appropriate, the principal shall refer the case to the MTSS committee. If the MTSS study team finds a pattern of non-attendance is developing, whether the absences are excused or unexcused, a meeting with the parent must be scheduled to identify potential remedies. Also, the school should send out a *School Truancy Letter* to either inform the parent(s) or guardian(s) of the situation or to schedule a MTSS committee meeting with the parent(s) or guardian(s).

B. *After the ninth (9th)* unexcused absence in a 90-calendar-day period, the student's primary teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of nonattendance. If appropriate, the principal shall refer the case to the MTSS committee. If the committee finds that a pattern of nonattendance is developing, whether the absences are unexcused or not, a meeting must be scheduled to identify potential remedies. A letter should be mailed to student's home or delivered by an attendance officer, informing the parents of the MTSS committee meeting and their need to attend.

C. *After the fifteenth (15th)* unexcused absence in a 90-calendar-day period, if the MTSS committee determines that remedial recommendations are not working, a truancy petition may be filed by the Superintendent or his/her designee, or the student may be referred to an appropriate agency.

D. If the parents or legal guardian refuses to attend the MTSS committee meeting or participate in the remedial strategies because he or she believes they are unnecessary or inappropriate, the school shall make a recommendation to the Superintendent or his/her designee to file a Truancy Petition (after fifteen (15) unexcused absences).

E. If the parent or guardian refuses to participate in the remedial strategies because he or she believes they are unnecessary or inappropriate, the parent or guardian may appeal to the school board. A hearing officer shall make a recommendation for final action to the board. If the board determines the strategies are appropriate and the parent or guardian still refuses to participate or cooperate, the Superintendent may seek criminal prosecution for noncompliance with compulsory school attendance.

F. If the parents or legal guardians agree to the remedial interventions, but the meeting does not resolve the problem, the MTSS committee shall implement other remedial interventions or recommend to the Superintendent or his/her designee to refer the family to an appropriate agency to be presented to the case staffing committee.

G. *The truancy petition must contain* the make, age, and address of the student; the name and address of the student's parents or legal guardian; the school where the student is enrolled; the remedial efforts the school has made to get the student to attend school; the number of out-of-school contacts between the school system and the student's parents or legal guardian; the number of days and dates of days the student has missed. *Phone calls and/or emails should be documented.*

H. *Remedial efforts* may include frequent communication between the teacher and family, changes in the learning environment, placement in different classes, mentoring, student counseling, tutoring, peer tutoring, evaluation for alternative education programs, attendance contracts, referral to other agencies, or other interventions. It should be noted that truancy alone does not warrant a referral to an alternative placement.

I. The MTSS committee shall be diligent in conducting parent or legal guardian meetings and in facilitating services and only report the case to the Superintendent or his/her designee when all reasonable efforts to resolve the nonattendance problem are exhausted and the students reaches at least fifteen (15) unexcused absences within a 90-day-calendar period.

BIRTHDAYS/PARTIES

- **Because many students have food allergies, please contact your child's teacher in advance to clarify the types of food items that can be brought to the classroom. These items will be shared with the class during snack time.**
- **Neither birthday party foods nor other food items may be brought to the cafeteria to share with students due to lunch regulations.**
- After clarification with the child's teacher, parents who wish may bring cupcakes, cookies, or individually wrapped items to the school office for their child's class.
- **Invitations to birthday parties or other private parties will only be distributed if they are being given to each student in the class. Please contact your child's teacher to schedule the distribution of those invitations to include all children in the class.**

CHECKING STUDENTS OUT

Instructional time is valuable for your child and the students in your child's classroom. Following the steps below will facilitate less interruption during the instructional day.

- Only the parent or another authorized person is allowed to check out your student.
- Identification will be required.
- If you find it necessary to check your student out early, please call the office ahead of time or send a note to school with your child and we will have them in the office at the requested time. This helps us to be more efficient with our time and yours.
- Please help us with your child's safety by letting us know if someone should not sign out your child.
- Because it is critical that classroom instruction and procedures not be interrupted, parents may not go to the classroom to pick up a child or to take them lunch money, supplies, etc. Office personnel will be glad to send for the child or deliver lunch money, etc.
- **Checkouts MUST be made prior to 3:40 PM. Parents will not be permitted into the office between 3:40-4:00 as the school will be preparing for dismissal during this time period. Checkouts WILL NOT be permitted after 3:40 so please plan accordingly.**

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

- It is extremely important for emergency and administrative reasons, that the school maintains an up to date address/telephone number for each student who attends Florosa Elementary School.
- Please notify the school immediately if you have an address or telephone number change at any time during the school year. You may accomplish this by calling the school office, sending a note with your child, or emailing to Paige.Lichauer@okaloosaschools.com

COMMUNICATION

Florosa Elementary School is committed to keeping you informed on the school's programs, activities, and most importantly your child's academic progress. Home/School communication is facilitated through newsletters, the school marquee, phone calls, parent conferences, Facebook, Dojo and the school's webpage.

