

ST ANDREW SCHOOL

STUDENT HANDBOOK



2025 - 2026

Welcome to St. Andrew School! We promise to make the safety of your child our priority. Please know that our staff aim to make this a great school year by offering a positive experience for your child. We are committed to helping students achieve social and emotional growth. Your positive participation and support of our program are the keys to helping your child achieve their greatest potential. We strongly encourage you to be part of our School Advisory Council, and participate in the processes of helping us improve our program offerings and policies, along with guiding the general direction for our school.

Should you have questions about your child, our educational program, or if you need additional information about St. Andrew School, visit our school landing page at <https://standrews.bay.k12.fl.us/> or contact us at (850) 767-4565. Bay District Schools' Code of Conduct and other policies are available online at <http://www.bay.k12.fl.us/district-policies>.

St. Andrew School's Mission/Vision

Mission: *Committed to providing a safe environment where every student will thrive academically, socially, and emotionally.*

Vision: *At St. Andrew School we are **PAWS: Present, Accountable, Wise and Safe.***

About Our School

St. Andrew School is a Title 1 alternative school for students in kindergarten through fifth grade. Students who attend our school have been identified as having behavioral and/or emotional challenges. Enrollment and attendance is through placement by an Individual Education Plan (IEP) Team or recommendation from the District Problem Solving Team or the Bay District School Superintendent.

Students attending our school come from all areas of Bay County. The purpose of our school is to work with students who exhibit behavior that consistently interferes with the academic environment to a point where learning is no longer possible with the implementation of basic behavioral interventions. St. Andrew School provides more intensive interventions than those that can be provided in a regular classroom or the regular school setting.

At St. Andrew School, the student to teacher ratio is 3:1 for ESE students and 9:1 for general education students. All staff members are trained to implement our PBIS driven school-wide reinforcement program. Students earn increasing privileges by demonstration of positive behaviors which require the student to be **P**resent, **A**ccountable, **W**ise and **S**afe. This positive reinforcement system provides a consistent continuum of rewards and consequences. All staff are trained in de-escalation strategies and crisis prevention techniques.



BEHAVIOR MANAGEMENT PROGRAM

*At St. Andrew we are **P**resent, **A**ccountable, **W**ise and **S**afe*

We believe that through the use of positive reinforcement we can make meaningful changes in the quality of our student's lives and their future outcomes. We strive to provide an environment that supports and encourages student effort, participation, and promotes a positive self-concept, where students can learn self-advocacy and develop empathy for others. The following information details our school-wide behavior management system which is unique and specific to the students who attend our school.

PAWS is part of our foundational behavior management system which incorporates the PBIS framework for the prevention and response to challenging behaviors and the teaching of replacement behaviors. PAWS is built on the principle of using positive reinforcement for behavior modification and provides a continuum of support and privileges. This system provides the structure for maintaining a safe learning environment. All staff members are trained in the implementation of our PAWS system.

The PAWS System includes the following interventions:

- Daily Points (CICO)
- Token Economy System (Tiger Tokens)
- Behavioral Safety Program (PCM/Ukeru)
- Crisis Intervention/Restorative Practices (PAWS Protocol)

School Wide Expectations: are always positively stated behaviors that form the basis for the development of our school rules. (Example: Keep hands and feet to yourself. Non-Example: No hitting). These expectations will be reviewed with the students each day during morning and afternoon meetings called “Tiger Talk”. During these meetings, staff members are expected to model, teach, and re-teach the school wide expectations until all students achieve mastery.

SCHOOL WIDE EXPECTATIONS

| Expectations | How to Earn Points | Behaviors to Consider |
|---|---|--|
| Stay in area | Get permission before leaving assigned area | Leaving assigned area, wandering, elopement (going to a previously determined safe place to problem solve does not count against points) |
| Follow directions | Follow directions with no more than one reminder | Refusal to transition, noncompliance with work or other directions |
| Maintain Self Control | Verbal/Physical: Use School appropriate language and volume/Use hands and feet safely and only touch others' belongings with permission, ask for a break when needed | Screaming, yelling, verbal threats, profanity, name-calling/Touching other people or their belongings without permission; physical aggression toward people or property |
| On Task Majority of Time | Always ensure that you are doing the required work on time | Off task, refusing to do work, arguing about work, talking without permission, wandering the room, sitting and not working |
| Personal Goal (problem solving/PBIP) | Use problem-solving skills/ties into the PBIP | Student does not engage in the identified goal area |

Classroom Rules: are developed by the students and teachers and are based on the school wide expectations. All class rules are posted in the classroom.

