Parent/Student Handbook

SHALIMAR ELEMENTARY SCHOOL
Home of the Dolphins
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Shalimarfrontoffice@okaloosaschools.com

Amy Klugh, Principal
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Updated: July 2025

OKALOOSA COUNTY SCHOOL DISTRICT
Okaloosa County, Florida
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

School District of Okaloosa County

OCSD 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.

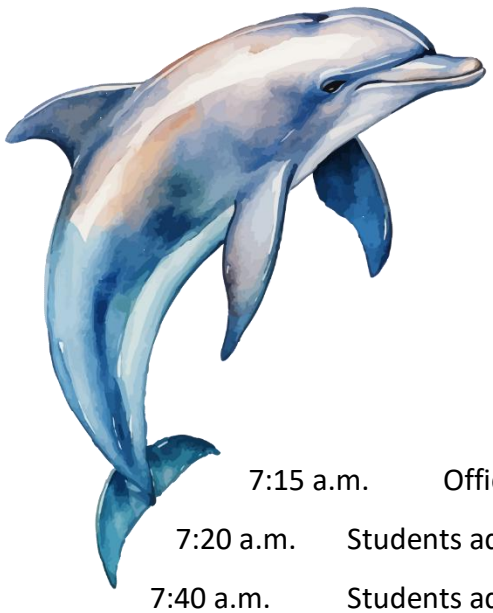
OUR SHARED VALUES

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.

OKALOOSA SCHOOLS



THE NEXT GENERATION...



Shalimar Elementary Mission Statement:

At Shalimar, our school is committed to student success, learning gains, quality academic engagement opportunities, and creating connections with our community.

SHALIMAR SCHOOL HOURS

7:15 a.m. Office opens / Faculty and Staff arrive

7:20 a.m. Students admitted to breakfast (no student arrival prior to 7:20 a.m.)

7:40 a.m. Students admitted to class

7:50 a.m. Tardy Bell – classroom instruction begins

2:20 p.m. Dismissal Bell

2:45 p.m. School closes



There is no supervision for students on campus before 7:20. Students may arrive on campus no earlier than 7:20 a.m**.** The breakfast program is held in the cafeteria from 7:20 a.m. – 7:50 a.m. Classroom instruction begins at 7:50 a.m. Students not on campus by 7:50 a.m. will report to the office to obtain a tardy pass, or bring a tardy pass from breakfast. **Tardy students should not be dropped off on the front ramp by themselves. Parents must accompany students to the front office for late check-in.**

There is no adult supervision for students on campus after 2:45 p.m., except for students participating in sponsored after school academic activities. The office closes at 2:45 p.m.

STUDENT SUPERVISION

To ensure the safety of your child, please carefully review the following guidelines for supervision. Supervision of students by school personnel is provided:

- During the time the student is being transported to or from school at public expense.
- During the time the student is attending school.
- During the time the student is on the school premises participating, with authorization, in a school-sponsored activity.
- In accordance with Florida law, parents should not rely on the school to provide any additional supervision.

ATTENDANCE / TARDIES

(per ODSD Pupil Progression Plan)

ATTENDANCE REQUIREMENTS

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. **"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

Draft Elementary Attendance Policy

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 make up 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.

C. TARDINESS/EARLY CHECKOUT

Elementary: 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 parents will be requested in writing to have a conference with the principal or his/her designee. **No student will be checked out after 1:50 p.m.**

BULLYING AND HARASSMENT PROHIBITION

The Okaloosa County School District is committed to encouraging and assisting each student in developing his/her individual talents. In order to accomplish these purposes, it is necessary that the school climate be free of disruptions that interfere with teaching and learning activities. All students and employees are entitled to a safe, secure, and equitable environment free from harassment and bullying of any kind. Bullying or harassment will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with all applicable State and Federal laws and the Board's collective bargaining agreements. Conduct that constitutes bullying or harassment, as defined in the OCSD Bullying Policy, is prohibited. The entire Bullying Policy (SB Policy 4-43) can be found on the Okaloosa County School District website at www.okaloosaschools.com.

Definitions

(1) Bullying means systemically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

(a) Unwanted Teasing
(b) Social Exclusion
(c) Threat
(d) Intimidation
(e) Stalking
(f) Physical violence
(g) Theft

(h) Sexual, religious, or racial harassment
(i) Public or private humiliation
(j) Destruction of property
(k) Cyberstalking
(l) Cyberbullying

(2) Harassment means any threatening, insulting, or dehumanizing gesture, use of data, technology or computer software, or written, verbal or physical conduct directed against a student or school employee that:

(a) Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;

(b) Has the effect of substantially interfering with or limiting a student's educational performance, opportunities, or benefits;

(c) Has the effect of substantially disrupting the education process or orderly operation of a school.

CAFETERIA

- Student breakfast $2.00
- Student lunch $3.00
- Adult breakfast $3.00
- Adult lunch $5.00
- Reduced student breakfast $0.30
- Reduced student lunch $0.40
- Milk $0.75

We encourage you to apply for free/reduced program. As a Title I school, we want to report as we are eligible for additional funds. The process is quick and easily accomplished, and most families qualify. The application can be found under the Parent Resources at https://www2.okaloosaschools.com/ or www.myschoolapps.com. **Applications for free or reduced meals must be completed for each school year**. The applications process for each school year opens on 1 August of the school year.