Roadrunner News
Florosa's newsletter, the Roadrunner Review, will be posted on the school's website and will be sent home periodically. The newsletter contains the most recent news regarding Florosa's students and upcoming events.

School Webpage
The webpage is updated frequently and contains information on upcoming events in the community, as well as events sponsored by the school and the school district. Please check it out at:
https://www.okaloosaschools.com/o/florosa

Dojo
All teachers use Dojo to communicate with families. In addition, reminders and information about school events will be sent through Dojo as well.

School Marquee
The marquee provides current information on school events.

Parent/Teacher Conferences
Parents may request conferences with the classroom teacher by phone or in writing at any time.

Phone Calls & Text Messages
Periodically, phone calls and text messages are made through the school's Thrillshare. This is used to provide you with important information about upcoming events or important announcements. In addition, personal phone calls and Dojo messages are made by administration and staff to share positives and concerns regarding your child. We welcome your calls to us regarding your child. **It is imperative that the school has accurate phone numbers. Be sure all numbers are accurate in FOCUS.**

DISMISSAL

- The school day ends at 4:00 P.M. Students are dismissed in the afternoon in a manner that ensures our students' safety.
- **Bus Riders** walk with their teacher to the buses at the front of the school. Each teacher makes sure the students are on the buses**. Only Bus Riders are to be picked up and dropped off in the front of the building. The West Entrance (main entrance/traffic light) is restricted to bus traffic from 3:00 p.m. – 4:00 p.m.**
- **Car Riders** will exit through the "back door" only when their ride arrives. There will be school personnel to help with this procedure. We know that from time to time it is necessary to sign your student out early. Please do this prior to 3:40PM.
- **Walkers** will be escorted by school staff to the East Exit/Entrance Gate (playground side of campus) or to the West Exit/Entrance (faculty/visitor parking side). Please ensure that adult supervision meets your student at the gated exits/entrances.
- **Walkers are not allowed to exit/enter on Highway 98 or through the bus driveway.**
- **Parents please cooperate with our dismissal schedule and pick up car riders on the east side of the building. The west side, or front of the school, is strictly reserved for buses only.**

CELL PHONES & ELECTRONIC DEVICES

- Cell phones and electronic devices should be turned off and in backpacks throughout the school day. These items have proven to be a distraction to the learning environment. It will always be the recommendation that these devices be left at home. **This includes new electronic watches**. If a

parent decides to send the child with a device to school these items should be off and in the backpack at school and on the bus. Should the item become a distraction it will be sent to the office. The office staff will hold the item and return it to the student at the end of the school day. If the item is collected a second time the administrative staff will call the parent for pick-up. It is our desire to preserve the educational time here at Florosa.

CHANGES IN TRANSPORTATION FROM SCHOOL

In order to ensure the safety of your child we ask that the following guidelines be followed.

- If you need to **change the way your child goes home**, please send a **note to school with your child or send a fax to the school office by 1:00 pm. Phone calls, Dojo messages, and/or e-mails will not be accepted for change of transportation as safety is our number one priority.**
- It is most important that a parent or any person approved by the parent does not take a student from school or off the bus without having first signed the student out through the office.
- Parents will not be permitted in the office or on the bus ramp after 3:00PM.

DRESS CODE FOR STUDENTS

The wearing of garments appropriate for school is expected. Failure of any student to dress simply and appropriately will be brought to the attention of the principal. Extremes in dress, hairstyle, makeup, or jewelry are not in good taste and are discouraged. It is important to review the following guidelines so that clothing purchased for school is acceptable.

It is important for students to share the following guidelines with their parents so that clothing purchased for school is acceptable:

- Clothing should be neat and clean.
- Students will wear socks and lace-up shoes. Shoes must be worn at all times, **no slip-ons or flip-flops. These are a safety hazard as well as a health issue with children playing outside at PE and recess.**
- Tank tops, halter tops, tops with spaghetti straps, extremely short dresses or shorts are not acceptable.
- No hats are to be worn in the building.
- Students are not permitted to wear clothing advertising alcohol, tobacco products, or having inappropriate language or messages.
- Hairstyle must not interfere with vision.
- Shorts should be mid-thigh length.
- **Clothing must cover the mid-section of the body.**
- **The wearing of "Skate" shoes is not permitted at school.**

Students are required to follow the Okaloosa School District Dress Code as adopted by the Okaloosa County School Board. A copy of this policy is available on the district website
http://www.okaloosaschools.com/

EMERGENCY DRILLS / PROCEDURES

SEVERE WEATHER AND LOCK DOWN PROCEEDURES

We will be conducting fire drills, severe weather drills as well as lock down drills at various times during the school year.

