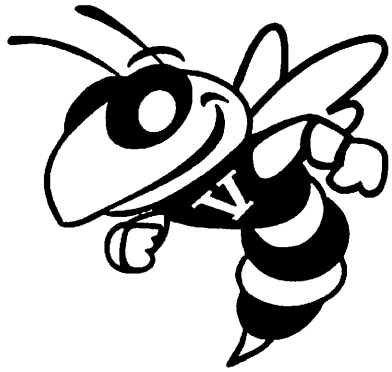
STUDENT HANDBOOK 2019-20

VERNON ELEMENTARY SCHOOL

3665 Roche Ave.
Vernon, FL 32462
(850) 535-2486

http://ves.wcsdschools.com

Steve Griffin, Principal
Latina English, Assistant Principal



ACADEMIC EXCELLENCE IS OUR ULTIMATE GOAL!

This handbook belongs to

Name _____

Phone _____ **Grade**_____ **Teacher** _____

Our Mission:
Vernon Elementary School is committed to personal and academic excellence for all students.

Our Vision:
Vernon Elementary School will provide students the highest quality education possible, with the resources necessary, so they can achieve their maximum potential and become knowledgeable, responsible, and competent citizens.

Belief Statement

- We believe that all students can and must be successful learners.
- We believe that we must project a positive image and organizational pride.
- We believe that the dignity and worth of each individual must be honored and respected.
- We believe that team work and communication are essential elements of a successful school system.
- We believe that our system should represent honesty and integrity and operate with open communication.
- We believe that the system should seek leadership that inspires quality management.
- We believe that the system should be customer oriented.

SCHOOL BOARD POLICIES

A. **Students' Responsibilities and Rights**
Students have responsibilities and rights relative to the knowledge and observation of school rules. They also have definite responsibilities and rights in the area of attendance, right to learn, participation in school programs and activities, respect for persons and property, privacy, assembly and free speech and student publications. Following is a listing of the specific responsibilities relative to the many aspects of their educational experiences.

1. **Responsibilities**
   a. Students are responsible for **knowing and observing school rules.**
   b. Subject to law and rules of the State Board of Education and of the district school board, each student enrolled in a school shall:
      - During the time she or he is being **transported to or from school** at public expense;
      - During the time she or he is **attending school**;
      - During the time she or he is on the school premises participating with authorization in a **school-sponsored activity**; and
      - During a reasonable time before and after the student is on the premises for attendance at school or for authorized participation in a school-sponsored activity, and only when on the premises,

      Be under the control and direction of the principal or teacher in charge of the school, and under the immediate control and direction of the teacher or other member of the instructional staff or of the bus driver to whom such responsibility may be assigned by the principal. However, the State Board of Education or the district school board may, by rules, subject each student to the control and direction of the principal or teacher in charge of the school during the time she or he is otherwise en route to or from school or is presumed by law to be attending school.
   c. Students have the responsibility to take advantage of their educational opportunity by attending all classes daily and on time.
   d. Students have a responsibility to:
      1. Take advantage of the appropriate school programs and not infringe on the rights of others to learn.

2. Involve themselves in the classes in which they are enrolled through participation as directed by the teacher.
3. Involve parents and school personnel in making certain curriculum choices.

e. Students organization officers and representatives have the responsibility to be alert to needs of the schools, the concern of the student body and to work toward the satisfaction of these needs and concerns to the best of their ability
f. Students have the responsibility to:
   1. Respect the person and property of other students and the school staff.
   2. Take care of the property of the school system.
g. Parents, guardians, and eligible students have the responsibility of informing the school and individuals or agencies who are working actively and constructively for the benefit of the student, of any information that may be useful in making appropriate educational decisions.
h. Students have the responsibility not to carry or conceal any such material that is prohibited by law or would detract from the educational process.
i. Students have the responsibility to plan, seek approval, and conduct those activities which are consistent with the educational objectives and responsibilities of the school.
j. Students have the responsibility to accept the rights of other individuals to have differing viewpoints and to express themselves on those issues in which they disagree in a manner which does not infringe upon the rights of others or interfere with the orderly educational process of the school and is not obscene or libelous or in violation of the school rules.
k. Students also have the opportunity to develop responsibility by participating in the student crime watch program which assists in the control of criminal behavior within the schools.