Cafeteria Policies:

- We strive to maintain a positive lunchroom environment. Please talk to your child about manners and behavior in the cafeteria. Students are expected to act appropriately while in the cafeteria. If the cafeteria gets too loud during lunch, talking will be prohibited in the cafeteria until order is well established. There will be a time-out table in the cafeteria for students having difficulty with lunchroom behavior; talking will not be allowed while assigned to the time out table.
- Parents are welcome to have lunch with their child on any day. The student(s) must be checked out, the parent must sign in as a visitor and I.D. must be provided. Parents are not allowed to remove other students to eat lunch. A designated eating area is provided in the front of the school on the blue tables.
- Glass bottled beverages may not be brought to school or on the bus.

CAMPUS TRAFFIC

It is essential that all persons who drive on our campus drive carefully. Understand that children often do the unexpected. Drive slowly and with great caution. For arrival and dismissal, while car rider ramp is in use, we will not use the front pedestrian crosswalk unless those in the handicapped spots need it. Students entering school

on foot are considered walkers, and should follow the "walker" protocols for entering and leaving on the sidewalk by the bike rack. This is to limit pedestrians in the flow of car rider traffic and to keep car rider traffic flowing.

If you are parking, please park in designated areas only. A traffic flow pattern has been implemented to reduce congestion. Please merge respectfully and appropriately. Remember – merge like a zipper and get there quicker. Parking in designated Handicapped spaces is prohibited by law without proper permit.

LOADING AND UNLOADING STUDENTS:
For the safety of your child, car riders must enter our campus by way of Eglin Parkway to load or unload students. The bus entrance (off 12th Avenue) may not be used for personal vehicles during the school day. NO CHILDREN SHOULD BE DROPPED OFF IN THE PARKING LOT. Students should remain in the vehicle as vehicles are pulling up as far as possible in the car rider line.

For the safety of all students and staff:

- This elementary school is not a pick-up hub or station for anyone who doesn't attend Shalimar Elementary to catch rides in the afternoon. Students who do not attend Shalimar Elementary School will not be picked up in the car-rider line.

- Anyone assisting a student walking or riding a bike home will pick up students at the bike rack across from the first ramp. This is the only exit walkers and bike riders will use. Students who are car riders and are left after the last car has gone through the line will be sent to the office to wait where there is adult supervision. Parents may come to the office, show ID, and pick up their students there. (If you need your child earlier remember check outs end at 1:50 p.m.)

- Non-Shalimar students who are on the property prior to 2 p.m. and not waiting in the designated area will be given a warning. Parents will be contacted by our SRO.

CAR RIDERS SAFETY PROCEDURES: The two lanes of cars must merge into one lane before entering the car ramp.

A.M. Drop Off (7:20 – 7:50)
- Pull your car forward to the FAR END OF OUR RAMP and have your child ready to unload on the passenger side. (Follow directions by adults on the ramp.)
- Do not drive off until your child steps onto the sidewalk.
- All students arriving between 7:20 and 7:40 are to go directly to the old cafeteria.
- Once in the building, all students eating breakfast will be directed to the new cafeteria.

P.M. Dismissal-Car Riders and Walkers Released (2:20)
- Car riders will be held in the old cafeteria until parents arrive in the car line and their number is called.
- Each family will receive 2 adult pick-up tags to show to the ramp attendant.
- Students will have a matching tag and go to the ramp once his or her tag is called.
- Cars will pull forward in groups so loading can occur simultaneously.
- Children must remain on the sidewalk until the vehicle is completely stopped and pick-up tags matched.
- Please watch for directions from faculty or staff members on duty.

- Load children from the right side (passenger side) of the vehicle only.
- Remain in your vehicle – your child may not load until your car is completely stopped.
- The car ramp is a NO PARKING zone.
- Staff are required to check the identification of any person in the car rider line without a number. If the person is not on the student's approved check-out list, the student(s) will NOT be released to them
- Any persons checking out students for any reason MUST show ID, even if the parent has given permission.

CELEBRATIONS

All parties, celebrations, and other such events are coordinated and managed by the classroom teacher. Please contact the classroom teacher regarding any such planned activities. Parents who do not wish for their child to participate in these activities should notify the teacher early in the year. Parents should also take care to ensure the teacher is familiar with any food allergies. "Ballooning, costuming, flower vases," etc. are not permitted. Parties involving food should not be planned to supplant lunch and should be scheduled 1 hour before or after the lunch period ends. If you wish for your child to have a birthday celebration during the school day, it should be coordinated with the teacher and scheduled for a break time in the class during the day and not held in the lunchroom.

CELL PHONE USE

According to a newly enacted state law, students will not have access to personal cell phones or mobile phones during the school day. Students may possess their cell phone on property, but should not have them out or on during the school day. Parents concerned about reaching their child during the day should contact the front office. Urgent messages from the home will be relayed to students via the front office.

CHANGE OF ADDRESS/PHONE NUMBER

It is of extreme importance for emergency and administrative reasons that every parent maintains an up-to-date address/telephone number and email address at the school office. Please notify the school immediately if you have an address/telephone number or email address change during the year.