If at any time we are involved in an intruder, severe weather, lock down or fire drill we will **not** release any student for any reason, nor will we allow anyone to enter the building. Please be patient with us and know that we are required by law to practice these drills with our students to insure their safety during a real emergency should one arise.

FIELD TRIP / CHAPERONES

Grade level field trips, related to the curriculum being studied, are planned throughout the school year. A field trip letter with specific information regarding the field trip and a parent permission form will be sent home prior to the event. Every student must have a permission slip signed by the parent/guardian. **Permission cannot be given over the telephone**. All students are permitted to attend field trips, **unless there is a history of behavioral concerns, or if there are major infractions to the student code of conduct immediately prior to the field trip**. Parents will be notified if their child has not earned the privilege to attend.

Chaperones

If you are planning to assist your child's teacher as a chaperone on a Field Trip during the year, you **must** attend a Volunteer Training prior to chaperoning. Volunteer Training is offered at OPEN HOUSE in September and at 9:15 once a month. Trainings are held in the Florosa Media Center by the guidance counselor. District policy requires that all volunteers attend a Volunteer Orientation each year. These will be listed each month in the Roadrunner Newsletter. Individual person Volunteer Trainings are not offered.

- **Please do not wait until the day before or day of a field trip to come for an orientation**
- **Parents MUST complete on-line paperwork AND attend the volunteer training. IF BOTH OF THESE ITEMS ARE NOT COMPLETED THE PARENT WILL NOT BE AUTHORIZED TO ATTEND. VIOLATION OF THESE POLICIES AND PROCEDURES WILL RESULT IN SEVERE CONSEQUENCES.**
- **It is also imperative that when a field trip permission slip is sent home, it is returned with any money required for the trip by the date listed on the permission form. We must know ahead of time the students that are participating in this activity as we are required to notify the place we are going of our numbers.**
- **Payment for any cost is also due ahead of the trip so all deadlines must be followed. Your cooperation with this will be greatly appreciated.**
- **Preschool children or children not attending Florosa Elementary will not be permitted to accompany classes on school related field trips. Please plan to make other arrangements for younger children.**

FLOROSA'S FINANCIAL REPORT

Florosa's Financial Report is in the appendix of this document.

FLOROSA'S SCHOOL-WIDE EXPECTATIONS

Florosa's school discipline plan has been established to create the best possible safe learning environment for all students at Florosa. ***The focus of the plan is to encourage positive behaviors – not to punish students***. Staff, teachers, and students are expected to conduct themselves in an orderly manner. Staff, teachers, and students should be responsible, cooperative, and respectful. This will foster an environment that creates positive approaches to communicate expectations, teach problem-solving skills, and protect each child's rights.

Students are expected to be **responsible, safe, and respectful**. Parents will be alerted of serious infractions via telephone calls from your child's teacher or the principal. Parents, please help us to reinforce positive behavior at school as this directly impacts instruction and learning of all children.

At Florosa we demonstrate the following (The Roadrunner Way):

- Respect – demonstrating regard for the dignity of self, others, and property;
- Honesty – to be truthful and straight forward;
- Integrity – adherence to sound moral and ethical principles;
- Responsibility – accepting accountability for one's obligations, choices, and actions;
- Citizenship – exercising in a responsible manner the rights, privileges, and duties of a member of society; and
- Self-discipline – directing one to achieve a goal while acting in a manner that is acceptable to the standards of society; practicing self-control.

The Elementary Discipline Matrix, compiled by the Administration, signifies the most common infractions committed by students. Repeat offenses are accompanied by a progression of more serious disciplinary response than the original violation. **PARENTS WILL BE NOTIFIED OF VIOLATIONS BY PHONE OR BY LETTER AND APPROPRIATE DUE PROCESS WILL FOLLOW IN AN ETHICAL, "GOOD FAITH" MANNER.** Every attempt will be made to follow the appropriate consequence outlined in the chart below. **The Administration does reserve the right to determine the punishment based on the seriousness of a particular infraction and the previous discipline record of the student who commits the offense.**

SCHOOL-WIDE EXPECTATIONS

Expectations are posted in each class and will be orally reviewed frequently with students, after long weekends or breaks, and other times as deemed necessary by the teacher and/or administration. Please reinforce these expectations at home.

- Teaching students acceptable behavior is an integral part of the educational process. "Effective schools" research findings tell us that two of the most important characteristics of an effective school are:
  - The school reflects a safe and orderly climate, and
  - The school contributes to their students' academic achievement by establishing, communicating, and enforcing fair and consistent discipline policies. The focus of discipline is to change behavior – not to punish students! All faculty members are encouraged to recognize and reward outstanding student behavior.
- Before any child reaches the steps below, the teacher will first:
  - Teach school and classroom expectations, procedures, and rules;
  - Teach conflict resolution and problem-solving strategies;
  - Clearly communicate expectations and consequences for behavior to the student and the parents.

