

# East Bay K-8 Student Handbook

2535 Elkhart Dr., Navarre, FL 32566  
Phone: 850-750-0134, Website: EastBayK8.com



Dear East Bay K-8 Students and Parents/Guardians,

It is my pleasure to welcome you to East Bay K-8. Our mission is to love, educate, and prepare all students for graduation and a successful future. Santa Rosa County District Schools provides an environment that fosters each learner's potential, equips students for academic excellence, and promotes lifelong learning. East Bay holds students to high academic expectations while also growing the whole child. At East Bay, we proudly say the motto "East Bay L.E.A.D.S. the Way!" Our L.E.A.D.S. values represent leadership, equity, accountability, discovery, and service.

The pages of this handbook are filled with important information regarding school policy and procedures. Parents and students should review the content together. If you have any questions, please call the school office. Open and clear communication between school and home is essential to student success.

Elementary students will have one teacher (fifth grade departmentalized with two teachers) and will have a weekly rotation for special area classes (art, music, PE). In addition to PE, elementary students have a 20-minute recess daily. Middle school students have six class time blocks. The school day for all students is **8:20AM – 2:34 PM (Early Dismissal, 12:10 PM)** with breakfast being served from 7:50-8:20 AM. Thank you, in advance, for ensuring your child is present and on time.

Administration encourage students and parents to utilize the student's website, [EastBayK8.com](http://EastBayK8.com), for vital information such as our [electronic school handbook](#), [SRC Code of Student Conduct](#), [FOCUS access for attendance/grades](#), and [Planbook links to teacher's lesson plans and homework](#).

I am looking forward to an outstanding school year!

Serving Together,



Beth Mosley  
*Principal*

Trish Johnson  
*Assistant Principal*

## ATTENDANCE

(Noted on pg. 23-24 of the [Santa Rosa County Code of Student Conduct](#))

**Excused Absences:** Absences granted for personal illness, illness or death of a member of the immediate family, medical or dental appointments, religious holidays, religious instruction, court date and special emergencies, or pre-arranged absences approved by the Principal or designee. The parent/guardian must notify the school to provide the reason for the absence or respond to the school's inquiry about the reason for the absence within **three (3) days** of the absence, or it becomes an **unexcused absence**.

If your child has a prolonged illness (longer than two days), please advise the office. Attendance at school is very important. Many lessons are conducted through groups and activity projects where the material covered is difficult to make up.

**Pre-Arranged Absences:** Pre-arranged absence requests must be made in writing by legal parent/guardian (form available in the front office and on school website) at least five (5) school days prior to the date of the absence, except in the case of an emergency. Requests for pre-approved absences should be made using the school form located at <https://www.eastbayk8.com/school-resources.html>. Student/Parent shall make pre-arrangements for schoolwork to be done; it will be due the day the student returns to school. Work done in the pre-arranged time allotted will be given full credit.

**Unexcused Absences:** Absences for shopping trips, vacations, pleasure trips, truancy, suspension or dismissal from school, or other avoidable absences which have not been pre-arranged and approved by the principal or designee. We urge families to refrain from scheduling vacations which result in multi-day school absences.

To report an absence, you should call **(850) 705-0134**. The call should be made by the parents or guardians of the student and should include: The child's full legal name; date(s) of absence; reason for the absence; and the full name of the parent or guardian making the call. Pre-arranged absences must be made at least 5 days in advance using the Absent Request form, except in case of an emergency. (See Santa Rosa Code of Student Conduct)

**Late Check-Ins/Early Check-Outs:** Late Check-In will be recorded for any student who is not in their classroom when the tardy bell rings at 8:20 AM (except those who are on a late arriving bus).

Early check-out ends at 2:00 PM. Students checking out of school prior to the end of the school's designated dismissal time, 2:34 PM, will receive an "Early Check-Out". Three (3) unexcused late to school Check-Ins and/or Early Check-Outs, will equate to the student receiving one (1) unexcused absence for truancy purposes.

A parent must come into the building and sign the checkout sheet located in the front office. The office will page the student while the parent/guardian is signing out the student. An **I.D. is required** to verify authorization to check the child out. If you send someone other than an immediate member of the family or a contact person you have listed with the school, please send a note with a parent or guardian signature that can be verified, authorizing us to dismiss your child to this adult. **Requests will not be taken by phone.**

The sheriff's department is contacted any time a student leaves the school grounds without permission. The administration cannot be responsible for students who do not exercise good judgment by remaining in assigned school areas. Repeated and/or excessive incidents of leaving school prior to the end of the day or checking-in late to school may potentially result in disciplinary action for the student. Students who leave without permission will be disciplined in accordance with the school's discipline plan as well as earning zeros on all schoolwork missed during their unexcused absence.