2. <u>Rights</u>

a. Students have a right to expect clear and understandable rules and regulation to be furnished by the school. They may expect the rules, regulation and laws to be enforced fairly with the right of due process afforded.
b. Students have the right to clearly defined information on School Board Rules and individual school policies dealing with attendance.
c. Students have a right to participation in the appropriate school programs at all levels of instruction and in an atmosphere conductive to the teaching learning process.
d. Students have the right under the direction of a faculty advisor to:
   1. Form and operate within their respective schools, appropriate student organizations.
   2. Seek office and participate in activities and organizations regardless of race, sex, color, creed, or political beliefs
e. Each student has the right to expect:
   1. That his or her person and property will be respected by other students and the school staff.
   2. The property to be safe, clear, attractive, and well maintained.
f. Students have the right to:
   - be protected by legal provisions which prohibit the release of personally identifiable information to other legally authorized persons and to inspect, review, and challenge such information as provided by law.
   - privacy in their personal possessions unless the principal has a reasonable cause to believe that the student is concealing material, which possession of, is prohibited by law.
g. Students have the right to assemble peacefully on school grounds or in a school building. Exercise of this right shall be denied when it substantially and directly endangers physical health or safety, damages property, or disrupts the school program.
h. Students have the right to express themselves and to petition and survey student opinion in accordance with the established procedures.

B. Disciplinary Procedures

1. Specific Grounds for Disciplinary Action

Since misconduct of any degree or frequency is undesirable and not conducive to a positive learning environment for all, **students shall understand that certain consequences are applicable to their behaviors.** Because some behaviors are more serious and disruptive than others, the **frequency, nature and degree of the misconduct will determine the specific disciplinary action** which will be taken.

Following is a **non-exhaustive** list of behaviors for which disciplinary action of some type will be taken.

a. Absences
b. Abusive or obscene language
c. Assault and battery
d. Bullying, Threats and Intimidations
e. Cheating and lying
f. Cutting class
g Damage to personal property of students and staff members
h. Damage to school plants and grounds
i. Defiance
j. Disrespect for any school personnel
k. Distribution of unauthorized materials/ substances/material items
l. Disturbance of class or school activities
m. Extreme dress or appearance which is disruptive to class
n. Failure to follow instructions
o. Fighting
p. Inappropriate display of affection
q. Leaving campus without authorization
r. Libelous statements
s Loss of damage of material belonging to the school/others
t. Physical or verbal abuse of students or staff members
u. Possession/use of unauthorized substance/ material items.
v. Possession and or use of weapons
w. Sitting in cars in parking lot
x. Stealing
y. Student use of tobacco products
z. Tardiness
aa. Teasing and horseplay
bb. Threats of physical violence
cc. Truancy
dd. Unauthorized Assembly
ee. Vandalism
ff. Violation of Bus Rules

2. Action/Consequences For Misconduct

Depending on the seriousness and frequency of the misconduct certain disciplinary procedures will be followed. For those behaviors which are less serious any of the following action may be taken.

Actions for Less Serious Misconduct:

a. Conference with parents
b. Conference with student
c. Detention

d. Extra work assignment
e. Supervised isolation in office
f. Letter to parents
g. Loss of privileges
h. Lunchroom detention
i. Phone parent(s)/guardian
j. Probation
k. Restitution for property damaged /stolen
l. Room changed
m. School service work
n. Sent home
o. Silent lunch
p. Unexcused time
q. Warning / reprimand
r. Write bus rules

Repeated occurrences of less serious behaviors may be dealt with in the same manner as misconduct of a more serious nature. Following are disciplinary actions listed in alphabetical order that may be taken for such behaviors and should be considered in addition to any of the above mentioned actions:

Actions for misconduct of a more serious nature / repeated occurrences of less serious:

a. Assignment to campus cleanup
b. Assignment to detention
c. Corporal punishment
d. Expulsion by the School Board
e. Extension of suspension
f. In school suspension
g. Out of school suspension
h. Recommendation for expulsion
i. Recommendation to the Alternative Education Program
j. Referral to juvenile authorities
k. Removed from class
l. Suspend bus privilege

Each school level handbook must be approved by the Washington County School Board and must be consistent with the district Code of Conduct and implemented in a fair, consistent, and systematic manner. This will assure that all persons involved will be aware of their responsibilities and rights, but also of the consequences for misconduct.

Some of the violations of school rules are also violation of the laws in the Criminal Code of the State of Florida. If students violate these laws, not only will they be subject to suspension / expulsion from school, but the local law enforcement officials will be contacted and the student's misconduct will also be handled by these authorities.