- This plan is not to take the place of the teacher's classroom management of discipline.
- To encourage appropriate behavior in the classroom, teachers follow these guidelines:
  - Set clear rules that are posted, visible, and reviewed;
  - Establish immediate classroom consequences for infractions;

- Be consistent
- Be fair
- Praise and reinforce appropriate behaviors.

- If a student chooses to engage in inappropriate behaviors after the teacher has implemented incentives and interventions for sustaining or maintaining a positive learning environment this may result in an office behavior referral, STP, and/or the loss of participation in field trips.

Classroom Management

Each teacher will develop a classroom management plan reflective of the school-wide expectations that will be sent home to parents at the beginning of the school year and posted in the classroom.

Classroom Teacher/Administrative Guidelines

- Step 1 – Teacher conferences with student and discusses future consequences. Teacher begins interventions with student.
- Step 2 – A parent contact (telephone or written if unable to reach them) to alert parent of an incident. Teacher continues with interventions in the classroom.
- Step 3- Parent conference with written record of actions and/or strategies
- Step 4– Student is referred to the office with the referral form. Principal will call parent/send notification home that outlines consequences for the infraction. Progress Monitoring Plan (PMP) may be initiated.

Behavior Agreement

Elementary students in grades 4-5 that violate the discipline plan at Florosa will be expected to sign a Behavioral Expectation Agreement. Students that continue to fail to comply with the stipulations may result in disciplinary actions. This Agreement is a Behavior Plan. If the student commits three (3) violations under this Plan, he/she may be referred to an alternative educational setting.

Bullying

Please note the attachment at the end of this document concerning the Okaloosa County School Board policy 4-43 on Bullying. Bullying has become a serious problem in our society and schools today. We take this very seriously and have a "0" tolerance policy for bullying. A copy of the bullying policy is available on the school district website or in the school office.

GRADING POLICY

Okaloosa County School District Elementary Grading Policy

Academic grades shall be based solely on scholastic proficiency in meeting the Florida State Standards as applied to the grade in which the student is enrolled. In no case shall a disciplinary penalty be exacted in terms of a diminished academic grade. The evaluation of behavior/conduct shall be recorded separately from all academic grades.

Grades shall be based on the following calculation:

The grading system for grades 1-5 is based on two categories of tasks, each with a different total weighting of the final grade. **In general, the expectation is that a minimum of one grade per subject per week will be entered in the electronic Gradebook, with the understanding that occasionally a two-week period may occur between grades.** The description of the system is as follows:

- **Category 1 (Yellow; Short Term = 30% of the grade):** Daily and/or weekly grades.

- **Category 2 (Green; Standards-based Assessments/Projects = 70% of the grade):** Assessments over increments of time to determine the progression of the mastery of the standards. A minimum of four (4) Standards-based Assessments/Projects are required each quarter.

Kindergarten
The Kindergarten Report Card is aligned to the Florida B.E.S.T. Standards adopted by the State of Florida. The report card will be shared during the first parent/student conference.

Report Cards: Florosa is a paperless report card school. Parents will not receive paper progress reports or report cards. Grades can be viewed on-line. The Focus Community app is available to parents to reference grades. Parents that do not have access can request a printed version of the student's progress.

GUIDANCE

Guidance and counseling services are available to promote and foster the social, emotional, and academic development of the students at Florosa. The guidance counselor assists the faculty and administration by helping students develop a positive self-concept, responsibility, and self-discipline. The guidance counselor, who also acts as a resource person, obtains consultants from community agencies and coordinates guidance-related programs within the school. Parents and students are encouraged to call upon the services of the guidance counselor as necessary. The guidance counselor or administration may refer students that need specialized services to our Youth Mental Health Counselor.

GUM AND HARD CANDY

Students may **not** chew gum in school. Hard candy is not allowed to be eaten in school. This is for the safety of the students as well as for school sanitary reasons. Thank you for following this rule.

HEAD LICE

When head lice are found on a child at school, the parents will be notified. The parents are required to pick the child up as soon as possible. The child's hair must be treated with a shampoo specifically for head lice. This may be prescription or non-prescription. Upon returning to school, the parent needs to send the empty treatment bottle with the receipt of purchase. We also reserve the right to recheck any child to ensure the problem with head lice is resolved.

HEALTH

A child who was ill the night before, nauseated in the morning, or has a fever should not attend school. Parents should make arrangements in case of an emergency for a neighbor or relative to pick up children who become ill at school. **A current telephone number for parents, a neighbor, or a relative is a must.** If the health information on your child changes during the year, please notify us so that we may make the necessary changes to our records. Please send written instructions if your child is to be excluded from any daily school activity.

