

# ST. ANDREW SCHOOL

PARENT/FAMILY HANDBOOK

2020-2021



Janie Branstetter, Principal

Rebecca Balentine, Assistant Administrator

850-767-4565

Dear Families and Friends of St. Andrew Students,

I am very happy to welcome you and your child to our St. Andrew School family. We understand the trying times we are living in. We promise that we are doing everything in our control to provide your student with the safest school experience as possible. We will all work together to make this school year a great one.

St. Andrew School, an alternative school and a Title 1 School, is a place where parents/guardians, faculty and staff are committed to helping students achieve academic, social and emotional growth. Emotional and behavioral needs, as well as increasing academic successes, are addressed through our PAWS program. Your positive participation and support of our program are the keys to helping your child achieve to their greatest potential.

Due to our current status of operating school under a Pandemic, we will not be able to offer the same types of family-oriented activities. You are, however, strongly encouraged to be a part of our School Advisory Council, where you can be a leader in developing programs and policies, along with guiding the general direction for our school. Please refer to daily home notes, parent portal, monthly newsletters and our LINK alerts for information on meetings and school wide events.

Please be on the look-out for information on Core Essentials, our character education program. Each month we will have a big idea word of the month and a corresponding animal and color. Watch for information in our newsletters and on our new Parent Corner bulletin board as you enter the building. You can also follow us on Facebook at standrewschool4595. We are excited to add Classroom DOJO as a communication tool this school year. Watch for invitations from your student's teacher.

*Please review this handbook with your child at the start of school and periodically throughout the school year. Please sign and return the last page indicating you have read this handbook.*

Let me welcome Rebecca Balentine as the new Assistant Administrator. Mrs. Balentine is a veteran educator and former Principal from Alabama. I know you will find her to be a dedicated professional with a positive and upbeat personality. We both are here to assist you in any way that we can. Please feel free to call and schedule an appointment with either of us should you have any input or concerns.

Sincerely,

Janie Branstetter  
Principal

St. Andrew Elementary School at Oakland Terrace  
[850-767-4565](tel:850-767-4565)/[bransig@bay.k12.fl.us](mailto:bransig@bay.k12.fl.us)  
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### **St. Andrew School Vision Statement**

St. Andrew School will provide a standard of excellence and positive supports in a safe environment where all students can achieve their full potential in academic, behavioral, and character development.

### **St. Andrew School Mission Statement**

The mission of St. Andrew School, in partnership with our families and the community, is a commitment to provide a safe learning environment that promotes each child's social/emotional and academic development through positive behavioral supports and research-based practices. All students are provided opportunities to develop and achieve according to their own strengths in preparation for integration into the least restrictive educational and social setting.

### **ST. ANDREW SCHOOL**

St. Andrew School is a Title 1, an alternative school for pre-kindergarten through fifth grade students who have been identified as having behavioral and/or emotional challenges. Students at St. Andrew School come from all areas of Bay County. They are referred from their home school and considered eligible for programs at St. Andrew School when their behaviors consistently interfere with the academic environment to a point where learning is no longer possible with the implementation of basic behavioral interventions. The Interventions necessary for successful learning are more intense than those that can be provided in a regular classroom or regular school setting.

The mission of St. Andrew School, in partnership with our families and the community, is a commitment to provide a safe learning environment that promotes each child's social/emotional and academic development through positive behavior supports and research-based practices.

The educational program focuses on students identified with disabilities where challenging behaviors are at the forefront. The environment at St. Andrew School is structured to meet the unique needs of each individual student. Every student has an educational plan designed according to identified levels of social, academic, and emotional development. Each student

has an individual Positive Behavior Intervention Plan (PBIP). Each day every student receives a home note from their teacher that reports on the student's day at school. This affords students and families the opportunity to monitor daily progress. Parent signatures on the home note ensures regular communication between home and school. Parents may utilize Bay District School's Parent Portal to monitor grades, assessment results attendance and discipline.

