



Dune Lakes Elementary

STUDENT HANDBOOK

2025 - 2026

6565 US Hwy 98 E Santa Rosa Beach, FL 32459

(850) 622-5012

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WALTON COUNTY SCHOOL DISTRICT

APPROVED BY

FEB 18 2025

2025-2026 School Calendar

WALTON COUNTY SCHOOL BOARD

August 1-8, 2025	Pre-Planning Days
August 7, 2025	Instructional, Clinic, and Bilingual Aides Return
August 11, 2025	Classes Begin for Students
August 29, 2025	Early Release Day for Students/Professional Development for Staff
September 1, 2025	Labor Day (all personnel out)
October 9, 2025	End of 1 st Nine Weeks (43 days)
October 10, 2025	Teacher Work Day (students out)
October 31, 2025	Early Release Day for Students/Professional Development for Staff
November 11, 2025	Veterans' Day (all personnel out)
November 24-28, 2025	Thanksgiving Holidays (all personnel out)
December 19, 2025	End of 2 nd Nine Weeks (44 days)
December 22, 2025-January 2, 2026	End of 1 st Semester (87 days)
January 5, 2026	Christmas & New Year's Holidays (all personnel out)
January 6, 2026	Teacher Work Day (students out)
January 7, 2026	Professional Development Day for Teachers (students out)
January 19, 2026	Students Return
February 16, 2026	Martin Luther King, Jr. Day (all personnel out)
March 13, 2026	Presidents' Day (all personnel out)
March 16-20, 2026	Early Release Day for Students/Professional Development for Staff
March 23, 2026	End of 3 rd Nine Weeks (46 days)
April 3, 2026	Spring Break (all personnel out)
May 25, 2026	Teacher Work Day (students out)
May 29, 2026	No School Day (all personnel out)
	Memorial Day (all personnel out)
	Last Day for Students
	End of 4 th Nine Weeks (47 days)
	End of 2 nd Semester (93 days)

Graduation Dates

May 16, 2026	In10sity School of Excellence (4PM)
	Freeport High School (7PM)
May 19, 2026	Magnet Innovation Center (7PM)
May 21, 2026	South Walton High School (7PM)
May 22, 2026	Walton High School (7PM)
May 23, 2026	Paxton High School (2PM)

Visit the Dune Lakes Elementary School Website for Special School Events and News at <http://dle.walton.k12.fl.us/>
 Visit the Walton County School District Website for District Calendars <http://www.walton.k12.fl.us/index.cfm?p=calendars>

Dune Lakes Elementary School

6565 Highway 98 East
Santa Rosa Beach, FL 32459
Phone: (850) 622-5012
<https://dle.walton.k12.fl.us>



Brian Michie, Principal
Alyssen Betts, TSA
Leslie Lisenbee, TSA
Meghan Turner, School Counselor

Dear Students and Parents,

It's a new year at Dune Lakes Elementary! I am excited to welcome both our returning families and those new to our school community. As your principal, I look forward to working with you to ensure a successful and enriching year for all our students. Together we can build a positive partnership to support the needs of all learners.

At Dune Lakes Elementary, we are committed to providing a safe, nurturing, and engaging environment where every child can thrive academically, socially, and emotionally. Exciting learning opportunities lie ahead and our dedicated team of teachers and staff is ready to work diligently to create a supportive atmosphere that encourages curiosity, creativity, and a love for learning.

Our theme this school year is "*Our School Rocks!: Fine-tuning Excellence.*" We want every student to feel that school is a positive place where they can *star* and be themselves. Our team works daily to ensure that every student is *fine-tuning* their learning and that they feel confident going from classroom rehearsal to the *center-stage* of life. Every student deserves a *spotlight* and we look forward to making this year a successful one.

Communication and collaboration with families are key components of our school's success. We value your involvement and encourage you to stay connected with us throughout the year. Please make sure to regularly check our Rooms communication app, school website, newsletters, and social media for updates and important information. Additionally, we invite you to participate in school events, parent-teacher conferences, and volunteer opportunities as your involvement greatly enriches our school community.

As we navigate this school year together, please do not hesitate to reach out with any questions, concerns, or suggestions. My door is always open, and I am here to support you and your child in any way I can.

Thank you for entrusting us with your child's education. I am confident that this school year will be filled with growth, discovery, and memorable experiences. Let's work together to make it a fantastic year at Dune Lakes Elementary!

Sincerely,

A handwritten signature in blue ink that reads "Brian Michie".

Brian Michie
Principal

2025- 2026 Theme



FINE-TUNING EXCELLENCE

Mission Statement

By living our character pledge, we will educate with passion, inspire pride of self and cultivate meaningful relationships with our students and families, staff and community.

Vision Statement

To inspire personal responsibility, civic duty and a passion for lifelong learning.

SCHOOL DAY

Our school day is from 7:35 a.m. until 2:15 p.m.

7:00 a.m.	School Office Opens
7:10 a.m.	Student Drop Off Sites 1, 2, 3, 4 staffed to assist students
7:35 a.m.	Classes Begin
2:15 p.m.	Dismissal
3:00 p.m.	Office Closes

Parents are reminded to please not drop off student(s) if staff is not present.

