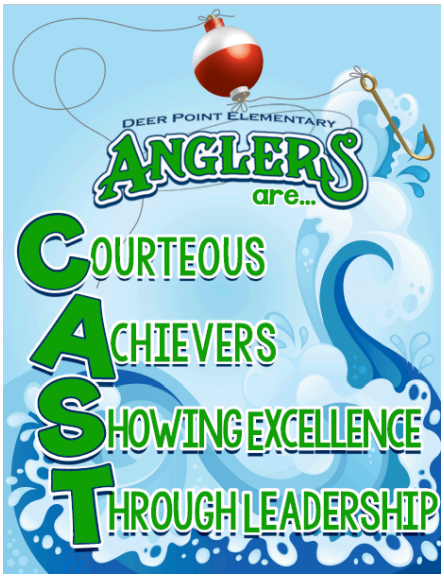
Deer Point Elementary 2025-2026 Student Handbook



Welcome to Deer Point Elementary School. We are excited to be a Leader in Me Lighthouse school and encourage you to join us by becoming actively involved in creating a positive learning environment and celebrating our success along the way. There are many opportunities in which you may become involved: PTO, SAC (School Advisory Council), and *volunteering" in classrooms or with special projects…we love our volunteers! We recognize that every person on this campus must be valued for their individual gifts and talents. Students are supported as they take ownership of their personal and academic lives. We set goals. We work hard. We celebrate!

ATTENDANCE

Students are expected to be in school, to be on time, and to stay all day unless prohibited by illness or other serious crisis. Florida Law 232.01F.S. requires children ages 6-16 to be in regular attendance in school and holds parents accountable for meeting this requirement (232.09F.S.S). Your child is in jeopardy of violating these statutes as indicated below:

- 5 or more absences (excused or unexcused) in a month
- 10 or more absences (excused or unexcused) in the past 90 days. Enforcement of school attendance 232.17 F.S. School Board Policy 7.104; 7.105
- 15 or more unexcused absences in the past 90 days, Habitual Truant 39.01F.S.

Criteria for excused absences as stated by the School Board include: illness, medical care, death in the family, legal reasons, religious holidays, pre-approved family leave, or school-sanctioned activities. Parents are requested to justify each student absence within 24 hours of the absence with a written excuse to the school. If the above absences are found unexcused, you or your child may also be at risk for:

- Notification to AFDC: We are required to notify the AFDC office when recipients of AFDC are not attending school regularly. This could result in a reduction of benefits.
- Court action for truancy

If a prolonged absence is foreseen by the parent, a request can be made through the office that makeup work be gathered for the child and picked up in the office after 2:00. For the protection of your child during the school day, students may not leave the school campus unescorted. If it is necessary for a child to leave school, parents must sign the child out in the office. Teachers will not release students unless notified that the child has been signed out in the office.

Bullying Expectations of Bay District School Board in regard to bullying (Policy 7.207):

The School Board expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

1. The School Board prohibits the bullying of any student or school employee:
    a. during any educational program or activity conducted by the District;
    b. during any school-related or school-sponsored program or activity or on a District School Bus;
    c. through the use of any electronic device or data while on school grounds or on a computer system, or computer network of the District. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section;
    d. through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a District School Bus; or
    e. while the District does not assume liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate, which may include the use of the School Resource Officer.

SAFE Anonymous Reporting Tool

Click on the SAFE (Students Accounting For Everyone) link on the district website to submit an anonymous report of a bullying incident.

SEE SOMETHING, SAY SOMETHING

FortifyFL

Click on the FortifyFL link at the bottom of the school website to report suspicious activity to law enforcement agencies.

NON-DISCRIMINATION STATEMENT Current Board Policy 2.111
No person shall on the basis of race, ethnicity, color, religion, sex, gender, gender identity, sexual orientation national origin, disability, age, genetic information, pregnancy, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to harassment or discrimination under, any educational program or activity or work environment. This practice shall apply equally to students, employees, applicants for employment and all persons having business with the School Board. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.
The following person has been designated to handle inquiries regarding non-discrimination policies:

Holly Buchanan, Executive Director of Human Resources
850-767-4100

CAFETERIA
Lunch is served each day. The lunch includes milk, but students may also purchase extra milk when desired. Breakfast is served each day in the cafeteria starting at 7:05 and lunch shifts run 10:00-12:55.
All students are approved for free breakfast and lunch for the 2025-26 school year.
Additional items, prices are as follows: Milk (extra) .50 Ice cream $1.00

Care of School and Personal Property
We try to instill student pride in the appearance of the school. Students must not mark on school furniture, walls, ceilings, floors, or equipment with pens, pencils, markers, or any other instruments. Students must not tamper with fire alarms, fire extinguishers, plants, trees, or any electrical system in the school. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.