Points: The student can access increased privileges and greater independence by demonstrating improvements in behavior. Points are awarded to the student at specific intervals throughout the day and delivered electronically through the PBIS Rewards system. The conversation with the student regarding points earned within each interval is directly related to the student's ability to follow the school wide expectations and nothing more. This data is used to determine the student's behavior level and is a component in determining the student's readiness to return to their home zoned school. Points are earned using a 0-2 rating scale in ten different intervals throughout the day.

Scoring guidelines:

2 = Student demonstrates the behavior all or most of the time

1 = Student demonstrates the behavior some of the time.

0 = Student does not demonstrate the behavior.

Students earn points continuously throughout the day. They **NEVER** lose points. If a student does not display the behaviors associated with the school wide expectations and their identified goal they simply do not earn points in those areas. It is **the students** choice!

At the end of each interval, the teacher interacts with the student individually to discuss points earned. This process ensures that the student understands how many points they have earned. Younger students may need a token board to help them know their points at any given time.

If a student does not earn all points in a particular area, the staff will **discuss what they need to do**, i.e the specific behavior that they need to exhibit. To accurately track behavior, points are scored in the **appropriate category**. At the end of the day, the teacher will conference with students regarding how their day went during **Tiger Talk**. Students are not penalized for being absent, whether the absence is excused or unexcused.

Levels: are used to determine student progress over time based on movement up or down the levels system. A student can increase/decrease a level at intervals. Levels range from 1 to 4 with Level 1 being the lowest and Level 4 being the highest. Levels directly relate to privileges earned.

Levels management includes:

- Determination based on student weekly points earned.
- Daily conferencing to discuss progress, and review of expectations
- Level movement is sequential (one level at a time)
- Criteria for leveling up, staying on a level, and dropping a level

Daily Earned Activity

The last 30 minutes of each day will be reserved for a daily incentive. Incentives earned are based on daily points. Students earning 79% or below can choose an individual activity at their seat. Students earning 80% or above can choose an activity with a peer.

Weekly Earned Activities: Also called **Tiger Activities** serve as the primary reward/incentive for the levels system. They reinforce movement up the level system and are available to all students. Depending on the student's level they are able to choose their activities.

A **Token Economy** is a system where students earn tokens as an immediate consequence for specific behaviors in exchange for tangible items or activities at some later date. (Cooper, Heron, and Heward, 2006). **Tiger Tokens** are digitally awarded to exchange for items from our Tiger Store/classroom store. Tiger Tokens are used to reinforce a **specific behavior** at the moment it happens.

Tiger Store: is the place where students can use their tiger tokens shop for items virtually. Shopping time will be scheduled by the Tiger Store personnel. Students can “bank” their tokens rather than spend them in anticipation of a larger prize.

KEEPING OUR CAMPUS SAFE

Students may **not** bring/wear at school:

1. Headwear of any type (hat, face coverings, hoods not attached to the shirt, sunglasses, headbands, headphones, etc) worn inside the building
2. Long nails have been determined to disrupt the learning environment for the students and to be unsafe as they can be used as a weapon; therefore they are not permitted in elementary schools. **
3. Extra shoes/cowboy boots or hard soled shoes, high heeled shoes
4. Jewelry (with the exception of pierced stud earrings) **
5. Toys or other items
6. Purses/backpacks/totes
7. Trading cards, i.e. Pokemon, Magic, etc.
8. Large amounts of money without a specified use (over \$10.00 – unless in an envelope with a note)
9. Electronic Equipment
10. Toys
11. Glass/Metal containers
12. Gum, candy or carbonated beverages
13. Any item with the intent to sell or trade
14. Any item deemed to pose a safety concern or disruption to the school environment
15. Tobacco products/vaping equipment of any kind
16. Fireworks of any kind
17. Weapons: toy or real **
18. Outside food not allowed in cafeteria during breakfast/arrival

** Per Board Policy 7.209

The teacher or administrator will confiscate unauthorized items. It will be up to the discretion of the administrator as to whether the item will be returned to the student or if a parent must retrieve the item. Administrative action will be taken if a student returns with the unauthorized item or refuses to turn over the unauthorized item.

