



2025-2026 Student Handbook

Gina McNally - Principal

Kathy Vines - Assistant Principal

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Waller Elementary School

11332 Co Rd 388, Youngstown, FL 32466

(850)767-4341 || Fax (850)722-0988

A Message to Our Wildcat Family

Dear Waller Wildcat Family,

Welcome back to a new and exciting school year at Waller Elementary School! We hope this message finds you and your family well-rested, rejuvenated, and eager to start the 2025-2026 academic year with us. It is with great enthusiasm that we extend a warm welcome to all our returning families, as well as a heartfelt greeting to those who are joining the Wildcat family for the first time.

At Waller Elementary, our vision is to ensure students have a positive learning environment by creating a culture of kindness that fosters a community of lifelong learners. This ties directly to this year's theme of "Be A Friend" and our participation in the Be Kind program. Additionally, our mission this year is to R.O.A.R. as a Wildcat, we will show **R**espect, **O**wnership, **D**aily **A**ttendance, and **R**esponsibility for our actions!

This year we focused on our teacher-sponsored clubs. Every other Friday students will spend their Friday Special Area time in their club of choice for that semester. These clubs will cover a wide range of interests from sports to the arts and various other passions our teachers are passionate about. During these club activities, our Be Kind traits continue to provide our Positive Behavior Intervention Supports (PBIS) through meaningful and interactive club activities.

Our faculty and staff are so incredibly proud of the success Waller students demonstrated this past school year. Including having the highest writing scores among public elementary schools in the county! The superintendent, Mark McQueen, wants to "put the 'A' back in Bay" and has high hopes for Waller; his and our goal is to continue our growth and maintain the positive gains Waller has made over the last few years.

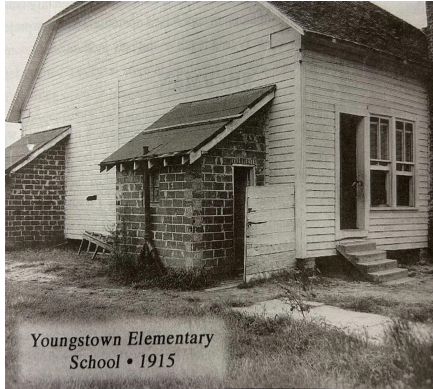
We believe that the "holy trinity" in education is the teacher, the student, and parents/guardians. Truly it takes all three working together to help students reach their full potential. As always, if there are any needs for your child we are here to provide academic, emotional, and physical LOVE & SUPPORT!

Your proud Principal and Assistant Principal,

Mrs. Gina L. McNally & Mrs. Kathy Vines



Brief History of Waller



The first school in Youngstown opened in 1906 simply named Youngstown Elementary School. After burning down students attended classes at various local churches until the new building was completed on land donated by C.B. Waller.

In 1951 the school was renamed Waller Elementary in honor of the land donor. When the school reopened it had just four classrooms, a library, and a lunchroom. Over time our school has expanded to nearly 400 students and almost 40 classrooms.

The Wildcats have held strong for over a century and look forward to the 118th school year. Our future is bright!

Mission & Vision Statement:

Mission: R.O.A.R. As a Wildcat, I will show Respect, Ownership of my learning, Daily Attendance, and Responsibility for my actions!

Vision: To ensure students have a positive learning environment by creating a culture of kindness that fosters a community of lifelong learners.”

Important Phone Numbers

Main Office || 850-767-4341

Fax || 850-722-0988

Guidance Office || 850-767-1743

Cafeteria || 850-722-4322

District Office || 850-767-4100

Student Services || 850-767-4311

Transportation || 850-767-4495

Visitors on Campus

Starting Monday, August 11th, our campus will be closed by 7:30 in the morning. Parents will not be allowed to walk their students to class after that time. Instead, students must check in at the front office and will be sent to class from there. A staff member will escort Pre-K and Kindergarten students if necessary.

