

OSCAR PATTERSON ACADEMY



725 Redwood Avenue

Panama City, Fl 32401

Parent & Student Handbook 2022 – 2023

Charlotte Blue - Principal

Nikki Autenrieth - Assistant Principal

Planting SEEDS of Greatness is Our Rocket Fuel!

Welcome to the 2022-2023 school year! The staff and I are extremely excited about reopening. We look forward to working with you and your child. This handbook is filled with important information about our school policies, procedures, and programs to assist you will learn about our school..

Communication between home and school is vital to the success of our students. On "Take Home Tuesdays" we will send information home for you. Please remember to check your child's backpack for this folder. Patterson also utilizes digital resources such as classdojo, Facebook page, our website, the District website, and Twitter to keep our families informed. I encourage you to view our webpage at <https://patterson.bay.k12.fl.us/> on a regular basis. Phone calls and emails are utilized as well, so please sign up for the Parent Portal System.

If you have questions you can reach the school at 767- 1610 or you are always welcome to set up an appointment in the front office.

School wide Expectations

S	Stay Focused
E	Extend Respect to Others
E	Engage Actively in Learning
D	Dare to Develop Goals
S	Strive for Success

MISSION STATEMENT

Oscar Patterson Academy is committed to creating a safe environment where faculty and staff build the self confidence and self esteem of our students to enhance their academic, emotional, and social success while re-establishing strong lasting relationships with all of our stakeholders. learners.

Vision

By planting seeds of greatness, Oscar Patterson Academy will motivate students to believe they can achieve academic excellence and become productive members of society.

School Beliefs

- All students have the ability to achieve academic success at a high level.
- Students must be taught and understand their self worth as individuals.
- Students must have a safe physical environment and be stable emotionally and mentally to learn.
- To accomplish the level of success we desire, All stakeholders must be committed to participating, supporting and encouraging our students, faculty, and staff.

Patterson's Theme: *Planting SEEDS of Greatness is Our Rocket Fuel!*

IMPORTANT CONTACT INFORMATION

District : www.bay.k12.fl.us

Oscar Patterson Academy <https://patterson.bay.k12.fl.us/>

Telephone # 860-767-1610 Fax: 85-767-1611

DAILY SCHEDULE

7:00	Student Supervision Begins
7:25	First bell rings
7:30	Tardy Bell

1:55
2:00
2:15

PreK - K Student Dismissal
1st -2nd Grade Student Dismissal
Buses Depart Patterson

<i>School Numbers</i>	<i>District Numbers</i>	<i>Websites</i>
Main Office 767-1610 Fax 767-1611 Jackson 767- Shella Parker SRD 767-1616 Nurse 767-1617 Health Technician 767-1618	District Office 767-4100 Student Service 767-4311 Pre-K Office 767-4264 Transportation 767-4495 Safety and Security 767-4127	District: https://www.bay.k12.fl.us/ Parent Portal : https://focus.bayschools.net/focus/auth/ Laund Pad https://launchpad.classlink.com/bayschools Facebook : https://www.facebook.com/OscarPattersonAcademy/

GENERAL INFORMATION

Student Arrival: School is open from 7:25 - 2:00

Student Drop-Off: Students may not arrive on campus before 7:00 a.m. There is NO supervision prior to this time.

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

Parent-Teacher Conferences

Requests for conferences with your child's teacher must be made in advance. Teachers will be available for parent teacher conferences after school hours or during their planning by request. Teachers will not be available before school unless previous arrangements have been made.

Attendance policy: 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

Enrollment Guidelines: A child must be five (5) years old by September 1st of the current school year to begin Kindergarten. The following documents must be presented in order to register a student for school:

- ❖ Proofs of Residence (2)
- ❖ Student's Birth Certificate
- ❖ Social Security Card
- ❖ Proof of Physical Examination (Form DH3040) within one year prior of enrolling in school if entering a Florida school for the first time.
- ❖ Florida Certificate of Immunization (Form DH680)

Picture ID of parent or guardian

Grading Policy: Bay District Schools' Academic Grading Scale makes your child's grades, attendance and discipline records available for your review at any time on the Bay District Parent Portal System.

A - 90-100 Outstanding Progress S Satisfactory

B - 80-89 Above Average Progress N Needs

Improvement

C - 70-79 Average Progress

Unsatisfactory

D - 60-69 Lowest Acceptable Progress

F - 0-59 Failing

U

Homework: Homework is an important part of your child's education. Activities are designed to be a follow-up of the classroom instruction. Timely completion of

(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

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.

Excused Absences: After five (5) days of absences a written statement from a physician is required to excuse the absences. The attendance clerk will follow Board Policy in determining whether an absence is excused or not.