Students are cautioned not to bring large amounts of money, radios, iPods, cell phones, or cameras to school. If a student wears glasses or a watch, we ask that the student take responsibility for the care of them. If it is necessary to bring more money than needed to pay for lunch, they are responsible for their own money. Students should not leave money or other valuables in their desks. We are not responsible for any damaged or lost items.

COMMUNICATION
Phone Calls: You may call to speak to your child's teacher before and after school or during their planning time. You may also email them or message them through Focus Parent Portal. We do not put calls through to the classroom so that you may speak to your child. If you receive a call from the school, the caller should leave a message. If there is no message, they will call you back.

Registration in Parent Portal: All K-12 parents who will have students enrolled with Bay District must sign up for an account in Parent Portal. **Your child may ONLY be checked out to the people who are listed in Parent Portal and with a valid ID.** The office staff cannot make changes to any information in Parent Portal over the phone. You must come to the front office if you are unable to access Parent Portal. Notes cannot be accepted.

Parent Resource Guide: The Bay District Schools Parent Resource Guide may be accessed on the Bay District Schools website, www.bay.k12.fl.us. Paper copies of the Bay District Schools Parent Resource Guide are available upon request at schools or by calling 850-767-4311. Parents and students should read this guide carefully. Note: The electronic edition of the Parent Resource Guide is the latest edition. It replaces earlier electronic and printed editions.

Facebook: We use Facebook as a means of regular communication. Please check this platform regularly for important updates.

Miscellaneous Items Dropped Off During the Day: We ask that you limit delivering items to your child unless it is an emergency. If you drop off items for your student during the day, we will email the teacher to notify the student. This is an effort to avoid classroom interruptions and allows the teacher to send the students to pick up their items when it causes the least instructional disruption.

DISCIPLINE
Each teacher has developed a classroom discipline plan that consists of rules, consequences, and rewards. In the event a student is referred to the office, the Bay District Discipline Matrix will be used as a guideline for behavior intervention by administration. The following plan has been implemented school-wide for students:

Parents will be kept informed and involved. All parents are encouraged to participate in Parent Portal as this is our main means of communication with families. If a student displays inappropriate behavior, the teacher will follow their classroom management plan. If behavior continues, a Parent Alert or Disciplinary Report will be completed. This will be communicated to the parent via Parent Portal, email and/or phone call. The teacher and the parents will conference. As a team, they will develop a plan of action to help the student correct the behavior. If the misbehavior continues or a severe infraction occurs, the student will be sent to an administrator for intervention. The student may receive detention, in-school suspension, out-of-school suspension, work detail, and/or expulsion based on guidelines in the Bay District Schools Discipline Matrix. Parents or legal guardians will be financially responsible for any damage to school property.

STUDENT DRESS CODE - 7.209

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. To promote safety, personal hygiene, and academic well-being, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance.

The following is the dress code for grades K-12 except students at Margaret K. Lewis and Tom P. Haney Technical College.
The dress code policy applies from the time the student arrives on campus until the end of the school day and at all school activities during the school day. The principal may make exceptions for field trips or other special activities.

For purposes of this policy:

• **School colors** refer to the three assigned colors for the school **plus gray** serving as a neutral for all schools **(Deer Point Elementary's colors are Royal Blue, White, and Kelly Green).**
• Standard color palette refers to khaki, navy blue, black, or gray to include jeans.
• Articles of clothing may have a logo or trademark no larger than 3 inches.

Tops:

• Collared shirts should have no more than the top two buttons unfastened and must be in the school's designated colors.
• School-approved club/spirit shirts are permitted.
• Solid school colored, crew neck, t-shirts with small logo are permitted.
• Shirts do not have to be tucked in.
• Shirts must be long enough to ensure that no midriff is visible with raised arms.
• Tube tops and halters of any style are prohibited.

