



Southport Elementary School 2019-2020

1835 Bridge Street
Southport, FL 32409

Todd Harless, Principal
Charlotte Blue, Assistant Administrator

Front Office: 767-1636	School Fax: 767-1656
Bay Base: 767-1645	Cafeteria: 767-1643
Bay District School Board Office: 767-4100	District Bus Transportation: 767-4495

1st Bell – 7:25 a.m.

Tardy Bell – 7:30 a.m.

Dismissal Bell - 2:00 p.m.

Website: <http://www.bayschools.com/ses>

Facebook Page: www.facebook.com/pages/Southport-Elementary/194299464076630

Anchored in Excellence



Purpose: Our primary purpose is to develop in our students the confidence and academic foundation necessary to become successful learners.

Mission: Southport Elementary School is committed to creating a safe learning environment, which maximizes every student’s potential in a setting where academic excellence is accomplished by emphasizing character development of the individual in a school culture of respect and civility.

Vision: Our vision is not only to benefit the students of today, but also to influence this community’s future by empowering our children with self-assurance and knowledge to become key contributors in the 21st century.

BDS Belief Statements: The instructional staff believes that success for all students occurs when they are provided with:

1. A safe environment that promotes a school climate of respect and civility.
2. A clear alignment between curriculum, instructional practice, and assessment.
3. Educational opportunities which accommodate the unique learning needs of students.
4. A partnership between school and home to share the responsibility for student learning.
5. An understanding that learning requires personal management of body, mind, and spirit.
6. The opportunity to think, dream, and succeed.

This planner belongs to:

Name: _____

Grade: _____ Teacher: _____

Computer ID Log in: _____ Password: _____

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

Parent Resource Guide: The Bay District Schools Parent Resource Guide may be accessed at the child's school website (<http://www.bayschools.com/ses/SESHome.aspx>) and at the Bay District Schools website (www.bay.k12.fl.us). Paper copies of the Bay District Schools Parent Resource Guide are available upon request at schools. Parents and students should read this guide carefully. (Note: The electronic edition of the Parent Resource Guide, found on the webpages listed, 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.

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—all email addresses are listed on the Southport Elementary website. 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 should leave a message. If there is no message, then they will call you back.

Pets - No pets are allowed on campus unless they meet the requirements of a service animal under Florida Statutes.

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 (unexcused) in a calendar month
- 10 or more absences (unexcused) in the past 90 days. Enforcement of school attendance 232.17 F.S. School Board Policy 7.104; 7.105

****A student may be in jeopardy of being retained if he/she fails to attend school for at least 160 days in a school year.**

Criteria for approved absences as stated by the School Board Policy includes: illness, medical care, death in the family, legal reasons, religious holidays, pre-approved family leave, or school sanctioned activities. In order for the absence to be considered "excused," the documentation must be filed with the principal's office within three (3) days of the absence per SB Policy 7.105. 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.

Pre-approved Family Leave (SB Policy 7.105) – Request for family leave must be in writing and approved before the student is to be absent and must comply with the following criteria:

- The student must have a C average or higher in all classes
- It must be demonstrated that leave cannot be taken during school breaks
- The requested leave cannot be for more than five days per school year and may not be during state assessments.

Perfect Attendance Awards: Perfect attendance will be awarded two times (End of Semester 1 and Semester 2). Perfect Attendance criteria:

- Students must be in attendance every day (Family Leave or Excused Absences **count against** perfect attendance)
- Student may NOT have more than 5 tardies and/or checkouts per semester

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 should not check out after 1:30. **Bring Your Driver's License When You Come to School.** You will need it every time you check your student out and/or to come on campus! 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.

School Visitors: Parents are always welcome to visit the school and/or volunteer. Visitors will be required to provide a driver's license. Upon clearance, a visitor's badge will be issued. While on campus, all visitors **MUST** wear the badge. All conferences and observations must be planned with a 1-day notice. Teachers and students work on a planned schedule and program. **Unnecessary interruptions consume time and hinder the program. No students will be permitted to leave the building with a visitor unless the child has been signed out in the school office, and the person is on Parent Portal.** Please see the *Elementary Campus Lunch Visitors Memo* (last page of this handbook).