Pre-Approved Family Leave: Students may be granted up to 5 excused absences for family leave per school year. A completed Request for Family Leave Form must be turned into the school office prior to the student being absent and all criteria must be met for approval.

Unexcused Absences: Unexcused absences are those absences that are not justified according to board policy. In addition, truancy, out of school suspension, expulsion, and/or skipping are considered unexcused absences. Please refer to Board Policy.

Make Up Work – Excused Absences: Students are expected to make up all work missed during absences. Full credit will be awarded for the make-up of work missed during excused absences. It is the student's responsibility to contact the teacher within five (5) school days of the first

homework submitted to the instructor reinforces learning and teaches responsibility. Children who are absent may ask for missed assignments on the day they return to school. If your child is absent for more than one day and you wish to arrange for missed assignments, please contact the school to allow 24 hours for teachers to gather assignments.

Students Leaving School: Students may not leave campus during the day without permission. Students are never permitted to go home alone during school hours. This is for their safety and because we care about them. If a student needs to be picked up early, a note **MUST** be sent that morning to the teacher. When a child is checked out early, this is considered tardy. Upon arrival at school, please come to the office and the staff will call your child. **DO NOT GO TO THE CLASSROOM**

Student Check Out: Students will only be released to those whose names appear in Parent Portal. Students will not be called to the office until an authorized adult with proper identification arrives on campus to check them out. **Bring your driver's license or other valid picture identification each time you come to school.**

If you desire your child to be checked out, please send a note to the teacher. Please keep in mind excessive checkouts are disruptive to the teachers instruction and the students ability to learn. Try to keep your child at school unless you have a legitimate reason for checking out. **Students may not check out after 1:30.**

Messages/Deliveries: Only emergency messages will be relayed to students and teachers during the school day. Homework that is forgotten, library books for check-in, snacks, and/or lunches may be dropped off in the front office with your child's name and classroom teacher on it. It will be delivered by a staff member. Academic instruction will not be interrupted for messages and/or deliveries. ***Messages concerning transportation changes should be received no later than 1:30 pm prior to dismissal.***

Tardy Policy: Late students must be signed in by an parent in the office after the gate closes at 7:30. Students will NOT be allowed to enter the classroom without a parent signing them in at the office.

Withdrawing Policy: Students moving within or out of the county, should give the office a 24-hour notice of intent to withdraw. A withdrawal form will accompany the student to his/her new school. Return all books issued to the student at the time of the withdrawal.

<p>day back to obtain make-up work up. All assignments announced in advance of the student’s absence (including tests and exams) must be made up on the day the student returns to school. Teachers may choose to require a student on school or administrative leave to complete work assigned in advance of the leave.</p> <p><u>Make up Work – Unexcused Absences:</u> Students are responsible for making up all work missed, including tests and exams, during an unexcused absence. If the unexcused absence is due to a suspension of one to three (1-3) days, the student must contact his teachers for assignments upon return to class. Make-up work must be completed within five (5) school days. Parents/ guardians of students suspended for more than three (3) days are responsible for contacting the school by the end of the third day of suspension to obtain the missed assignments. All work must be completed and returned to the classroom teacher upon the student’s return to school.</p> <p><u>Minimum Attendance:</u> A student may be in jeopardy of retention if he/she fails to attend school for at least 160 days in a school year.</p>	<p><u>Guidance:</u> The school guidance counselor is available to:</p> <ol style="list-style-type: none"> (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. <p>If you have any questions or concerns, contact the guidance counselor at 767-1611.</p> <p><u>Textbooks & Technology Materials:</u> 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.</p>
<p><u>Email:</u> Individual, school and district wide information is often sent via email. Parents should have a valid email address listed in the Parent Portal.</p> <p><u>Facebook:</u> School and district announcements, information and special events are often posted on social media. Parents are encouraged to follow the Bay District Schools and Oscar Patterson Academy Facebook Pages.</p>	<p><u>School News :</u> A newsletter will be sent home once a month to inform parents of upcoming events and scholastic achievements. Parents, be sure that all information is updated in Parent Portal. See office staff if you need assistance. Dojo will also be used to communicate with parents.</p>
<p><u>Emergency School Closing:</u> Severe weather may prompt school closings. The public will be notified through the cooperation of local broadcast stations and notification will be sent via IRIS alerts.</p>	<p><u>Lost and Found:</u> You may visit the school office to inquire about lost and found items. Please label all clothing, books, and lunch bags. ALL unclaimed items will be disposed of periodically throughout the school year</p>
<p><u>Care of School Property:</u> Students are responsible for taking care of all school materias. Any damaged or lost library books and textbooks assigned to the student are their responsibility; therefore, the student’s parents must pay for the school to replace these items.</p> <p><u>Supplies, Library Books and Textbooks:</u> Each student receives a list of basic school supplies. All students are issued, on loan, current state-adopted textbooks appropriate for their grade level. If a book is lost or damaged beyond normal usage, parents shall be responsible for the cost of replacement.</p>	<p><u>Destruction of School Property:</u> We try to instill student pride in the appearance of our school. Students must not mark on school furniture, walls, ceilings, floors, or equipment with pens, pencils, markers, or any other instruments. Students must not tamper with fire alarms, fire extinguishers, plants, trees, or any other electrical system in the school. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency. Parents are responsible for acts of willful destruction of school property by their children.</p>