Students should be picked up promptly from school each day. Notify staff if delayed.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Per Florida statutes, Sandpipers begin each day with the Pledge of Allegiance and Moment of Silence. This is done to promote great respect for the government of the United States and its national anthem and flag. Students have the right not to participate in reciting the pledge and may be excused from reciting the pledge upon receipt of a written request by his/her parent or guardian. Parents or guardians are also encouraged to discuss the best uses of the moment of silence with their child, as schools are not able to guide this time.

ATTENDANCE

ABSENCES

All students are expected to attend classes each day that school is in session. Students aged six to eighteen are subject to mandatory school attendance. *Please refer to the 2024-2025 Walton County School District Code of Conduct (Section 3.7) for complete ATTENDANCE GUIDELINES.*

Students will have three (3) school days after an absence to bring in verification for an excused absence. Professional notes such as a doctor's note or court document are always accepted. Parents may also submit up to 10 excused notes per school year. Following 10 parent notes, only professional absence excuse notes will be accepted. The absence will be considered unexcused if the school does not receive verification for the absence. Excuse notes may be emailed to our attendance clerk directly at dleinfo@walton.k12.fl.us.

When a student accumulates a total of ten (10) excused or unexcused absences in any school year, a principal shall require a physician's statement or other medical personnel before excusing student absence.

Upon the fifth (5) unexcused absence in a 30 day period, the student will be referred to administration for attendance monitoring. Parents will be formally notified of truancy policies.

Upon a student's tenth (10th) total unexcused absence in a 90 day period, the student will be referred for a mandatory meeting between the school administration and parent/guardians.

After the fifteenth (15th) unexcused absence from school during school hours within ninety (90) calendar days, the student will be classified as a habitual truant and referred to the District truancy officer and an additional mandatory meeting with administration. As a result, a truancy petition may be filed, and the Department of Highway Safety and Motor Vehicles notified.

Extended absences greater than 10 days must be approved by principal.

PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES ATTENDANCE

To participate in our school's extra-curricular activities, students must be in attendance for at least half of the school day. Absence of more than half of the school day requires approval for participation by the principal or designee.

TARDIES

The school day begins at 7:35 a.m. Students arriving to class after 7:35 a.m. are considered tardy. Students arriving to school after 7:35 a.m. must be signed in at the front office by a parent/guardian to obtain a tardy slip. Tardiness negatively affects student performance. Academic assignments missed will be provided to your child and may be made up during alternate times or at home. Excessive tardies may be pursued as truancy.

STUDENT CHECK OUT

If it is necessary for your child to arrive late or leave school during the day, the parent or the parent's authorized representative must come to the office with valid picture ID to sign the student in/out. (An authorized representative is any person listed as a contact on the student emergency card filled out by the parents at the beginning of each school year). **AT NO TIME** is a parent/guardian permitted to take a student from school or off the bus without first signing the student out through the office. For your child's safety, we will ask for identification at the time of checkout. **Individuals not listed as emergency contacts will NOT be able to check a student out.** Students will remain in class until the front office calls for the student to check out.

To keep interruptions to a minimum and respect the learning environment, we ask parents to conduct any business in the office (i.e. lunch money, schoolbooks, clothes, homework, etc.). For the safety of all our students, parents are not permitted into the classroom to pick up a child or deliver items. Office personnel will send for the child or deliver any items. **Students may not be checked out of school after 1:45 p.m. unless it is an emergency. This is for the safety of the students and to eliminate any confusion during dismissal.** In the interest of safety, no students will be allowed to be checked out during severe weather procedures.

ACADEMICS

GRADING SYSTEM

To improve accuracy and effectiveness in grading, document student progress and inform instruction, the following point system will be utilized to determine your child's nine weeks, semester, and yearly averages.

Grading Scale

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

Additional grading system information is available in the Walton School Board Student Progression Plan which can be accessed on the district website at www.walton.k12.fl.us

PROGRESS REPORTS/ REPORT CARDS

1. All students will receive report cards at the end of each nine-week period.
2. All students will also receive an interim report at mid-nine weeks to keep parents informed of academic/behavioral progress.
3. Teacher conferences will be held during the 1st semester and as needed depending on the success of the student. Parents may request a conference at any time by contacting their child’s teacher.
4. Questions about report cards, interim reports, grades and student progress need to be directed initially to the teacher.

PROGRESS REPORTS/ REPORT CARDS DATES

	1st Nine Weeks Grading Period	2nd Nine Weeks- End of First Semester	3rd Nine Weeks Grading Period	4th Nine Weeks- End of Second Semester
Mid Term Reports	Sept. 10, 2025	Nov. 12, 2025	Feb.4, 2026	Apr. 22, 2026
End of Grading Period	Oct. 09, 2025	Dec. 19, 2025	Mar. 13, 2026	May 29, 2026
Report Card Distribution	Oct. 16, 2025	Jan. 8, 2026	Mar. 26, 2026	May 29, 2026

RETENTION

Students who earn less than a 60 in a core content subject (math, ELA, science, and social studies) for the full year will be retained in their current grade level. Parents of students in danger of retention will receive prior intervening communication from staff and formal notification following the 3rd 9 weeks. Students in 3rd grade are subject to statutorily mandated retention policies.