3. Alcohol and Drugs Prohibited

School personnel are required to report to the principal or principal's designee any suspected unlawful use, possession, or sale by a student of any controlled substance, any counterfeit controlled substance, any alcoholic beverage, or model glue. School personnel are exempt from civil liability when reporting in good faith to the proper school authority such suspected unlawful use, possession, or sale by a student. Only a principal or principal's designee is authorized to contact a parent or legal guardian of a student regarding this situation. Any student who sells, possesses or is under the influence of intoxicating beverages, and /or any controlled or harmful substances on school board

property or at any school sponsored activity shall be suspended for (10) school days and may be expelled from school for the remainder of the school year. However, the student may also be expelled for all or a portion of the following school year. Any student possessing or under the influence of controlled substances as defined herein shall have a mandatory hearing before the School Board, prior to expulsion.

4. Weapons Prohibited

Any student who has or carries any gun, pistol, sword, knife, razor, or any other item intended as a weapon, on the school grounds, into any school building, or on a school bus or at any school sponsored activity or who has such items on his/her person or in an automobile or other vehicle parked on the school grounds or adjacent thereto, shall be suspended and may be expelled from school. **In the case of a knife,** any student who brings or has a knife in his/her possession on school board property may receive an out of school suspension by the principal. **In the case of a firearm,** the student will receive an automatic ten (10) day suspension by the principal and will be recommended by the superintendent for expulsion by the Board. If it is determined the student brought the firearm to school, the student will be expelled from the regular school program for a period of not less than one (1) year. In all cases regarding firearms, the Board will be notified at the time of suspension and a referral of the students will be made by the school administrator to the criminal justice system or the juvenile justice system. Referrals to the School Resource Officer are deemed to meet the requirement of the referrals to the appropriate justice system.

5. Violence Against School Board Personnel Prohibited

Notice that violence against any district school board personnel by a student is grounds for in-school suspension, out of school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.

6. Violation of Transportation Policies Prohibited

Notice that violence against any district school board personnel by a student is grounds for in-school suspension, out of school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.

7. Sexual Harassment Prohibited

Violation of the district school board's sexual harassment policy by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.

8. Threat or False Report Prohibited

Any Student who is determined to have made a threat or false report, as defined by ss.790.162 and 790.163, respectively, involving school or school personnel's property, school transportation, or a school sponsored activity will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and referred for criminal prosecution.

9. Bullying, Threats and Intimidations Prohibited

Violation of the district school board's policy 5.321 Bullying and Harassment, threats and intimidation by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action as deemed appropriate by the school principal or his/her designee. We work very hard with our students to help them understand appropriate behavior when interacting with classmates on campus and on the bus. We define and give examples of a student being rude, being mean, and bullying. Bullying will not be tolerated. We ask our students to inform an adult if this type of behavior is occurring.

10. **Student Use of Cell Telephones and Other Communication Devices** Personal telephones may be brought to school with the following conditions applying:
    - **Phones must be turned off during school hours.** (Students arrival on campus until the end of the last instructional period).
    - If emergency calls to or from students are necessary they should be placed through the school office and not to or from the student's telephone.
    - Phones should be kept secure to prevent theft (vehicles, purses, backpacks, lockers, etc.) Schools will not be responsible for lost, stolen or damaged wireless communication devices.

Violation of these provisions shall result in the confiscation of the personal telephone and its return only to the parent or guardian. Any distraction or use of wireless communication devices may result in disciplinary action. If the student is of majority age, then they may be prohibited from possessing a phone on campus.
The use of personal telephones at school events shall not be limited by this policy; however, the principal shall have full authority to promulgate rules that implement all provisions herein.

ATTENDANCE POLICY FOR ALL WASHINGTON COUNTY SCHOOLS

School Code 1003.26 states that it is the responsibility of the superintendent to enforce school attendance and those schools must respond in a timely manner to every unexcused absence or absence for which the reason is unknown. The purpose of this policy is to establish procedures and guidelines to be utilized by parents, students and school and district staff.

GENERAL PROCEDURES

The teacher's grade book or other approved school attendance records at the school will be the final authority in determining the number of absences for each student.

Each of the schools will document attempts to notify parents of each absence for which the reasons are unknown. However, failure to successfully notify parents/guardians shall not negate the attendance policy.

All students will be allowed up to 3 days to make up work in the event of an absence. All assignments announced in advance of the student's absence must be made up on the day the student returns to class.

School day attendance definition – An absence is defined as missing more than one-half of the school day.