### **Excessive Absences and/or Late Check-Ins/Early Check-Outs:**

1. The Principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's Integrated Services Team to determine if early patterns of truancy are developing.
2. The parent/guardian shall be invited to meet with the Integrated Services Team to develop a written Truancy Intervention Plan.
3. The parent/guardian shall be informed of the requirements of compulsive attendance laws, Truancy Pick-Up Program and the Department of Motor Vehicle sanctions.

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4. If an initial meeting does not resolve the problem, the Integrated Services Team shall implement interventions that best address the problem.

**RETENTION DUE TO ABSENCES: According to County Policy, students who are absent twenty (20) or more days in the school year, regardless of whether the absences are excused or unexcused, are subject to retention.**

### **Tardy Policy-Middle School Students (6-8)**

Class attendance is taken at the beginning of each class. If a student is tardy within two minutes, the teacher will mark the student tardy. Students are allowed up to six (6) tardies (within two minutes of tardy bell) per quarter. These are considered a tardy “warning”. If a student is tardy to class beyond the 2 minutes, he/she will be admitted to the classroom but will receive an automatic office referral and be disciplined according to the East Bay discipline plan. In addition, once all six tardy passes have been used for the quarter, each subsequent tardy will result in an office referral and discipline according to the East Bay discipline plan.

## **ARRIVAL / DISMISSAL PROCEDURES**

### **ARRIVAL PROCEDURES**

**NO VEHICLES ARE TO ENTER OR PICK UP CHILDREN FROM THE BUS RAMP.**

Parents dropping off and/or picking up children should utilize the designated zone with staff supervision. Student drop off will begin at 7:50 AM and end at 8:20 AM (tardy bell). Students are expected to be in his/her classroom at 8:20 AM. With neighborhood children riding bicycles or walking, we ask that traffic move **VERY SLOWLY** and watch for students.

**IMPORTANT: NO students are to be dropped off in the parking lot or other non-designated areas on school property.** If a parent wishes to walk their child to the front entrance of the building, **PARENTS MUST PARK AND ESCORT THE CHILD TO THE FRONT ENTRANCE.** Students who are late should be escorted into the office and signed in by the parent or guardian.

**Car Riders:** Utilize the school entrance at Fairmont Dr./Elkhart Dr. Once in the Parent Drop-Off lane, proceed to the grey posts in front of the cafeteria. Staff are present 7:50-8:20 AM to safely supervise students out of vehicles and onto the school sidewalks where all students will enter the school building through the exterior cafeteria doors.

**Bike Riders/Walkers:** Students should utilize the school sidewalks. Students are not allowed to walk/ride through the parking lot or cut across from the parking lot. All bikes should be parked at the bike rack. Bike riders and walkers **Effective January 1, 1997**, any person who is under the age of 16 and is riding a bicycle or is a passenger on a bicycle must wear a properly fitted bicycle helmet (Senate Bill 2370).

### **DISMISSAL PROCEDURES**

**Dismissal: Pre-K/K: 2:22 p.m. 1<sup>st</sup>-5<sup>th</sup>: 2:25 p.m. 6<sup>th</sup>-8<sup>th</sup>: 2:34 p.m.**

**Car riders: If you are picking up a student in a vehicle, please remain your vehicle and utilize the designated parent pick-up loop.** Follow the designated car rider map (<https://www.eastbayk8.com/school-resources.html>) for entrance to the car rider line. Cars **MUST** clearly display the authorized visor tag. Cars without a tag will be asked to park and report to the main office for ID verification in order to release the student. **East Bay K-8 does NOT allow parents/guardians to walk to the front entrance of the school with a car visor tag to pick up a student.**

**Walkers/Riders:** Students identified as a Walker/Rider is intended for students who live within the immediate school area. Administration strongly discourages parents allowing children to walk off campus and load into a vehicle in a non-designated off campus location. Vehicles are not allowed to be parked on Elkhart Drive within the school zone signage. The SRO monitors traffic at the intersection of Federal St./Elkhart Dr. Walkers/Riders are escorted to the SRO to be safely dismissed from campus. Parents may not park in the East Bay parking lot and pick up from the biker/walker area. If a parent is picking up a student in a vehicle, the parent pick-up line needs to be utilized.

**Bike Riders:** All bikes should be parked at the bike rack. **Effective January 1, 1997**, any person who is under the age of 16 and is riding a bicycle or is a passenger on a bicycle must wear a properly fitted bicycle helmet (Senate Bill 2370).

**Bus Riders:** Students will have an assigned bus seat and are expected to wear a seatbelt. The bus and bus stop is an extension of school, the same expectations for good behavior are expected. Ensuring all students are safe on the bus in a safety priority. Poor behavior will not be tolerated. See School Bus Transportation section on pages 12-13 of this document for additional bus information and rules.