Volunteers are always welcome at Waller Elementary School. **All volunteers must check in at the main office and wear a visitor's badge.** To keep our students safe, all volunteers are required to complete a Volunteer Form, have a full background check with fingerprinting, and participate in a required Volunteer Induction Training.

All visitors who come on campus after 7:30 must present valid identification and be scanned into the Raptor System in the front office (there are no exceptions to this policy). A visitor's badge will be issued and must be visible at all times on campus. Visitors must report directly to the location approved by the office and must check out before leaving.

These policies are in place for student and teacher safety. Our staff needs to know where students and visitors are on our campus at all times. Parents wishing to have lunch with their child may do so with advanced notice and in the designated outdoor seating area. Lunch may be with their child(ren) **ONLY**.

In addition to the classroom, parents, grandparents, and community members may enjoy volunteering as mentors or School Advisory (SAC) members. Waller Elementary School is always looking for volunteers to help with the numerous school-wide activities; these include fundraisers, Open House, book fairs, Field Day, Title 1 events, and SAC officers, etc. are available for volunteers.

School Advisory Council (SAC)

The Waller Elementary School Advisory Council (SAC) is seeking new members! All parents of students at Waller Elementary and business representatives are eligible for membership. The SAC is responsible for assisting in the formulation and implementation of the School Improvement Plan (SIP), acting as an advisor to administrators, assisting in the development of the educational program, providing input to the school's annual budget, and acting as a liaison between the school and the community.

The SAC unites school staff, parents, the local community, and local businesses to improve the quality of education provided to the students of Waller Elementary School.

Our first SAC meeting will be held on Friday, September 26th 2:30-3:30 PM. Everyone is welcome to attend. If you or someone you know is interested in becoming a member, please contact the school's main office and share your name and contact information. This year's chairman will follow up with you.

Reports to Parents

- **Parent-Teacher Conferences:** Requests for a meeting with your child's teacher must be made ahead of time. Parents should reach out to their teacher through e-mail or by leaving a message expressing their desire to meet. Teachers will then follow up to schedule a meeting before school, after school, or during their planning time. Be aware that state policy dictates we can only have a conference with the student's legal parent(s)/guardian(s). Please contact our guidance office if other significant persons are allowed to discuss your child's progress.
- **Progress Reports:** A progress report is posted on the Parent Portal towards the middle of each grading period. This allows the parents to see how well their child is doing. If there are any concerns, then parents have the opportunity to schedule a conference as mentioned above.
- **Report Cards:** At the end of each nine-week grading period report cards will be issued. Students in grades 1st-5th will receive a letter grade. A=Excellent, B=Above Average, C=Average, D=Below Average, and F=Unsatisfactory. Kindergarten students will receive E=Excellent, S=Satisfactory, N=Needs Improvement, and U=Unsatisfactory.

- **Academic Alert:** Teachers may send home an academic alert to inform parent(s)/guardian(s) of any struggles observed in assignments, study habits, or grades.
- **Discipline Referral:** When a student has not followed classroom, school, and/or school board policies they may receive a discipline referral. Waller administrators utilize Bay District Schools' Discipline Matrix to ensure consistency and fairness. Teachers will make a parent contact **before** writing a disciplinary referral.

The Be Kind People Project

Waller Elementary School is a “Be Kind People” and “Trauma-Sensitive” Classroom school.

Waller utilizes a Positive Behavior Intervention Supports (PBIS) program to create a positive school climate, decrease undesired behaviors, and create a safe learning environment through a consistent discipline program. We believe that having positive reinforcement balanced with corrective discipline creates the best school environment for learning as students and growing as future leaders.

Our students will build their character, demonstrate respect, and learn how to make a positive impact in their community through daily lessons in the Be Kind Academy. Students will collect data to help track progress and identify areas to target for positive change. The school-wide expectations and character traits are taught at the beginning of each day and integrated throughout everything we do at Waller Elementary School.