All questions relating to the attendance policy are to be directed to the school. The concerned party should contact the school's attendance officer for clarification first and then the school principal or his/her designee. An attendance committee from the school will be selected to handle all attendance/grade/excused absence issues.

TARDIES AND CHECKOUTS
A student who arrives to school after the scheduled beginning time will be recorded as tardy for that day. A student who is checked out before the class or school day is officially over will be declared a "checkout". Checkouts are recorded in the school office. However, the school principal has the authority to excuse or determine the consequence arising from recorded checkouts.
Four (4) unexcused tardies or unexcused checkouts in a nine (9) week grading period will be considered as one (1) unexcused absence for the period in which the tardy or checkout occurred. This is for the purposes of contacting parents and referring to the district office.

ABSENCES

Parents/guardians are to sign in/out their child when missing school for excusable appointments or emergencies and are to comply with the individual school procedures established with the school's attendance officer.

Excused Absence

Excused absences will be given for the following reasons:

- Religious instruction and/or religious holidays
- Sickness, injury or other medical condition
- School leave – school approved trips such as instructional field trips, club events, athletics, etc. These are not counted as absences
- Other academic classes or programs
- Educational trips – when requested by parents (five (5) school days in advance), trips for educational purposes may be granted
- Pre-approved absences – absences from school approved by the administration prior to occurrence
- Funerals (documentation must be provided)
- Legal reason (documentation must be provided)
- Other absences as approved by the principal/designee

Parents or guardians are required to justify each absence. A parent note for reasons as listed above will be accepted for each absence up to four (4) during a nine (9) week period.

Any other absences, after the fourth absence, will **only** be excused with a note from a doctor or dentist, funeral program of immediate family member, religious holiday, documentation for a legal reason or principal's/designee's excuse.

Students **must** turn in excuse documentation to the office upon return to school. If the appropriate documentation is not provided after a reminder and within a reasonable amount of time, the absence(s) will be unexcused.

Unexcused Absence

If a student has four (4) or more unexcused absences, or absences for which the reasons are unknown, within a nine (9) week period or ten (10) unexcused absences at anytime during the school year, the student's primary teacher shall report to the school principal or his/her designee that the student may be exhibiting a pattern of non-attendance.

Principal Referral to Child Study Team

If a student has five (5) or more unexcused absences, or absences for which the reasons are unknown, within a calendar month **or** ten (10) unexcused absences or absences which the reasons are unknown, within a 90-calendar-day period, the student's primary teacher shall report to the school principal or his/her designee that the student may be exhibiting a pattern of nonattendance F.S. 1003.26 (1) (b).

The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing, per F.S. 1003.26(1) (b). If the child study team finds that a pattern of nonattendance is developing, a meeting or phone conference with the parent must be held to identify potential remedies. The principal or designee must maintain documentation or attempts of parent documentation.

If an initial meeting does not resolve the problem, the child study team shall implement interventions

that best address the problem. The interventions may include, but need not be limited to:

Frequent communication between the teacher and the family
Changes in the learning environment
Mentoring
Student counseling
Tutoring, including peer tutoring
Placement into different classes
Evaluation for alternative education programs
Attendance contracts
Referral to other agencies for family services or
Other interventions- including but not limited to a truancy petition
Pursuant to s. 984.151

The child study team shall work diligently in facilitating the intervention services, however, if a parent refuses to attend the child study team meeting, the child/parent may be referred to Truancy Court.

If a student accumulates 15 unexcused absences, the principal or his/her designee shall notify the district office contact and the child/parent will be referred to truancy court.

Penalties Associated with Habitual Truancy:

Parents. A parent who refuses or fails to have a minor student who is under his or her control attend school regularly, or who refuses or fails to comply with the requirements of school attendance, commits a misdemeanor of the second degree (F.S. 1003.27(7)(a). The court may also order a parent who violates compulsory attendance to participate in approved parent training class, attend school with the student, perform community service hours at the school, or participate in counseling

Students. In addition to any other authorized sanctions, the court shall order a student found to be a habitual truant to make up all school work missed and may order the student to pay a civil penalty of up to $2, based on the student's ability to pay, for each day of school missed, perform up to 25 community service hours at the school or participate in counseling or other services, as appropriate (F.S. 1003.27 (7) (d)).