**Transportation Changes:** Make definite arrangements for your child's transportation to and from school **prior** to the school day. Be sure your child knows where to go after school. If your child needs to go home in some way other than his or her normal way, **a NOTE with parent signature must be turned in to the child's elementary teacher or front office (middle school students) indicating the transportation change. Without a signed note, the student must go home in their usual approved manner. Arrangements cannot be made over the telephone.** You may send us a note or send a fax (850-378-5239) **before 1:45 p.m.** Parents may also submit a transportation change via our school website under "Transportation Change" **PRIOR** to the day of the requested transportation change.

### ACCIDENT INSURANCE

The school district DOES NOT AUTOMATICALLY provide accident insurance for students; however, insurance is available to all children at the beginning of the school year for nominal cost. This insurance covers the child during the school day. Insurance to cover a child 24 hours per day is also available at a higher rate. Insurance forms are sent home the first week a student attends our school. Students enrolling after the first of September should contact the office for application forms if interested.

### ANIMALS ON CAMPUS

Visitors may not walk any live animals onto district property (East Bay K-8 property) unless the visitor is authorized by the site administrator. This policy is in place to protect students, staff, and visitors from exposure to possible zoonotic diseases, potential allergic reactions, and physical injuries resulting from animal bites or scratches.

Service Animals (any dog that is trained to do work or perform tasks for the benefit of an individual with a disability), School Board Policy 3.48 Section IV: A service animal is personal property and may not be brought on campus without the knowledge and permission of the school or District administration. A student's need for and use of a service animal must be documented in the student's Individual Education Plan (IEP) or Section 504 Plan.

### AWARDS

Efforts are made to recognize students for various achievements throughout the school year. Elementary students participate in end of the year activities/awards in their classroom as directed and planned by the teacher. An end of the year awards program for middle school 8<sup>th</sup> grade students recognizes:

A Honor Roll--All A's for the entire year, Department/Subject awards, Perfect Attendance, Citizenship, and Eagle students.

### BELL SCHEDULE

Refer to the school's website: [EastBayK8.com](http://EastBayK8.com)

### BIRTHDAYS

Student birthdays are recognized on ITV every Friday. If pre-K-5 parents or students want to distribute birthday party invitations at school, **all classmates** are to be invited. **If all students are not given an invitation, your child will not be allowed to pass them out at school.** Parents may bring in a small, store-bought treat for all classmates to recognize the child's birthday. These treats will be distributed at the discretion of the classroom teacher.

## **BOOKBAGS**

Students will be given access to electronic versions of their textbooks when available; students may be issued a set of textbooks to remain at home upon request and availability. A classroom set of textbooks is also provided for student use at school. Two-strap bookbags are allowed. Both straps should be utilized for safety reasons. **NO** rolling bookbags, satchels, totebags, etc. are allowed unless a medical need exists. (If a medical need exists, please see the nurse/front office.)

## **CAFETERIA**

The East Bay K-8 Cafeteria will be available to all students for breakfast and lunch. Breakfast and/or lunch may be paid for daily or on a pre-paid basis. Prepaid meal money cannot be used for a-la-carte items unless the student's money is in a general account. Santa Rosa School Board Policy prohibits students from charging breakfast and/or lunch. Funds will not be available to lend money for breakfast and/or lunch. This policy will be strictly enforced. Lunches can be pre-paid in our cafeteria. Parents may send cash or a check made payable to East Bay K-8. Parents may also pay on-line through the Santa Rosa County District Schools web-site at [www.myschoolbucks.com](http://www.myschoolbucks.com)

\*If a student has charged five or more meals, the student will be asked to call home prior to accruing additional charges and may be offered an alternative meal (cheese sandwich and milk). It is the responsibility of the parent/guardian to monitor the funds and charges of their child's account.

If a student brings a drink from home as part of their lunch, **it must be in a sealed can or carton. Bottled drinks with unsealed twist tops are not allowed. This includes coffee, smoothies or other fast food drinks. Energy Drinks (such as Vault, Red Bull, Rock Starr, etc.) are not allowed at school. Food and drinks are to be consumed in the cafeteria only, exceptions are approved snacks as allowed by instructor/admin.**

Parents may bring outside lunch to their child(ren) only to ensure the safety of our students with food allergies. Parents may eat with their child in the Guest Dining section of the cafeteria or designated area (not at class tables). The food service office can be reached at <http://www.santarosa.k12.fl.us/foodserv/>.

### **Cafeteria Rules:**

1. Always walk.
2. Only place lunch items on the table (no backpacks).
3. Please throw away gum upon cafeteria entry.
4. Line up in hot lunch/Ala carte line when you first enter.
5. Stay properly seated.
6. Raise your hand for help.
7. Ask permission to use restroom and take appropriate lanyard hall pass.
8. Talk quietly in the cafeteria.
9. No taking pictures/videos.
10. No touching or eating others' food or drinks.
11. Throw your trash away when instructed by cafeteria monitors.
12. No drinks and food allowed outside of cafeteria.
13. There is to be **no selling or sharing** of food items by students.