ILLNESS OR INJURY

Florosa has a Health Technician on staff each day. The Health Tech verifies immunization and physicals, screens vision and hearing, and is available to meet with parents who have children with special health needs. You will be notified if your child becomes ill or injured at school. When notified it is the responsibility of the parent or guardian to come to the school immediately and pick up their sick child. First aid will be administered by the nurse for serious injury or illness only.

State law requires that any child absent with any communicable disease bring a doctor's certificate before returning to school.

Medication prescribed by a physician is the responsibility of the parent or guardian, and in many situations, time schedules can be adjusted so the medication can be taken before and after school hours. Please consult with your physician on these matters. If your child is to receive medication during the school day, please fill out the appropriate form, available in the clinic. All prescribed medication must be clearly labeled with the child's name and be in its original container. Cough drops are considered medication and must be kept in the clinic.

PROCEDURES FOR ADMINISTERING PRESCRIPTION MEDICATION

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. Written statement from parent/guardian that establishes:
   a. Permission is granted for principal or his designee to assist students in the administration of medication.
   b. Necessity for the medication during the school day, including when the student is away from school property on official business.
2. Prescribed medication is received and stored in ORIGINAL containers with proper labeling. Parents must bring the medication to school.
3. Over-the-counter medication also requires the permission form.
4. Completed and signed forms are given to the principal or designee by parents.

HOMEWORK

Students should receive homework that reviews and reinforces what has already been taught in school. The student should be capable of independently completing the work. Students should know what to do and how to do it.

- Kindergarten Homework: should be in a learning games/activities format
- First Grade Homework: should be developmentally appropriate for the student
- Regular Homework: should not exceed one half hour at the Primary levels (K – 2) and one hour at the intermediate levels (3-5).
- Reading takes top priority at Florosa, and is to be included as part of our regular homework.

Reading Homework

Students in all grades will have reading homework each day.

Reading logs will be kept in grades 1-5. **Let's all work together to instill a love of reading in Florosa students!**

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.

MEDIA CENTER

The Florosa Elementary School Media Center is designed to serve the needs of students, teachers, and the community. Its resources are available for research or loan to students and parents. The same general circulation policies apply to all borrowers. Books are circulated for a one-week period. The parents/ guardians of a student must pay for any book that is lost or damaged. Computers are available for parent use during regular school hours.

LOST AND FOUND

All articles found are to be placed in the Lost and Found area located in the cafeteria. **Students' possessions and coats should be labeled to help in identification. Parents please take the time to label your student's clothing. We have many unclaimed sweaters and jackets each year that are donated to the Salvation Army at Christmas and at the end of the year.** Items not claimed after a reasonable length of time will be given to a worthy charity.

LUNCH AND BREAKFAST PROGRAM

We ask parents to encourage their child to eat in the lunchroom and try a variety of foods. Children are not permitted to go home for lunch. Our school maintains an excellent lunchroom under the supervision of trained personnel.

Breakfast is served between 8:40 and 8:58 A.M. Extra milk can be purchased. Reduced and free lunches are provided for those who apply and qualify. Information will be sent home at the beginning of school.



School Year Meal Prices	Reduced Meal Prices
Student Breakfast $2.00	Student Breakfast $.30
Student Lunch $3.00	Student Lunch $.40
Adult Lunch $5.00	Adult Breakfast $2.60

Additional Milk $.75

Parents, it is important that you discuss buying extra food at lunch with your child. Some children are charging extra food without parental consent. Please let the cafeteria manager know if you do not want your child to charge any lunches or to purchase extra at lunch. This will help us and you to know where your child is spending his/her lunch money.

Please feel free to call our cafeteria manager at 850-833-4381 with questions or concerns you may have concerning our lunch system.

Breakfast/Lunch Payments

The lunchroom maintains an account for each student. You may put as much money as you would like in their account at any time https://www2.okaloosaschools.com/page/pay-online
This insures there are always sufficient funds for your child's lunch. This takes the burden of frequently bringing small amounts of money to school for lunch off your child and ensures that what

you send is deposited into your child's account. We encourage parents to pay for lunches with a check or on-line, however, cash is acceptable.

Student PIN Numbers

Each student has an individual PIN number for their breakfast/lunch account. This system links your student to their account balance and other important information such as food allergies or special instructions you have provided about your child. Students must enter their PIN number and state their name as they check out at the register. Your child will be given their PIN number on the first day of school or at the time of enrollment. Please assist your child in memorizing their PIN number. Practice PIN templates will be sent home with Kindergarten students so that you can help them with process and teachers will practice with them at school. Thank you for your assistance with this process.