Bottoms:

• Bottoms must be either one of the three assigned school colors or from the standard color palette.
• Small manufacturer's trademark and minimal embellishments are acceptable.
• No holes, rips, or tears.
• Bottoms must be appropriately fitted and seated at the waist.
• Belts, if worn, must be in the loops.
• Shorts should come to the mid-thigh in length.
• Leggings, spandex, or tights are permitted only when worn under a skirt, dress, shirt, or jumper that is at least mid-thigh. May not be sheer or see-through material.
• Jogger pants fitted at the ankle are permitted. (Joggers differ from sweatpants and are not made of sweatshirt material, must be fitted at the waist and ankle.)
• Pajama pants, sweatpants, low-rise, and hip-huggers are not permitted.

Skirts/Dresses/Jumpers:

• Must be one of the school colors or from the standard school palette.
• Skirts or dresses must come to the mid-thigh in length.
• The underarm and shoulder area must be covered.
• Spaghetti straps and jumpers are allowed only with a school-approved shirt underneath.
• No graphics or print patterns.
• A small logo not to exceed 3 inches is permissible.

Shoes:

• Shoes must be worn at all times.
• Shoes must have closed toes.
• Closed backs or shoes with backstraps appropriately fitted behind the foot.
• No bedroom shoes, flip-flops, shower shoes, slides, beach footwear, or shoes with wheels are allowed.

Sweaters/Sweatshirts/Hoodies:

• Long-sleeved sweaters, sweatshirts, or hoodies must be in school colors or gray.
• School-approved club and spirit sweatshirts are permitted.
• Small manufacturer's trademark is acceptable.
• Hoodies, zippered sweatshirts, and sweatshirts in school colors or gray may be worn in the classroom; however, attached hoods may not be worn indoors.

Coats/Jackets:

• Can be any color, but school colors are preferred.
• Outerwear may not have graphics.
• Trench coats are not permitted.
• Coats and jackets can be worn but must be worn over dress code-compliant clothing; however, attached hoods may not be worn indoors.

Face Coverings/Head and Neck Wear:

• Solid color cloth face coverings may be worn by students as necessary for health and safety.
• Coverings or headgear may not cover eyes or tops of head.
• Scarves must be worn around the neck or shoulders (accessory item only; no bandanas).

• Headwear, including hats, sunglasses, or other sun-protective items may be worn outside only. Such protective items must be properly stored in cubbies, purse, locker or backpack.
• Jewelry or accessories that may be used as a weapon, such as chains or spiked jewelry, are not permitted.

Sports and Extracurricular Activities:
• Students participating in extracurricular activities shall conform to the standards of this policy while attending classes during the regular school day.
• Cheerleaders may wear their uniforms when required for participation in school sanctioned activities.
• Athletes may wear the team jerseys on game days with appropriate uniform bottoms.

Exceptions to wearing dress code attire are permitted when:
• Students may wear a uniform of a nationally recognized youth organization, such as JROTC, FFA, etc., on regular meeting days.
• A student wears a costume, special clothing or attire necessary for participation in a school-sponsored or extracurricular activity provided the clothing complies with District policy.
• The dress code guidelines violate a student's sincerely held religious belief.
• Students enrolled in special programs such as on-the-job vocational training, or participating in school activities which require additional standards of dress or grooming, shall comply with such additional standards.
• When applicable, students shall be required to "dress out" and wear physical education uniforms prescribed by the school.
• Upon a parent's written request, the principal may approve reasonable accommodations for special needs.

Prohibited Attire:
Each student is expected to dress appropriately in such a manner that is respectful to self and others. Dress and grooming shall be clean, healthy and safe, and shall not be permitted to disrupt the teaching and learning environment. Attire and accessories that are prohibited include, but are not limited to:
• Clothing that exposes underwear or private body parts
• Fishnet tights
• Garters
• Sleepwear, pajamas, or other bedroom clothes
• Beach wear or bathing suits
• Animal tails
• Any clothing or accessory item that causes a disruption to the learning environment

Students in kindergarten through fifth grade who violate this Policy are subject to the following disciplinary actions:
• First and second violation — Parent notification, verbal warning, and change of inappropriate attire.
• Third violation — Parent notification, change of inappropriate attire, and possible loss of privilege.
• Fourth violation — Parent conference, change of inappropriate attire, and 1-3 days of In-School Suspension (ISS).
• Additional offenses will result in additional days of ISS and possible further disciplinary action up to and including Out-of-School Suspension (OSS) if the continued offenses are a result of willful disobedience.