Teachers Observations: Per School Board Policy 211.6 and ABCE Contract 5.11A – Consent must be granted by the building principal and the teacher notified at least 24 hours prior to the visit, no more than one hour, no distractions to the teacher by the parent, use of cellular phones, cameras, tape recorders, etc. are prohibited, and visit is only allowed in your child's classroom.

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 the school at 767-1636, or transportation at 767-4495.

Car and Bus Transportation Changes: If you know you have a change in your child's afternoon transportation, please send a note signed by the parent to the teacher. We know that sometimes there are last minute changes that cannot be helped, but it is disruptive to the students and teachers when we have to contact them regularly about these changes. If you must change the afternoon transportation, please call prior to 1:00 pm so we will have time to get the message to your child. **IMPORTANT** – if calling to make a change by phone, specific questions about the child may be asked to be sure we are speaking with the parent that enrolled the child.

- You child can **ONLY** be released to go home with a person listed as a contact on your child's parent portal.
- In order for your child to ride a different bus home (sleepover, ride with a friend, grandma's house, etc.), a note **MUST** be written so we can receive prior approval from the Transportation Department (a day in advance or so). No last minute changes per Transportation due to seating capacity.

Car Riders/Walking Track: Students who ride with their parents are expected to report to school no earlier than 7:00 each morning and go to the cafeteria for breakfast or to the Walking Track. Students are expected to leave campus when they are dismissed. **No supervision is provided before 7:00 a.m. or after 2:15** (unless enrolled in Bay BASE). Students may be dropped off and picked up only at the assigned area next to the Administration building.

Afternoon Car Riders: You will be issued one hanging car tag to hang on your rear view mirror. Students will be lined up according to grade level and seated against the wall. As you arrive in the circle drive, please **DO NOT** double park. The students will be called by the teacher using the hang tag **ONLY** and placed in your vehicle. **If you do not have your hang tag, you will need to produce your driver's license and verification that you are authorized to pick up the student in Parent Portal, BEFORE the student will be released** (this is time consuming and will slow down dismissal). Please have your tag hanging from your rearview mirror to expedite dismissal. If you need an additional hanging tag, you may purchase one for \$1.00 in the front office. **No supervision is provided after 2:15!!!!**

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. As names and phone numbers change, please **update your parent portal** for your child's safety. We appreciate having the name of a neighbor or family member who might be trusted to pick up your child when you cannot, but they must be listed on the parent portal.

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: BDS BS Policy 7.302 Students will be temporarily excluded from school, may not participant in school sponsored activities, and may not ride the school bus if:

- Live Head Lice
- Nits at the base of the hair follicle

Before returning to school, the student must be checked by the school designee and the parent **MUST be present.**

Guidance: The school guidance counselor is 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 counselor at 767-1638.

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.

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 must be signed by the parent or guardian and returned to the child's teacher by the due date. Volunteers must have an approved application on file. Unsupervised Volunteers and Chaperones for overnight field trips must be cleared through the fingerprinting process each year. Forms can be found on the District webpage for Safety (<http://www.bay.k12.fl.us/safety/SafetyWeb.aspx>) or in the front office.

Title I: Southport Elementary is a Title I School. We receive money from the Federal Government to assist with our school programs. Please help us support the Title I initiatives here by filling out the free/reduced meal application, attending workshops and participating in our Parent Involvement Plan. Title I is providing money to assist with our tutorial programs for our students, supplies for our classrooms and needed staff development to support our teachers and paraprofessionals. If you have any questions, please give us the opportunity to tell you more about Title I. You may call our Parent Liaison for more information 850-767-1636.