## **CHILD ABUSE**

Florida law requires that school personnel report suspected child abuse and neglect to either the local HRS Youth Services Department or the Child Abuse Hotline. We make no exceptions to the law.

## COMPUTERS

### Improper or Unauthorized Use of Technology Resources

All use of technology resources should be consistent with the District's "Acceptable Use Policy" that all students and their parents have signed and acknowledged. All users should be aware that the inappropriate use of technology resources could also be a violation of local, state and federal laws. **Violations can lead to criminal or civil prosecution.** Users must be aware that any form of vandalism will not be tolerated. Vandalism is defined as any attempt to harm or destroy data, hardware, or programs. This includes, but is not limited to, the uploading or creation of computer viruses, removing buttons, abusive handling (hitting buttons hard, slamming keyboards, etc.) Any vandalism can result in the loss of computer access, disciplinary action, financial liability, and possible legal consequences. **East Bay K-8 has the right to monitor user's activity in any form that it sees fit to maintain the integrity of the network and restrict or terminate network and Internet access at any time for any reason.**

Consequences of violations may include, but are not limited to the following:

- Suspension or revocation of internet access
- Suspension or revocation of computer access
- Detention
- Change in schedule
- In-School (ISS) or out-of-school suspension (OSS)
- Alternative Placement or any other disciplinary actions
- Legal action and prosecution
- Financial liability for loss of network resources

## CONFERENCE OR STUDENT OBSERVATIONS

The school encourages parent-teacher conferences regarding any concerns parents/guardians may have about their child's curriculum, instructor, or overall education. Conferences are scheduled when the teacher(s) is not responsible for his or her class. Appointments for middle school conferences should be made through the Guidance office to avoid conflicts with classroom instruction. Elementary conferences may be set up directly with the classroom teacher.

Parents may request to observe their child in the classroom setting. A set day and time will be scheduled in advance by an administrator. The observation will be limited to one hour or less. An administrator will be present during the observation. Administration will set final date and time frame.

## CONFIDENTIAL INFORMATION

Confidential information is not given out over the phone. The parent/guardian will need to show proper identification and request any confidential information in person.

## CUSTODY OF CHILDREN

School personnel are bound by the law to release children to either of the biological parents unless we have on file a copy of a court order which grants exclusive custody to one parent or the other or to a third party. A non-custodial parent has the same right to see records as a custodial parent. **The school may not be used as a visitation area.** Children may be released only to the legal custodian or their designee noted on the student card. Proof of custody must be presented upon request of a school official.

## DISCIPLINE

Good discipline is essential to an effective learning environment. Each teacher establishes procedures for conduct in his or her classroom. Records are maintained by teachers on situations of minor student misconduct. In order to provide an educational environment that is free from distraction and to ensure the safety of all students, the personal space of all individuals is to be respected. There is to be no hitting, pushing, horseplay, nor any overt displays of affection (ex. hugging, kissing, and holding hands).

When students are referred to the office or dean for disciplinary reasons, appropriate meaningful consequences may be assigned. Consequences may include:

1. Student/parent conference
2. Time-out
3. Written assignments
4. Lunch Detention
5. Detention before/after school
6. In-School Suspension (ISS)
7. Out-of-School Suspension (OSS)
8. Alternative Placement

Administrative judgment is needed in classifying offenses or behaviors into incident types. In making these classifications, student age and developmentally appropriate behavior **MUST** be taken into consideration.

In all instances of disciplinary action,

- the incident shall be investigated by the Principal or designee,
- a conference shall be held with the student,
- due process procedures shall be followed,
- notification of the parent/guardian of discipline.

Some specific infractions and consequences are detailed in Santa Rosa County [Code of Student Conduct](#). It is realized that there will be instances of misconduct that may arise that will not be detailed in this document or in the Code of Student Conduct. Decisions regarding the consequences in such cases will be made based on the details of the information gathered in the investigation of the incident and the severity and seriousness of the misconduct.

There are some offenses that may bring suspension immediately. These include situations involving, but not limited to, tobacco, use of electronic tobacco devices (vaping), drugs, alcohol, fighting, serious threats to others, disregard for authority, vile language, and possession of weapons or replica weapons. Further information regarding explanation of items relating to conduct and discipline can be found in the Santa Rosa County Schools Code of Conduct.