Utilizing Class Dojo points and incentive events, Waller will promote and model appropriate behavior. Rewards may include but are not limited to participation in special events, field trips, nomination for Student of the Week, opportunities to be part of the Student Leadership Team (SLT), Kona Ice, serve on ITV, help with Safety Patrol, and various other privileges.

As mentioned previously, effective consequences have been developed for inappropriate behavior. Consequences for misbehavior include loss of privileges, parent notification, In-School-Suspension (ISS), Out-of-School-Suspension (OSS), work detail, and other consequences determined by the administration. A copy of the Bay District Schools' discipline policy can be made available upon request.

Guidance Services

The guidance department at Waller Elementary School is served by Abbie Meunier and Jesslyn Garza. Their main duties include but are not limited to coordinating student services, planning testing activities, facilitating the PBIS programs, assisting the PBIS team, providing emergency counseling services, and assisting with the Multi-Tiered System of Supports (MTSS) process. Additionally, Guidance serves on the School Leadership team and as the Test Assessment Coordinator. Throughout the school year, she will assist parents and teachers with questions regarding a student's academic progress. Parents may also contact Guidance for assistance with accessing services for their student(s). Please feel free to contact the Guidance department if you have any questions regarding your child's education and needs by calling 850-767-1743 or through the front office at 850-767-4341.

Additional contacts for student support:

- **School Resource Officer** - Danny Stallings is Waller's SRO. He can be reached by calling the front office.
- **School Social Worker** - Mrs. Judy Wade is our social worker. She can be contacted through the front office.

Food Services

- **Breakfast** is served from 7:05-7:45 AM
 - Free for all Waller students for the 2025-2026 school year!
 - **Lunch** is served at different times throughout the day based on grade level. It is free for all Waller students for the 2025 - 2026 school year.
 - The meals served in the cafeteria provide at least ½ of the daily nutritional requirements for an elementary school student. The menus will reflect healthier choices. Each child should choose at least three items plus milk from the serving line. Students should not bring drinks in a glass container or carbonated drinks.
 - Snacks may be purchased in the cafeteria 15 minutes after a student's lunch time begins. **Students are limited to one ice cream per day or as deemed by the administration.**
 - **Paying Online:** visit <https://www.schoolpaymentsolutions.com/> to create an account and pay online using a credit or debit card. You will also be able to check your child's account balance and see what your child is eating quickly and easily.
 - **Packed Lunches:** Students may bring lunches from home. No carbonated drinks, glass containers, or cans may be brought into the cafeteria. We ask that any water bottles brought to school be transparent.
 - **Menus:** The school menu is available online at this web address - <http://chartwells.compass-usa.com/BDS/Pages/SiteMenus.aspx>
 - **Behavior:** Every student is expected to use their best table manners, talk using a quiet voice, and remain in their seat. For help, the students should raise a hand. Students are taught good table manners and housekeeping skills by keeping their tables and areas clean. Students are expected to follow the 5 rules from "Whole Brain".
-

Attendance

Waller Elementary administration, faculty, and staff know that a child's learning increases when the child is in class every day. The Bay District Schools' policy states that a child who doesn't attend at least 160 of the 180 days could jeopardize promotion to the next grade level.

- Each student and parent is responsible for **regular** and **punctual** attendance. **Students must be inside the classroom by the tardy bell (7:30 AM).** Students who are late will need to get a tardy slip from the front office before going to class. Waller is required to investigate chronic tardiness and absences.
 - Students who are currently attending and listed as out-of-zone could be returned to the home school.
- Parents and guardians are asked to call the school on the morning of the absence.
- The parent or guardian is required by the State Statute to contact the school within 24 hours of an absence to give the reason. The student has 5 days to make up work missed during the absence.
- A written statement from a physician may be required after five days.
- A physician's statement is required for medical and dental appointments.
- A written statement from a physician may be required after five days.
- A physician's statement is required for medical and dental appointments.
- Students who leave more than 15 minutes before a class is over will be considered absent for the part of the day. **Students cannot be checked out after 1:30 PM. Please do not pick your child up before 2:00 PM unless it is an emergency.** Excessive checkouts are disruptive to the students and teachers.
- Requests for family leave must be in writing and approved **before the requested leave dates**. Family Leave Forms are located in the front office. If parents know of a vacation or trip ahead of time, the earlier we have the form the better.