CHECKING OUT STUDENTS

If it is necessary for a student to leave school during the day, a parent or the parent's authorized representative must come to the office and sign the student out there; students will not be released from the classroom. All authorized adults must show a picture I.D. and be listed on the student's profile in Focus. Office staff will follow check out procedures, which will minimize the interruption to the classroom instruction. Check outs end at 1;50 PM. Students will not be checked out between 1:50 p.m. and dismissal (2:20 p.m.) without principal permission. Please review the Attendance Policy regarding unexcused removal of students before the official dismissal time. Any change in a student's transportation must be submitted in writing to the front office.

DISTRICT POLICY STATES THAT NO CHANGES OF STUDENT'S REGULAR AFTERNOON DESTINATIONS CAN BE TAKEN OVER THE PHONE. IT MUST BE IN WRITING VIA A NOTE OR EMAIL TO the following office email: shalimarfrontoffice@okaloosaschools.com. Please CC your child's teacher as a courtesy to let them know as well so they can properly prepare your student for the change.

CODE OF CONDUCT

Each student will receive a copy of the Okaloosa County Schools Code of Student Conduct. Please review this information with your child. Our PBIS plan is comprised of SMART behaviors (Safe, Make responsible choices, Accountable, Respectful, and Take Care of each other) and are expected throughout the school in all settings.

If a student is suspected of misconduct or of violating the code of conduct, the student will be:

- Informed of the offense
- Allowed to explain their side of the story
- Informed of possible consequences they will receive for the misconduct or violation of the Code of Student Conduct.

COMMUNICATION

We believe good communication is essential. There are several modes of communication offered by Shalimar:

- Website at https://www2.okaloosaschools.com/o/shalimar
- Marquee sign on campus
- Automated voice message for school-wide phone calls
- FOCUS
- Parent Teacher Conferences
- Classroom Communications by teachers (ex: e-mails, phone calls, written notes, class newsletters, communication folders)
- Facebook: Shalimar Elementary Events and School Spirit Page
- Instagram @Shalimarprincipal
- Tuesday red folder (each student will have a red folder that they bring home on Tuesdays. This folder is designated for important school-to-home communication. Classroom teachers may have an additional system that they use more frequently).

CONFERENCES-PARENT/TEACHER

School faculty and staff are available for individual conferences when appropriate and scheduled. Parents who wish to meet with their child's teacher should send a note or email to the teacher indicating their desire for a conference. The teacher will then email or call the parents to schedule a convenient time for both parties to meet.

DISCIPLINE PLAN

All Shalimar students, faculty and staff will participate in Shalimar's Positive Behavior Intervention and Support (PBIS) program: Dolphins are S.M.A.R.T. We are Safe, Make responsible choices, are Accountable, are Respectful, and Take care of each other. Students earn rewards for displaying one or all of these characteristics each day.
We also have S.M.A.R.T. teachers and staff. Teachers and staff members are also nominated by their peers for displaying these characteristics.

In addition, we have SMART parents. They are Supportive, Make things happen, are Active in student success, Responsive to student and teacher concerns, and Take care of each other.

PBIS is an evidence-based framework designed to improve and integrate all of the data, school and classroom behavior systems, and practices affecting student outcomes every day. PBIS creates schools where all students succeed. The core principles guiding PBIS include:

- Effectively teach appropriate behavior to all children.
- Intervene early before unwanted behaviors escalate.
- Use research-based, scientifically validated interventions whenever possible.
- Monitor student progress.

As part of the PBIS initiative, teachers are strongly encouraged to establish a refocus center or cool-down station in each classroom. This will allow students to remove themselves from a situation in which they have difficulty regulating themselves and employ calming strategies before rejoining the class.

This support system is used school-wide and is our primary discipline format.

Discipline issues are handled in a three-tier system made up of Classroom Consequences, Infraction Reports, and Office Referrals.

CLASSROOM CONSEQUENCES

Any disciplinary consequences are assigned and handled by the classroom teacher in the classroom. Consequences at this level can include a verbal reprimand, or an in-class time-out (with an opportunity to take a break from an event or assignment for a very limited time to regroup). Teachers will contact parents/guardians and explain the concern. Students will not be isolated from the other students in the classroom, but may take advantage of a calming center if they choose to do so.

INFRACTION REPORTS

The second level of behavior intervention is handled through a minor referral written into Focus by the teacher.
Some examples of behaviors that might be addressed through a minor referral include:

- Classroom disruption/interrupting instruction- causing a delay in learning
- Disobedience
- Physical contact without injury
- Profanity, inappropriate language or gestures

The Infraction Report system will consist of 3 entries via Focus that require parent communication at each entry. After 3 infractions with 3 parent contacts, the student is a candidate for an Office Referral should another infraction (#4) occur. Teachers will record communication in the Focus student communication log.

OFFICE REFERRALS

More serious or ongoing behaviors are handled at the third level by administration with an Office Referral. These referrals are addressed by the Principal, Assistant Principal, or Dean of Students.
Some examples of behaviors that can result in an office referral are:

- Continued misbehavior after 3 Infraction Reports
- Fighting (when students have to be physically separated.)
- Physical, verbal, or emotional harassment

- Stealing

When a student receives a third (3rd) major office referral, the classroom teacher must start a behavior PMP. If the student has an IEP, this is a team discussion among teachers, administrators and other professionals.

OCSD and Shalimar Elementary adhere to the district's behavior discipline matrix and progressive discipline.