**\*When assigned after school detention, a student will be given 24-hour notice before the detention date. It will be the responsibility of the student and parent to arrange for the child's transportation from detention.**

### **DRESS CODE**

(Noted on pg. 26-27, 48 of the [Santa Rosa County Code of Student Conduct](#))

Appropriate student grooming and dress are primarily the responsibility of the student and parent. Students are expected to give proper attention to personal cleanliness and neatness prior to coming to school. Students whose personal attire could be hazardous to themselves or others in the course of school activities shall be required to make necessary alterations of such attire. If such alterations cannot be made at school the student will not be allowed to follow their regular schedule until necessary changes are made. Dress Code rules will be in effect for all school activities and/or functions, including all (field trips, concerts, dances, etc.). The Principal or Principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code.

#### **EAST BAY K-8 DRESS CODE GUIDELINES:**

- Students may not wear clothes, jewelry, accessories, or tattoos which convey messages that are: inappropriate for age group, crude, vulgar/profane, violent/death-oriented, gang related, sexually suggestive, show/promote/advertise alcohol, drugs or tobacco.
- Students may not wear any color bandana, clothing, insignia, emblem, jewelry, or other object in such a manner as to indicate membership or association with any secret organization or gang.
- All shirts, tops, and dresses must completely cover the shoulder (3" index card width). Spaghetti straps, halter-tops, tube tops, muscle shirts, undershirts or sheer tops as outer-garments or as undergarments are not allowed
- No low-cut or tight shirts or blouses are allowed.
- Tops must not reveal cleavage, lower back, abdomen, or midriff, including when arms are raised, sitting, or when leaning forward. Student clothing is to cover undergarments completely.

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- Skirts, culottes, dresses and shorts may be no more than 5 inches above the knee, when measured from in front and behind the knee. School personnel will use a 3 x 5 index card to measure as a guide. Clothing must be the appropriate length and meet all dress code requirements even if tights, leggings, or similar articles are worn underneath. Exposed skin more than 5 inches above the knee is prohibited.
- Pants MUST be worn at the waist, belts are recommended. No low-cut pants/shorts/skirts. Pants may not have legs that are so wide in width nor long in length in that they drag on the floor.
- Pants, shorts or skirts are not to have any oversized print on the back of the garment.
- Leggings, J'eggings, tights, yoga pants, and 100% spandex garments must be covered by an approved outer garment that covers the area from the waist to five inches above the knee.
- Students are not allowed to wear clothing that is excessively torn or ripped. Exposed skin more than 5 inches above the knee is prohibited.
- Any garment exposing undergarments, or which can cause students to trip or create a safety hazard for themselves or others are not allowed. Clothing must not be extreme in length, size, or style of wear.
- Pajamas, sleep wear, boxer briefs, sports bras, or bathing suits may not be worn as outer garments.
- Shoes must be worn at all times (unless medically indicated). Bedroom slippers, any other “bedroom type shoes”, cleats, or any type of shoes with wheels are not permitted.
- Armbands, wristbands, belts, or other items with heavy metal projections and chains, including wallet chains, are prohibited.
- Students may not wear hats, hoodies, or other head coverings inside the building.
- Students are discouraged from coloring their hair or utilizing any color pattern that does not occur naturally. They are also discouraged from styling it in a manner that is a distraction to the educational environment.
- Students may not wear sunglasses inside the building (unless medically indicated and only with the approval of the Principal or designee).
- Body piercings, other than the ear, are strongly discouraged and may need to be removed for participation in certain activities.
- Students will refrain from graffiti, stickers, appliques or other writings on their skin or clothing with markers/pens, etc.
- Students are not permitted to wear any clothing or accessories that create a safety hazard or classroom distraction.

## **EDUCATIONAL RECORDS RIGHTS AND PRIVACY NOTICE**

The Family Education Rights and Privacy Act (FERPA) afford parents and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. The rights under the Family Educational Right and Privacy Act and the Protection of Pupil Rights Amendment transfer from the parents to a student who is eighteen (18) years old or an emancipated minor under State law. (For complete guidelines see the Santa Rosa County District Schools Code of Student Conduct.)

### **ELECTRONIC AND MECHANICAL DEVICES**

The possession of mechanical devices such as laser pens, cameras, curling/flat irons, electronic games etc. that are deemed non-essential or disruptive to the school environment are not permitted at school or on buses.

#### **Cellular Phones/Wireless Communication Devices**

(Noted on pg. 34 of the [Santa Rosa County Code of Student Conduct](#) and [Student Acceptable Use Policy](#))

A student may bring a mobile device to school. The mobile device shall be in silent mode during school hours so noises from the device will not disrupt the instructional environment. Students may use their mobile device at any time during NON-INSTRUCTIONAL time unless instructed specifically not to do so by a member of the school staff. During INSTRUCTIONAL time, a student may use their mobile device (which includes, but is not limited to, cell phones, watches with texting/picture/communication capabilities, tablets) with permission from the teacher/instructor in charge. **Parents who need to reach their child (or vice versa) should communicate via the front office** if an emergency arises. A student may use a mobile device on a school bus as directed by the official in charge (bus driver, teacher). Failure to follow instructions from the school official in charge may result in a discipline referral. Continued use of a mobile device

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after being instructed by a school official not to do so may result in disciplinary action. Ear buds may be used with teacher permission; only one earbud may be worn during class change or other unstructured times. **No headphones may be used unless medically or administratively approved.**

### ELEVATOR

Student use of the elevator is prohibited without a doctor's note and subsequent elevator pass. A student found tampering with or using the elevator without a valid elevator pass is subject to an automatic discipline referral.