Allowable items:

- Cell phone (to be collected upon arrival and returned during dismissal)
- Change of clothing (to be stored in the classroom)
- **Small Clear** lunch box containing only food items

Note: sanitary items can be obtained from the health tech.

| BEHAVIOR INTENSITY CODES | | |
|---|---|---|
| CODE YELLOW Intensity 1 Behavior that is disruptive and interferes with learning and functioning but are not directly harmful | CODE ORANGE Intensity 2 Behavior that is potentially harmful and may need outside intervention | CODE RED Intensity 3 High intensity behavior that is dangerous/very dangerous and have a significant likelihood of causing serious harm |
| PAWS/Outside Assistance Is Not Needed Interventions Can Be Managed by Classroom Staff Practice Good Safety Habits De-escalation techniques: (Help, Prompt, Wait) Safety stance Elbow Check Management of Dangerous Objects Safety of Vulnerable Individuals | PAWS/Other Outside Assistance May Be Needed Continue Practicing Good Safety Habits Be Prepared To Use Physical Safety/Physical Management (Ukeru Pads) | PAWS/Outside Assistance Is Needed Continue Practicing Good Safety Habits Ensure Safety of Vulnerable Individuals/Classroom Evacuation May Be Necessary Physical Management Is Necessary (Ukeru Pads/PCM Holds) PAWS In Charge Upon Arrival PAWS will notify Admin |
| Examples Include: Swiping/kicking materials off a desk Leaving assigned area without permission Inappropriate language Horseplay/ "kangaroo boxing" Chair tipping | Examples: Sustained, intentional scratching/hitting/fighting chair throwing (without damage/injury) Roaming outside classroom | Physical attack (hitting very hard, choking) Throwing/using objects in which serious injury is imminent Elopement off campus Fighting in which serious injury is imminent |
| Required Documentation: Point Sheet (student unable to earn pts) | Required Documentation: Point Sheet (student unable to earn pts) Student Documentation in Focus PAWS Log (if applicable) | Required Documentation: Point Sheet Point Sheet (student unable to earn pts) PAWS Log Office Discipline Referral (ODR) (teacher will complete only if requested by administration, PAWS Lead or BCBA) |
| | | Parent Notification Method: Admin only |

PAWS PROTOCOL

PAWS Protocol begins when **it becomes necessary to remove a student from the classroom**. A Code Orange behavior **may** result in student removal from the classroom. Code Red behavior will **always** result in student removal from the classroom (either voluntarily or involuntarily). PAWS will assist the student to the **PAWS Room** until there is sufficient evidence to suggest that the student is able to return to class. The entire process is a minimum of 1 hour or more before a student returns to class.

Paws Protocol concludes with a restorative meeting between the student and other relevant parties. After the restorative meeting the student will then return to class **for a fresh start with no further discussion of the previous behavior**.

DISCIPLINE

Out of School Suspension (OSS): St. Andrew School Administration will follow the Bay District Schools Discipline Matrix. OSS will be used for major infractions in the most extreme cases of physical attack/fighting that may result in serious injury to staff/students, elopement on or off campus/Code Purple violations in which significant staff resources are needed. Code Purple is a lockdown of all movement on the school campus.

In cases where a student's behavior is to a degree over a sustained period of time, other placement options may need to be considered for student and school safety. These instances will be determined by an administrator/IEP review. When a student has been suspended, they are not able to earn points for the day. The student will earn a zero for daily points for days they are suspended.

ADDITIONAL ALTERNATIVE SETTINGS

In instances of extreme and/or repeated acts of violence, physical attack on staff or students, fighting, sustained/repeated disruptions to the school environment, repeated instances of elopement from class/campus, and where the use of all available methods of de-escalation/intervention techniques and strategies have been utilized and over a reasonable period of time; and if the student is unable to demonstrate a response to these interventions, the principal may request that an IEP team convene to consider a more restrictive setting/school day. This may include a shortened school day, virtual setting, Hospital/Homebound disability, or a combination of these methods. The end goal is always to reintegrate the student into

the school environment as soon as reasonably possible. The IEP team will determine the least restrictive of these environments.

ATTENDANCE

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

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

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

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

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

Checking Out Students: a student will be called to the office upon arrival of the parent. Excessive checkouts are disruptive to the teachers and students. Please try to keep your child at school unless you have a legitimate reason for checking them out.

Students cannot be checked out after 1:30 PM. Please bring your driver's license or identification when you come to school. You will need it every time you check your student out and/or come on campus.