Consequences vary depending on circumstances and severity of discipline issue. Shalimar Elementary School follows the school district's discipline matrix when determining the appropriate consequence for students. Students may be assigned:

- Lunch or office time out
- Bus suspension
- Other consequences deemed appropriate by Administration-such as a loss of privilege
- Student Training Program (STP, formerly In School Suspension) -This consequence allows students to complete assignments and assessments, and work toward setting goals and making plans for a better reaction should the situation recur. While in STP, students with IEP/504s will receive all accommodations while they complete their assignments and assessments.

- If the number of incidents is excessive or the nature of the incident is considered severe, suspension out of school or removal from a field trip may be selected as an appropriate course of action.

DIVERSITY STATEMENT

- The Okaloosa School District recognizes the racial and ethnical diversity among its students, faculty, staff, and school administrators. Educators in Okaloosa District Schools understand, value, and integrate diversity throughout the educational process. Teachers have high academic expectations for students and draw upon the diverse cultural backgrounds of students to ensure that students learn. Good citizenship and the democratic values, which forge a better society, are expected from students and are incorporated in both the formal and informal curriculum.
- THE 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, 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 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.
- COMPLAINT PROCEDURES: If an adult wants 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, in compliance with School Board Policy 6-29, should be directed to the Superintendent's designee, Mr. Steve Chapman. Refer to School Board Policy Manual.

CELL PHONE

Per state law, students are not permitted access to personal cell phones and other communication devices during the school day.

DRESS CODE FOR STUDENTS

DRESS CODE FOR STUDENTS

DRESS CODE The dress code for students is established in School Board Policy 04-31. Pursuant to the provisions of §1006.07, F.S., students are hereby notified of the following specific provisions of School Board Policy 04-31 (C) and (E): "(C) Students are prohibited, while on the grounds of a public school during the regular school day, from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment." 4 "(E) Any student who violates the dress policy described in paragraph (C) is subject to the following disciplinary actions: (1) For a first offense, the student shall be given a verbal warning and the school principal shall call the student's parent or guardian. (2) For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days and the school principal shall meet with the student's parent or guardian. (3) For a third or subsequent offense, a Student shall receive an in-school suspension pursuant to § 1003.01(5) F.S. for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school principal shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

PENDING Annual SAC APPROVAL:

1. Closed-toe shoes are required to participate in PE and recess. Any students who do not have closed-toe shoes may be directed to sit out of PE.
2. No hats or hoods on hoodies are to be worn inside the building. This is for safety.
3. Garments bearing inappropriate slogans or pictures are not permitted (i.e., alcohol, drugs, tobacco, racial remarks, antagonizing political slogans, or sexual connotations).
4. No baggy or sagging pants (Undergarments of any kind should not be visible when a student is doing typical elementary school activities such as running, exercising, sitting, bending, or reaching).
5. Hairstyle must not interfere with vision.

B. Grades 4-5

1. All clothing should be appropriate for school – to include: tops, shorts, dresses, and skirts.
2. The midriff must be covered, and undergarments must not show at any time.
3. Hoop jewelry or other adornments that pose a safety problem should not be worn.
4. Extremes in dress that disrupt the learning environment will not be allowed.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

This act was revised and 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 files, 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. Please contact the school Guidance Counselor with your notification request.

FIELD TRIPS

Your child's teacher will schedule educational field trips periodically. In order for a child to participate in field trips, a parent or guardian must sign field trip permission forms. Permission slips for out-of-county field trips must be notarized (notaries available in front office). Parents wanting to chaperone must complete a Volunteer Affidavit, through okaloosaschools.com, **at least 2 weeks** before the field trip in order to go on the field trip. **A new online volunteer affidavit must be completed each school year via okaloosaschools.com**. Chaperones filing last minute requests for going on a field trip and not having completed the volunteer affidavit will not be permitted to attend the field trip as a chaperone. If you pay for your child to attend a field trip, and your child does not attend due to disciplinary actions, there will be no refunds for the cost of the field trip. The cost of field trips includes the cost of the bus and reservations.

OCSD School Board Policy 04-19 states:

- Chaperones are essential for proper supervision and are intended to address the health, safety and security needs of the students. All individuals serving as a chaperone on any school- sponsored field trip must have cleared the appropriate background screening. Therefore, they are expected to meet the security eligibility requirements in accordance with state laws, federal regulations and District required security clearances. Prior to the field trip, chaperones shall be provided a copy of the trip itinerary, chaperone guidelines, and responsibilities, as well as administrative expectations.
- **Chaperones will not be permitted to bring siblings of participating students or other persons on a field trip.**
- Students who have demonstrated on more than two occasions a tendency toward elopement or refusal to follow adult directives may require a parent/guardian to accompany them on a field trip so the student can safely attend. This is a matter of safety, and the classroom teacher must have discussed the possibility well in advance of a field trip. Administration will make the final decision about whether a parent needs to attend. That decision will be based on data collected in support of the PMP and PBIP.

Field trips are budgeted very carefully; however, it is extremely difficult to figure costs per student exactly. If any monies are remaining, the school will consider this a donation and place the monies in the class fund of your child's grade level. This could be used for supplies, end of the year parties, etc. If the money is not used in the school year that it was collected, it will transfer to the next grade level with your child. If your child is in the fifth grade it will be transferred to the general fund.

GIFTED SERVICES

Shalimar's gifted students will be served at our school site through an enrichment program.