### FAILURE TO NOTIFY

A student who has knowledge of, and fails to report to a person in authority, the actions, or plans for action, of another person where harm could result, or has resulted; could face disciplinary action.

### FIELD TRIPS

Teachers are permitted to take students on field trips of educational value. Permission slips giving time of leaving and time of returning to school must be signed by the parent/guardian of each student and returned to the teacher before each trip. Students without permission slips will miss the field trip and go to another teacher's class. **Written permission is required; permission by telephone cannot be accepted.**

On rare occasions, a student's behavior may be such that a teacher may feel, for the safety and learning experience of the trip for all students; special plans need to be made for a particular student. In this event, the child's teacher will conference with the principal, and then either the principal or teacher will conference with the child's parent/guardian with regard to a procedure to be followed.

Chaperones and visitors for field trips **must be School Board approved** prior to departure. Chaperones **must** complete a volunteer application and have their driver's license scanned (available in office.) Visitors **must** complete a field trip form and have their driver's license scanned (available in office.) **Please allow two to three weeks for School Board approval. It is recommended that parents fill out these forms at the beginning of the year. Last minute chaperone/visitor forms turned in will not be accepted due to the fact each application must be School Board approved prior to volunteering or going on a field trip.**

**\*Siblings and other children are not permitted to attend fieldtrips.**

### GIFTS

Flowers or balloons delivered to the front office during school will be kept in the front office until the end of the day. Students receiving them will be notified the last five minutes of the last time block to pick up their gift, etc. Please be aware that balloons or glass vases may not be transported on the school bus.

### GRADING SCALE

**A: 90-100, B: 80-89, C: 70-79, D: 60-69, F: 0-59**

Report Cards will be sent home with students in accordance with the Santa Rosa County District School Calendar. Progress reports are available to all students in each subject area at the middle of the 9-week grading period in accordance with the Santa Rosa County District School Calendar. In addition, grades are available online through the FOCUS portal. Follow the instructions below:

1. Go to [EastBayK8.com](http://EastBayK8.com) or [SantaRosa.k12.fl.us](http://SantaRosa.k12.fl.us)
2. Click the tab for *Classlink*

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3. Click on *Student/Parent Internet Portal*
4. Type in student ID
5. Type in student password
6. You will see a grade summary for all classes/subjects.
7. By clicking on the grade, you can view a detailed summary with individual assignments.

### **ACADEMIC REQUIREMENTS FOR MIDDLE SCHOOL:**

Based on Florida Statute 1003.4156 that was put into law in 2006, a student must successfully complete the following academic courses in order to be promoted to 9<sup>th</sup> grade.

1. Three (3) middle school or higher courses in English (Language Arts)
  2. Three (3) middle school or higher courses in Mathematics
  3. Three (3) middle school or higher courses in Social Studies
  4. Three (3) middle school or higher courses in Science
  5. One (1) class period equivalent for one (1) semester for each year enrolled in middle school physical education.
- (Unless a waiver has been issued)

### **CONDUCT GRADES**

- E** – Few if any behavior problems  
**S** – Corrects any behavior problems if spoken to/disciplined  
**N** – Two or more steps in a behavior plan are needed  
**U** – One or more referrals for class behavior

### **GUIDANCE/STUDENT SERVICES**

The guidance counselor offers assistance to students in identifying and meeting their needs in educational, vocational, and personal-social skills. Students who need to see the counselor, the dean, or visit student services, may sign up in the front office. The counselor or dean will send for them.

**504:** According to section 504 of the Federal Rehabilitation Act of 1973, your child may be eligible for certain services. If you feel your child requires adaptations or modifications to the regular school environment, you may request a determination of eligibility for Section 504, by calling the guidance/student services office. This request must include a written condition already indicated by your child's school health card. NOTE: The government provides no additional monies to either the parents or to the school.

### **HEALTH CARD\*\*\* STUDENT INFORMATION SHEET**

**A current health card must be completed and RETURNED TO THE SCHOOL.** Student health cards are maintained in the Clinic for reference of special medical conditions, custody issues, and notification for emergency purposes, and pick-up/transportation authorization. **Please notify the school immediately if any information on the health card changes.**  
**\* Students who participate in off campus activities MUST have a current health card on file in the school office.**

### **ILL / INJURED STUDENTS SCHOOL CLINIC**

If it is necessary for a student to report to the school clinic due to injury or illness, **the student must first check in with his/her teacher and obtain permission to visit the school clinic (unless situations dictate otherwise).** The student will be evaluated by a Health Technician who will assess the situation and, if necessary, contact the parent/guardian to inform them of the situation; therefore, it is very important that parents complete the school's health card. We need a current telephone number, address, and a second telephone number in case the parent/guardian cannot be notified. If the Health Technician is unable to contact the parent/guardian and the condition does not warrant immediate attention, the student must return to class.