PBIS, CORE ESSENTIALS, & Behavior Management

PBS/DISCIPLINE & SCHOOL WIDE

EXPECTATIONS: Oscar Patterson Academy is proud to be involved with the Positive Behavior Interventions and Support program. This program is built upon the foundation that: We teach academics.....We teach behavior. School-Wide and Common Area Expectations have been developed by the Leadership Team that focus on creating a safe and productive learning environment . All OPA Team Members are expected to model and implement the expectations in their respective areas and fully participate in all school-wide rewards and incentives. Student behavior in common areas will be handled by the adult closest proximity to the student. We will have biweekly celebrations for students meeting their behavior expectations as monitored by Classroom DOJO.

“Planting **SEEDS** of Greatness is our Rocket fuel” incorporates **Patterson’s school-wide expectation.**

In short Rockets are expected to:

- Stay Focused
- Extend Respect to Others
- Engage Actively in Learning
- Dare to Develop Goals
- Strive for Success

The Second Step social skills curriculum is used school wide as part of our PBS program. The Second Step program C through a holistic approach to combine character education and social-emotional learning. It simplifies the difference between character education and social emotional learning. It also clarifies the language amongst grade levels and amplifies the wrap-around service students practice these important values regularly. This allows the school to promote the social-emotional development, safety, and well-being of our students.

Daily lessons will be taught to assist students with focusing on treating others' rights, making smart discussions, and maximizing student potential. Student will also learn the STOP & THINK strategy

- * Stop & Think. Use your signal.
- * Make a Choice. Ask the student how are you feeling?
- * Calm Down and make the choice. (use positive self-talk).

A school-wide and classroom behavior management system will be set up so that students receive rewards on a regular basis. This will encourage positive behaviors. Rewards may include individual class rewards and privileges, participation in class activities and projects, field trips, recognition on ITV, weekly/monthly school-wide celebrations, and various other privileges.

Classroom DOJO: All teachers must use Classroom Dojo for student behavior tracking purposes. All efforts should be made to include parent participation in Classroom Dojo. All communication through Class Dojo should be professional. If there is an on-going behavior concern then those issues should be addressed by phone or with a parent conference. At no time should a substitute communicate with a parent through Class Dojo. (Be sure to share all classes with administration, special area teachers, guidance, and interventionists.)

Classroom Expectations: In each classroom, students and teachers build upon school wide and individual classroom expectations to establish classroom routines. Teachers and students are responsible for consistently following these routines. In the event that a serious or continuing behavior problem should arise, disciplinary action will be taken. Consequences for misbehavior include loss of privileges, parent notification, in-school detention, in or out of school suspension, or other consequences determined by administration based on the disciplinary Matrix from the Bay District School Board Policy. Administration will review ODR’s within 48 hours of entry. ODR consequences will be determined by the administration.

Promise Room The PROMISE Room may be an administrative consequence for non-violent students with repeated offenses. The PROMISE Room will be located in Building 7 room 33. This is where students get a chance to calm down and gather themselves. Students will return to the classroom when they have been de-escalated.

The PROMISE Room/ISS/OSS can only be used after documented attempts have been made by the classroom teacher, guidance, and or/the interventionist to involve parents in behavior concerns and documented attempts of classroom interventions that have been implemented and were not successful.

Student Supervision: Students should not be left standing or sitting outside the classroom door. Students must be walked during all transitions by an adult in charge. Students must be supervised at all times by an employee of OPA.

Core Essentials: Oscar Patterson Academy is proud to utilize the Core Essentials character education program. The Core Essentials curriculum provides strategies and resources focused on creating a school culture that encourages positive behavior. It incorporates the Big 3: 1.Threat Other Right, 2. Make Smart Decisions, and Maximize Potential. This is designed to create a

<p>Effective consequences have been developed to discourage negative behaviors. Consequences for misbehavior include parent notification, loss of privileges, detention, work detail, in-school suspension, out-of-school suspension, bus suspension, or other consequences determined by administration.</p>	<p>safe and productive learning environment where teachers can teach and all students can learn.</p>
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Transportation