Students in sixth through twelfth grades who violate this Policy are subject to the following disciplinary actions:
• First and second violation — Parent notification, verbal warning, and change of inappropriate attire.
• Third violation — Parent notification, change of inappropriate attire, and 1-3 days of ISS. • Fourth violation — Parent conference, change of inappropriate attire, and 3-5 days of ISS.
• Additional offenses will result in additional days of ISS and possible further disciplinary action up to and including OSS if the continued offenses are a result of willful disobedience.

Any interpretation of the dress code that is required of this policy shall be the responsibility of the Superintendent or his/her Designee. The Superintendent or his designee is authorized to make the final decision regarding the interpretation, application and enforcement of this policy and to make certain that it is being uniformly applied and enforced at each of the schools within the District.
The Superintendent can add dress code requirements based upon the unique needs of the population served at a school.
Authority: §1001.41, Fla. Stat.
Law Implemented: §§1001.43, 1006.07, Fla. Stat.
History: New, June 12, 1989
Revised: July 24, 1997; November 17, 1998; June 13, 2001; January 25, 2006; September 13, 2006; April 25, 2007; September 12, 2007; June 24, 2009; January 13, 2010; July 14, 2010; September 13, 2011; November 22, 2011; April 9, 2013; May 14, 2013; June 28, 2016 (without requirement of meeting - correct reference to School Advisory Council); September 27, 2016; July 30, 2019; July 13, 2021, December 10, 2024

FIELD TRIPS
Field trips of educational interest will be arranged by the teacher at various times. In order for children to participate, permission slips and medical authorization must be signed by the parent or guardian and returned to the child's teacher by the due date. Chaperones must have an approved volunteer application on file. These must be turned in and approved no less than one week before the date of the field trip. Chaperones for overnight field trips must be cleared through the fingerprinting process each year. Payment for these trips is online through Pay Activities Online where payment may be made using a credit or debit card at **http://osp.osmsinc.com/Bay/.** Cash/check payments will incur a service charge.

GRADING SCALE

Your child's grades are available for your review at any time on the Bay District Parent Portal System by registering and logging in at www.bay.k12.fl.us.

A	90-100	Outstanding Progress
B	80-89	Above Average Progress
C	70-79	Average Progress
D	60-69	Lowest Acceptable Progress
F	0-59	Failing

S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

GUIDANCE: The school guidance counselor is available to: (1) answer questions about the programs at the school, (2) review your child's progress, (3) interpret standardized test scores, (4) discuss special programs, or (5) meet with you about other concerns regarding your child. If you have any questions or concerns, contact the counselor at 850-767-5462.

MEDICAL NEEDS / ILLNESS

Illness of Students at School: It is extremely important that we have a phone number where you can be reached in case of illness of your child. We appreciate having the name of a neighbor or family member who might be trusted to pick up your child when you cannot. As names and phone numbers change, please try to keep the school office personnel informed by updating your parent portal for your child's safety.

Medication: Medication (including anything over the counter, i.e. cough drops, Tylenol, etc.) may not be on campus or administered to a student without a completed "Permission to Administer Medication" form. This form must be completed by the parent AND the doctor. You may obtain this form from the front office. For safety reasons, NO medications are allowed on the bus! The medication must be delivered to the school by a parent or guardian and given to the health tech/nurse. Do not send medication to school with a student.

Head Lice: Bay District Schools has a "nit-free" policy. Head lice/nits can be a problem in any elementary school. If your child is found to have head lice/nits, you will be required to pick up your child and provide treatment. The student must be certified "nit-free" by office personnel with the parent or guardian present before being readmitted to school.

TEXTBOOKS / TECHNOLOGY

Textbooks and Media/Technology Material: Textbooks, library books and other school materials are loaned to students by the Bay District School Board. If these articles are lost or damaged, students will be required to pay for them.