\*Middle School students must utilize the school clinic when ill. Students are NOT to call/text a parent from their personal cell phones to be picked up. School procedures must be followed.

Please do not send children to school with a fever (masked by medication). When your child has been out sick, he/she should be **fever, vomit, and diarrhea free for 24 hours before returning to school**. Students who are sent to the clinic and have a temperature of 100.4° or higher, are vomiting or have diarrhea will need to be picked up from school immediately and remain out of school for 24 hours from the time of his or her last episode of illness.

Santa Rosa County health policies require that any students with a contagious disease such as pink eye, scabies, or those with head lice be removed from other students, taken home by parents, and return to school only after treatment and clearance by a medical doctor or the health technician. In the case of head lice, the student will be excused from school for up to two (2) days and must be nit-free before he or she is permitted to return to class by the school health technician.

## IMMUNIZATIONS

A student who does not have an up-to-date Certificate of Immunization will be temporarily excluded from school until such documentation can be obtained from the Santa Rosa Health Department.

## MEDIA CENTER

The Media Center provides opportunities for students to receive standards-based lessons, develop research and self-study skills as well as fulfilling lifelong learning needs and reading enjoyment. The following guidelines relate to the Media Center:

- Students are expected to pay for lost or damaged books, magazines or other library materials.
- Students may not check out reference materials.
- Students may check out books for a period of two weeks.

### Library Policies and Procedures:

Students must have permission from their teacher to be in the library, or they must be with their teacher for a group visit. Students without permission will be sent back to class.

- No more than three (3) students per class will be allowed in the media center unless authorized by the librarian.
- Computers may be used by students who have permission to be in the media center.
- Inappropriate behavior and /or socializing is not permitted.
- Students may not sit on the tables or lean back in the chairs.
- Students must have permission to leave the media center for any reason other than to return to their classroom.

## MEDICATION

(Noted in pg. 29 of the [Santa Rosa County Code of Student Conduct](#))

Any medication, either prescription or nonprescription, to be administered to a student on school premises or at school functions (including field trips), must be brought to the school by the parent/guardian/authorized adult representative for retention and administering. No student will be allowed to have medication, prescription or nonprescription, with the exception of an EpiPen or an asthma inhaler, in his/her possession on school premises, on school transportation, or at a school function. EpiPens, insulin pens, or asthma inhalers will be permitted to be carried with parental permission; physician's signature on the "Dispersion of Medication Form" along with the approval of the clinic/front office. The parent/guardian of a student with diabetes should contact the school to update the "Students Health Care Plan for Insulin Dependent Diabetes Form."

Medications brought to the school must be in the original prescription container, properly labeled with the child's name, doctor's name, name of medication, route, dosage, directions, and expiration date. A "Dispersion of Medication Form" must be completed for **each** prescription, and a method of disposal of any unused or expired medication designated. The medication must be counted jointly by the parent/guardian and a school staff member. The parent/guardian and school staff member must both sign the "Registry of Medication Form" both for the initial prescription and each time additional

medication for the same prescription is brought to the school. Nonprescription medication should also be in the original container and the procedures previously described for dispersion and registering of medication apply.

Parents/guardians are encouraged to request prescriptions for medications which limit administration during school hours. First morning doses should be given at home with only mid-day doses administered by a school staff member. Doses missed at home will not be administered by school staff. Medication(s) will not be provided by the school.

## PHYSICAL EDUCATION

Physical Education is a required part of the instructional program in Florida public schools. For the safety of students during P.E. classes, tennis shoes are recommended. All children are expected to participate. Those under a doctor's care who present a written statement of their condition or those who are ill and have brought a written message from home concerning their problems will be exempt from physical education for **up to three (3) days. If a longer period of time is needed, a doctor's note is required.**

## PUBLIC NOTICES AND POSTERS

All posters or notices to be placed in the school must be approved by administration. These items must be taken down the day after the event.

## SCHOOL BUS TRANSPORTATION

(Noted in pg. 32 of the [Santa Rosa County Code of Student Conduct](#))



SafeStop Bus Tracker: parents and guardians can locate their child's bus with a free and easy to use Smart Phone application called *SafeStop*.

Transportation on a school bus is a direct extension of both the classroom and the school in general. All rules, guidelines, and codes of conduct which apply to students at school continue to be in effect while students are being transported by school buses. This includes loading and unloading both on and off the school grounds and time spent waiting at bus stops.