Each classroom at St. Andrew School is staffed with a teacher and a paraprofessional. The number of students per class is kept low to ensure that students receive ample individual attention. All staff members are trained on the implementation of our school wide positive reinforcement system titled, PAWS [Positive Actions Work at St. Andrew School]. All staff are trained and updated yearly in verbal and physical crisis management techniques through Non-violent Crisis Intervention Training, to ensure a safe learning environment. Should a physical restraint be necessary to employ for the safety of the child and/or others in the vicinity, a parent or guardian will be phoned on that day and all attempts will be made to notify the custodial adult of a physical intervention.

PAWS is a school wide positive motivational system. Privileges are earned by demonstrating positive behaviors which are respectful, safe and reflect appropriate problem-solving skills. Targeted behaviors are tracked on point sheets which are individualized according to the goals specified on each child's educational plan. The positive reinforcement system provides a consistent continuum of rewards and consequences. St. Andrew School has been recognized as a model school by the Florida Positive Support Project for the past ten years.

**DUE TO OUR CURRENT STATE OF PANDEMIC, CERTAIN PROCEDURES HAVE BEEN MODIFIED. AN ADDENDUM TO THIS HANDBOOK WILL BE PROVIDED TO EACH FAMILY THAT OUTLINES ANY CHANGES THAT WILL BE IN EFFECT WHILE WE ARE IN THE PANDEMIC STATE. THIS INCLUDES, BUT IS NOT LIMITED TO, ATTENDANCE, FACE MASKS/COVERING POLICIES, VISITORS, AND CONFERENCES.**

## **Routine of the School Day**

### **Attendance Policies**

Success in school is directly related to regular school attendance. Students are to be in school daily. Parents are responsible for reporting a student's absence by calling the office at 767-4565 or by sending a written excuse. Each student is responsible for regular and punctual class attendance. Students arriving after 7:30 are considered tardy. **Chronic tardiness will be investigated by a designated school representative.** Tardies are only excused if a parent brings the student into the office with a note. By the next school day after an absence, it shall be the responsibility of the parents or legal guardians to notify the school regarding the reason for each absence. The school principal or his/her designee shall contact the student's parent or guardian to determine the reason for any absence for which the reason is unknown. Justification will be evaluated based on the policy below regarding excused or unexcused absences. The final decision for approval will rest with the school principal.

### **Excused Absences/Tardies/Early Departure**

Parents must send a note or call the school within 3 days of the absence. Excused absences may be given for the following reasons:

1. Death in the family or other bona fide emergency.
2. Illness of student. A written statement from a physician that the student is under the supervision of the physician and that the student's condition justifies the number of days absent may be required after a total of 5 (5) days of absences (absences do not have to be cumulative).
3. Appointments for medical or dental care (physician's statement required).
4. Visits to a licensed therapist.
5. Legal reasons.

### **Pre-Approved Family Leave**

Requests for family leave must be in writing and approved before the student is to be absent and must comply with the following criteria. A. The student must have a C average or higher in all classes for the grading period. B. It must be demonstrated that the leave cannot be taken during school breaks. C. The requested leave cannot be for more than five (5) days per school year and may not be during semester/term exam days and/or during state assessments.

### **Unexcused Absences**

Unexcused absences are those absences that are not justified according to the rules of this policy by the parent or legal guardian. In addition, truancy, and/or skipping are considered unexcused absences. Skipping class is defined by one or more of the following criteria:

1. Failure to check out when leaving school before the end of the official school day.
2. Absent from class without parents or legal guardians' knowledge and/or permission.
3. Absent from class without teacher knowledge and/or permission.

### **Makeup Work-Excused Absences**

Students are expected to make up all work missed during excused absences. The student must contact the teacher on the first day back in school in order to make arrangements to make up the work within five (5) school days. The teacher and/or the principal may grant additional time for making up work if warranted by the individual situation. All assignments including tests and exams announced in advance of the student's absence must be made up on the day the student returns to school. Teachers have the prerogative to require a student on school or administrative leave to complete work assigned in advance of the leave

### **Makeup work-Unexcused Absence**

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 the teacher upon the student's return to class to make arrangements to make up within five (5) school days work missed. Parent(s)/guardian(s) of students suspended for more than three (3) days are responsible for contacting the school by the end of the third day of suspension and obtaining the missed work assignments. All work must be completed and returned to the classroom teacher upon the student's return to school.