<p><u>BUS RULES :</u> The cooperation of parents is requested in making sure their children understand the following bus regulations. These regulations are in the interest of student safety and comply with the Florida Law and School Board Policy. Students must conduct themselves in an orderly manner and stand off the roadway while awaiting the bus. The students must be on time. The bus will not wait for those who are late.</p> <p><u>TRANSPORTATION TAGS:</u> All students are required to wear a transportation tag indicating whether they are a bus rider, car rider, or walker. The tags will be provided by the school. These tags will be attached to each student's backpack.</p>	<p><u>Changes to Routines in Student Transportation</u> If there is a change in a student's afternoon transportation routine a parent <u>must send a written note to the teacher stating the change and its duration of the change.</u></p> <p>We understand that sometimes there are last minute changes that are unavoidable, but it is disruptive to students and teachers when we have to call them regularly about dismissal changes. A parent must contact the school prior to 1:30 to ensure the child is notified prior to dismissal. Otherwise, the student will be sent home in the usual manner.</p>
<p><u>STUDENT CAR DROP-OFF :</u> To reduce wait time, staff will assist and direct traffic in the mornings. To ensure that our drop-off zone is both safe and efficient, please adhere to the following rules:</p> <p><u>STUDENT CAR PICK-UP:</u> Pick-up procedures are in place to ensure that all students are dismissed in a safe and efficient manner. Please assist us in this endeavor by adhering to the following pick-up procedures:</p> <ol style="list-style-type: none"> 1. Parents may enter the car loop from either 11th street and Redwood, or 9th Street and Redwood. 2. Parents entering from 11th street must stay in the inside lane 3. Parents entering from 9th Street must stay in the outside lane. 4. Unload the student in the car loop which is in front of the Media Center ONLY. 5. Pull forward as far as possible to allow the maximum amount of cars to unload. 6. Have your child prepared to exit your vehicle as soon as all cars have pulled through and stopped. 7. Do not stop your vehicle in the crosswalk. 8. Do not exit your vehicle (park your car in the parking lot if you need to exit your vehicle and cross ONLY at the designated crosswalk.) 9. Cars will merge as they exit the car loop onto Redwood Ave. For the safety of all students, staff, 	<p><u>ABSOLUTELY NO DROPPING STUDENTS OFF IN THE STREET!</u></p> <ol style="list-style-type: none"> 1. Under no circumstances does a child have permission to be dropped off in the road. Parents must either use the car loop or walk their child to the designated area. 2. All vehicles MUST have an Oscar Patterson Academy issued Car Pick-up Tag. If you do not have the required tag, you will be advised to park your vehicle and sign your child out in the front office. This procedure is in place for the safety of your child. The car tag indicates that the person driving the vehicle has permission to pick the child up from school. Car tags also allow staff members to keep the dismissal line moving in an efficient manner. 3. PLEASE DO NOT EXIT YOUR CAR TO WALK ACROSS THE GRASS OR TO THE BUS-LOOP. STAY IN YOUR CAR. OUR STAFF WILL BE GLAD TO ASSIST YOU. 4. Pull your car forward as far as possible to allow the maximum number of cars to load. 5. Do not stop your vehicle in the crosswalk. 6. If you have a meeting, please park your car in the parking lot in front of the media center. <p><u>Out of Zone Students:</u> Please know that if your child is attending Walsingham Academy "Out of Zone" they must maintain good attendance and have no disciplinary problems. Should attendance or discipline become a problem, the "Out</p>

<p>and faculty, all vehicles must turn left on Redwood and exit the campus on 11th Street.</p>	<p>of Zone” privilege may be revoked.</p>
<p><u>Bus Transportation:</u> The Bay District School Board provides buses and drivers for the transportation of students. Bus stops are set by the School Board and not by the bus drivers. Please discuss the following with your child: (1) arrive at the bus stop five (5) minutes before bus time, (2) stand off the side of the roadway while awaiting the bus, and (3) obey the driver at all times. If you have questions or concerns regarding the transportation of your child, please feel free to call the school at 767-1610 or transportation at 767-4494.</p>	<p><u>Bus Changes:</u> Permission for a student to ride a bus other than the one assigned, or to get off at another bus stop, will be approved only in cases of emergency, with a written note signed by the principal or designee. If there is any change in the way your child is to go home, we must have a note. Otherwise, your child will be sent home their usual way. NO transportation changes can be made after 1:30PM.</p>
<p><u>ENTERING THE BUS:</u> Students may not enter the bus in the absence of the driver. They must board the bus and leave the bus at their regular assigned stop. Every child will need a bus tag with all required information on it. (This will be provided by the school.) Changes are permitted only with the written permission of a parent and the principal.</p>	<p><u>LEAVING THE BUS:</u> When leaving the bus, students must walk 10 feet in front of the bus and wait for the driver’s signal to cross the road.</p>
<p><u>RIDING THE BUS:</u> Students are required to follow the rules and regulations established by the Bay County School Board Authority of School Bus Drivers. Florida Statutes, Chapter 232.28 provides that the driver of a school bus shall preserve order and good behavior on the part of all pupils being transported. Any pupil who persists in disorderly conduct shall be reported to the school administrator who has the authority to suspend the pupil from riding the bus if needed.</p> <p>Students must stay in their seats at all times when the bus is moving. Students must obey the bus driver. The driver is in full charge of the bus and students. The driver has the right to assign students to certain seats to promote order on the bus. Students must keep their heads and arms inside the windows.</p> <p><u>Bicycles:</u> Bicycles must be parked in the designated bicycle storage area. Bicycle locks are highly recommended. The school is not responsible for the security of bicycles stored in the area.</p>	<p>Absolute silence is required at all railroad crossings. Students may not eat, drink, smoke, or chew gum on the bus. Electronic devices such as Ipads, laptops, etc. are not to be carried on the bus. Students must NOT use profanity or abusive language towards other students or drivers while on the bus. Animals, glass containers, sharp objects, balls, bats, cutting instruments, fireworks, and other similar objects may not be brought on the bus. Large objects that interfere with seating and the safety of others will not be permitted on the bus.</p> <p><u>CROSSWALK:</u> Please do not ask your child to meet you in the street or across the street in any other section of the road. Students walking will only be dismissed from the crosswalk. Parents whose child is walking are not permitted to pick up students in the CAR loading area OR along the covered sidewalk in the BUS loading zone as we need a clear path to load vehicles safely.</p>