P.T.O. The Parent Teacher Organization plays an important role in the life of Southport Elementary School. Our annual fund raising projects bring together parents, students, teachers, and community supporters for a time of fun, good eating and fellowship. The money that is raised by the PTO goes to worthwhile school projects such as purchasing classroom computers, playground equipment, cafeteria tables, and other materials for enhancing the students' learning environment.

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 such as reading or spelling tutors. 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 and attend the Volunteer Orientation. A new application must be completed each school year.**

Bay District Schools' Grading Scale:

You're 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	0-59	Failing		

School Food Services: Lunch is served each day. The lunch includes milk, but students may also purchase extra milk when desired. Breakfast is served each day in the cafeteria for bus riders starting at 7:05 and lunch 10:00-12:00. Prices are as follows:

Breakfast and Lunch will be free to all students for the 19-20 school year

Lunch Times:

1 st Grade –	10:06-10:34
Kindergarten –	10:20-10:50
3rd Grade --	10:40-11:10
2nd Grade –	10:56-11:26
4 th Grade –	11:30-12:00
5 rd Grade –	11:30-12:00

Applications are available in the school office for free and reduced price meals or you can fill out an application on line at: www.applyforlunch.com . Students who qualify for free lunch are also entitled and encouraged to participate in the breakfast program. We request that lunches be purchased in advance in the cafeteria from 7:15-8:15 each day or pre-pay on-line. Go to www.schoolpaymentsolutions.com to enroll and deposit funds into your child's account using a Visa or Mastercard. Once your account is established, you can check balances (no charge) and fund the account anytime from your home computer (for a fee of \$2.50 at ANY school regardless of the number of children in that school). Your child's information is safe and your payment card info is protected by the most advanced Internet security. Contact us for your child's 10-digit Student ID number and get started immediately.

Students are not permitted to charge school meals. If a student does not have meal money, they will be provided an alternative meal. At no time will a student not be fed! **Parents are invited to eat lunch with their children, but may not invite other children to eat at other tables.** Students may bring lunches from home but we ask no sodas or fast food to 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 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.

Students are cautioned not to bring large amounts of money, radios, iPods, cell phones, or cameras to school. If a student wears glasses or watches, we ask that the student take responsibility for the care of them. If it is necessary to bring more money than needed to pay for lunch, they are responsible for their own money. Students should not leave money or other valuables in the desks. We are not responsible for any damaged or lost items.

Student Discipline: Southport's school-wide discipline plan requires students to be Strong in their Body, Mind, and Spirit (safe, responsible, and respectful). Each teacher has developed a classroom discipline plan that consists of rules, consequences, and rewards. The following plan has been implemented school-wide for students:

Parents will be kept informed and involved. A Disciplinary Report will be sent home with the student as well as mailed home for parents to review. If the misbehavior continues, the student will be sent to an administrator for intervention. The student may receive detention, in-school suspension, out-of school suspension, work detail, and/or expulsion. Parents, legal guardians or adult students will be financially responsible for any damage to school property.

Request to transfer

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

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

Request to transfer from an out-of-field teacher

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

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

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 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,
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://www.bayschools.com/ses> and click on Friend Watch 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.

Student Participation in the Pledge of Allegiance:

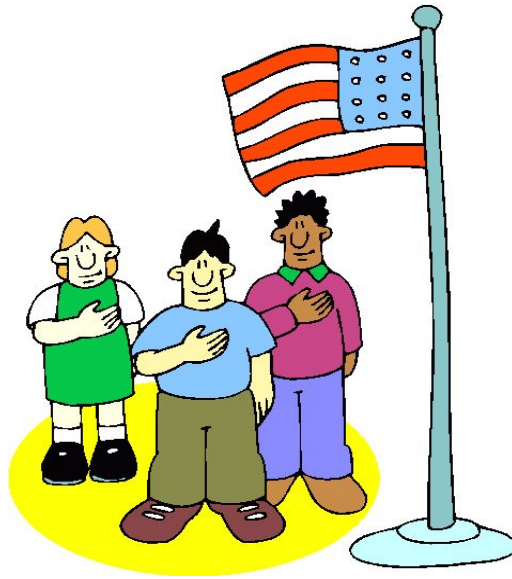
Florida HB 7029, signed into Law by Governor Rick Scott on April 14, 2016, amended Florida Statute 1003.44 by spelling out requirements. In accordance with the law, upon written request from the student's parent/guardian, Bay District students may be excused from participation in the Pledge of Allegiance.