HOMEWORK

Homework provides additional practice of skills and concepts learned in the classroom, which increases student personal responsibility, individual accountability, and leads to mastery of the skill learned. Per the WCSD Student Progression Plan, homework is not assessed as part of an elementary student’s grade.

- **PRIMARY LEVEL (GRADES K-2ND) EXPECTATIONS**
Students should read, or be read to, every evening. Homework activities at the primary level should not exceed a total of thirty (30) minutes per day. Students may be required to complete unfinished class work at home.
- **INTERMEDIATE LEVEL (GRADES 3RD – 5TH) EXPECTATIONS**
Homework at this level should not total more than one hour per day. Work missed due to absences or failure to complete class work assignments at school could impact the amount of time a student needs to work at home.

MAKE-UP WORK

Students are expected to make up all work missed during an excused absence within a reasonable amount of time after returning to school or other such time as determined by the teachers or the Principal and credit will be granted for all work completed. At least one (1) day shall be allowed to make up work for each day of missed work. A student's grade may also be affected for work missed during an out-of-school suspension. Work missed due to excused absences will be sent home upon the student's return. This will give teachers the opportunity to explain any of the assigned work. Refer to the Walton County School Board Student Progression Plan for additional clarification.

PHYSICAL EDUCATION

Physical education is a part of our school curriculum. The State of Florida requires all elementary students to participate in P.E. for a minimum of 150 minutes per week. Each child has the responsibility of participating in P.E. If, for some reason, such as illness, your child should not participate for one or two days, please send a written explanation to the P.E. teacher. If a child is to be excused from P.E. for a longer period of time, a note from a doctor is required and should be sent to the P.E. teacher. A student who by reason of illness or disability is unable to participate in the more vigorous forms of activity in physical education will be assigned modified activity upon written recommendation of a physician. Tennis shoes are necessary for physical education classes for student safety and to protect the gym floor. An alternative activity will be provided for students during PE when tennis shoes are not worn.

FIELD TRIPS

All grade levels may have educational field trip(s) to support academic content in accordance with School Board policy 4.43. **Students MUST have a completed WCSB Assumption of Risk, Waiver, Release & Hold Harmless, WCSB Consent by Parent/Legal Guardian for Treatment of a Minor During Voluntary Extracurricular Activities and WCSB Parent/Guardian Permission Form For Field Trips on file by the due date to attend all field trips.** Students will follow all Code of Conduct rules while on field trips and represent Dune Lakes Elementary well. Any parent wishing to chaperone a field trip must complete the WCSB volunteer packet and be fingerprinted through the district. Fingerprint clearance is good for 5 years.

TEXTBOOKS & EDUCATIONAL RESOURCES

Pursuant to Florida Statute 1006.28(3) (b), the school principal shall collect from each student or the student's parent the purchase price of any instructional material the student has lost, destroyed, or unnecessarily damaged.

ACCESS TO DIGITAL CURRICULUM

All students are able to access digital curriculum programs as well as textbooks online from home. Students can access these through Classlink by visiting <https://launchpad.classlink.com/walton> or using the QR code below. Speak with your student's teacher for greater detail.



BEHAVIOR/CONDUCT

CIVILITY

In order to provide a safe, caring, and orderly environment, the administration of Dune Lakes Elementary School expects civility from all who engage in school activities. Mutual respect, professionalism, and common courtesy are essential qualities that all need to be demonstrated in promoting an educational environment free from disruptions, discrimination, harassment, bullying, and aggressive actions.

CONDUCT/DISCIPLINE

School discipline policies have been established to create the best possible safe learning environment for all students at Dune Lakes Elementary and align with the Walton County School Board Code of Conduct. This environment uses positive approaches to communicate expectations and teach problem solving skills to protect each child's rights. The teacher will first teach school and classroom rules, teach conflict resolution and problem-solving strategies and clearly communicate expectations and consequences for behavior. If a student chooses to engage in inappropriate behaviors after these policies and procedures have been implemented, the following guidelines shall be followed.

- **Teacher Guidelines:** For minor offenses, teachers will assign appropriate classroom-level consequences and document on the discipline tracking form. The fifth minor offense will result in a referral to the office.
- **Administrative Guidelines:** After the teacher has provided the needed support, the student will begin consequences at the administrative level. These consequences may include administration/student conference, phone call/conference with parents, problem-solving assignment, consequences deemed appropriate by administration, in-school suspension or out-of-school suspension. Administration will make every effort to contact the parents when office referrals are given.

Severe/unsafe conduct at any time will result in the student being sent directly to the office.

ZERO TOLERANCE INFRACTIONS

Dune Lakes will follow the Walton County School District Code of Conduct and will recommend students for expulsion in accordance with the WCSD Code of Student Conduct Section 6.0.

BULLYING AND HARASSMENT

It is the policy of Dune Lakes Elementary School and the Walton County School Board that all its students and school employees have an educational setting that is safe, secure and free from harassment and bullying. The District will not tolerate bullying and harassment of any type. Bullying and harassment are prohibited during any education program or activity, during any school-related or school-sponsored program or activity, on a school bus or through the use of data or computer software that is accessed through a computer, computer system or computer network (cyber bullying).