Teacher Observations: Per School Board Policy 5.11A – Consent must be granted by the building principal and the teacher notified at least one day prior to the observation. Parents or caretakers who are visiting for an observation will be respectful of the learning environment and will be there to observe. A conference may be held following the observation, if requested. That conference will be scheduled by requesting a follow-up meeting with the administration.

BULLYING

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

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

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

citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior,

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

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



Visit <http://standrew.bay.k12.fl.us/> and click on FortifyFL at the bottom of the website to submit an anonymous report of a bullying incident.

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

NON-DISCRIMINATION STATEMENT

Current Board Policy 2.111

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

Holly Buchanan, Executive Director of Human Resources, 850-767-4100,
buchahd@bay.k12.fl.us

CAFETERIA

Breakfast and lunch are served daily. Lunch includes milk, but students may also purchase extra milk when desired. Bay District Schools participates in the National School Lunch Program and breakfast/lunch are available, for free, to all students. Breakfast is served each day in the cafeteria starting at 7:05 am and lunch will be served from 10:30am to 1:00 pm.

Parents are invited to eat lunch with their children (*please notify the front office the day prior if you plan to eat lunch with your child*). When eating lunch with your child, please remember that all Tiger privileges are based on the student's earned level

including eating lunch with someone. If you are unsure if your child is on a level appropriate for this privilege please check with your child's teacher. You may not invite other children to eat at the tables with you and your child. Students may bring lunches from home but we ask that no sodas or fast food be dropped off, please. Do not send food that requires special tools or microwave use.

CARE OF SCHOOL AND PERSONAL PROPERTY

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

COMMUNICATION

Phone Calls: You may call to speak to your child's teacher before and after school, or during their planning time. You may also email them. We do not put calls through to the classroom so that you may speak to your child. If you receive a call from the school, the caller will leave a message. Our school policy for all staff is that we return phone calls or messages within a 24-48 hour window.

Registration in Parent Portal: All K-12 parents who will have students enrolled with Bay District must complete the online registration application on Parent Portal. The online application replaced the paper registration cards. **Your child may ONLY be checked out to the people who are listed on Parent Portal.** The office staff cannot make changes to any information on Parent Portal. You must come to the front office if you are unable to access the Parent Portal. **Notes cannot be accepted.**

Parent Resource Guide: The Bay District Schools Parent Resource Guide may be accessed [on the school board website](#). Paper copies of the Bay District Schools Parent Resource Guide are available upon request at schools or by calling 850-767-4311. Parents and students should read this guide carefully. Note: The electronic edition of the Parent Resource Guide is the latest edition. It replaces earlier electronic and printed editions.

Miscellaneous Items Dropped Off During the Day: If you drop off items for your student during the day (lunches, money, shoes, forms, homework, etc.), we will email

the teacher to notify the student. This is an effort to avoid classroom interruptions and allows the teacher to send the students to pick up their items when it is convenient.

DRESS CODE

The colors for St. Andrew School are **red, blue, white, and black**. Parents always want to know the official shades of these colors. They are *officially*: Navy Blue and Red. However, any shade of red or blue is acceptable. Parents are encouraged to purchase, from the school, official school or class t-shirts. See the official BDS school uniform policy below.

[STUDENT UNIFORM AND GROOMING 7.209 \(BDS Policy\)](#)

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. In order to promote safety, personal hygiene, academic well-being, and moral development, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance. Students are expected to come to school dressed appropriately with proper attention having been given to personal cleanliness, grooming, and neatness of dress as outlined in Bay District Schools School Board Policy: **7.209 Student Dress Code and Grooming**.

Please [Click Here](#) to see the latest updates to the BDS School Board Dress Code Policy.

Any interpretation of the dress code that is required of this policy shall be the responsibility of the principal of each school. The Superintendent is authorized to make the final decision regarding the interpretation, application and enforcement of this policy and to make certain that it is being uniformly applied and enforced at each of the schools within the District.

FIELD TRIPS

Field trips of educational interest will be arranged by the teacher at various times. In order for children to participate, permission slips and medical authorization forms must be signed by the parent or caretaker and returned to the child's teacher by the due date. Field trips are optional and a privilege at St. Andrew School. Administration has the right to revoke a student's access to a field trip at any time due to concerns with behavior.

Chaperones for field trips must be cleared through the fingerprinting process each year. You must present a valid BDS Chaperone Badge in order to chaperone at an STA Field Trip. The chaperone badge may be acquired through the BDS Safety and

Security office. A parent may not attend a field trip as a chaperone without completing these requirements.