Upon a second or subsequent finding of habitual truancy, the court, in addition to any other authorized sanctions, shall order the student to make up all school work missed and may order the student to pay a civil penalty of up to $5, based on the student's ability to pay, for each day of school missed, perform up to 50 community service hours at the school, or participate in counseling, as appropriate (F.S. 1003.27 (7) (d)).

Make Up Work

When a student is absent he/she is expected to make up all work missed. The procedures are:

1. The student must contact the teacher on the first day back in school (or on the first day back in the course or class in which the absence occurred) in order to make arrangements to make up the work.
2. **It will be the student's responsibility to make-up the work within five (5) school days.**
3. All assignments announced in advance of the student's absence must be made up on the day the student returns to class.
4. The teacher and / or the principal may grant additional time for making up work if warranted by the individual situation.

Withdrawal

No student under the age of 18 can be withdrawn except for reasons as stated in the Florida Statutes. The school must notify the district office of any student under the age of 18 who drops out or withdraws from school without transferring to another educational environment. Both the parent and student under the age of 18 must sign the appropriate form to terminate school attendance.

D. Washington County Dress Code

Appropriate wearing apparel and grooming styles are an essential part of education. **The word "appropriate" shall be defined to include cleanliness, safety, modesty and good taste.** All instructional personnel shall give helpful, friendly guidance on these matters without causing embarrassment to the student.

1. Items of apparel that contain a message that is offensive to others, obscene or promote illegal activities, drugs, alcohol, or tobacco products shall not be permitted on school grounds nor at school sponsored functions.
2. Shoes must be worn at all times.
3. The midriff area is not to be exposed and pants and shorts are to be worn at the natural waistline. All closures (buttons, zippers, etc.) of pants and shorts must be secured. Garments should be at least as long as the fingertips of the individual with their arms extended by their sides. Overall / jumpers must be worn with a shirt / blouse underneath and closures must be fastened.
4. Head covering (hats, caps, stockings, etc.) are not to be brought to school unless authorization is granted for a specific purpose.
5. Items that are indicative of gang membership, such as bandanas, are prohibited on school grounds and at school sponsored functions.
6. Halters, mesh blouses/shirts, off the shoulder blouses, and tank tops are not permitted.
7. Because of the type of activities in elementary physical education, it is recommended that girls wear shorts under their dresses.
8. Any clothing considered disruptive to the classroom or school environment will be deemed inappropriate.

The principal may use a committee of faculty, parents, and students to make additions to these guidelines, however, there may be no deletions or revisions of the above.
Discipline administered for infractions of the student dress code may include loss of eligibility to participate in student activities.

Florida Statute 1006.07(2)(k)(l) and (m), violent or disruptive students assigned to an alternative educational program, students who have been expelled for a firearm or weapon, or a student who is determined to have made a threat or false report, as defined by ss 790.162 and 790.163, are subject to disciplinary action and may receive a referral for a mental health evaluation and/or services.

E. Prohibition of Sexual Harassment by Students

The School Board desires to maintain an academic environment in which all students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the eradication of discriminatory practices including sexual harassment. **Sexual harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the School Board.** Sexual harassment's destructive impact wastes human potential, demoralizes students, and perpetuates the tendency to further unacceptable behavior. For these reasons, the School Board forbids harassment against any student on the basis of sex. The Board will not tolerate sexual harassment activity by any of its students.

1. Definition. **Sexual harassment** consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, wherever such harassment

occurs on school property or at a school-sponsored event, that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact; or that substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment.

Examples of sexual harassment may include but are not limited to the following:

a. Verbal harassment or abuse of sexual nature;
b. Subtle pressure for sexual activity;
c. Repeated remarks to a person with sexual or demeaning implications (e.g., a person's body, clothes or sexual activity);
d. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
e. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
f. Display of sexually suggestive objects, pictures, or written materials.

Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

2. Specific Prohibition. It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.
3. Procedures. Any student who alleges sexual harassment by another student should complain to the building principal, assistant principal(s), guidance counselor or school-based equity coordinator. **Filing of a complaint or otherwise reporting sexual harassment will not affect the student's status, extracurricular activities, grade or any other assignments. The complaint should: be in writing, state the act or acts, state the date (s), state the names of witnesses, and be signed by the complainant.**
   The right to confidentially, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.
   In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment
4. Penalties. A substantiated charge against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.

F. BUS CONDUCT

First Referral: Bus driver contacts the parent(s) or guardian (s). If the student doesn't have a telephone, the bus driver can send a note home and request that the note be signed by the parent(s) or guardian(s) and returned to the bus driver. If the note is not returned, action will be taken by the principal.