Bullying means **repeated** (systematic and chronic) infliction of physical hurt or psychological distress on one or more students or employees which includes, but may not be limited to: teasing; social exclusion; threats; intimidation; stalking; physical violence; theft; sexual, religious or racial harassment; public humiliation or destruction of property. Further details regarding this policy may be found in the Walton County Student Code of Conduct Section 5.5 or in Chapter 5.301 of the Walton County School Board Policy Manual available at www.walton.k12.fl.us.

Incidents of bullying and harassment should be reported to the school administration, parents can use the form provided in the Walton County Student Code of Conduct. If desired, the complainant's name will be kept confidential. A designated school employee will conduct an investigation, interview the parties involved and assist the principal in determining if the events violate policy. The school administration will determine the severity of the incident, determine the appropriate response and notify the parties involved of the actions taken.

DRESS CODE

Children should attend school in appropriate apparel, clean, healthy and ready to learn. Inappropriate dress items are specifically defined in section 3.9 of the WCSD Code of Conduct. The adjacent items are identified as *appropriate* apparel by the Walton County School Board and approved for school:

Students in violation of the dress code will be referred to the office where they may be given an alternative item of clothing to wear or parents will be called to bring appropriate clothing to the school. For more information please reference WCSD Code of Conduct Section 3.9.

Elementary Only

- a) **Pants**, jeans, long slacks, or capris (below the knee)
- b) **Skirts and dresses** that are at the knee
- c) **Shorts that are no more than 3 inches above the knee.**
- d) **Shirts** that cover the midriff, but **no spaghetti straps, halters or backless shirts allowed**
- e) **All** visible garments including layered garments, must be in accordance with the dress code
- f) **Shoes** will be worn at all times. No heels or platform shoes greater than one inch
- g) **Sunglasses, hats, and other sun-protective wear** will be allowed to be worn outside only
- h) Holes in garments that expose the flesh must be no higher than 3 inches above the knee

CELL PHONES

Students may bring electronic communication devices to school as outlined in the WCSB Code of Conduct. This includes cell phones and smartwatches. However, during school hours, phones must be off and not visible. **State statute mandates that a designated area be assigned for student cell phones. Students at Dune Lakes Elementary with cell phones are expected to keep cell phones in their backpack or cubbies and NOT on their person during the course of the school day.** Consequences for violation of wireless electronic devices are also outlined in the WCSB Code of Conduct Section 3.14.

ELECTRONICS, TOYS & PLAY EQUIPMENT

Students **should NOT** bring toys, video games, play equipment, electronic devices, etc. to school. **The school cannot be held responsible for loss or damage of items brought from home.**

COMMUNICATION

We believe that good communication is essential. Our school website, newsletter, social media, e-mail, FOCUS, Let's Talk, Here Comes the Bus, and Rooms messaging application are all used throughout the year for communication between school and parent.

ROOMS

Rooms is the new district approved teacher/student/parent communication platform. Rooms allows users to engage in secure, two-way multi-lingual messaging, ensuring they stay connected and informed about classroom activities, assignments, and school events. You can also use Rooms on a desktop device by visiting www.thrillshare.com to login. You will receive a text message to authenticate your account and establish the connection between you and your student's teachers.

In order to ensure a seamless experience, it is highly recommended you visit or create a FOCUS Parent Portal account to ensure your contact information is up-to-date. All stakeholders are strongly encouraged to sign up. Download Rooms using the QR code (1) below.

FOCUS

FOCUS is an online tool used for communication of daily student progress. Through the parent portal, parents can access their child's grades and attendance.

To register or reset your password for the Parent Portal please visit the following link: <https://walton.focusschoolsoftware.com/focus/auth/> or use the QR code (2) shown below.

The following information is required to setup a Focus Parent Portal Account.

- Valid email
- Child's student identifier (10-digit number beginning with 66 assigned by the district)
- Student's date of birth
- Parent Portal Registration PIN. If your child has a portal account, they can provide you with the PIN by viewing the General tab under My Information. Or you can obtain your PIN from the school office or from the teacher.

Parents may also access Focus easily by downloading the MyWaltonSchool,FL Focus Community App for your smart phone using the QR code (3) below.

LET'S TALK COMMUNICATION TOOL

The Walton County School District has a district-wide communication tool called Let's Talk. Parents, students, and other stakeholders can email and text questions, concerns, and/or compliments directly to our school offices or district departments. Responses are generally answered within two days. Direct communication should still occur at the school level for time sensitive responses, such as bus changes, check outs, absences, and communication with teachers. If you have general items that do not have to be answered right away, you can try Let's Talk at email address walton.fl@k12-lets-talk.com or text 850.204.9667. Connect with us on Let's Talk using the QR code (4) below.

SANDPIPER SCOOP

Parents will be provided with a weekly digital newsletter from school administration. This newsletter includes important dates, events, and relevant school information. It is highly recommended that parents review this weekly.

WEBSITE

A calendar of events, cafeteria menus, list of teacher names and emails, class emails, and other pertinent information is also maintained on the school website. The school website can be accessed at: <http://dle.walton.k12.fl.us/>.