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 parent, 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.



School Prayer: 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.

Dress Code: Students are expected to come to school neat, clean, and dressed appropriately and in compliance with the district uniform policy.

Student Uniform Policy Students must adhere to the uniform code policy. **The uniform policy applies from the time the student arrives on campus until the end of the school day. For a complete copy of the Student Uniform and Grooming Policy (BCSB 7.209), visit www.bay.k12.fl.us. NOTE: School approved means clothing carries school logo and is in school colors.**

Tops: (Must be Red, White or Blue)

1. Polo/golf shirt with collar and buttons or T-shirts (**plain color, NO design**)
2. Collared dress shirt with sleeves (no cap sleeves) (underarm must be covered) or
3. Under shirts and Turtlenecks- must be plain color (**school colors only**)
4. No shear or see-through shirts, no ruffles, no embellishments, etc.
5. School approved T-shirts (club, spirit, etc) - unaltered
 - Maximum of 3 color (white and 2 colors to be determined by the School Advisory Committee - SAC)
 - Club and activity shirts not in school colors must be a nationally recognized school sponsored organization
 - Must be a solid school color except for school approved shirts
 - Small** manufacturer's trade mark is acceptable
 - Must be appropriately fitted
 - Students may layer their tops; however, all visible tops must be in the designated colors. Tops worn as undergarments must be in designated school colors.

Bottoms:

- Bottoms can be khaki, navy blue, black shorts, or blue jeans-
 - **SOLID COLOR ONLY (NO stripes down the side of legs)**
 - **NO yoga pants or tights unless worn under approved bottoms.**
 - **Leggings-** may be worn **under a skirt, shorts, and/or dress ONLY. Leggings may NOT be worn as the primary pant.** Leggings may be any color.
- Bottoms must be appropriately fitted and seated at the waist.

Belts may be worn if the pants have belt loops

- Belts must be traditional and must be worn in loops. Pants shall be unaltered
- No shorts, skirts or dresses shorter than five inches (5") above the knee caps as measured standing up, (K-5 students may wear jumpers)
- Dresses with sleeves (underarm must be covered) must be one of the school's chosen colors and a solid color
- Small manufacturer's trademark and minimal embellishments are acceptable

Shoes:

- Closed toes and closed backs
- May wear sandals with back or back strap
- No bedroom shoes

Sweaters/Sweatshirts/Hoodies:

- Sweaters if school approved
- Long-sleeved sweatshirts/hoodies must be one of the 3 approved colors (school logo not required)
- Must be solid color (unless school approved spirit or club)
- Must be appropriately fitted

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

Other:

- Scarves must be worn appropriately around the neck or shoulders (accessory item only; no bandanas)
- No head wear except sunglasses. Hats or other sun-protective wear to only be worn while students are outdoors during school hours; however, at all other times, the sun-protective items must be properly stored by the student in pockets, purse, locker or backpack
- No jewelry or accessory that may be used as weapons such as chains or spiked jewelry
- Jackets/Coats must have either buttons, zippers or snaps that are from top to bottom. Jackets can be any color. Jackets may be worn in the classroom at the discretion of the teacher.
- No bedroom clothes.

For violating school dress code policy shall be as follows:

- First and second offense consequences: notification of parent or guardian; change of inappropriate attire
- Consequences for subsequent offenses may include:
 - ❖ Notification of parent or guardian, change of inappropriate attire, Lunch detention, Special Area detention or loss of privilege.