

Parent & Student Handbook

NORTHSIDE ELEMENTARY SCHOOL

2022-2023



“Every Child, Every Day”

Northside Elementary School 2001 Northside Drive
Panama City, FL 32405 850-767-1506

Lora Frowert
Principal

Angela Peña
Assistant
Administrator

Policies, procedures, and information outlined in the Student Handbook may be subject to change at the Principal's discretion based upon updates and requirements dictated by federal, state, and local officials during the Pandemic.



TABLE OF CONTENTS



Mission Statement 2

Contact Information 3

Northside Daily Schedule 4

Arrival and Dismissal Procedures 4

Bus Transportation 5

BDS Code of Conduct

Visitors 7

Behavior and Character Education 8

School Food Service 9

General Information 9

District Policies

Section 504 Procedural Safeguards 16

EVERY CHILD, EVERY DAY!

MISSION STATEMENT

The students, parents, and community of Northside Elementary School will provide an environment where students feel secure, valued, and confident to learn in diverse ways, while mastering skills to become life-long learners and contributors to the community.

SCHOOL BELIEFS

- ❖ Student learning needs are a chief priority.
- ❖ Students must be valued as individuals.
- ❖ A safe physical and emotional environment is necessary for learning.
- ❖ All stakeholders must share responsibility for supporting the beliefs and mission of the school.

SCHOOL GOALS

- ❖ All students need to develop a sense of security, love of learning, and self-direction through a balanced, flexible, and student-centered program.
- ❖ All students need to develop maximum mental, physical, social, and moral growth through the interaction of faculty and community. Citizenship is taught by exhibiting respect for all.
- ❖ All students have an opportunity to satisfy needs by working toward an individualized program.

CONTACT INFORMATION

Important Phone Numbers

School	
Main Office	(850) 767-1506
Fax	(850) 747-5315
Guidance (TBD)	(850) 767-1510
Guidance (Mrs. Odom)	(850) 767-1511
Cafeteria	(850) 872-4760
Bay Base	(850) 747-5736
District	
District Office	(850) 767-4100
Student Services	(850) 767-4311
Pre-K Office	(850) 767-4264
Transportation	(850) 767-4495
Safety & Security	(850) 767-4127
Important Websites	
District	www.bay.k12.fl.us
Parent portal	https://focus.bayschools.net/focus/
LaunchPad	https://launchpad.classlink.com/bayschools
Facebook	www.facebook.com/NorthsideVikings
Twitter	www.twitter.com/nesvikings

NORTHSIDE DAILY SCHEDULE

Office Hours: 7:00 a.m. – 3:00 p.m.

7:05 Student Supervision Begins

7:25 First Bell Rings

7:30 Tardy Bell

2:00 Student Dismissal

STUDENT ARRIVAL AND DISMISSAL

School is in session from 7:25 a.m. – 2:00 p.m. **Students may not arrive on campus before 7:00 a.m.** There is **NO** supervision prior to this time. Please use the car loop and keep your child in the car until we open the doors at 7:00 a.m. Parents dropping off students must remain in their vehicle. **Only NES students are permitted to enter campus during the morning drop-off.** Staff members will be available to escort our young students to their morning waiting areas.

Student Check-Out

Students will only be released to individuals listed in Parent Portal with permission to pick-up. Students will not be called to the office until an authorized adult with a valid picture ID arrives on campus to check them out. Excessive check-outs are disruptive to the teachers and students. Please try to schedule appointments outside of school hours. Students may not check out after 1:30 p.m. **A valid picture ID is required when you come to the school.** You will need it every time you check your student out.

BDS CODE OF CONDUCT

Add link to website

Bus Transportation

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. Permission

to ride school buses is granted based on the address listed in Parent Portal. All bus riders will be issued a Z-Pass that must be scanned when the student enters and exits the bus. Please discuss the following with your child: (1) arrive at the bus stop five minutes before the bus pickup time, (2) stand off the side of the roadway while awaiting the bus, (3) have Z-pass ready to scan and (4) obey the driver at all times. If you have questions or concerns regarding the transportation of your child, please call transportation at 767-4494.