PLANNER/COMMUNICATIONS FOLDER

Every student is provided a planner and/or communication folder. **These tools are expected to be used every day.** In this manner, parents and teachers keep in communication. We encourage participation and responsibility in using these tools effectively.



1
iOS

Android

TRANSPORTATION

STUDENT DROP-OFF/ PICK-UP

Dune Lakes Elementary School serves approximately 950 students. Many parents choose to transport their children to and from school. This can create a challenge in maintaining an effective flow of traffic while ensuring the safety of our students. The following are the designated drop-off and pick-up procedures:

- Student drop-off is only permitted in designated areas. Students should never be dropped off in the school parking lot or other areas.
- Students may be dropped off after 7:10 AM. There is no staff on duty to provide supervision before this time.
- Students in Kindergarten should be dropped off in Area 2*.
- Students in grades 1-2 should be dropped off in Area 3*.
- Students in grades 3-5 should be dropped off on the west side of the building in Area 1*.
- Students in grades 1-5 who have younger siblings must be dropped off with their younger brother/sister in the younger sibling's drop off zone. K-2 children should not be dropped off with older siblings.
- Drop off and pick-up locations are the same for AM and PM.
- Students should never be dropped off if a staff member is not present at the drop off location or students should not be dropped off in non-designated areas including the front office.
- If your child does not come to the door after their name is called, you will be asked to circle back through the car line again so as to not delay student dismissal.

***See Transportation map distributed with handbook for more details.**

TRANSPORTATION CHANGES AND PIKMYKID APPLICATION

All students need a regular routine for afternoon transportation in order to best ensure their safety. **All arrangements for transportation should be made prior to arrival at school. All transportation changes should be processed through Pikmykid.**

The PikMyKid parent smartphone app on IOS or Android allows parents or guardians the option to easily change their child's afterschool transportation mode or assign others pick up permissions. In the PikMyKid app parents can easily assign their child(ren) to one of these options on the same day or on a specific schedule for the school year. This allows teachers to view a single school-wide report and send students to the correct areas when the bell rings. Download the app using the QR code shown.



ios



Android

In an emergency, transportation changes may be done through our front office and subject to verification. If no note is received, normal transportation plans will be followed. **Any transportation changes must be made prior to 1:15 p.m. to provide adequate time to relay the messages to the students.** Please note that changes made after 1:15 p.m. may not be received due to the high traffic volume in the front office. Please help us get your child to the correct location by following the procedures outlined above.

CAR TAGS

For the safety of our students, all parents/guardians or designated persons, must have a car tag when picking up students. Each student will receive 2 car tags. Additional car tags may be requested through the front office. Please display your car tag clearly in car line to facilitate quick transitions. If you do not have a car tag, you will be asked to park and report to the office and present an ID.

WALKERS

Walker passes are only available to students who live in close proximity to campus. Verification of address is required for a walker pass. Walkers will enter and exit through hallway A doors and meet parents at the designated walker pick up/ drop off area.

LATE PICK UP

Please be on time to pick up your student. Children who are not picked up from school at their transportation area in a timely manner will be brought into the office where parents must come inside to collect them. Repeat offenders will meet with administration as office staff are unable to supervise students long term.

BUS INFORMATION

The Walton County School District provides public bus transportation for enrolled students. Students must follow bus rules to ensure safety. For bus rules, see Section 3.17 of the WCSD Code of Conduct. Parents may view their student's bus route information using InfoFinder i. See the QR code below.

HERE COMES THE BUS APPLICATION

The Here Comes the Bus application provides the real-time location of your child's bus on a map and gives scheduled and actual arrival times at home and school for bus routes. It also provides push and email notifications when the bus is near. Sign Up Instructions For Parents:

1. Download Here Comes the Bus app using the QR code below or visit herecomesthebus.com.
2. Click the "Sign Up" button
3. Enter school code **79381** and click "Next" followed by "Confirm"
4. Complete the "User Profile" box
5. Under "My Students," click "Add." Enter your child's last name and student ID number

6. Once you confirm your information, you're ready to begin



ENROLLMENT

STUDENT ENROLLMENT & WITHDRAWAL

Students enrolled in Dune Lakes Elementary School must provide state required documentation as well as any health and custody documentation when applicable. If it becomes necessary to withdraw a student from school, parents are requested to fill out a withdrawal form in the front office at least one day prior to leaving to make proper arrangements. (i.e., textbooks, library books, planners, remaining balances) A withdrawal form should be completed by the parent/guardian.

CONTROLLED OPEN ENROLLMENT

Controlled Open Enrollment allows a parent from outside Dune Lakes designated school zone to enroll and transport his or her student to any public school that has not reached capacity. Certain students, such as dependents of active duty military whose move resulted from military orders, or students relocated due to foster care placement, receive priority for seat assignments within a school. Parents must submit applications and sign a performance contract for enrollment for a school outside their student's transportation zone. If a student breaks the terms of the performance contract, the student will be put on probation and student data will be reviewed every mid-term and grading period. **If the student cannot adhere to the contract after the probationary period, the student's COE will be revoked, and the student will be required to attend his/her zoned school.** To learn more, visit <https://www.walton.k12.fl.us/page/controlled-open-enrollment>.