Revised 2025-2026 Student Dress Code



WHAT TO WEAR: A GUIDE

The photos below are examples of clothing that meet the standards of the revised student dress code policy.

Tops

A collared shirt that is a solid school-approved color. A small logo is allowed.



A school approved spirit, club, or athletic crew-neck t-shirt.

A school approved spirit, club, or athletic sweatshirt.



A school approved spirit, club, or athletic hoodie.

Bottoms

Shorts must fall at mid thigh or longer. Jeans cannot have rips or tears.



Skirts/Dresses

Skirts and dresses must fall at mid thigh or longer.



Shoes

Shoes must be closed toed and have a back. Backless shoes with appropriately fitted straps are allowed.



Outerwear

Coats can be any color, but no graphics allowed.



Accessories



*Hats and sunglasses are permitted during outdoor activities.

Revised 2025-2026 Dress Code Policy



The following is the 2025-2026 revised dress code for grades K-12. This dress code does not apply to students at Margaret K. Lewis School, SMS Academy, and Tom P. Haney Technical College.

Tops

- Collared shirts should have no more than the top two buttons unfastened and must be in the school's designated color or gray.
- Crew neck t-shirts in a school designated color are permitted. A small logo is permitted. School spirit, club, and athletic t-shirts are also allowed.
- Shirts do not have to be tucked in.
- Shirts must be long enough to ensure that no midriff is visible with raised arms.
- Tube tops, tank tops, and halters of any style are prohibited.



Bottoms

- Bottoms must be one of the three school colors or from the standard color palette (khaki, navy blue, black, or gray).
- A small logo (three inches or smaller) and minimal embellishments are permitted.
- Bottoms, including jeans, must not have holes, rips, or tears.
- All bottoms must be appropriately fitted and seated at the waist.
- Joggers that are fitted at the waist and ankles, and adhere to the standard color palette, are permitted. Joggers made of sweatpants material are not allowed.
- Shorts should come to the mid-thigh in length.
- Leggings are permitted only when worn under a skirt, dress, shirt, or jumper that is at least mid-thigh length.
- Pajama pants, sweatpants, low-rise, and hip-huggers are not permitted.
- Belts are not required, but if worn, must be in loops.





Dresses/Skirts/Jumpers

- Dresses and skirts are allowed, but solid colors only - no patterns or graphics. A small logo is permitted.
- The underarm and shoulder areas must be covered - no tank top or halter dresses allowed. If dresses with spaghetti straps are worn, a school-approved shirt must be underneath.
- Jumpers are allowed to be worn with a dress code compliant shirt underneath.

Standard Color Palette

- For tops, school colors refer to the three assigned colors for the school, plus gray is a neutral color for all schools.
- For bottoms, the standard color palette **FOR ALL SCHOOLS** includes khaki, navy blue, black, or gray - including jeans.



Shoes

- Shoes must be worn at all times.
- Shoes must have closed toes.
- Closed backs or shoes with back straps appropriately fitted are allowed.
- No bedroom shoes, flip flops, shower shoes, slides, beach footwear, or shoes with wheels are permitted.



Outerwear

- Outerwear must be worn over dress-code compliant clothing.
- Coats and jackets can be any color, but no graphics.
- No trench coats.
- Scarves must be worn around the neck - no bandanas.
- Jewelry that can be used as a weapon (spikes or chains) is not allowed.