HEALTH CLINIC SERVICES

In order for students to receive any type of medical treatment, to include taking temperatures, providing Band-Aids, or ice packs, a medical card must be completed each school year by the enrolling parent.

MEDICAL/MEDICATIONS

State law requires that any child absent due to a communicable disease must have a doctor's certificate before returning to school. You may contact the school for a list of the communicable diseases. Children with communicable diseases will be sent home and should have a doctor's certificate or certificate of clear health from the health department to re-enter (State Health Laws).

SCHOOL CLINIC:

The purpose of the School Clinic is to provide care for a student who becomes ill or injured at school and for dispensing of medicines.

There are no facilities available to keep sick or injured children for an extended period of time. Parents will be called and are expected to pick up a sick child.

Telephone numbers to call in case a child gets sick or injured while at school are imperative. If parents plan on being out of town or can't be easily reached, it is advised to leave a Power of Attorney with a reliable contact person and also a copy sent to the school. In case of serious accidents, an emergency vehicle will be called to transport the injured to the hospital.

If your child has any type of medical problem, please alert us as soon as possible as it will help us to better care for your child. Problems such as allergies, diabetes, seizures, etc. should be brought to our attention.

Per OCSD Health Services Manual:

- Students with diarrhea and vomiting (more than once at school) MUST be picked up from school and should be diarrhea and vomit free for 24 hours before returning to school (page 29).
- Parent of students with a fever of 100.0 or higher will be notified and should go home. Students should be fever free without being medicated for 24 hours before returning to school (page 29).
- Rashes: because of the probability of rashes being contagious, any student with a rash of unknown origin should be picked up by the parent and advised to seek medical clearance to return to school (page 32).

HEAD LICE

Okaloosa County School Health /Procedure for Assessment and Treatment of Lice/Nits:

Purpose: This procedure establishes guidelines for the assessment and treatment of lice in the school environment.

Procedure: School Board Policy 4-42:

(A) Students in Okaloosa County School District schools may be checked for head lice by the school clinic staff. School officials will take the following steps when a student is identified with head lice:

(1) Parents or Guardians will be called to transport the student home. Students are not permitted to ride the bus when head lice are identified.

(2) School clinic staff will give parents written procedures on the treatment of head lice.

(3) After treatment, parents will bring the student back to the clinic **with documentation that the head lice were treated** and the clinic staff will check that the student is free of lice and/or live nits.

(4) Students will be allowed to return to class once the school has been provided with documentation that head lice are being treated and the student has been checked by clinic staff.

(5) The student will be referred to the school officials upon the third incident of lice or live nits in a single semester. Upon referral, the school officials may refer the student to other available resources.
Statutory Authority: Section 1001.41(23); 1012.28, Florida Statutes

MEDICATIONS

In order for medicine to be administered at the school, parent permission and instructions must be obtained. The parent or legal guardian for the child shall file with the school principal's designee a signed permission form authorizing the school to assist in the administration of medication. The medication prescribed for the student must come in the original container.

The school's designee will record each dosage given on the Individual Medication Administration Log. If your child is on daily medication and you forget to give him/her the early morning dosage, you will need to come to the school and administer the medication and sign a new form giving us permission to give the next dosage at a time later than the time stated on his/her medication form. Parent's phone calls are not acceptable to change the dosage or time of dosage. Changes in the dosage or the times medication is administered will require a physician's written permission. The first dosage of any new medication shall not be administered during school hours due to the possibility of an allergic reaction. Non-prescription medication must be brought to school, by a parent, in an original, unopened container and shall be labeled with the student's name. A permission form for the administration of medication must be completed, signed, dated, and kept on file. Each administration will be recorded on the Individual Medication Administration Log whenever given. No medication, including cough drops, will be administered without permission.

NO MEDICATION CAN BE FURNISHED BY THE SCHOOL.

Students should not carry any kind of medication in their possession while at school or on the school bus, including inhalers, EpiPens, or other medications unless a physician has specifically instructed to do so in writing on the prescription. The health tech should address any medical situations.

The Okaloosa County Health Department provides Medication Administration Forms that will be used in the Clinic for all students. Each parent will be required to come into the school to fill out this form when they hand carry medication to the Health Tech.

INTERNET ACCESS

The Internet provides exciting opportunities to expand learning for students and educators. However, with this opportunity comes the responsibility for appropriate use; therefore, the School Board of Okaloosa County has adopted an Internet Acceptable Use Policy that covers policy and procedural guidelines for accessing and using the Internet in Okaloosa County Schools. In order to use the Internet, each student and their legal guardian must read the Internet Acceptable Use Policy (MIS 5251 Rev. 6/2006). This form is part of Okaloosa County's registration packet. Failure to comply with this policy may result in loss of privileges.

LOST AND FOUND

All items found will be returned to the office or placed in the designated lost and found area. Please label all of your child's belongings. Items not claimed during the school year will be donated to a charitable organization – once at the winter break and once at the end of school.

MEDIA CENTER

Students and parents are encouraged to use the school library. The Shalimar Media Center is available to all parents, students, and teachers throughout the day. All books may be checked out for a one-week period and renewed as needed. Parents are also welcome to come and check out books. Lost books are expected to be paid for by the end of each school year by the parent/guardian.