MEDIA/ INNOVATION CENTER

The responsibility and care of materials from the Media/Innovation Center is important for all students to learn. Students will be taught expectations and the proper care of library books. Materials must be well taken care of so that others may share in their use. Kindergarteners may check out one book at a time. First graders may check out two books. Second-fifth graders may check out three books. Students who do not return a library book will not be able to check out another book until their book is returned. Students with overdue, lost, or damaged books will receive notices with their report cards each quarter. Once the book has been overdue for one month, the book will be considered lost.

LOST BOOKS

Students will be expected to pay for a lost book before being able to check out new books. Parents will be notified with a notice sent home from the Media Specialist. Payment for the book should be arranged with the Media Specialist. Once a book has been paid for, the student may continue to check out two books at a time.

DAMAGED BOOKS

Students that return books that are damaged by graffiti, water, food, pets, etc. will either pay to replace the entire book or pay a fine for the damage if the book is still usable. Determination of the fine will be made by the Media Specialist. Students will be unable to check out new books until the fine has been paid.

SCHOOL COUNSELOR AND GUIDANCE

Our guidance counselor is Mrs. Meghan Turner. She can be reached directly at 850-622-5012 ext 2712 or by email at meghan.turner@walton.k12.fl.us. The school counselor's office is responsible for the following items:

- Counseling services and supports
- 504 and ELL plans
- MTSS
- FAST and WIDA testing

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

The Multi-Tiered System of Support (MTSS) is in place at all Walton County schools. MTSS is designed to monitor student progress and to develop and implement interventions. Dune Lakes Elementary School's MTSS Team meets weekly to monitor student progress. Parents are a welcome part of this process. Parents can initiate MTSS meetings by request to teachers, the school counselor or principal. For additional information on MTSS, please contact Frances Granger at frances.granger@walton.k12.fl.us.

LUNCH BUNCH

Students may also meet with our counselor informally in small group with peers during "Lunch Bunch." A permission slip will be sent home for interested students. Lunch Bunch meets weekly and can help students with socialization, problem solving, and resiliency.

MENTAL HEALTH SERVICES

Parents may submit a consent form for referral to a District mental health counselor. These services are provided on a scheduled basis during the student's school day.

INTERVIEWING OF STUDENTS

If a student states he/she is experiencing suicidal thought or otherwise indicates an intention to harm himself/herself or others, the student will be referred to the counselor. If the counselor determines the student meets requirements for involuntary placement under the Baker Act rules, the Mobile Response Team (MRT) will facilitate the transport to an appropriate facility. The SRD will be responsible for determining contact with the student's parent and/or guardians. In that event, every effort will be made to contact parents and/or guardians as quickly as possible.

STUDENT HEALTH AND SAFETY

EMERGENCY CARDS/STUDENT SAFETY

During enrollment and at the beginning of each school year, emergency contact information is provided for each student. **It is important for emergency and administrative reasons that every student maintains an up-to-date address/telephone number at the school office.** Please notify the school immediately if you have an address or telephone number change or move out of the district during the school year. Please also update our office of change due to custody, relocation, etc..

SAFE & SECURE LOBBIES

All Walton County schools are equipped with a double-locked entry through which each school visitor must be buzzed in by school personnel in order to gain entry. **Students arriving late will be checked in through this lobby.** In order to check a student out, visitors will be buzzed in, present appropriate identification and wait for school personnel to call the student to the office. Any items being dropped off for a student will be left with school personnel in the lobby until they may be delivered to the student.



SEE SOMETHNG? SAY SOMETHING!

Students are encouraged to report information that can help prevent or solve crimes to any school staff member. In addition, information about crimes can be reported anonymously to Student Crime Stoppers by calling (850)863-8477, or texting "TIP214 plus your message" to CRIMES (274637). Anonymous web tips can also be submitted at www.emeraldcoastcrimestoppers.com.

FORTIFY FLORIDA

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. Submitted a false report through the FortifyFL app is prohibited by statute. Download the FortifyFL App by visiting <https://getfortifyfl.com/>



OFFICE OF SAFE SCHOOLS

Students can also report suspicious school related activities to the Walton County School District Safe School department e-mail safeschools@walton.k12.fl.us

STUDENT INSURANCE

The Walton County School Board continues to be vitally concerned about the health, safety and welfare of all students. We encourage safety, but we realize that sometimes student accidents do happen. As a member of the Panhandle Area Educational Consortium-Risk Management program, the Walton County School Board has purchased a student accident policy which covers all of our students who are injured while in school or participating in school sponsored activities. This insurance is accident coverage only and will not replace your current health insurance. You need to continue such coverage for your protection. This information will serve as notice to you of the payment of expenses. Due to experiencing a significant increase of claims which has resulted in climbing costs, a deductible of \$100.00 shall be paid by the parent or guardian before any reimbursements are made from the insurance plan. In case of an accident, you must file a claim with your own health insurance carrier first. The School Board policy is designed to pay for reasonable expenses which are not reimbursed by your health insurance and after your payment of the \$100.00 deductible is paid to the medical provider.