- Pre-pay using cash or check.
  - When purchasing prepaid lunches, a student must give his name as well as his teacher's name. <u>It is best to put the money or check in an envelope labeled with your child's name, teacher, and amount enclosed on the front of the envelope</u>.
  - To assure peace of mind it is advisable to buy prepaid lunches with a check, although cash is accepted.
  - If a student is buying prepaid lunches for his brothers and sisters as well, we must also know their teacher's name. Please print this information on an envelope containing the money or a check.
  - You may buy as many prepaid lunches as you wish. Parents need to keep an accurate record on their calendar at home of the number of prepaid lunches their child has purchased and used.
  - Please make checks for the correct amount payable to Florosa Elementary School for lunch purchases and charges only.
  - The cafeteria cannot exchange cash for checks nor may they give change if the check is written for more than one purpose.

- <u>Pay on Line</u>

  Lunches and breakfast may be paid on line by following these directions:

  1. Go to https://www2.okaloosaschools.com/page/pay-online
  2. You will be able to set up your online account, manage your child account balance, see what your child is eating, and receive account balance alerts.
  3. Sign up today!

<u>Breakfast/Lunch Charges</u>

Florida Statute does not allow students to charge lunch. However, Okaloosa County School Board does allow some latitude for elementary students. The lunch charge must be paid back to the school on the next day. Lunch charges will be limited to TWO to avoid this problem.

Free/Reduced Meal Application Process

It is imperative that you fill out the appropriate paperwork for free/reduced lunch. You have 30 days in which your child will remain on the status he/she was on from the previous year. If your child qualified for the free/reduced program in the past, and you do not fill out and turn in the free/reduced form for the new school year, you will be charged the full price for lunch. Please turn that form in immediately so as to not incur unnecessary charges. If you do not qualify for the free/reduced program please be sure that there is money in your child's account at all times so that you do not accrue any charges.

PERFORMING ARTS- MUSIC

Florosa is fortunate to have a full time music teacher to provide fine art experiences for all Florosa students. All students participate in music class each week. The class provides students with experiences in music that are aligned with the State Standards for Music in the areas of movement, pitch, rhythm, knowledge of instruments, type of music, reading music, performance, etc. for enjoyment and personal growth and interest. Musical selections are introduced that are age appropriate as well as linked to core academics: reading, science, math, and social studies. Throughout the school year students have the opportunity to perform at grade level and school wide events on campus and in the community.

PHYSICAL EDUCATION PROGRAM

Physical education is required of all students. The Legislature is requiring 150 minutes of physical education per week be provided each child in elementary school. With this new requirement, permanent exemption from P.E. cannot be made. If a child is unable to participate in the day's activities, please send a note of explanation to the teacher at the beginning of the school day. The teacher will communicate with the P.E. teacher.

Exemption from Regular Physical Education Program

A student who is unable to participate in the more vigorous forms of activity in physical education will be assigned to modified activity until the attending physician notifies us that the student may return to regular physical education.

Excused in Physical Education

A student returning to school from absence due to severe illness or injury will be admitted as a convalescent and should stay in the modified program until the physician who attended the patient states that the student is ready to participate in the regular program. A note from the parent will excuse the child temporarily from physical education after absence due to brief illness.

PLAYGROUND RULES FOR STUDENTS

All students are expected to follow the rules at the playground,

SAFETY

Information is included in this section to promote safety for all of our students.

- Items such as knives, sharp pointed objects, slingshots, and any type of explosives are forbidden on school buses and school premises.
- Students who ride a school bus are expected to board the bus at their assigned stops and in an orderly manner, be seated and remain seated until the bus comes to a complete stop. Please see "SCHOOL BUS RULES" section of this handbook and go over the rules with your child. These rules are very important to ensure safety of all students on the buses.

Students are not permitted to ride or bring skateboards to school or wear tennis shoes with rollers attached to bottom.

Safety in the Parking Lot

When transporting students by automobile, please exercise extreme caution. **Student drop off in the mornings and pick up at dismissal time should take place at the East Side (back door) of the school.** Never leave your car unattended if it is in a line of traffic or if your car is blocking traffic flow. We also request that you remain in your car, and not block the doorway in an effort to pick up your child. Please caution your child not to run across the parking lot. School personnel will assist the children to and from their cars. If your child requires a car seat, please place this behind the passenger side seat. This will assist those that are loading and unloading. **The driveway/parking lot speed limit is 5 MPH.**

SCHOOL BUS RULES

It is a privilege to ride the school bus to and from school. As our school is on Highway 98, all of our bus drivers must drive on this highway each and every day. Safety on the highway is our number one concern. In order to provide safe transportation for every child each day it is imperative that students follow the rules at the bus stop and on the bus. Progressive discipline will follow if students do not adhere to bus rules.