Bring Your Own Device: Students may bring their Personal Electronic Mobile Devices to school during specified times according to BDS School Board Policy 7.211. The policy is known as the Bring Your Own Device (BYOD) policy. BYOD access will be granted ONLY after teachers have obtained permission and participated in BYOD training. The BYOD policy includes, but is not limited to cell phones, pocket PCs, laptops, tablets, or other PDA type equipment. Students who bring their devices MUST log in and use the BDS filtered wireless network during the school day. **STUDENTS WILL BRING THEIR DEVICES AT THEIR OWN RISK. THE DISTRICT WILL NOT BE RESPONSIBLE FOR LOST, DAMAGED, STOLEN, or MISPLACED DEVICES**. The District WILL NOT be responsible for virus, malware, or other computer related issues associated with connecting to the wireless network. These devices will be used in the classroom for educational purposes when the teacher deems their use appropriate. Students may use these devices before and after school if signed on to the wireless network, where it exists. Teachers and administration will determine when/if students may use devices in the classroom.

BYOD Guidelines (For more detailed information, see BDS policy 7.211.)

- Devices may not be used in any way that disrupts the educational environment, or violates the rights of others. Devices may not be used to cheat, violate school conduct rules, or to bully staff or students. Misuse will be subject to disciplinary action.
- Cell phone conversations during instruction or class time will take place ONLY under the supervision of school personnel.
- Using any device that permits recording the voice or image of another person without the consent of the other party is PROHIBITED.
- Students must comply with staff directives and devices must be on silent or vibrate mode during class time.

TRANSFER REQUESTS

Request to transfer

If an academic need arises and a parent desires to request a transfer for his/her child from one teacher to another, the following process will be used:

1. Parent initiates the request for a teacher transfer using the form online in Parent Portal.
2. The principal schedules a parent-teacher conference (required attendance by the parent and teacher and facilitated by the principal) to discuss the parent's concerns.
3. The principal renders a decision on the transfer request within two weeks of the form being received.

Request to transfer from an out-of-field teacher

If a parent desires to request a transfer for his/her child from one teacher to another for out-of-field reasons, the following process will be used:

1. Parent initiates the request for a teacher transfer using the form online in Parent Portal.
2. The principal schedules a parent-teacher conference (required attendance by the parent and teacher and facilitated by the principal) to discuss the parent's concerns.

3. The principal renders a decision on the transfer request within two weeks of the form being received.

TRANSPORTATION

Bus Stops: The Bay District School Board provides buses and drivers for the transportation of students. Bus stops are set by the School Board and not by the bus drivers. Please discuss the following with your child: (1) arrive at the bus stop five (5) minutes before bus time, (2) stand off the side of the roadway while awaiting the bus, and (3) obey the driver at all times. If you have questions or concerns regarding the transportation of your child, please feel free to call the school at 850-767-5462, or transportation at 850-767-4495.

Car and Bus Transportation Changes: If you know you have a change in your child's PM transportation (change to car rider ONLY), please send a note signed by the parent to the teacher. We know that sometimes there are last minute changes that cannot be helped, but it is disruptive to the students and teachers when we have to contact them regularly about these changes. If you must call in a change, please call prior to 1:00 pm so we will have time to get the message to your child. **IMPORTANT – Bus Changes** MUST be pre-approved through transportation at least 1 day before the actual date. A letter signed by the parent must be sent to the school at least 1 day prior to the event for pre-approval.

Car Riders: Students who ride with their parents are expected to report to school no earlier than 7:05 each morning and go to the cafeteria for breakfast or to their assigned waiting area. No supervision is provided before 7:05 a.m. or after school. Students may be dropped off and picked up only at the assigned area.

Afternoon Car Riders: You will be issued two car hang tags to hang on your rearview mirror. Students will be lined up according to grade level and remain in the building. The students will be called by the teacher using the hang tag ONLY and placed in your vehicle. **If you do not have your hang tag you will need to park and report to the main office: you will need to produce your driver's license and verification that you are authorized to pick up the student in Parent Portal, BEFORE the student will be released** (this is time consuming and will slow down dismissal). Please have your hang tag hanging from your rearview mirror to expedite dismissal.