Second Referral: Principal/AP addresses the problem. Conference with the parent(s).

Third Referral: Results in a minimum of five (5) days suspension from the school bus.

Fourth Referral: Results in a ten (10) days suspension from the school bus.

Fifth Referral: Results in a recommendation of expulsion from the school bus for the remainder of the school year.

A student may be immediately suspended from the bus without prior warning if the administration deems the misbehavior serious enough to jeopardize the safety and welfare of others.

Fighting on the bus may result in a minimum of three (3) days out of school suspension.

Riding the school bus is a PRIVILEGE. Students are expected to follow the rules for their safety as well as the safety of others.

1. Stand off the roadway while awaiting bus.
2. Students must be on time to the bus stop. The bus will leave those who are tardy.
3. Students must board and leave the bus at their regular stop location (unless by written permission of parent and principal).
4. Walk 10 feet in front of bus. Wait for the driver's signal before crossing road.
5. The driver is in FULL CHARGE of bus pupils. Students must OBEY the driver.
6. The driver has the right to assign seats. Students must sit 3 to a seat from window to aisle.
7. Students must stay seated at all times when bus is moving.
8. Keep arms and head inside window. No object shall be thrown from windows or at the bus.
9. Outside of ordinary conversation, classroom conduct is to be observed.
10. Absolute silence is required at all railroad crossings.
11. No eating or drinking is allowed on the bus.
12. No animals (dead or alive), glass or glass containers, sharp objects, ball bats, cutting instruments, batons, and drumsticks will be allowed on bus without prior permission of the driver.
13. Please do not send flowers in ceramic/glass containers or balloons to school for your child on special days unless you plan to pick them up from school that day. It is unsafe to carry these items on the bus.
14. Large objects, including band instruments, which interfere with the seating and safety of others, will not be permitted on the bus.
15. Riding the bus is a PRIVILEGE. Serious or repeated misconduct may result in a limited suspension.

If you have any question concerning what bus or bus number your child will ride, contact Dawn Spooner at 638-6222.

A. Students' Responsibilities and Rights

1. Responsibilities

a. **School Rules** are easy to **KNOW**:
Keep hands, feet, and other objects to yourself.
Nice language only.
On sidewalks and in buildings, walk.
When directions are given, begin immediately.

b. Students are expected to remain in school until 2:45, early check outs will count as absences. Parents, please teach your children excellent habits by making sure they are at school on time and ready to learn. A tardy slip from the office is required to enter class after 7:50 a.m.

School Day at a Glance

7:30	Earliest Arrival Time for Students
7:50	Learning, Learning, Learning
2:40	Car Rider Dismissal
2:45	Bus Dismissal

c. Textbooks and other instructional materials are on loan to a student for the school year. **Students who lose textbooks or library books must pay for the lost items.** Teachers may permit a student to use a textbook in the classroom if a book is lost, but can not issue another book until payment is made. Money collected from a lost book will be refunded if the book is found or returned.

2. **Rights**

a. Students will help keep the campus and building clean and attractive by picking up after themselves. **Please put students' names on book bags, jackets, and other personal items. Video games, toys, cards, Ipods, Fidgets, MP3s and/or other similar items are not needed for instruction and should remain at home. These items will be collected and returned to the parent upon request.**
b. Florida law requires schools to maintain a permanent cumulative record for each pupil. Such records contain all information prescribed by the state board of education. The cumulative record is open for inspection only by the school board, superintendent, professional staff of the school board, parent or guardian of the student, a court of competent jurisdiction, and to such other persons as the parent, guardian or principal may authorize in writing.
c. The students are the primary consumer of the services provided by the faculty and staff. Their input to and output for school functions is valued
d. Character education is taught at all grade levels to address social skills necessary for improved communication, good citizenship, and peaceful resolutions to conflict.

B. **Disciplinary Procedures**

1. Preventative discipline is the preference at school. Structure is provided to encourage students to make the best choices. The **KNOW** rules (see previous page), are campus wide and can therefore be reinforced by all.
2. Supervision of children on school grounds is provided during the hours of 7:30 a.m. through 2:45 p.m. There is no supervision provided before or after these hours. We request that your child be on school grounds during these times only. (Exception: A limited staff supervises the students who arrive on early buses and/or participate in the breakfast program.)