Parental Information

<p><u>PARENT TEACHER ORGANIZATION PTO:</u> The Oscar Patterson Academy Parent Teacher Organization is a non-profit organization that assists in meeting the many needs of the school. The PTO coordinates many school events and fundraisers. Funds raised by PTO are used for the academic advancement, safety, and enjoyment of Patterson’s students. All parents and relatives of students are encouraged to become</p>	<p><u>SCHOOL ADVISORY COUNCIL:</u> The Oscar Patterson Academy School Advisory Council (SAC) is seeking new members. All parents of students at Patterson and business representatives are eligible for membership. Partnerships with all stakeholders are highly valued and proven to improve student achievement. The SAC is responsible for assisting in the formulation and implementation of the school improvement plan, acting as</p>
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<p>members and supporters. There is a continuous need for volunteers. Volunteers must go to the District's Elevate Bay coordinator to volunteer. Please be sure to let them know you wish to volunteer at Patterson. Parents, we need your help and would love for you to join our PTO. Your membership is greatly appreciated.</p>	<p>an advisor to the principal, assisting in the development of the educational program and acting as a liaison between the school and community. If you or someone you know is interested in becoming a member, please call or send your name/phone number to the school's main office. You will be contacted and welcomed by this year's SAC chair.</p>
<p><u>Room Parents:</u> <i>Oscar Patterson is looking for parent volunteers. We are looking for parents who would like to assist the school in disseminating information to other parents in their child's classroom. They will also help with school events and assist the teacher with classroom rewards and celebrations. Please let your child's teacher know if you are interested in participating.</i></p>	<p><u>Clothing and Supplies:</u> Students should have their name labeled in jackets, backpacks, lunch boxes, etc. Many times students acquire identical articles of clothing, notebooks, backpacks, etc. This helps locate articles and discourages theft. Lost and found for clothing is outside of the cafeteria. Other items are kept in the office.</p>
<p><u>Parent Portal (Focus):</u> Florida School Law requires that we have accurate information on all of our students. It is the responsibility of the Parent or Guardian to maintain updated mailing address, residence address, and current emergency phone numbers in Parent Portal. Any changes and updates throughout the school year can be made through your Parent Portal account. The office staff cannot make changes to any information in Parent Portal over the phone. You must come to the front office with a valid picture identification card if you are unable to access Parent Portal. A request to change a student's address will be approved once two proofs of residence are provided to the school office.</p> <p>Your child's grades, attendance and discipline records are available for your review at any time on the Bay District Parent Portal System and Bay District Schools Focus App.</p>	<p><u>PARENT INVOLVEMENT:</u> The strength of our school is enhanced by parent involvement. Your active participation in your child's education begins at home by providing encouragement, support, and supervision. In order to keep current with your child's development, we encourage you to communicate with your child's teacher periodically. The following will provide other opportunities for you to be actively involved at Oscar Patterson Academy. We strongly encourage you to volunteer when you have time.</p> <p><u>Volunteers:</u> Volunteering contributes to the quality education of our students and is also a rewarding experience for volunteers. Volunteer jobs run from short-term projects such as helping on a field trip to longer-term commitments. If you would like to volunteer at our school, please complete and submit a volunteer application for a background check to the front office.</p>
<p><u>Personal Electronic Mobile Devices :</u> Bay District School policy permits the use of personal electronic mobile devices during specified times. Students are allowed to bring their own device (BYOD). Students may utilize electronic devices in the classroom for educational purposes when the teacher deems appropriate. The complete policy regarding BYOD can be found on the district website.</p> <p><u>SCHOOL IMPROVEMENT PLAN</u> The School Improvement Plan is on file in the school office and available online for everyone who wished to see it. The School Advisory Council participates in developing and approving the School Improvement Plan. In addition, the Title I Parent Involvement Plan is also on file.</p>	<p><u>Technology:</u> Students may bring their Personal Electronic Mobile Devices to school during specified times according to BDS School Board Policy 7.211. Teachers and administration will determine when/if students may use devices in the classroom. <u>BYOD Guidelines</u> (For more detailed information, see BDS policy 7.211.)</p> <p><u>Responsibility for Devices</u></p> <ol style="list-style-type: none"> 1. The technology devices students bring to school are their sole responsibility. 2. The campus or district assumes no responsibility for personal devices if they are lost, loaned, damaged, or stolen and only limited time or resources will be spent trying to locate stolen or lost items.