1. Car tags MUST be displayed in the front window in order to utilize the pick-up line. If you do not have your car tag, you will need to park and bring your photo ID to the front office and obtain a pass. You will then need to get back in the car line with the pass. We will not release students solely based on recognition of a person.
2. The first car in line should always pull to the end of the covered walkway. Please do not leave gaps between vehicles. This causes traffic congestion and delays the dismissal procedure for everyone.
3. Do not motion for your child to come to your vehicle if you spot them on the walkway. Please concentrate on moving the line forward. Drop-off supervisors will monitor the car line and direct students when vehicles are moved forward and stopped.
4. Students need to enter and exit vehicles on the passenger side for safety. Other vehicles will be passing on the driver's side and this is a huge safety risk.
5. At no time should parents exit their vehicle. If your child needs assistance getting buckled in, please pull into one of the parking spaces to do this.
6. Only persons listed in Parent Portal have permission to pick up students. It is the parent's responsibility to make sure that the appropriate pick-up person has possession of the car tag each day.
7. There will be a charge to replace lost/missing tags.

In order for drop-off and pick-up to move safely and efficiently, we have adult staff members and student leaders to help children travel to and from their vehicles. Staff members ensure that students make it safely inside the building each morning and to the bus or car each afternoon. **Parents are not allowed to park and drop-off or pick-up their child(ren)**. This ensures the safety of all students and staff while maintaining a steady flow of traffic. If would like us to consider an exception for your child, you must discuss it with your child's case manager and have it approved by the principal.

STUDENT PARTICIPATION IN THE PLEDGE OF ALLEGIANCE

Florida HB 7029, signed into Law by Governor Rick Scott on April 14, 2016, amended Florida Statute 1003.44 by spelling out requirements. In accordance with the law, upon written request from the student's parent/guardian, Bay District students may be excused from participation in the Pledge of Allegiance. Updated provisions, effective July 1, 2016, from the FL Statute 1003.44 include:

When the national anthem is played, students and all civilians shall stand at attention, men removing head coverings except those worn for religious purposes. The Pledge of Allegiance is defined:

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

- The Pledge of Allegiance shall be rendered by students standing with the right hand over the heart.
- The Pledge of Allegiance shall be recited at the beginning of the day in each public elementary, middle, and high school in the state.

- Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. 1006.07(2) that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.
- When the pledge is given, non-exempt students must show full respect to the flag by standing at attention, men removing any headdress, except when such headdress is worn for religious purposes.

If you would like your student to be exempt, please contact your child's school directly. The school will advise you how to proceed with your written request.

Religious Expression Bill (SB 436) - Students in Florida's public schools cannot be punished for including religious materials in their coursework, and that they may pray at school. It further states that school employees also may participate voluntarily in religious activities that are initiated by students before or after the school day.

STUDENT PARTICIPATION IN THE MOMENT OF SILENCE

According to the HB 529, all K-12 schools will set aside at least one minute at the beginning of each school day for a "moment of silence."

Pets - No pets are allowed on campus.

Checking Out Students: Students will be called to the office when you arrive. We cannot call students up to the front office before you arrive to check him/her out. Excessive checkouts are disruptive to the teachers and students. Please try to keep your child at school unless you have a legitimate reason for checking out. **You must check out students before 1:45, otherwise parents will pick students up during regular dismissal. Bring your driver's license when you come to school. You will need it every time you check your student out and/or come on campus!**

Teachers Observations: Per School Board Policy 5.11A – Consent must be granted by the building principal and the teacher notified the day prior to the observation.

PTO: Parent Teacher Organization that is committed to supporting the vision and mission of Deer Point Elementary School. Membership is free. We encourage everyone to become involved. Email Deer Point PTO at anglerfamilyvolunteer@gmail.com for more information.

VISITING CAMPUS / VOLUNTEER OPPORTUNITIES

School Visitors and Volunteers: All visitors must check in at the front office. No one will be allowed to visit a classroom without prior approval from the teacher. All visitors must be supervised by an employee at all times. Only volunteers who have successfully completed a background check and been issued a BDS Volunteer badge will be allowed to work with or supervise students independently. Volunteers are still required to schedule visits with the teacher in advance.