Please Note:

The following miscellaneous clothing items are also permitted: uniforms for nationally-recognized organizations (e.g., JROTC, FFA); costumes for school activities; accommodations for religious beliefs; hats/sunglasses for outdoor use; special programs requiring unique dress standards; reasonable accommodations for special needs upon a parent's written request.

DRESS CODE

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. 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.

The dress code policy applies from the time the student arrives on campus until they have left campus. Exceptions may be made by the principal for field trips and 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 are preferred and encouraged. Waller Elementary's primary colors are royal blue and gold!
- Students in grades K-5: any solid color or print; manufacturer's graphics or logos permitted.
- 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 than five inches (5') above the kneecaps as measured standing up. K-5 may wear jumpers.
- Any pants with holes or rips are not permitted.
- Dresses with sleeves (underarm must be covered) must be a solid color or a print but no graphics.
- Small manufacturer's trademarks 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-toed shoes and closed-backs are **strongly** preferred. It is important that parents support Waller in this considering it is a safety concern when students are wearing unpreferable footwear. All students are expected to participate in Special Area activities and shoes like Crocs impede our goals to help promote positive health and physical education. Having improper shoes will not be an excuse to sit out of physical activities. Simply put, tennis shoes or athletic shoes are the safest and the best!
- No bedroom shoes, slippers, flip-flops, shower shoes, slides, sandals, 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.
- Hoods may not be worn at any time on campus. We encourage students and parents to choose outerwear that doesn't have a hood when possible.
- **NOTE:** School-approved means clothing carries the school logo and is in school colors.

Other:

- Scarves must be worn appropriately around the neck or shoulders (accessory item only; no bandanas).
- No headwear (hats, visors, sunglasses, etc.) will be worn inside or during transition periods.
- No jewelry or accessories that may be used as weapons such as chains or spike 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.**
- Students participating in extracurricular activities shall conform to the standards of this policy while attending classes during the regular school day.
- Headphones, earbuds, and smartwatches are not allowed at any time on campus. Both items will be treated under the same discipline policies as cell phones. Clocks are present at all times in the classroom. Students and parents can reach each other through the front office. There is zero reason for a student on campus to need a smartwatch.

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 Girls 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 Bay District Schools' policies.
- The dress code guidelines violate a student's sincerely held religious belief.
- A reasonable accommodation is needed to address a student's disability or medical condition. The student's parent/guardian shall request in writing to the principal.

Discipline for violating this policy shall be as follows:

- First and second-offense consequences consist of a notification of the parent(s)/guardian(s) and a change of inappropriate attire.
- The third offense consequences consist of a notification of the parent(s)/guardian(s), a change of inappropriate attire, 1-3 days of ISS or OSS, or 3 days of detention.
- The fourth and additional offenses will be considered willful disobedience resulting in further disciplinary action. This can range anywhere from additional days of OSS to possible expulsion.
- ***Any absences resulting from violating the Student Dress Code will be considered as an unexcused absence***
- Inappropriate attire or misused attire (a student repeatedly wearing their hood) will result in confiscation of the attire. Parents will be notified and asked to pick up the item from the front office.

Prohibited attire at all schools:

- Clothing that exposes underwear or body parts,
- Fishnet tights.
- Garters.
- Halloween costumes or anything perceived as a dress-up costume.
- Sleepwear, pajamas, or other bedroom clothes.
- Beach wear or bathing suits.
- Visible undergarments including camisole tops or undershirts.
- Animal tails and collars.
- Any clothing or accessory item that disrupts the learning environment.

General Information

Academic Concerns: If you have concerns about your child's academic performance and would like to schedule a meeting, please call our Guidance Counselor at 767-1743. This will help ensure that there is no conflict and that all participants are free to meet at the scheduled time.

Bus and Car Transportation Changes: If there is a change to a student's afternoon transportation routine, a parent must send a written note to their child's teacher. The note must include the duration (dates) of the change. We understand there are sometimes last-minute changes that occur but it is disruptive to teachers and students when we have to call the classroom regularly about transportation changes. A parent must contact the school before 1:30 pm to guarantee their child is notified before dismissal. Otherwise, the student will be sent home in the usual manner.