<p><u>Illness of Students at School:</u> 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.</p>	<ol style="list-style-type: none"> 3. Personal devices may be subject to investigation in accordance with district policy. 4. Students are to keep their devices secure at all times and not loan to others. 5. Students must keep devices on silent or vibrate mode.
<p><u>Medicine:</u> <i>Any student required to take medication at school (prescription and non-prescription; including aspirin and medicated cough drops) must have a Permission to Administer Medication form completed by the parent and physician on file in the school office. The completed form and medication must be delivered to the office by an adult. All medication must be in a pharmacy labeled container with the name of the student and the time and amount to be taken. Unclaimed medication is disposed of at the end of the school year.</i></p>	<p><u>Allergies:</u> If your child has food or life threatening allergies, please provide the office (and cafeteria manager if food allergies) with a signed statement from the physician listing allergies and procedures for emergency treatment.</p> <p><u>Personal Possessions :</u> Personal items such as toys, pets, radios, games, trading cards and other objects that are distracting to the learning environment are NOT permitted at school.</p>
<p><u>SCHOOL FOOD SERVICE :</u> School meals are provided by Chartwells School Dining Services. Breakfast is served each day in the cafeteria from 7:05 – 7:25 and lunch from 10:30 – 12:25. Visit http://chartwells.compass-usa.com/BDS/Pages/Home.aspx for more information.</p> <p><u>Free or Reduced Lunch :</u> Applications for the federally funded Free or Reduced Lunch Program are available at the school any time during the school year or can be filled out online at: www.applyforlunch.com. Parents must apply for Free or Reduced Lunch each year. If a student was on free or reduced lunch last school year, they will continue to receive it the first 10 days of the new school year. After that, a new application must be submitted.</p>	<p><u>Field Trips:</u> Field trips of educational interest will be arranged by the teacher at various times. In order for children to participate, permission slips must be signed by the parent or guardian and returned to the child's teacher.</p> <p>Chaperones must have an approved application on file. Chaperones for overnight field trips must be cleared through the fingerprint process</p>
<p><u>PREVENTION AND CONTROL OF HEAD LICE</u> Pediculosis (head lice) is one of the most common health problems of childhood. The school nurse and other school personnel have been trained to identify lice and nits. Parents should be aware of the facts of lice and inspect children frequently.</p> <p><u>FACTS ON HEAD LICE:</u> Anyone can get head lice. It's not a sign of being unclean. Head lice can't jump or fly, but they crawl rapidly. Head lice are transmitted by direct contact, by wearing clothing, using a brush or comb or even sharing jewelry with a person who is infested. Head lice make their home in human hair and lay eggs called nits on the hair. Nits are tiny .</p>	<p>yellowish-white, oval specks attached to hair shafts. Unlike dandruff, nits will not wash off or blow away. Persistent itching is one of the first signs that one may have head lice. If one person in the family has head lice, there is a good chance that others will have it too. So, each family member should be checked. Dogs and cats do not have head lice.</p> <p><u>TREATMENT:</u> Parents are responsible for the treatment of their children. Treatment is a two-step process using a head louse shampoo (pediculicide) and a comb made especially for nit removal. Several louse shampoos are available at pharmacies. ALL nits must be removed from the hair. The student MUST be checked</p>