Each student is expected to follow these school bus rules:

1. Stand off the road when you are waiting for the bus.
2. Be on time; the bus will not wait for you if you are late.
3. You may only get on your bus and off your bus at your regular bus stop location. If you must cross the street, wait for the driver to signal before you do so. Also, walk in front of the bus so that you can see the driver. That way, he can also see you!
4. Sit in your assigned seat, if the driver has assigned one.
5. Remember that the bus driver is in charge. Students must obey the bus driver to remain safe.
6. Stay in your seat at all times.
7. Keep your arms and head inside the bus. Don't throw anything from the bus.
8. School Rules apply to the school bus too!
9. No fighting, pushing, or tripping while boarding, riding, and leaving the bus.
10. You may not use abusive or profane language to other students or the bus driver.
11. You may not eat or drink on the bus.
12. It is important not to talk to the bus driver when the bus is moving.
13. No animals (dead or alive), glass containers, sharp objects, or baseball bats will be allowed on the bus without prior permission of the bus driver.

SCHOOL STORE

The school store will be open before the tardy bell (9:30) Wednesdays and Fridays for the students to purchase small school items such as pencils, paper, erasers, and folders. The School Store is located next to the 300 hallway.

STUDENT RECOGNITION

We take pleasure in recognizing outstanding student achievement. Each teacher will be responsible for recognizing students for their progress in academics, citizenship, physical education, music and attendance throughout the school year. Students are honored in several ways, which may include hand written

postcards and letters, certificates, Dojo Shout Outs, and phone calls. You will be informed by your child's teacher regarding their grade level plan for honoring student achievement. iReady celebrations will be held to honor students for reaching goals set in the classroom. Reading reward parties may be held throughout the year.

STUDENT WELFARE

We are pleased to have parents visit our school during the time students are present. However, arrangements for such visitations should be made at least one day in advance with the teacher or administration. All visitors **must** check in at the office to obtain a Visitor's Pass.

- Student visitors and small children are not permitted to attend classes.
- Students are expected to conduct themselves in an orderly and respectful manner. Parents will be asked to come to the school for a conference if their child has a persistent discipline problem.
- If a student is not to ride the bus home in the afternoon, he is required to have a signed note from parents or the parents must have faxed a letter to the school office before 1:00 P.M. **The child will be dismissed the traditional way unless the school is notified as stated above.**
- School buses are loaded to capacity. Please do not request that your child ride a bus that he or she is not regularly assigned except in emergency situations.
- Clothing that may be removed at school, such as coats, jackets, sweaters, and raincoats should be labeled with the child's name and teacher's name.
- Do not bring food items to share with children other than your own child during lunch.

TOBACCO FREE CAMPUS

11-20 TOBACCO PRODUCTS ON SCHOOL BOARD PROPERTY

(A) The Board recognizes that the use of tobacco and tobacco products presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the District. This policy implements the requirements of the Florida Clean Indoor Air Act.

(B) For the purposes of this policy, "tobacco" is defined to include products that include tobacco and are intended or expected for human use or consumption, including but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi cigarette, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

(C) In order to ensure compliance with the Florida Clean Indoor Air Act, to set a positive example for students, and to promote good health for students and employees, the Board prohibits the smoking or use of tobacco by any District employee, student, or other person in any facilities or on any real or personal property owned by or under the control of the Okaloosa County School Board. No person shall be permitted to use tobacco products while at a school-sponsored event or on a school trip. Additionally, smoking is prohibited in all Okaloosa County School District elevators, school buses, and other vehicles transporting students and personnel.

(D) The use of all tobacco and tobacco products falls under the guidelines of this policy.

(E) The Superintendent shall cause signs to be posted in or on all District owned facilities that smoking or use of tobacco products is prohibited in the facility or on the property.

(F) A violation of this policy by any District student or employee shall constitute grounds for appropriate disciplinary action.

Statutory Authority: Sections 386.209, 1001.32, 1001.41 and 1001.42, Florida Statutes
Law Implemented: Section 386.201 - 386.219 and 1001.43, Florida Statutes
Adopted: 9/27/99
Revised: 3/26/12

TOYS, ELECTRONIC GAMES AND OTHER VALUABLES

- **All toys/games are to remain at home as well**.
- We also suggest that valuable jewelry items stay at home. There is no way to secure these or other valuable items against loss or damage. If these items are brought to school, they will be collected by the teacher and sent to the office for your parent to pick up.