SCHOOL CLINIC

Parents are responsible for notifying the school nurse of any life-threatening allergies, illness or disease as well as completing necessary emergency procedures or providing medical information specific for your child. Refer to the WCSB Code of Conduct Section 1.5 for additional information.

PROCEDURES FOR ADMINISTERING MEDICATION

Medications can be administered at school by the school nurse. Parents must bring the medication to the school nurse. Medication may NOT be sent to school with a student. A medication form must be completed in the clinic and signed by the parent. Both prescribed and over the counter medicines must be provided to the school in their original container.

Prescription medication **MUST** be brought to the school by the parent in the original container with the student's name, name of medication, directions for dosage, time to be administered, physician's name

and date. The medication will be received, counted and verified by a school nurse/aide or principal's designee. Any changes in the dosage or time must be accompanied by another note from student's doctor. The medication will be stored in a locked area. For more information, visit the school nurse and refer to the Walton County School Board Code of Conduct Section 3.11.

ILLNESS

If your child has had one or more of the following symptoms in the past 24-hour period, please keep him/her home:

- Fever greater than 100* F
- Vomiting and/or diarrhea

Parents may be contacted and requested to pick up student if seen by the nurse and found to have any of the above symptoms. Please contact School Nurse Amber Ward at amber.ward@walton.k12.fl.us with any medical or medication-related question.

CAFETERIA

MENUS

Breakfast and lunch menus are available on the school website <https://dle.walton.k12.fl.us/>. Menus are subject to change.

BREAKFAST AND LUNCH

Breakfast	Lunch
7:10 to 7:35	10:05-12:35

Breakfast and lunch are served to students each day. The costs of adult meals and additional items are as follows:

	Reduced	Regular	Adult
Breakfast	\$0.30	\$2.20	\$2.00
Lunch	\$0.40	\$3.00	\$5.00
Extra Milk		\$0.75	

When paying for a child's lunch and/or breakfast by check, please write the child's name and the amount to be credited to the breakfast and/or lunch account on the check. It is the responsibility of the parent to monitor their child's balance. Unfortunately, no charges are allowed. Questions regarding student lunch/breakfast accounts should be directed to the school cafeteria manager, who can be reached at 850-622-5012 ext. 2715.

Students are not allowed to bring carbonated drinks or drinks in glass containers. In preserving a safe and equitable learning environment, we discourage parents from bringing in lunch from private restaurants. We also request that parents do not use food delivery services such as Doordash and Grubhub as these create a disruption for staff and school.

PARENT LUNCH VISITS

On Mondays and Fridays, parents/guardians may join their student for lunch and sit in a designated area in the cafeteria. Due to limited seating, we are asking only 2 guests join students for lunch. For safety reasons, only individuals listed as a student's emergency contact may eat lunch with them. Emergency contacts may be updated with the front office. You may contact the school at 850-622-5012 before 8:30 if you would like to order a school lunch.

FREE/REDUCED LUNCH FORMS

Free and reduced lunch forms will be sent home at the beginning of the year and may be obtained from the office. Students who were on free/reduced lunches previous years will be allowed 30 school days to obtain and return a new completed lunch form. Students must begin paying on the first full day following 30 days unless the free and reduced meal form is returned and approved.

A LA CARTE

A la carte menu items may be offered to students when available. A la carte items may include yogurt/fruit parfaits, juice bars, etc. These items are priced at \$1.00-\$2.00. Parents who wish for their students to not participate or limit to one a day week in the a la carte program, may contact the Food Services Manager to note on the student's account.

EZ SCHOOL PAY SYSTEM

The Walton County School District Food & Nutrition Department offers an online service to manage student school meal accounts. The system provides on-line payment access with use of a credit card.

- Send payments faster and directly into your child's meal accounts: Payments are credited within 10 minutes.
- Mobile EZSchoolPay applications are available from your device's app store and are available for iPhone, iPad, and Android devices. Receive alerts of low balances, make payments for your child's meal account, and purchase items from the school store.
- Low Balances: Receive alerts when your child's balance drops below a certain balance.



To take advantage of this program, you must create an online account with www.EZSchoolPay.com. Your child's EZSchoolPay.com student ID# is the 10 digit student ID number and your child's first and last name.

PARENTS, VOLUNTEERS & COMMUNITY INVOLVEMENT

PARENTAL RIGHTS AND CUSTODIAL RIGHTS

Parents have rights regarding the student records of their children, including right of access, right of waiver of access, right to challenge and hearing and right of privacy, in accordance with the provisions of s1002.22, Florida Statutes.

Only official court documents will limit the access of a parent wishing to have contact with their child or review their child's records. If a court document exists that denies the rights of a parent to interact with their child, check the child out of school, or have information about their child, the document must be presented to the school for enforcement. If necessary, the School Resource Deputy will be contacted to determine the legitimacy of court documents governing custodial issues.

PARENT-TEACHER CONFERENCES

Teachers welcome visits from parents. However, teachers are not available for conferences before and after school while monitoring students. Parents who desire a conference may call the school at 850-622-5012, enter the teacher extension, and leave a message, including a contact number. The teacher will contact you to arrange a meeting time which is mutually acceptable. You may also send a note directly to the teacher or contact them via e-mail. For a listing of all DLE staff and faculty you may

access the Dune Lakes Elementary website at <http://dle.walton.k12.fl.us/>. If you are unable to attend a scheduled conference, please notify the office or the homeroom teacher.