### **Minimum Attendance**

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. Authority: § 1001.41, Fla. Stat. Law Implemented: §§ 1006.07, 1003.24, 1001.53, 1003.26, 1003.2125 Fla. Stat., Fla. Admin. Code R. 6A-1.09514 History: New, June 12, 1989

Revised: July 24, 1997, August 12, 1998, August 17, 1999; June 14, 2000; May 9, 2001; June 13, 2001; August 8, 2001; December 12, 2001; August 14, 2002; December 10, 2003; September 8, 2004; January 25, 2006; June 14, 2006; January 10, 2007; December 14, 2007; November 22, 2011; August 14, 2012; April 23, 2013; May 14, 2013; December 9, 2014; August 23, 2016; April 25, 2017.

### **Excessive Absences**

When a student has at least five (5) unexcused absences or absences for which the reasons are unknown within a calendar month, or 10 such absences within a 90-calendar day period, the primary teacher shall report to the principal or his/her designee that the student may be exhibiting a pattern of nonattendance. Unless there is clear evidence that the student is not exhibiting a pattern of nonattendance, the principal or his/her designee shall refer the case to the school's child study team. If the child study team determines that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parents, legal guardians, or other person having control of the student must be scheduled to identify potential remedies.

If an initial meeting with the parents, legal guardians, or other person having control of the student does not resolve the nonattendance problem, the child study team shall implement interventions that best address the problem. The child study team shall report the case to the Superintendent or his/her designee only when all reasonable efforts to resolve the behavior are exhausted.

If the parents, legal guardians or other person in charge of the student refuses or fails to participate in the remedial strategies because he/she believes that those strategies are inappropriate, he/she may appeal to the School Board. The School Board may provide a hearing officer and the hearing officer shall make a recommendation for final action to the Board. If the Board's final determination is that the strategies of the child study team are appropriate and the parent, legal guardian or person otherwise in control of the student still refuses to participate or cooperate, the Superintendent or his/her designee may seek criminal prosecution for noncompliance with compulsory school attendance.

### **Truancy**

If a student subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parents, legal guardians, or the Superintendent or his/her designee, shall refer the case to the Case Staffing Committee pursuant to § 984.12, Fla. Stat. and the Superintendent is authorized to file a truancy petition following the procedures outlined in § 984.151, Fla. Stat.

### **Habitual Truancy**

A habitual truant is a student of compulsory school age who accumulates fifteen (15) unexcused absences within ninety (90) days. § 1003.01, Fla. Stat. The Superintendent or his/her

designee is authorized to file a truancy petition following the procedures outlined in § 984.151, Fla. Stat. If the Superintendent or his/her designee chooses not to file a truancy petition, procedures for filing a child-in-need of services petition shall be commenced. Prior to the filing of such petition, the District must have complied with the procedures set forth in §1003.26, Fla. Stat. and those efforts must have been unsuccessful. In accordance with procedures established above, the Superintendent or his/her designee shall refer a student who is habitually truant and the student's family to the children-in-need-of-services and families-in-need-of-services provider or the case staffing committee, established pursuant to § 984.12, Fla. Stat., as determined by the cooperative agreement required.

When all reasonable efforts to resolve the truant behavior have been exhausted, and the student is no longer subject to compulsory school attendance, the student may be withdrawn from school due to non-attendance.

If, during the activities designed to remediate truant behavior of a student, the parents or legal guardians transfer the student to another school district in Florida in an attempt to circumvent the remediation procedures already begun, the transfer school must provide to the new school administration, at no charge, copies of all available records and documents relevant to such remediation activities if the new school must begin remediation activities in the program that most appropriately meets the transfer student's needs.

### **Bullying will not be tolerated.**

It is the policy of the Bay District School Board that all students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment is prohibited. The full policy (7.207) is found in Chapter 7 of the School Board Policy, available at your child's school, or [www.bay.k12.fl.us](http://www.bay.k12.fl.us). Please contact an administrator if you have concerns regarding bullying behaviors.