VISITORS

We encourage you to participate in your child's education through participation in school day events, however; please assist us by adhering to the following guidelines:

- All visitors, including parents, **must** report in at the **MAIN OFFICE ENTRANCE** to "sign in."
- Parents will not be permitted to walk their student to class after the first week of school.
- Visitor's ID will be checked and must be noted on the student's information card completed by the parent/guardian with whom the student resides.
- A **VISITOR'S PASS** must be worn on the chest at all times during the time you visit our campus.
- Visitors may only go in areas of the building designated at their sign-in/**Visitor's Pass.**
- Visitors who are on campus to each lunch with a student must check out when leaving campus and may not escort the student back to the classroom.
- Please honor the instructional day by refraining from "dropping by" a classroom to visit while you are here on other business. If you need to speak with a teacher, please schedule a time or leave a message for the teacher to call you with the front office staff.

VOLUNTEER PROGRAM

Florosa loves volunteers! During the first month of school, an orientation is held to explain the program to prospective volunteers. Plan to attend this important orientation.

- Any parent/guardian planning to accompany a class on a Field Trip during the school year must attend a Volunteer Orientation. District policy requires that all volunteers participate in the orientation program each year. We will have a Volunteer Orientation once a month. Please make plans to attend one of the scheduled orientations. If you wait to come for volunteer training just prior to a field trip, we cannot guarantee that the personnel required for that specific training will be available. Please help us and come for training at one of the scheduled trainings.

- We ask that you keep in mind young children may not accompany a parent volunteer to the classroom or on field trips. This rule is a district policy by which we must abide.

- Please feel free to contact the Volunteer Coordinator/guidance counselor at 850-833-4381 if you have questions concerning our Volunteer Program. Consider being a part of this worthwhile program at Florosa. Watch in the newsletter, the Roadrunner Review, for scheduled orientations. Remember that your orientation is good for the whole school year!

WITHDRAWAL of STUDENTS

If it becomes necessary to withdraw a student from school, the parent is requested to notify the school via a note or a telephone call. **Please notify the office at least two (2) days before the student's withdrawal.** Your child's complete record will be prepared and mailed to your child's new school. You will be given a copy of information that will be needed for enrollment at another school, for example current copy the Individual Educational Plan (IEP). The school will do transfer of records to another school in the county.

HARRASSMENT POLICIES

Sexual Harassment

Sexual harassment by an employee or student to another individual (student or adult) is strictly prohibited by School Board Policies 6-28 and 4-34. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, educational success, or participation in school-related activities, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment/educational decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, participation in school and school-related activities, or creating an intimidating, hostile, or offensive working or educational environment.

Adults Equity Policy (6-28)

A. 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.
B. Adverse remarks or epithets and other forms of harassment concerning an individual's race, color, sex, age, relation, national or ethnic background or disability are strictly prohibited. A disability exists when an individual has a physical or mental impairment which substantially limits one or more of the individual's major life activities.

Students Equity Policy (4-34)

A. It is the policy of the School Board of Okaloosa County to offer students 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.

B. Students, while they are in school or participating in school-related activities, are entitled to an environment free of discrimination and/or harassment by other students or adult employees or volunteers, or persons with whom the district contracts for services.

C. In determining whether alleged conduct constitutes harassment or discrimination, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.

Complaint Procedures

1. If an adult needs to report an alleged violation of these policies, an informal Equity Complaint should be made to a 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 designees listed above. Employees have the option of filing a grievance through appropriate Master Contract procedures in lieu of the Formal Equity Grievance.

2. If a student needs assistance with a situation involving these policies, a Student Equity Complaint should be filed in writing and submitted to a teacher or an administrator at the school. If the situation cannot be resolved at the school level, a formal complaint may be filed with one of the superintendent's designees.

Pledge for Parental Involvement

I pledge to support my child's education

to the best of my ability.

I will have high expectations for my child

to succeed in school and in life.

I will make my child's education a priority,

and model positive actions and attitudes.

I will partner with my child's school

to ensure I am informed and involved

in all aspects of my child's education,

and I will be an active advocate

for my child's education.

I understand that education is the key

to success, and will do everything I can

to nurture my child's ability to learn.

SAFETY TIPS
Share these 7 Rules for Safety with Your Children

1. Before I go anywhere, I always check first with my parents or the person in charge. I tell them where I am going, how I will get there, who will be going with me, and when I'll be back.

2. I check first for permission from my parents before getting into a car or leaving with anyone, even someone I know. I check first before changing plans or accepting money, gifts or other items without my parents' knowledge.

3. It is safer for me to be with other people when going places or playing outside.

4. I say NO if someone tries to touch me in ways that make me feel frightened, uncomfortable or confused. Then I immediately tell what happened to my parents, my teacher or another grown-up I trust.

5. I know my home telephone number, address and parents' work numbers. In case of emergency, I should try to contact my parents as soon as possible.

6. I trust my feelings and talk to grown-ups about problems that are too big for me to handle on my own. If someone makes me feel scared or uncomfortable, I know my parents, teacher or other trusted adult will listen and help me.

7. I am strong, smart and have the right to be safe.