Payment for some of these trips is online through Pay Activities Online where payment may be made using a credit or debit card at <http://osp.osmsinc.com/Bay/>
Cash/check payments will incur a service charge.

GRADING SCALE

Your child's grades are available for your review at any time on the Bay District Parent Portal System by registering and logging in at www.bay.k2.fl.us.

| | | | | |
|---|--------|----------------------------|---|-------------------|
| A | 90-100 | Outstanding Progress | S | Satisfactory |
| B | 80-89 | Above Average Progress | N | Needs Improvement |
| C | 70-79 | Average Progress | U | Unsatisfactory |
| D | 60-69 | Lowest Acceptable Progress | | |
| F | 50-59 | Failing | | |

SUPPORT FOR FAMILIES AND STUDENTS

Parent Conferences/IEP Meetings: Parents will be informed of and encouraged to attend any meetings concerning your child's education. IEP meetings will be scheduled to discuss issues such as additional testing, mainstreaming, behavioral issues, re-evaluation requirements and attendance concerns. Your input is vital to your child's education. **When parents do not attend these meetings, school staff and/or the IEP team will make the appropriate decisions for individual students.**

Counseling and Support Agencies: There are a variety of community counseling and support agencies available to help support your child and family. Many are available to you free of charge. If you are interested in accessing these services please contact your child's teacher, school counselors or administration.

Professional School Counselors: The school counselors are available to: (1) answer questions about the programs at the school, (2) review your child's progress, (3) interpret standardized test scores, (4) discuss special programs, or (5) meet with you about other concerns regarding your child. If you have any questions or concerns, contact the counselors at 850 -767-4565.

MEDICAL NEEDS/ILLNESS

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

Medication: Medication (including anything over the counter, i.e. cough drops, Tylenol, etc.) may not be on campus or administered to a student without a completed "Permission to Administer Medication" form. This form must be completed by the parent AND the doctor. You may obtain this form from the front office. For safety reasons, NO medications are allowed on the bus!

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

Bed Bugs and Other Pests: Any student infested with bed bugs or other pests shall be excluded from attending school, participating in school sponsored activities, and riding the school bus until the student has received treatment for bed bugs and other pests. The student must be checked at school by office personnel with the parent or guardian present before being readmitted to school. The school principal or designee shall investigate the absence of a student who is absent from school in excess of three days because of bed bugs or other pests.

TEXTBOOKS / TECHNOLOGY

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

Bring Your Own Device: Students may bring their Personal Electronic Mobile Devices to school during specified times according to BDS School Board Policy 7.211. The policy is known as the Bring Your Own Device (BYOD) policy. BYOD access will be

granted ONLY after teachers have obtained permission and participated in BYOD training. The BYOD policy includes, but is not limited to cell phones, pocket PCs, laptops, tablets, or other PDA type equipment. Students who bring their devices MUST log in and use the BDS filtered wireless network during the school day.

STUDENTS WILL BRING THEIR DEVICES AT THEIR OWN RISK. THE DISTRICT WILL NOT BE RESPONSIBLE FOR LOST, DAMAGED, STOLEN, or MISPLACED DEVICES. The District WILL NOT be responsible for virus, malware, or other computer related issues associated with connecting to the wireless network. These devices will be used in the classroom for educational purposes when the teacher deems their use appropriate. Students may use these devices before and after school if signed on to the wireless network, where it exists. Teachers and administration will determine when/if students may use devices in the classroom.

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

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

TRANSFER REQUESTS

Request to transfer

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

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

Request to transfer from an out-of-field teacher

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

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

TRANSPORTATION

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

Car and Bus Transportation Changes: Please contact the front office **prior to 1:30 pm**

STUDENT DROP OFF (AM)

Morning Car Riders: Students who ride with their parents are expected to report to school **no earlier than 7:05 am** each morning. Car riders may be dropped off from 7:05 until 7:30 in the front of the school by Building 8 Administration where a staff member is stationed to receive them. **Parents are to pull forward in this area and remain in their car.** Students should be prepared to exit on the passenger side of your vehicle as soon as all cars have pulled up and come to a complete stop. Car riders arriving after 7:30 am **must be escorted into the main building and checked in at the front office by the driver** before proceeding to breakfast or class.