Early Dismissal: Parents who wish to get students out of class before the regular dismissal time are asked to come to the main office. Teachers are instructed not to release students to persons coming to the classroom. This provision is made for the protection of children and the reduction of classroom interruptions. Please avoid checking your student out after 1:30 p.m. Any person checking out a student must be on the student's registration and will be asked to provide identification.

Arrival/Dismissal Procedures: Students will arrive from the bus loading zone and enter the school in three different entryways in Building 1 (Side gate, front entry doors, STEAM doors). Students will exit the school using the same three entryways in Building 1.

Early Release Days: Students will be released at 11:30 a.m. to bus/parent pick-up on those days. Please refer to the Bay District Schools' Calendar. Plan with your child ahead of time concerning how he/she will be transported home and communicate changes to your child's teacher.

Events: If you plan on attending a school-planned event, please plan on arriving 20 to 30 minutes before the scheduled start time. This will allow additional time for you to check into the office, receive your visitor's badge, and report to your destination. Please make sure you have a valid identification upon arrival.

School-Wide Events/Title I Events: Clubs, extra-curricular activities, assemblies, or other activities will take place as normal this school year. Additional information will be provided as events are planned.

Food Items Brought to School: No deliveries of food/flowers/balloons, etc. allowed unless approved by administration before delivery. NO food deliveries unless there is an emergency or delivery has been pre-approved by the school Principal.

Head Lice: Bay District Schools' Policy states that students are not allowed to attend school with live head lice or nits at the base of the hair follicle. If your child is found to have either nits or head lice, you will be notified and required to pick him/her up and provide treatment. Students are not allowed to ride the bus to or from school if they have lice or nits at the base of the hair follicle. Children must be examined and declared "nit free" by the school health tech before being re-admitted to class and a parent/guardian must be present during the check.

Health Room: The health room technician is on campus from 7:15 am – 1:45 pm. If your child has been sent home, they must be checked by Mrs. Adams before returning to class, or you need to drop off medication for your child, please be aware of her work hours.

Hours: School is in session 7:30 a.m. to 2:15 p.m. Students are not to arrive on campus before 7:00 a.m. and should leave immediately after the afternoon dismissal bell. There is no supervision for children arriving before 7:05 a.m. All students should go directly to the cafeteria for breakfast in the morning and then to their holding areas after breakfast.

Illness of Student: Students who become ill at school are referred to the office/health room tech. Every attempt will be made to contact parents or the emergency contact person listed on the enrollment card. Please keep our office informed of any contact changes for emergency purposes. Students cannot be released to anyone unless they are on the Emergency Contact Card. Any type of Medicine (including throat lozenges, aspirin, or prescribed medicine) should not be on campus unless the Permission to Administer Medication form is on file at school.

Insurance: Parents may purchase student accident insurance approved by the School Board. The school's responsibility for selling insurance is limited to the distribution of the information materials. Receipts and claims are handled by the insurance company.

Lost and Found: Misplaced clothing and items are processed through the front office and then to the lunchroom closet. If clothing is not claimed within a reasonable length of time, usable items are donated to charity.

Medicine at School: If your child must receive medication (prescribed and non-prescribed such as aspirin) during school hours, a current Permission to Administer Medication form must be on file in the health room signed by the parent and the Doctor per Florida Statute 1006.062.

Personal Items: Personal items such as toys, pets, radios, electronic games, trading cards, and physical education equipment should not be brought to school. Waller Elementary School is not responsible for lost or stolen items.