MONEY COLLECTED

The school accepts checks, money orders, or cash. We are unable to accept credit card payments for in-school payments. Some expenses such as cafeteria purchases, field trips, yearbooks, and class t-shirts can be paid for via credit card online. If available to be paid via credit/debit card, *School Cash* can be found on our web page https://www2.okaloosaschools.com/o/shalimar. For those writing checks, we welcome personal checks with proper identification. All checks should include name, address and a phone number, and made payable to Shalimar Elementary School. We utilize Envision services. No checks written for more than $300 will be accepted.

MUSIC EDUCATION

Music education is an essential part of the total learning experience of the child. The Okaloosa County music curriculum provides a program based upon mastery of specific objectives (melody, rhythm, harmony, etc.). At each grade level, activities are planned which emphasize skill development and participation in class activities.

PARENTS OF DOLPHINS (PTO)

The Shalimar POD (Parents of Dolphins) is a group of parents working for the improvement of academic, social, and emotional education for all students. All parents are encouraged to participate and support our school. Parents can volunteer in many areas at Shalimar:

- Mentors
- Readers
- Teacher Appreciation Week
- Fundraisers
- Yearbook
- Volunteer Time such as proctoring for state tests or helping in the lunchroom
- Donations (for classroom stores or The Treat Trolley for faculty and staff)
- Monthly assistance delivering treat trolley items to faculty/staff
- Support the Arts (Music, PE, Art)
- Media Center
- Field Trips
- Evening functions (Open House, Literacy Night, Math/Science Night)
- School beautification

The goal of PTO is to enhance our children's learning experience through united efforts between all of our parents, teachers, administration and community. We welcome and encourage participation in all events.

Please remember fundraising events are necessary in order for us to provide positive recognition for student accomplishments, enrich educational elements at Shalimar Elementary, and provide for some extra programs we have at Shalimar for students. The support given to our school both volunteering and financially is much appreciated. Children respond positively in an atmosphere where they are comfortable and having active parents at school helps accomplish this. Being involved benefits everyone.

PERSONAL PROPERTY

Shalimar Elementary School is not responsible for lost or stolen items. Parents are urged to label students' personal items such as jackets, sweaters and lunch boxes with the child's name (first and last). The wearing of expensive jewelry and bringing more money than is needed for the day is discouraged. A lost and found is located near the Health Tech's office and by the exit to PE in the first hallway. Children are not allowed to bring toys from home. Students who use fidgets to help them regulate behavior and attention are strongly encouraged to leave their favorites at home, since a missing regulation tool can be cause for serious distraction for the student. Please refer to "cell phone" section regarding new state law about phones. The school is not responsible for any technology such as phones or smart watches brought to school.

PHYSICAL EDUCATION

The Physical Education (PE) program is geared toward the development of physically, mentally, emotionally, and socially fit students. 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, which should be documented through a doctor's note or a parent's statement. A note from the parent will excuse the student temporarily from physical education after absence due to brief illness. Please inform PE teachers of any ongoing health problems.

Communication is maintained with weather officials to determine the appropriateness of weather for outside activities. During hot or inclement weather, alternate activities are made available to students and are provided in a classroom setting. Wear shoes appropriate for participating in activities.

PROMOTION AND RETENTION

A (PMP) Progress Monitoring Plan will be developed for any student experiencing difficulty in Reading and/or Mathematics.

If the student's PMP in reading and/or mathematics is not effectively remediating the deficiency at the end of the first semester, a letter communicating the recommendation of possible retention will be sent to the parent(s). Intensive remediation will be continued. A final placement determination will be made by the MTSS (Multi-Tiered Support System) Committee after gathering input from the principal and teacher(s) who have consulted with the parent(s) and in consideration of county and state assessments, as per the OCSD's Pupil Progression Plan (PPP).

- The teacher must document the possibility of retention of a student to the principal and to the parent at 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.
- The school's counselor, administration and Placement Committee (MTSS) will make recommendation for retention or promotion, based on the PPP.
- The principal or designee shall make his/her recommendation in writing to parents. In good cause cases there also will be a district review.
- In the case of a transfer student, the PPP will be followed as closely as possible.

- It is the responsibility of the principal to make the final decision regarding grade placement of individual students not meeting the overall promotion requirements. The principal's decision for placement should be made after gathering input from the teacher who has consulted with the parents(s) and the school's Guidance and Placement (MTSS) Committee, as well as conducting a review of evaluation data.

READING INTIATIVE

The Florida Department of Education (FLDOE HB 7039) has developed a reading program called "The New World Reading Initiative." The focus of this 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.

RECESS

Per OCSD guidelines, a recess time of twenty minutes will be scheduled into each student's day. This recess should **NOT BE WITHHELD** for disciplinary or academic reasons. However, students are still held to school-wide behavioral expectations during recess and can receive appropriate disciplinary consequences for unacceptable behavior during recess. Students are expected to follow the safety guidelines of the supervising adult at all times including prohibition of:

- Playing/hiding in off-limit areas.
- Tackling, grabbing, fighting, kicking type games or any other rough or dangerous games.

SAFETY

- All visitors must come through the front office and sign in in order to be on Shalimar's campus.
- Shalimar has a full time School Resource Officer (SRO).
- There is only one point of entry into the front office for visitors – all other entry points are off-limits to visitors.
- Items such as guns, knives, sharp pointed objects, slingshots, and any type of explosives are forbidden on school buses or school premises. Possession of any of these items is basis for suspension. The following items **are not allowed at school**: Any type toy gun, fireworks, skateboards, pets, vapes, and Nerf guns or toy weapons.