	by a school official with the parent present before he/she can be readmitted to school
<p><u>Parent Request for Transfer</u></p> <ul style="list-style-type: none"> ❖ If an academic need arises and a parent desires to request a transfer for his/her child from one teacher to another teacher, the following process will be used: ❖ Parents must initiate the request for a teacher transfer using the FOCUS form online. ❖ The completed form will be submitted to the district, and the district will send it to the school. ❖ 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. ❖ The principal renders a decision on the transfer request within ten working days of the form being received. 	<p><u>PARENTS ROLE IN DISCIPLINE</u></p> <p>The major role of parents in discipline is to continually show the child that they are interested and supportive of how their child is doing in school. When the child sees that adults at home are actively concerned with whether or not he/she is doing his/her best, the student is given a real incentive to strive for excellence. Parents are asked to support teachers and staff by consistently reinforcing the expectations of being responsible, respectful, and ready to learn. Providing children a time and location within the home to complete homework, ensuring that children are on time to school, and being in contact with their child’s teacher sends a message that school is important and that parents want their children to achieve to the best of his/her ability.</p>
<p><u>Visiting the School:</u> We enjoy having our parents visit the school; however, according to Florida State Law, all visitors must check in at the office and present identification to receive a visitor’s badge before going to the classrooms. All visits should be arranged with the school ahead of time. If you would like to have a conference with the administrators and/or a teacher, please call the office to arrange an appointment at 850-767-1610.</p>	<p><u>Mentors:</u> Elevate Bay is a mentoring initiative by Bay District Schools that focuses on supporting and encouraging at-risk children. Volunteers can serve as classroom mentors, one-on-one mentors or as a lunch buddy for an individual student. For more information, contact Stacey Legg at 850-767-4128 or leggs1@bay.k12.fl.us</p>

Safety, Security, & Student Rights

<p><u>SAFETY AND SECURITY OF CAMPUS:</u></p> <p>Students and their parents are encouraged to help ensure the safety and security of our campus. If you have knowledge of anything that could result in harm to any student or employee, be responsible and talk to an administrator or the School Safety Officer. If you wish to report the information and remain anonymous, call Save A-Friend Hotline at 1-866-621-7169. Help to protect yourself, your friends, and your school! Show that you care...Report incidents and prevent danger.</p> <p><u>SAFE Anonymous Reporting Tool:</u> SAFE allows anyone to submit a report to alert the school district of a possible incident of bullying, harassment, violence, or abuse. Link to report: https://safe.bayschools.net/. Link</p>	<p><u>BULLYING POLICY: Expectations of Bay District School Board in regard to bullying (Policy 7.207):</u></p> <p>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.</p> <p>The School Board prohibits the bullying of any student or school employee: during any educational program or activity conduct by the District; during any school-related or school-sponsored program or activity or on a District school bus; through the use of any electronic device or</p>
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to video for how to use SAFE:
<https://vimeo.com/329874931>

FortifyFL Reporting Tool: FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. To submit a tip online, or for more information about FortifyFL, visit <https://getfortifyfl.com/>

SPECIAL NEEDS STUDENTS: Students with 504s and IEP both are entitled to procedural safeguards. This is a document that lays out the rights of the special needs student and their parents. The procedural safeguards are handed out at the initial or annual meeting with the student's teacher. Within the procedural safeguards are the description of filing a grievance, impartial hearing, mediation, and Due Process. This can be done through the office of Civil Rights at: United States Department of Education Office for Civil Rights 61 Forsyth Street, SW, Suite 19T70 Atlanta, Georgia 30303 Voice Phone: (404) 562-7886 FAX: (404) 562-7881 TDD: (404) 331-2867

NON-DISCRIMINATION, EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION :

No person shall on the basis of race, color, religion, sex, national origin, handicap, age, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any educational program or activity or work environment. The practice shall apply equally to students, employees, applicants for employment and all persons having business with the School Board.

THE COMPLETE BDSB CODE OF CONDUCT AND DISCIPLINE WILL BE SENT HOME WITH EACH STUDENT AT THE BEGINNING OF THE SCHOOL YEAR.

data while on school grounds or on a computer system or computer network of the District. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section; through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a District school bus; or while the District does not assume liability for 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.

All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior. Student rights shall be explained as outlined in this policy and in the Student Code of Conduct. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in this policy and in the Student Code of Conduct. The full policy is available at www.bay.k12.fl.us or your child's school.

SCHOOL BOARD POLICY: *As a member of Bay District Schools, Oscar Patterson Academy follows the Bay District School Board Policy Manual. 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. Specific policies may be changed as deemed necessary by the administration.*

The Pledge, Uniforms, & The Code of Student Conduct Link

STUDENT DRESS CODE AND GROOMING 7.209

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

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,

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.

The following is the dress code for grades K-12 except students at Margaret K. Lewis and Tom P. Haney Technical Center.

The dress code policy applies from the time the student arrives on campus until the end of the school day and at all school activities during the school day. Exceptions may be made by the principal for field trips or other special activities (examples: Honors and Awards ceremonies).