**In addition, the following rules are to be followed on the school bus:**

1. **Students are required by Florida law to wear their seat belts at all times!**
2. Do not stand on roadway while awaiting bus.
  1. Remain in your seat at all times while bus is moving.
  2. Keep arms and head inside windows.
  3. Talk quietly.
  4. Walk ten (10) feet in front of the bus and wait for the driver's signal before crossing the road.
  5. Unnecessary conversation with the driver is dangerous.
  6. Absolute silence is required at all railroad crossings.
  7. The driver is in **full charge of bus and pupils**. Pupils must obey the driver.
  8. The driver has the right to assign pupils to certain seats if necessary, to promote order on the bus.
  9. No eating, drinking, or using of tobacco products is allowed on the bus.
  10. Pupils must be on time; the bus cannot wait for those who are tardy.
  11. Riding the bus is a privilege. Do not abuse it.
  12. Students riding Santa Rosa District School buses may be subject to video recording for disciplinary purposes.
  13. Students may exit at their designated stop **only** unless a bus pass has been issued.

The bus driver is responsible for the safe operation of each vehicle. Therefore, **the driver has the authority to assign seats, restrict movement, and set other rules which he or she deems necessary for the orderly and safe operation of the school bus.**

Violation of School Board transportation policies, including disruptive behavior on a school bus or at a school bus stop, by a student is grounds for suspension of the student's privilege of riding on a school bus and **may be grounds for additional disciplinary action by the school, and may also result in criminal penalties being imposed.**

## **SCHOOL DAY (8:20 AM-2:34 PM)**

Supervision is **NOT** provided before 7:50 AM or after 3:04 PM. Students are expected to arrive between 7:50AM and 8:15AM. Students are required, upon arrival to school, to be in a supervised area. After 8:20AM, students are considered tardy and must report to the main office for a tardy slip. Students who stay after school for supervised school sponsored activities are responsible for making transportation arrangements prior to coming to school that day. **The student should be picked up as soon as the activity ends.**

## **TEXTBOOKS**

The State of Florida furnishes your child with a set of textbooks at no cost to you. However, students are responsible for the care of these textbooks. If a student should lose or damage their textbook(s), the student will be assessed an amount to pay as established by School Board Policy. These charges will need to be paid before any other textbooks can be issued. This policy also applies to lost or damaged library books. Students will be given access to electronic versions of their textbooks when available; students may be issued a set of textbooks to remain at home upon request and availability. A classroom set of textbooks is also provided for student use at school.

## **VISITORS**

Parents are welcome to visit East Bay K-8 at any time during operational hours, however, for the security of our students and staff all visitors **must report to the front office upon arrival** at which time a visitor's badge will be issued. The visitor's badge **must be worn on the upper torso area and clearly visible to all** while on campus. Concluding the visit, all visitors must report back to the Front Office. We respectfully request that parents/visitors be properly attired when visiting the school.

## **VOLUNTEERS**

Parent volunteers are encouraged at East Bay K-8. Orientation will be held at the beginning of each school year. Anyone wishing to volunteer for any activity, including field trips, **must fill out a Volunteer Approval Form to be school board approved before being allowed to volunteer**. All volunteers visiting the school are required to report to the front office upon arrival and provide photo identification for verification. Volunteers are required to wear the identification badge provided by the school during the time they are volunteering. Once the volunteer has completed volunteering for the day/activity, they are required to return their pass to the office and sign out prior to leaving.

## **WITHDRAWAL PROCEDURES**

In order for a student to officially withdraw during the school year, it is necessary that an official withdrawal form be processed. A parent/guardian should notify the Guidance Department or Date Entry clerk at least one day prior to the student's last full day in attendance. Information will be provided by teachers regarding student grades and textbooks. Library books should be returned or paid for prior to withdrawal.

## **EDUCATIONAL RECORDS RIGHTS AND PRIVACY NOTICE**

In accordance with the Family Rights and Privacy Act of 1974, and Florida Statute 228.093, you are notified that educational records, including files, documents and any other materials directly related to each child, are kept and maintained on each child. Parents and students over the age of eighteen, have the right to review, inspect and challenge the individual student's record. However, without the consent of the parent, only the parent, school personnel, and persons specified in school board policies will have access to a student's record. Directory information on students may be released unless the parent makes a request in writing for the school not to do so; such information includes the student's name, address, date and place of birth, dates of attendance, participation in officially recognized sports and activities, weights and heights of athletic team members, awards received, names of parents and the name of the current school attended. The written request not to publish any or all of the above information must be on file at the student's school by September 15<sup>th</sup> or within two weeks from pupil's date of initial entry in school. When a student transfers from one school to another, the educational records of that student are automatically forwarded to the school upon request from the school.