SEARCH AND SEIZURE

- If a student is suspected of violating the Code of Conduct, school officials can question the student without first contacting the parent(s). If a student is a victim or a witness, the administrative investigator(s) is/are allowed to question the student without first contacting the parent.
- Routine checks by trained drug dogs are not considered a search by law, but a safety prevention measure.

SCHOOL ADVISORY COUNCIL (SAC)

The School Advisory Council (SAC) consists of faculty, staff, parents, and business partners from our community.

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There is a School Advisory Council in each District school. Florida law requires the School Board to establish a SAC in every school. The three main objectives are:

1. To serve in an advisory capacity to the school principal
2. Help in the development of the education program
3. Aid in the preparation and evaluation of School Performance Plan

The SAC meets as a group to monitor the implementation of the School Improvement Plan, which is based on 8 Florida state goals:

1. Communities and schools collaborate to prepare children and families for children's success in school.
2. Students graduate and are prepared to enter the work force and post-secondary education.
3. Students successfully compete at the highest levels nationally and internationally and are prepared to make well-reasoned, thoughtful, and healthy lifelong decisions.
4. School Boards provide a learning environment conducive to teaching and learning that includes sequential instruction in mathematics, reading, writing, and the social sciences as well as appropriate educational materials, equipment, and pupil-teacher ratio.
5. Communities provide an environment that is drug free and protect students' health, safety, and civil rights.
6. The schools, districts, and state ensure professional teachers and staff.
7. Adult Floridians are literate and have the knowledge and skills needed to compete in a global economy and exercise the rights and responsibilities of citizenship.
8. Communities, school boards, and schools provide opportunities for involving parents and guardians as active partners in achieving school improvement and education accountability.

Peers elect the members of the SAC; teachers elect teachers, educational support employees elect educational support employees, and parents elect parents. The Principal is an integral part of the SAC committee. There is a minimum of 11 members. Anyone interested in being a member of SAC should contact administration. A new member vote will be held in September. The Shalimar SAC meetings will be scheduled at the beginning of each school year by the SAC President and the Principal. There will be a minimum of 4 meetings per year. Meetings are subject to change depending on council vote.

SCHOOL PICTURES

Individual school pictures are scheduled to be taken in the fall and spring. Class pictures are also taken during the school year. Kindergarten cap and gown pictures will also be taken in addition to spring pictures. Bill Miller is our School Picture service. Their order form may be online. They may contact you via email or on paper order forms.

STUDENT INSURANCE

An optional school insurance plan is available to students at a nominal cost. Forms are sent home during the first week of school. If you do not receive a form, contact the front office for an application or go to https://www.okaloosaschools.com/o/ocsd/page/student-accident-insurance

STUDENT PROGRESS

REPORT CARDS/INTERIM REPORTS:
Okaloosa District School's elementary and secondary schools report grades at nine (9) week periods. Parents may keep up with their child's grades by using the parent Focus Program located at https://okaloosa.focusschoolsoftware.com/focus/auth/ Parents must set up their accounts in order to have access to student information. Information regarding set up, user name and password can be provided by your child's classroom teacher or the front office.

Student promotion and retention is based on criteria outlined in the Okaloosa County Pupil Progression Plan.

TECHNOLOGY

All students have a one-to-one device. Kindergarten, first-, second-, and third-grade students have an iPad and fourth- and fifth-grade students have a Chromebook. Students are expected to practice responsible behavior for technology. Student devices are not permitted to be taken home and are for school use only.

House Bill 379:

- "Prohibits students access to social media platforms through district access, except when allowed by teacher for educational purposes."
- "Prohibits the use of TikTok on any district-owned devices OR district network."

TOBACCO/VAPING

- **School Board policy prohibits the use of any form of tobacco and/or electronic vaporizing devices while on School Board property.**
- 1-20 TOBACCO PRODUCTS, SMOKING AND VAPING ON SCHOOL BOARD PROPERTY
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- (A) The Board recognizes that the use of tobacco, tobacco products, and vapor-generating electronic devices 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 Air Act.
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- (B) For the purposes of this policy, "tobacco" is defined to include products that include or are derived from 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, any electronic delivery device or "vape", and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.
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- (C) In order to ensure compliance with the Florida Clean 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 and vapor-generating electronic devices of any type 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 vapor-generating electronic devices while at a school-sponsored event or on a school trip. Additionally, smoking and vaping is prohibited in all Okaloosa County School District elevators, school buses, and other vehicles transporting students and personnel. For the purposes of this policy, "smoking" and "vapor-generating electronic devices" are defined under the provisions of the Florida Clean Air Act.
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- (D) The use of all tobacco, tobacco products, and vapor generating electronic devices falls under the guidelines of this policy.

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- (E) The Superintendent shall cause signs to be posted in or on all District owned facilities that smoking or use of tobacco products vapor-generating electronic devices is prohibited in the facility or on the property.
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- (F) A violation of this policy by any District student or employee shall constitute grounds for appropriate disciplinary action.