Pick-up/Drop-Off: Waller will implement a "stay in the car" policy for drop-off and pick-up car lanes. Students should be dropped off at the Multi-purpose Room drive loop each morning and picked up at the Multi-purpose Room drive loop in the afternoon. ALL vehicles MUST have a Waller Elementary issued Car Pick-up tag (displayed on the rear-view mirror). This procedure is in place for the safety of your child(ren). If the required Waller Elementary tag is not displayed you will be required to report to the front office to check the child out. You must present identification and be listed on the child's checkout information in FOCUS.

The West side parking lot is for parking only. Only drop students off at the Multi-purpose Room loop. Please pull to the gate before letting your child out of the car. Students are not allowed to exit a vehicle until they arrive at the gate and must exit the vehicle on the school side of the driveway. There are two entrances available for students to enter and exit the campus: The front doors (next to the main office) and the gate next to the Multi-purpose Room. Parents may park in the East and West parking lots but students are only allowed to be dropped off at the Multi-purpose Room drive loop. NO student should be dropped off or picked up in the Bus Loop or West side parking lot.

Please observe all traffic laws/signs posted on school property.

Physical Education: Physical education is a required subject just as math, reading, etc. When it becomes necessary for a student to be excused from P.E., we need a written note from the parent or Doctor stating the reason and length of time to be excused.

Supervision of Students: The school has the responsibility and authority for the supervision and control of students while they are on campus during established school hours and while being transported on school buses. This authority and responsibility does not include the time students are walking to and from school, waiting at bus stops, or riding in private vehicles. Responsibility for students during these times rests with the parent(s). More information concerning supervision and student behavior can be found in the Bay District Schools' Policy Manual. Copies are available in the school office and online at www.bay.k12.fl.us

Telephones: Telephones are used in conducting the daily business of the school. Students may not use phones unless it is a verified emergency. Cell phones will be off and in the student's bag (not their pockets) or they will be considered out of compliance.

Legal Notices

ANNUAL NOTICE REGARDING PUBLIC EDUCATION RECORDS

Under Florida law and School Board Policy 7.304, adult students and the parents or guardians of a student under age 18, currently or formerly in attendance in the Bay District School system, shall have the following rights regarding public education records maintained by the District.

Right of access. The right to review and inspect student records, including the right to reasonable requests for explanation and interpretation of the records, and the right to obtain copies of said records. The District shall presume that either parent of a student has a right to inspect their child's records unless the District has been provided with a legally binding instrument or court order which provides to the contrary.

Right to privacy. The right to privacy concerning personally identifiable records held on each student, whether a current or a former student.

Right to waiver of access. The right to allow another party access to all personally identifiable student records.

Right to challenge and hearing. The right to challenge the content of any record that the parent, guardian, or adult student believes to be inaccurate, misleading, or a violation of their privacy.

Student records are maintained at the school the student currently attends or, in the case of former students, the school last attended. The procedures for exercising the aforementioned rights are explained in further detail in School Board Policy 7.304, copies of which are in each school office, the District offices at 1311 Balboa Avenue, and via the Internet at www.bay.k12.fl.us/district/policy.

Bay District School system will forward records to other schools that have requested the records and in which the student seeks or intends to enroll (34CFR §§ 99.7 and 99.34(a) (ii)). Such records will include disciplinary records, which will include suspension or expulsion.

Parents and students over 18 years of age ("eligible students") have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U. S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5920

NON-DISCRIMINATION, EQUAL EMPLOYMENT, AND AFFIRMATIVE ACTION

No person shall based on 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 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 oath 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

The following are examples of prohibited discrimination and/or harassment:

Any slurs, innuendos, or other verbal or physical conduct reflecting upon an individual's race, ethnic background, gender, or disabling condition which has the purpose or the effect of creating an intimidating, hostile, or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities.

The denial of or the provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment, based on sexual advances or requests for sexual favors.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an employee's employment or a student's educational opportunities; submission to or rejection of such conduct is used as a basis for educational or employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

Any act of retaliation against an individual who reports a violation of the District's policies on harassment alleged discrimination, and/or discrimination, or who participates in the investigation of a discrimination, alleged discrimination, or harassment complaint.