Students are expected to:

a. Report to their classrooms immediately after unloading from the buses after 7:30 and/or eating breakfast. Students who ride to school with parents/guardians should not arrive before 7:30 a.m. because no supervision will be provided until that time. However students who are eating breakfast at V.E.S. should arrive prior to 7:45 a.m.
b. Leave gum, toys, and other unauthorized items at home.
c. Walk on the right side of the hallways and sidewalks.
d. Talk quietly in the halls and lunchroom.

3. **Action/Consequences for Misconduct**

Faculty and staff should give a verbal or visual warning prior to administering harsher consequences. If this warning is not heeded an action/s for less serious misconduct will be administered. If misbehavior continues office intervention is appropriate. Parents will receive notice of behavioral difficulties through the student and/or a disciplinary summary from the office.

If a problem arises between a student and teacher, parents should first discuss the problem with the teacher. If a satisfactory solution is not reached, an appointment may then be scheduled with the administration. In extreme cases administration will conference with parents prior to a joint conference with the teacher.

Conferences with a teacher should be scheduled in advance and occur during the teacher's planning period or at the end of the day. Please call the school's office to make appointments for conferences. Upon arrival to school, the parent/guardian must check in through the office to receive a visitor's identification pass.

Café Courtesy: Students are to enter and leave the cafeteria in an orderly manner. Students are expected to control their behavior while in the lunchroom. Multiple incidents by the same student will be communicated to the classroom teacher and/or assistant principal. Quiet talking is encouraged. Students may be assigned to an alternate lunchroom detention table, if their behavior deems it necessary.

Severe disruptions will result in immediate referral to the office and will be dealt with in accordance to the Washington County School Board Policies.

4. Illegal Substances

The possession and/or use of tobacco, alcoholic beverages, and narcotic drugs (except where the person has a prescription) on school property or school sponsored activities is prohibited. The penalty for possession and/or use of these substances will be in accordance with school board policy.

Administration of Medicine

Health Services are provided in the areas of vision screening, hearing screening, blood pressure screening, communicable disease control and immunization surveillance. Heights and weights are recorded for each child twice a year.

Please do not send a child to school sick or with injury. It is vitally important that the school has a current phone number or way of contacting you at all times during the day.
If a physician has ordered medication to be taken at school, parents must follow the procedures below:

A. Obtain a medication consent form from the school health clinic or school office. The physician who ordered the medication should complete, sign and date the form. The parent/guardian also needs to sign and date the consent form. (One consent form is needed for each medication.)
B. All medication containers must be labeled by a pharmacist. Meds must be in a current container.
C. Parent/guardian must bring the labeled medication container along with the consent form to the health clinic. Parent/guardian will count the medication with the RN, CNA, or trained paraprofessional, and sign an agreement of amount of medication brought.
D. A 30 day supply (6 school weeks) of medication may be kept in the health clinic.
E. Medications WILL be given at school only when the above procedure is followed.
F. The policy is the same for over-the-counter and prescription medications.

If you have any questions or concerns, call the school nurse's office.

5. Weapons Prohibited

If a student knows another student has a weapon, it is very important to tell the principal, teacher, or guidance counselor. In most cases of school violence, a student knew of the plan, but failed to tell an authority figure. Silence hurts many in these instances.

VES REMINDERS

Bus Changes

Due to the potential for children being picked up by someone other than the parent/guardian or persons who are not approved, the following procedure will be followed.

1. **No phone calls will be accepted concerning bus changes.** We will honor requests by written notes only or by parents coming by the office to make changes.
2. **Office staff will ask for identification** to confirm the identity of persons requesting the child.
3. Student must present written permission from their parent/guardian to ride any bus other than the one assigned for administrative approval preferably before noon to assure accurate bus placement.

Car Riders

Parents transporting students by car are to use the designated Drop-off and Pick-up area. There should be no unattended vehicles in the entry/exit ramps between the hours of 7:00 - 8:00 a.m. and 2:00 - 3:00 p.m.

Skateboards, roller skates, roller blades, heelies, etc., are not permitted **AT ANY TIME** on school grounds. The school campus is for school related activities only. Campus is closed after school hours and weekends.

Crisis Management/Drills
Drills for various types of emergencies will be conducted throughout the school year according to county policy and state statute. The procedures for the drills are found in the Washington County Crisis Management Manual and will be reviewed with students prior to the dates for the drill.