Lunch visits: Please note that space is limited. If seating is full, preference will be given to parents who sign up in advance and to those visiting a student with fewer than two visits (from any contact) in the previous 30 days. Go to: https://dpes-lunch.youcanbook.me/ to sign up.

Check-in Required. All campus visitors must report at once to the front office. Visitors must have permission from the principal or designee before continuing beyond the front office. This rule applies to all visitors, including parents. A pass will be issued for the lunch period that notes the name of the child(ren) who are allowed to eat with each visitor. The pass is valid for the day/time issued only.

Visitation as a Privilege. Campus visitors are at all times subject to the policies and procedures of the School Board, are not entitled to entry to campus, and will not be permitted to interrupt the school's mission and focus of educating students.

Eligible Lunch Visitors. Only contacts are eligible to visit during lunch. Contacts are individuals included on the contact list within the electronic registration portal as determined by the Enrolling Parent. If visitors would like to have another child from the same lunch time join them and their child, they MUST be listed in FOCUS for BOTH children and be listed on the pass provided from the office during check-in.

Maximum of Two. No more than two visitors may have lunch with a student per day. Due to space limitations, please limit to ONE whenever possible.

Lunch Time. Visitors must honor a student's scheduled lunch time.

- Visitors should arrive no more than 5 minutes early.
- Visitors may **not** remain on campus after their student's lunch time.
- Siblings' lunch times will not be altered. If a visitor wishes to eat with more than one student, the visitor must do so at each student's assigned time.

Campus Access. While on campus for a lunch visit, visitors may not visit other locations on campus.

Special Events. During holiday events and other special events, at the principal's discretion, the above procedures and limitations may be waived.

No Visitor Days. There are times during the academic year, such as testing days, when visits may be disruptive and will not be permitted. Such days are to be determined by the principal.

Pre-Visit Checklist. Visitors wishing to have lunch with a student should prepare in advance as follows:

- **Go to: https://dpes-lunch.youcanbook.me/ to sign up**
- Make sure you are either the Enrolling Parent or that an Enrolling Parent has added you to the contact list.
- Bring photo ID. If you do not have the state-issued ID needed for on-site screening, please see school staff in advance to make arrangement for alternative security screening prior to the day of your visit.
- Know your student's lunch time. Arrive a few minutes before, and plan to exit as soon as lunch is over.
- Please enter and exit campus as directed by front office staff without wandering to other areas of campus.

The Bay County School Board policies are subject to change at the discretion of the School Board. The complete School Board policies are available at each school, at the District's website www.bay.k12.fl.us, and at the Superintendent's office at 1311 Balboa Avenue.

For a comprehensive explanation of The Student Code of Conduct and the complete district policies within, please visit the "policies" tab on the Bay District Schools website. bay.k12.fl.us

The 7 Habits of Happy Kids



Habit 1- Be Proactive- You're In Charge

I am a responsible person.
I take initiative.
I choose my actions, attitudes, and moods.
I do not blame others for my wrong actions.
I do the right thing without being asked, even when no one is looking.



Habit 2- Begin with the end in mind -- Have a Plan

I plan ahead and set goals.
I do things that have meaning and make a difference.
I am an important part of my classroom and schools.



Habit 3- Put First Things First- Work First, Then Play

I spend my time on things that are most important.
I say no to things that I know I should not do.
I set priorities, make a schedule, and follow my plan.
I am self-disciplined and organized.



Habit 4- Think Win-Win- Everyone Can Win

I want everyone to be a success.
I don't have to put others down to get what I want.
When a conflict happens, I look for a third solution.
I believe that we all can win!



Habit 5- Seek First to Understand Then to be Understood-- listen Before You Talk

I listen to other people's ideas and feelings.
I try to see things from their viewpoints.
I listen to others without interrupting.
I share my opinions and ideas.



Habit 6- Synergize- Together is Better

I know that everyone is good at something.
Everyone needs to get better at something.
We can all learn something from each other.
Working in groups helps to create better ideas than what one person can do alone.



Habit 7- Sharpen the Saw- Balance Feels Best

I take care of my body by eating right, exercising and getting sleep.
I learn in lots of ways and lots of places, not just at school. I take time to help others.