TRANSPORTATION

BUSES:
INSTRUCTIONS FOR RIDING SCHOOL BUSES:

- STAND OFF ROADWAY WHILE WAITING FOR THE BUS.
- BOARD AND LEAVE THE BUS AT THE REGULAR STOP (UNLESS BY WRITTEN PERMISSION)
- WALK 10 FEET IN FRONT OF THE BUS. WAIT FOR DRIVER'S SIGNAL BEFORE CROSSING ROAD.
- THE DRIVER IS IN FULL CHARGE OF BUS STUDENTS. STUDENTS MUST OBEY DRIVER.
- THE DRIVER HAS THE RIGHT TO ASSIGN SEATS. STUDENTS MUST SIT 3 TO A SEAT FROM WINDOW TO AISLE.
- STAY IN YOUR SEAT AT ALL TIMES WHEN BUS IS MOVING.
- KEEP ARMS AND HEADS INSIDE WINDOW. NO OBJECTS SHALL BE THROWN FROM WINDOWS OR AT BUS.
- UNNECESSARY CONVERSATION WITH THE DRIVER IS DANGEROUS.
- STUDENTS MAY CONVERSE AT AN ORDINARY CONVERSATIONAL LEVEL.
- EATING, DRINKING OR USE OF TOBACCO OR VAPING IS NOT ALLOWED ON BUS.
- ANIMALS (NEITHER DEAD NOR ALIVE), GLASS OR GLASS CONTAINERS, SHARP OBJECTS, BALL BATS, OR OTHER SPORTS EQUIPMENT ETC. WILL NOT BE ALLOWED ON BUS WITHOUT PRIOR PERMISSION OF DRIVER.
- LARGE OBJECTS THAT INTERFERE WITH SEATING AND SAFETY OF OTHER STUDENTS WILL NOT BE PERMITTED ON BUS.
- RIDING THE BUS IS A PRIVILEGE. SERIOUS OR REPEATED MISCONDUCT MAY RESULT IN SUSPENSION FROM THE BUS.

- No phone calls for changes to student transportation will be honored. If a student does not have a change of transportation letter, the student will go home their regular way.
- Changes of addresses that result in a change of a new bus route must be documented in the front office. The note must have the Office Staff's signature before the student can be allowed to change a us. shalimarfrontoffice@okaloosaschools.com

Violations of misconduct on a school bus will result in a bus office referral and will be treated as an office referral following OCSD's bus discipline matrix.

VISITORS

All visitors are required to report to the school office upon arrival at school, including take-in or dismissal times.

Parents are encouraged and welcomed to visit the school; however, they must first come through the front office, provide photo ID, sign in as a visitor, and receive a visitor's pass. Office personnel will be happy to send for your child, deliver messages, etc. This policy is for the protection of the students as well as faculty and staff and to avoid disruption of classes.

- Parents are welcome to visit their own student's class with teacher permission, but arrangements for in-class visitations should be made 24 hours in advance with the classroom teacher and administration.
- Parent visitations are only intended for those classrooms in which their child is enrolled, and only for the time period indicated by the teacher.
- Parents/guardians are not authorized to bring other visitors or small children with them during a class visit.
- Student Visitors and small children are not permitted to visit the class during school hours.
- Parents are welcomed to have lunch with their child any day. The student(s) must be checked out, the parent must sign in as a visitor and I.D. must be provided. Parents are not allowed to remove other students from class A designated eating area is provided outside for family-friendly dining.

VOLUNTEERS

- A key philosophy of Shalimar Elementary School is that community involvement is important. We feel many people can help the students in our school. Volunteers work as tutors, mentors, youth motivators, classroom assistants, media center assistants, room parents, and SAC members. The staff at Shalimar Elementary School urges you to join us in providing the best quality educational programs possible for our students. We do request that you make babysitting arrangements for pre-school age children during your volunteer time at the school. Volunteers must sign in at the front office and receive a nametag to wear while on campus.
- The use of volunteers in our school program is encouraged. For the protection of our students, the Okaloosa County School District requires every school volunteer complete a Volunteer Affidavit via okaloosaschools.com. Approval of volunteers is determined at the district level, not with the school. No volunteers will be entered into the computer check in system through the school site. **You must register as a volunteer each year.**

WELLNESS POLICY (School Board Policy 1-21)

The Okaloosa County School Board recognizes that good nutrition and regular physical activity affect the health and well-being of all students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, supporting the development of good eating habits and promoting increased physical activity both in and out of school. The Okaloosa County School Board is committed to creating school environments that promote and protect the overall well-being of all students and staff.

- Nutrition promotion can positively influence lifelong eating behaviors by creating food environments that encourage healthy choices and encourage participation in the school meal programs.

The Physical Education Program shall provide the opportunity for all students to develop the skills, knowledge, and attitudes necessary to participate in a lifetime of physical activity. All students in grades K-5 shall receive 150 minutes per week of instructionally relevant physical education. All elementary school students will have at least 20 minutes of daily recess. Each school will provide space, equipment, and an environment conducive to safe and enjoyable play. Shalimar's Healthy Schools team will be part of the SAC team, and decisions required by the wellness committee will be met by the SAC committee. All statutory requirements will be presented to SAC (acting as the Healthy School Committee) for discussion and decision-making.

WITHDRAWALS:

When it becomes necessary to withdraw a student from our school, parents should request a withdrawal from the front office. Your child's new school will send for your child's records. If you are moving out of county and wish to hand-carry your child's school records, the records will be prepared and sealed for you and may only be picked up by parents or guardians. Notification of withdrawal should be made at least three (3) days in advance to the front office staff to avoid wait time.