Reporting Procedures:

Any student or any other person who has a reasonable and good faith belief that he/she or another student has been the subject of discrimination, alleged discrimination, or harassment because of his/her race, color, religion, sex, national origin, disability, age, or marital status, shall communicate the allegation verbally or in writing to the student's principal or his/her designee within 60 days of the alleged incident. If the complaint involves the student's principal, the written communication shall be directed to the Director of Human Resources.

The parent(s) or legal guardian(s) of the student shall be notified of the allegations made within two (2) days of receipt of the complaint.

The investigation shall be concluded within ten (10) days. The student and parents shall be sent a written resolution of the complaint. The principal or his/her designee shall take remedial or affirmative action to resolve the complaint.

If the student or his/her parents are not satisfied with the resolution of the complaint, the student or his/her parents may appeal the principal or his/her designee's decision to the Director of Human Resources. A written appeal must be received by the Director of Human Resources within ten (10) days of the date of the principal's resolution.

If, after ten (10) days, the Director of Human Resources fails to respond to the appeal, or if the student and his/her parents are not satisfied with the outcome of their appeal, the student and his/her parents may file a written appeal with the Superintendent. The Superintendent's decision shall be final. The right to confidentiality of the complainant, the accused, and any others involved in the investigation will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when the conduct has occurred. Warnings will be given against retaliation against the complainant, the accused, or any other person involved in the investigation. Disciplinary action, up to and including dismissal, may be taken against violators of this policy.

Student Surveys Policy

The District shall cooperate with the federal government and state agencies such as the Florida Department of Health in conducting student surveys. These surveys shall be conducted anonymously and shall contain no personally identifiable information from or on any individual student. Parents shall be notified of upcoming surveys that reveal information concerning one or more of the following items:

- political affiliations or beliefs of the student or the student's parent;
- mental and psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or student's parent; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

No student shall be required to participate in such surveys if the student's parent objects in writing to the student's participation. Parents shall have the right to inspect any such survey instrument before the survey is administered or distributed if the request is made within a reasonable period. Parents shall be notified annually at the beginning of each school year of this policy and the notice shall include approximate dates during the school year when any such survey is administered.

ANNUAL NOTICE REGARDING DISCLOSURE OF STUDENT DIRECTORY INFORMATION

Federal and State laws require that Bay District Schools, with certain exceptions, obtain your written consent before the disclosure of personally identifiable information from a student's education records. However, Bay District Schools may disclose appropriately designated directory information without written consent UNLESS you advise Bay District Schools to the contrary.

Parent(s), adult students, or former students shall have 30 days from the date of this notice to inform the student's school principal, in writing, that any or all of the directory information should not be released without their consent.

A student's name, address, and telephone number (if there is a listed number)

Image or likeness in photographs, videotape, film, or other medium

Date and place of birth

Major field of study

Current grade level

Participation in officially recognized activities and sports

Weight and height of athletic team members

Dates of attendance

Degrees and awards received

Most recent previous educational agency or institution (school or center) attended by the student.

Directory information is generally not considered harmful or an invasion of privacy if released. Directory information relating to students shall be released only to the following:

In-school use of student directory information for official school business.

Student directory information, without addresses or telephone numbers, for school annuals, school newspapers, honors lists, and printed materials or programs for extracurricular activities.

Student directory information of junior and senior students may be furnished, upon request,

- to Armed Forces Recruiting Officers, including the U.S. Coast Guard, for their use in providing mail-out information to students regarding opportunities available to them in the United States Armed Services; provided, however, that any student may request that his/her name not be given for this purpose.
- Florida public universities and colleges.
- United States Congressman and Senators and Florida legislators

Thank you for your time reading through this handbook. We look forward to another successful year here at Waller Elementary School. These policies and practices are all created with the goal of best serving our students and promoting a positive environment of kindness, respect, professionalism, and growth.

Go Wildcats!