Car and Bus Transportation Changes

If there is a change in a student's afternoon transportation routine, a parent must send a written note (can be through DOJO or email) to the teacher stating the change and its duration. We understand that sometimes there are last minute changes that cannot be helped, but it is disruptive to the students and teachers when we have to call them regularly about dismissal changes. A parent must contact the school office prior to 1:15 in order for the school to guarantee that the child is notified prior to dismissal. Without a written note from the parent, students will be sent home per their normal dismissal procedure.

STUDENT DROP-OFF

To reduce wait time, staff will assist and direct traffic in the mornings. To ensure that our drop-off zone is both safe and efficient, please adhere to the following rules:

ABSOLUTELY NO DROP-OFF OF STUDENTS IN THE STREET!

- Unload at the south end of the building in front of the main office ONLY.
- Pull forward as far as possible to allow the maximum number of cars to unload.
- Have your child prepared to exit on the school side of your vehicle as soon as all cars have pulled through and stopped.
- Do not stop your vehicle in the crosswalk.
- Do not exit your vehicle
- Drive through the loop. **DO NOT** drop students off in the parking lot.

- If your child is not eating breakfast at school, consider dropping off closer to 7:25 to minimize contact in the waiting areas.

STUDENT PICK-UP

Pick-up procedures are in place to ensure that all students are dismissed in a safe and efficient manner. Please assist us in this endeavor by adhering to the following pick-up procedures:

- Pull your car forward as far as possible to allow the maximum number of cars to load.

- Do not stop your vehicle in the crosswalk.
- Do not exit your vehicle.

7

● **All vehicles MUST have a Northside Elementary School-issued Pick-up Tag.** If you do not have the required tag you will be advised to park your vehicle and bring a valid picture ID into the office to sign out your child. This procedure is in place for the safety of your child. The pick-up tag indicates that the person driving the vehicle has permission to pick the child up from school. Car tags also allow staff members to keep the dismissal line moving in an efficient manner.

● **Due to social distancing concerns, we highly suggest parents remain in their vehicle and use the car loop to pick-up students.**

● Please do not walk across the grass or bus-loop. Do not walk between the buses. Follow the sidewalk along Northside Drive until you reach the sidewalk connected to the front of the school.

● Parents walking up to pick up their child **MUST have a school-issued pick-up tag and wait in line outside the porch entrance.** Parents are not permitted on the porch as we need a clear path to load vehicles safely.

SCHOOL VISITATION POLICY

In order to ensure the safety of our students, we require all visitors to report to the front office for a visitor's badge prior to reporting to any location on campus. Visitors will be screened upon presenting any of the following forms of identification:

1. A state-issued driver's license or identification card
2. A United States Military identification card
3. A consular identification card issued by the government of Mexico
4. A United States Permanent Resident Card

Any other form of identification, including passports must be screened by the District's Safety and Security Office. An appointment should be made by calling 767-4127.

PARENT TEACHER ORGANIZATION

The Northside Elementary School Parent Teacher Organization (PTO) is a non-profit organization that assists in meeting the many needs of the school. The PTO coordinates many school events and fundraisers. Funds raised by the PTO are used for the academic advancement, safety, and enjoyment of Northside's students. All parents and relatives of students are encouraged to become members and supporters. There is a continuous need for volunteers. Your membership is greatly appreciated.

SCHOOL ADVISORY COUNCIL

The Northside Elementary School Advisory Council (SAC) is seeking new members. All parents of students at Northside and business representatives are eligible for membership. Partnerships with all stakeholders are highly valued and proven to improve student achievement.

The SAC is responsible for assisting in the formulation and implementation of the school improvement plan, acting as an advisor to the principal, assisting in the development of the educational program, and acting as a liaison between the school and community.

If you or someone you know is interested in becoming a member, please call or send your name/phone number to the school's main office.

BEHAVIOR AND CHARACTER EDUCATION

Northside Elementary School is proud to utilize the Core Essentials character education program. The Core Essentials curriculum provides strategies and resources focused on creating a school culture that encourages positive behavior. Our school-wide expectations, the Big 3, are designed to create a safe and productive learning environment where teachers can teach and all students can learn. These expectations

are posted throughout the school and reinforced daily.

The Big 3

The Core Essentials Elementary curriculum is based on a monthly value word and definition. These values set the stage for a common language to be used across the entire school. Videos, lessons, and activities will equip students, staff and families alike to Say It, Know It, See It, and Be It each month.

SCHOOL FOOD SERVICE

School meals are provided by Chartwells School Dining Services. Visit <http://www.bay.k12.fl.us/parent-lunch> for menus.