Family Services Planning Team
The Family Services Planning Team (FSPT) is an intervention combining the resources of the school system, Department of Children and Families, local mental health providers and parents. The FSPT is coordinated by the Multi-agency for students with Severe Emotional Disturbances (SEDNET). SEDNET takes referrals after strategies of any individual agency has been exhausted. SEDNET is located at the Panhandle Area Educational Consortium at 753 West Boulevard in Chipley.

Field Trips
Educational field trips will be scheduled during the school year and are an extension of the regular school program. Information regarding specific field trips will be furnished by your child's teacher when scheduled. Students are strongly encouraged to ride school transportation to the field trip destination. If a parent would like their child to ride home with them in private transportation, arrangements should be made to check the child out of school either by signing the child out through the office before leaving or with the individual teacher while on the trip. A student may be kept from attending field trip for reasons documented by the teacher and approved by administration.

Food Services
Lunches are served daily. Money can be put on a child's account for child to purchase additional milk and food items. Breakfast and Lunch will be provided free of charge for the 2019-2020 school year. The following prices are applicable for the 2019-2020 school year for parents.

Adult Breakfast: $1.70 Adult Lunch: $3.25

Wholesome meals with milk are served. Menus are posted on the county website and sent home with each child weekly in the newsletter. Additional milk and food items may be purchased. Students allergic to milk need to have a doctor's statement on file in order to substitute another drink. Sack lunches should not contain items that require microwave heating.

Inappropriate Display of Affection
Students shall conduct themselves in a suitable manner on school grounds/functions. Any inappropriate public display of affection/bodily contact will not be permitted. Students observed ignoring this rule will face disciplinary action.

Internet Access
Students are permitted to access the Internet for research purposes. Access is supervised by staff. Students and their parent/guardian must sign an agreement that they understand their responsibilities as an Internet user. Students will not have access to objectionable Internet sites through the use of filter blocks, however, please remember that no filter is 100% foolproof.

The Parent/Student/School compact will be sent home annually as a friendly reminder of each partners commitment to student achievement.

Moving

Please notify the school office immediately if you have a change of address or telephone number. If you move to another school, please notify the Guidance Department as soon as possible so the appropriate paperwork can be processed. Please return all textbooks, library books, and pay for any outstanding debts prior to withdrawing your student.

Florida Statute 1003.44 – Patriotic Programs; rules:

Each 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/her heart.

Report Cards

Report cards are issued every nine weeks using the grading scale printed in the report card. Report cards are sent home to the parent/guardian to be signed and returned to school. Mid nine week reports of satisfactory and/or unsatisfactory progress shall be sent home during the 4th week of the current grading period. Should there be any question about the report card or mid nine week report, the teacher should be contacted. The following grading scale is used:

90 - 100	=A	I	=Improving
80 - 89	=B	INC	=Incomplete
70 - 79	=C	N	=Needs Improvement
60 - 69	=D	S	=Satisfactory
0 - 59	=F	U	=Unsatisfactory

Parents may be notified at any time during the grading period when the student's grades are below passing or when the teacher has a concern. At least one parent-teacher contact per semester is required.

Promotion will be based on satisfactory performance as measured by passing grades/skills in reading, writing, and math in accordance with district and state regulations. Parents will receive reports on all standardized or state tests.

Snacks

Students should bring nutritious snacks to school. Juice or milk can be purchased daily. Carbonated drinks are not allowed on campus except during special activities.

Make sure your child knows how he/she is to go home each day **BEFORE** coming to school.

Remember that any time your child is to go to a different place or go home by a different means, we must have a note from you. The note will be signed by office personnel and given to your child's teacher. The teacher will give it to your child who will give to their bus driver. If your child is a car rider the teacher will give the note to your child at the end of the day. If a note is not received, the child will be sent home his/her usual way. No phone call transportation changes will be accepted for any student except in a family emergency. This is for your child's protection.

Visitors

All visitors on campus must use the main entrance at the office. **First time visitors will need your driver's license to register in the new computer system.** If you have previously registered, scan your driver's license at the front desk when you arrive and you'll receive a printed picture pass to wear while on campus. Remember to sign out when you leave. This helps us protect you in the event of a drill or emergency.

Washington County School Safety Anonymous Reporting Tool

FortifyFL

FortifyFL is a suspicious activity, anonymous alerts, concerned citizen reporting tool that allows students, parents and community members to instantly relay information to appropropriate school officials and law enforcement agencies about suspicous activity or harmful or potentially harmful acts against the school, students or staff.

Safe Schools Matter

https://getfortifyfl.com/



Download on the App Store

Download from Google Play

Download this free (very important) App today!