PARENT -SCHOOL ORGANIZATION – SANDPIPER BOOSTERS

Each parent has an open invitation to volunteer with the Sandpiper Boosters, Inc. which is the Dune Lakes Elementary Parent School Organization. Notice of meetings and events will be published in the school newsletter and on their website. We believe involved parents help to create a positive learning atmosphere for our students. To learn more, visit www.sandpiperboosters.org or check out their social media on Facebook @sandpiperboosters and Instagram @dunelakessandpiperboosters.

SCHOOL ADVISORY COUNCIL(SAC)

The School Advisory Council (SAC) is a school-based group intended to represent the school, the community, and other relevant stakeholders. The group has a shared responsibility for guiding the school toward continuous improvement. The SAC is responsible for final decision making relating to the school's implementation of components of its annual School Improvement Plan (SIP). The SAC assists in the yearly preparation and evaluation of the SIP and the school's annual budget. Parents are invited to participate and attend these advertised meetings.

VOLUNTEERS

Volunteers make an important contribution to the school program. Parents are encouraged to call the school volunteer coordinator, Michelle Isolano, at 850-622-5012 ext. 2706 if they wish to become a volunteer at school. The volunteer program is flexible; a volunteer may donate as little or as much time as he/she wishes. State law mandates all volunteers must be registered with the school coordinator in order to be in contact with students. Volunteers are required to complete an application, attend a volunteer orientation and conduct a Level I screening at the school annually. Volunteer Orientation will be held once a semester or as needed. All volunteers will be asked to sign a volunteer agreement after completing the volunteer screening process. Any parent wishing to chaperone a field trip must complete the WCSD volunteer packet and be fingerprinted through the district. Fingerprint clearance is good for 5 years. Preschool children and other visitors are not permitted to join you during your committed time during school hours or after school hours. Visit <https://www.walton.k12.fl.us/page/volunteer-information> to begin this process.

VISITORS

To ensure a safe environment at Dune Lakes Elementary School, all visitors, including parents walking to class **are required to enter through the front entrance**, report to the main office and present a picture ID to obtain a Visitor Pass. Visitors are only permitted to visit the area of the school reported to the receptionist. Staff will be on hand to escort children to class if needed. Parents are encouraged to schedule a conference if they need to discuss issues or have questions for your child's teacher. For the safety of your children, DLE staff will direct unauthorized visitors to the main office. Pre-school children and other visitors may not attend class with DLE students. Visitors are required to check-out at the main office and return the Visitor Pass.

OTHER INFORMATION

SPICE

The Student Program in Community Education (SPICE) program provides after school care at a nominal fee for eligible and enrolled students. SPICE offers many enrichment activities including

supervised homework time, arts and crafts, cooking activities, music activities, physical education, field trips and more. Students report to SPICE at dismissal. For enrollment information, please contact Mrs. Lisa Dick at lisa.dick@walton.k12.fl.us

LOST AND FOUND

Please put your child's name on all jackets, sweaters, sweatshirts, backpacks, water bottles, and lunch boxes. Items without names will be donated to charity on a monthly basis after notification is sent home through the school newsletter.

STUDENT RECOGNITION DAY

Third, fourth and fifth grade students will participate in a Recognition Day at the end of each semester in the cafeteria. Students may be recognized for outstanding academic progress, attendance, academic improvement, and good citizenship.

CELEBRATIONS

Birthdays are very special and exciting days for all of us. As we continue our focus on academics and student success, please remember that school is not the place for a birthday party. If you would like to arrange a small treat for your child's class, contact your child's teacher at least 3 days in advance to make arrangements. We ask that this occur within the classroom setting.

SCHOOL PICTURES

Student pictures will be made in the Fall and Spring. Class pictures are also made in the winter. Dates will be communicated to parents in advance.

CLASSROOM TRANSFER PROCESSES INCLUDING OUT-OF-FIELD TEACHERS

A parent may request his or her child be transferred to another teacher. Please note this does not give a parent the right to choose a specific teacher. Parents requesting a teacher transfer should make requests directly to the school principal. The principal will approve or deny the transfer request within 2 weeks. If the request is denied, the principal will notify the parent and provide the reason for the denial. (F.S. 1003.3101)

The school district will report out-of-field teachers on the district's website within 30 days before the beginning of each semester. A parent whose students is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled. The school district must approve or deny the parent's request and transfer the student to a different classroom teacher within a reasonable period of time, not to exceed 2 weeks, if an in-field teacher for that course or grade level is employed by the school and the transfer does not violate maximum class size pursuant to F.S. 1003.03. If a request for transfer is denied, the school must notify the parent and specify the reasons for the denial. An explanation of the transfer process must be made available in the student handbook or a similar publication. This subsection does not provide a parent the right to choose a specific teacher.

DISCLAIMER

Walton County School District strives to create safe, high quality educational environments where students can gain the skills and knowledge necessary to achieve family and personal goals. To ensure the safety of our students during the 2024-2025 school year, information provided in all school handbooks may change as needed to comply with all health and safety measures.