Dismissal is at 2:00 pm. St. Andrew School will not dismiss a student after 1:30 unless prior arrangements have been made with the front office. A pattern of early departures may result in an unexcused absence. If your child needs breakfast please have them to school by 7:15. No supervision is provided before 7:05 am or after 2:10 pm school.

STUDENT PICK UP (PM)

Afternoon Car Riders: Parent pick up in the afternoon will occur at the same location: front of the school, Building 8 Administration. **Parents are to pull forward in this area and remain in their car and allow school staff to bring the student to the car. There is NO SMOKING in this car rider loop.** We will issue a car rider tag for easy identification to the primary parent/guardian. Students will only be released to cars with these car rider tags. All other parents, guardians, family members or friends will have to park outside of this pick-up loop and enter the office to show identification in order for a student to be released to the individual. The individual picking up the student must be listed as a contact on the Parent Portal.

STUDENT PARTICIPATION IN THE PLEDGE OF ALLEGIANCE

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

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

The Pledge of Allegiance is defined:

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

- The Pledge of Allegiance shall be rendered by students standing with the right hand over the heart.
- The Pledge of Allegiance shall be recited at the beginning of the day in each public elementary, middle, and high school in the state.
- Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. 1006.07(2) that the student has the right not to participate in reciting the pledge. Upon written request by his or her parents, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.

- When the pledge is given, non-exempt students must show full respect to the flag by standing at attention, men removing any headdress, except when such headdress is worn for religious purposes.

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

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

VISITING CAMPUS/VOLUNTEER OPPORTUNITIES

Pets - No pets are allowed on campus.

School Visitors: Parents are always welcome! We encourage parents to become involved in school activities, to volunteer their time and talents, and to visit the school whenever possible. Please remember that our number one focus is learning for all students. Unnecessary interruptions may waste time and hinder learning. Therefore, any visits during the school day should be pre-arranged. Teachers must receive a **minimum of 24 hours notice** before parent observations and/or conferences.

- a. ***For the protection of the students and faculty*** it is required that any person entering the building during the day come directly to the office to sign in before going to any other part of the school. A visitor's driver's license will be scanned each time he/she visits and a badge will be issued for the visitor to wear. **No students will be permitted to leave the building with a visitor unless the child has been signed out of the school office and that person is listed on Parent Portal.**
- b. ***BDS Chaperone Badge:*** any parent or caretakers may acquire a BDS Chaperone badge from the Bay District Schools Safety & Security Office. Badges are issued by the BDS Safety & Security Office, Phone Number: (850) 767-4347. The office is located at 520 School Avenue, Panama City, FL 32401. Requirements for a BDS Chaperone badge are:
 - i. TWO forms need to be completed in their entirety before arriving at the fingerprinting office. (You may print the two forms from our monthly

parent newsletter the Tiger Tales Mail, or come to our lobby where we have printed copies available).

- ii. The cost is \$35.00 per person and the badge is valid for one year after the fingerprinting takes place.
- iii. Children are not permitted in the fingerprinting office due to safety.
- c. **On Campus:** While on campus, visitors must be under the supervision of STA Staff at all times. Visitors are not permitted to supervise any students, other than their own child.
- d. **Younger Siblings:** St Andrew School may have events that do not permit younger siblings (*children who do not attend St Andrew School*) to attend as guests with parents and caretakers. Please understand that this is for the safety of your child and all participants in those events. Events which do not permit younger siblings to attend will be advertised as such.

Checking Out Students: Students will be called to the office when you arrive. We cannot call students up to the front office before you arrive to check him/her out. Excessive checkouts are disruptive to the teachers and students. Please try to keep your child at school unless you have a legitimate reason for checking out. Students will not be checked out early beginning at 1:30 PM. **Please bring your driver's license or identification when you come to school.** You will need it every time you check your student out and/or come on campus!

Teachers Observations: Per School Board Policy 5.11A – Consent must be granted by the building principal and the teacher notified at least one day prior to the observation. Parents or caretakers who are visiting for an observation will be respectful of the learning environment and will be there to observe. A conference may be held following the observation, if requested. That conference will be scheduled by requesting a follow-up meeting with the STA administration.

School Volunteers: Volunteering contributes to the quality education of our students and is also a rewarding experience for volunteers. Volunteers are an important part of our school. Volunteer jobs run from short-term projects such as helping on a field trip to longer-term commitments. There are even volunteer jobs that can be done at home. **If you would like to volunteer at our school, please complete and submit a volunteer application for a background check to the front office. A new application must be completed each school year.**