Tops:

- ❖ • All tops must be unaltered and appropriately
- ❖ fitted with sleeves; cannot be so sheer or tight as
- ❖ to reveal underwear or body parts
- ❖ • Collared or crew neck tops only; scoop or v-neck shirts will not be permitted • School approved T-shirts (club, spirit, etc) **are permitted**
- ❖ • School colors preferred and encouraged
- ❖ • **Students in grades K-5th**: any solid color or
- ❖ print; manufacturer's graphics or logos permitted
- ❖ • **Students in grades 6th-12th**: any solid color or
- ❖ print; No graphics or logos except for a small
- ❖ manufacturer's trademark
- ❖ • Students may layer their tops; however, all
- ❖ visible tops including camisoles or undershirts
- ❖ must be in solid colors

Bottoms:

- ❖ • Bottoms must be any solid color
- ❖ • Bottoms must be appropriately fitted and
- ❖ seated at the waist; cannot be so sheer or tight as
- ❖ to reveal underwear or body parts
- ❖ • No shorts, skirts or dresses shorter

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.

Violating Dress Code

- For a first offense, a student shall be given a verbal warning and the school principal shall call the student's

- ❖ than five inches (5") above the kneecaps as measured
- ❖ standing up, (K-5 students may wear jumpers)
- ❖ • Any pants with holes, rips, or tears 5 inches above the kneecaps are not permitted • Dresses with sleeves (underarm must be covered) must be a solid color or a print but no graphics
- ❖ • Small manufacturer's trademark and minimal embellishments are acceptable
 - Fitness pants such as leggings, yoga pants, exercise tights, etc. are permitted but must be covered with a top that reaches fingertip length when arms are at sides

Shoes:

- ❖ • Closed toes and closed backs preferred
- ❖ • Sandals with back or back strap for grades K-5 only
- ❖ • No bedroom shoes, flip-flops, shower shoes, slides or beach footwear

Sweaters/Sweatshirts/Hoodies:

- ❖ • Long-sleeved sweaters, sweatshirts, or hoodies
- ❖ must be a solid color or print but no graphics
- ❖ (unless school approved spirit or club)
- ❖ • Small manufacturer's trademark is acceptable
- ❖ • Hood may not be worn indoors or in covered hallways

Note: School approved means clothing carries school logo and is in school colors

parent or guardian.

- For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed five (5) days and the school principal shall meet with the student's parent or guardian.
- For a third or subsequent offense, a student shall receive an in-school suspension pursuant to §1003.01(5), Florida Statutes for a period not to exceed three (3) days.

Exceptions to wearing dress code attire are permitted when:


- A student wears a uniform of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts, on regular meeting days;
- A student wears a costume, special clothing or attire necessary for participation in a school-sponsored or extracurricular activity provided the clothing complies with District policy.
- The dress code guidelines violate a student's sincerely held religious belief. Students enrolled in special programs such as on-the-job vocational training, or participating in school activities which require additional standards of dress or grooming shall comply with such additional standards. When applicable, students shall be required to "dress out" and wear physical education uniforms prescribed by the school.
- A reasonable accommodation is needed to address a student's disability or medical condition. A request in writing shall be made to the principal by the student's parent/guardian.

BDS CODE OF STUDENT CONDUCT

AND DISCIPLINE: Below is the link for the district's and school's expectations for behavior. Click the link and it will take you directly to the page.

<https://www.bay.k12.fl.us/uploads/2021%20-%202022%20Code%20of%20Conduct%207-14-21.pdf>

**UPDATED
COVID-19 GUIDANCE**



RETURN TO SCHOOL AFTER


**STUDENT OR
EMPLOYEE TESTS
POSITIVE FOR
COVID-19**

**5
DAYS IF THEY
ARE FEVER-FREE
FOR 24 HOURS.
NO ADDITIONAL
TESTING IS REQUIRED.**

STUDENTS OR EMPLOYEES WHO DO NOT TEST POSITIVE FOR COVID-19 OR DEVELOP SYMPTOMS SHOULD NOT BE REQUIRED TO QUARANTINE.

EMPLOYEES ARE NO LONGER REQUIRED TO WEAR FACIAL COVERINGS

CHILD CARE FACILITIES SHOULD NEVER FORCE CHILDREN TO WEAR MASKS

 **FLORIDA DEPARTMENT OF
EDUCATION**
fldoe.org



ROCKET PLEDGE



**I am a rocket, therefore, I soar
to higher heights and deeper depths.
I believe in myself and I know I can achieve the
impossible, overcome the most difficult obstacles,
and create the invisible.
Who can do it? I can!
I can Treat Others Right,
I can Make Smart Decisions,
And I can Maximize My Own Potential
As long as I believe, I can accomplish anything,
Seeds of GREATNESS are planted all inside of ME!
I am a ROCKET; therefore, I SOAR!
3, 2, 1..... BLAST OFF**