The application for free and reduced lunch applications can be found at MySchoolApps.com The application will open on August 1, 2022.

Breakfast & Lunch Costs for Elementary Students

	Breakfast	Lunch
FREE	\$0.00	\$0.00
REDUCED	\$0.30	\$0.40
PAYING	\$1.25	\$2.50

GENERAL INFORMATION

Student Information

Florida School Law requires that we have accurate information on all of our students. **It is the Parent(s) / Guardian(s) responsibility to maintain updated mailing address, residence address, and current emergency phone numbers in Parent Portal.** Any changes and updates throughout the school year can be made through your Parent Portal account. A request to change a student's address will be approved once two proofs of residence are provided to the school office.

Bay District Schools Academic Grading Scale

Your child's grades, attendance, and discipline records are available for your review at any time on the Bay District Parent Portal System.

- 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

Parent-Teacher Conferences

If you have questions or concerns about your child's progress, please contact the teacher directly to schedule a conference. Requests for conferences must be made in advance.

Guidance

The school counselors are 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 counselors at 767-1510 or 767-1511.

Messages/Deliveries

Academic instruction will not be interrupted for messages and/or deliveries. Only emergency messages will be relayed to students and teachers during the school day. Deliveries to students will not be conducted during the instructional day. This includes homework, library books, snacks and lunches. Deliveries of flowers, balloons, and gifts are not permitted. No food deliveries unless there is an emergency situation or delivery has been pre-approved by the school principal.

Clothing and Supplies

Students should have their **name labeled** in jackets, backpacks, lunch boxes, etc. Many times students acquire identical articles of clothing, notebooks, backpacks, etc. This helps locate articles and discourages theft. Items left in lost and found are donated to charity periodically throughout the year.

Personal Possessions

Personal items such as toys, pets, radios, games, trading cards, and other objects that are distracting to the learning environment are NOT permitted at school.

Personal Electronic Mobile Devices

Bay District School policy permits the use of personal electronic mobile devices during specified times. Students are allowed to bring their own device (BYOD). Students may utilize electronic devices in the classroom for educational purposes when the teacher

deems appropriate. The complete policy regarding BYOD can be found on the district website.

Responsibility for Devices

- The technology devices students bring to school are their sole responsibility.
- The campus or district assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- Personal devices may be subject to investigation in accordance with district policy.
- Students are to keep their devices secure at all times and not loan them to others.
- Students must keep devices on silent or vibrate mode.

Medicine

Any student required to take medication at school (prescription and non-prescription; including aspirin and medicated cough drops) must have a ***Permission to Administer Medication*** form completed by the parent and physician on file in the health room. The completed form and medication must be delivered to the health room by an adult. All medication must be in a pharmacy labeled container with the name of the student and the time and amount to be taken. Unclaimed medication is disposed of at the end of the school year.

Allergies - If your child has food or life threatening allergies, please provide the office (and cafeteria manager if food allergies) with a signed statement from the physician listing allergies and procedures for emergency treatment.

Supplies, Library Books and Textbooks

Each student receives a list of basic school supplies needed for classroom use. All students are issued, on loan, current state-adopted textbooks appropriate for their grade level. Students are also allowed to check out one or two library books each week depending on their grade level. If a textbook or library book is lost or damaged beyond normal usage, parents shall be responsible for the cost of replacement. Students have access to the digital version of their textbooks through the BDS Launchpad.

Destruction of School Property

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 other 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. Parents are responsible for acts of willful destruction of school property by their children.

Religious Expression

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

Add information about moment of silence.

ATTENDANCE POLICY

Schools will continue to follow current school board policy regarding attendance. (School Board Policy 7.105) Schools will waive all Perfect Attendance Awards for the 2020-2021 school year.

Non-Discrimination Statement Current Board Policy 2.111

No person shall on the basis of race, color, religion, sex, national origin, disability, age, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to 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.

TRANSFER POLICY

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 FOCUS form online.
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 FOCUS form online.
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.

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.

The School Board prohibits the bullying of any student or school employee: during any educational program or activity conduct by the District; during any school-related or school-sponsored program or activity or on a District school bus; 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; 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 while the District does not assume liability for incidents 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.

All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior.

Student rights shall be explained as outlined in this policy and in the Student Code of Conduct.

Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in this policy and in the Student Code of Conduct.

The full policy is available at www.bay.k12.fl.us

BAY DISTRICT **SCHOOLS' SECTION 504 PROCEDURAL SAFEGUARDS, GRIEVANCE PROCEDURES, AND IMPARTIAL HEARING**

Parents/guardians must be advised of their rights with respect to Section 504 of the Rehabilitation Act of 1973. They should also receive notice and give consent whenever their child is evaluated, identified, or is involved in a significant change of placement. All decisions made about a student should be based on information acquired from a variety of sources and provided by individuals knowledgeable about the student, the evaluation data, and the placement options. Parents/guardians also have the right to examine all relevant records relating to decisions involving identification, evaluation and placement. Parents/guardians have the right to request mediation, file a local grievance or request a due process hearing to resolve issues relating to the identification, evaluation or placement of their child. These three complaint processes are separate, distinct, and voluntary.

MEDIATION When parents/guardians request mediation with respect to the decisions of the Section 504 Intervention Team or Child Study Team considering their child for Section 504 eligibility and/or the recommended accommodations, the request should be given in writing to the school principal who will attempt to resolve the issue within ten (10) school days of the receipt of the written request. The school principal will consult with the Section 504 Coordinator to help resolve complaints.

GRIEVANCE Should an attempt to mediate prove unsuccessful, parents or guardians have the right to a District-level grievance process accomplished by filing a written complaint to the District's Section 504 Coordinator. Use of this procedure is not a prerequisite to the pursuit of other remedies and use of this procedure does not extend any filing deadline related to the pursuit of other remedies. The purpose of Section 504 Grievance Procedures is to settle equitably, at the lowest possible administrative level, differences and issues relating to discrimination against students based on Section 504 of the Rehabilitation Act of 1973. These proceedings shall be kept as informal and confidential as may be appropriate at all levels of procedure.

IMPARTIAL DUE PROCESS HEARING Parents or guardians also have the right to voluntarily request an impartial due process hearing at any time. They may do so without first seeking mediation or filing a district level complaint/procedure. An impartial due process hearing shall be conducted through the Florida Division of Administrative Hearings ("DOAH") pursuant to the Florida Administrative

Procedures Act (FS Chapter 120). DOAH follows the Uniform Rules of Procedure, which may be accessed at its website. To obtain a due process hearing, a written request should be made to the Section 504 Coordinator. Parents or guardians and the school district have the right to examine all relevant educational records of the student, call and examine witnesses, provide testimony, and to be accompanied and advised by legal counsel in any due process proceeding and any related appeals. The District will contract with the Division of Administrative Hearings (DOAH) to appoint an Administrative Law Judge (ALJ) as a Due Process Hearing Officer. Upon receipt of a

written request for a due process hearing, the District will schedule such a hearing within thirty (30) school days. The Recommended Order of the Hearing Officer will be communicated to all parties within ten (10) school days of the hearing date. Please note that if you seek a due process hearing under Section 504 of the Rehabilitation Act of 1973, and the relief sought is also available under the Individuals with Disabilities Education Act (IDEA), then the due process hearing will be processed under IDEA procedures since if the matter would later be pursued in Federal Court, such a Court would need to have the IDEA claim before it jurisdictionally in order to be able to review a Section 504 claim. Parents or guardians may request a review of the Due Process Hearing Officer's Recommended Order by the full School Board as final administrative action. The School Board cannot reject or modify the findings of fact made in the recommended order of the ALJ unless it determines that the findings have *no* basis in fact or that the proceedings on which the findings were based did not comply with essential requirements of law. Any party aggrieved by the findings and decision in the hearing may obtain review by bringing a civil action in any State court of competent jurisdiction or in a District Court of the United States.

OFFICE OF CIVIL RIGHTS ASSISTANCE Parents/guardians may at any time also request mediation or involvement by the Office for Civil Rights, the federal agency charged with the enforcement responsibility for Section 504. Efforts should be made to assist parents/guardians to resolve disputes on a local level as a first priority. The Office of Civil Rights may be contacted at:

United States Department of Education Office for Civil Rights 61 Forsyth Street, SW,
Suite 19T70 Atlanta, Georgia 30303 Voice Phone: (404) 562-7886 FAX: (404) 562-7881
TDD: (404) 331-2867