### **Cell Phones**

As defined by School Board Policy, students are allowed to have cell phones on campus. The phones are not to be seen, heard or used during the school day unless it is for educational purposes designed by the teacher. Special circumstances must be approved by Administration. Students may bring personal electronic mobile devices *i.e.* (cellphone, tablets, etc.) to school. Students do so **at their own risk**. Personal electronic mobile devices must be turned off or on silent during school hours unless being used for instructional purposes in the classroom. Please refer to **School Board Policy 7.211**.

### **Checking a Student Out of School**

Parents may check students out of school for emergencies, illnesses, and appointments. Students must be checked out through the main office. If someone other than a legal parent or guardian checks a student out, that individual's name **must** be listed in parent portal. If the name is not in Parent Portal, the school cannot allow the student to leave with them.

**Identification will be checked.**

Any student who arrives to school late or is checked out of school early for a doctor or therapist appointment must bring a note from the doctor. Tardies and early dismissals will be marked excused when the school receives this note.

**Dismissal is at 2:00 pm. St. Andrew School will not dismiss a student after 1:45 unless prior arrangements have been made with the front office. A pattern of early departures may result in an unexcused absence.**

**PARENTS/GUARDIANS MUST CALL THE OFFICE PRIOR TO 1:30 WITH ANY CHANGES TO A STUDENT'S DISMISSAL PROCESS. PLEASE ASSIST US BY NOTIFYING THE OFFICE AS SOON AS POSSIBLE WITH ANY CHANGES TO A STUDENT'S NORMAL DISMISSAL PROCEDURE.**

### **Visitations**

You are welcome at St. Andrew School. It is Bay County School Board policy to have each person coming on campus to check in at the front office and get a visitor/volunteer badge. This policy is in place to protect the students on campus. Teachers must be given 24 hours' notice if you want to observe in the classroom. This must be approved by Administration.

Unannounced drop-ins are not permitted as this causes a disruption to the educational flow of the instructional day.

St. Andrew School at Oakland Terrace has a secure entry. All visitors must enter the office and present identification and purpose of visit prior to admittance on campus.

### **School Board Policy Visitors 2.115**

Any person, other than an employee or student of the school, entering the premises of the school shall report immediately to the office of the principal. Permission must be obtained from the principal or his/her designee before proceeding. This rule shall apply to all visitors, parents, and salesman and may not be disregarded except in case of an emergency.

**\*\*\*Per district policy each time a visitor arrives they will be required to show identification which will be run through "The National Sexual Offender Public Registry".**

### **Daily Parent Communication**

Every child will receive a Red Folder to carry to and from school on a daily basis. The Red Folder includes information such as daily documentation of student behavior, discipline referrals, bus referrals, homework, work completed and the Home Note. Expect this folder to come home every day. The Home Note should be signed and returned to school the next day. There is a space on the Home Note for you to communicate with the teacher. Important information will be shared with you on this note. If your child does not come home with a "Home Note" please contact the teacher as soon as possible.

We offer these suggestions to parents in regard to Home Notes:

- Find a consistent time that you can review and sign the Home Note/Planner each day.
- Talk with your child about their day praising the positives and discussing ways to improve any problems.
- Unless the behavior was extreme, providing a consequence is not usually necessary.



Remember that the child received consequences at school for any inappropriate behavior.

- It is more effective to reinforce good days than it is to punish “I’ll do better” days.
- Remind your child to pick up their Red Folder/Planner as they leave home in the morning.

\*Home Notes are only one means of maintaining communication between the school and the family. You are encouraged to contact the teacher or any of the support staff by phone, email, parent portal or written note at any time as well as participating in conferences and meetings. We encourage you to participate in our School Advisory Committee and would love to have you volunteer at our school.

**CLASSROOM DOJO:** St. Andrew School will utilize the APP, DOJO, as an additional communication tool during the 2020-2021 school year. Please accept your child’s teacher’s invite to Classroom DOJO. This is a very convenient way to communicate on a regular basis through your cell phone or other device.

### **Daily School Schedule**

**7:05 – 7:30 - Students report to designated area**

**7:15 – 8:00 - Breakfast served**

**7:30 – Students dismissed to class / Tardy Bell**

**7:45 – Morning Announcements**

**7:30 – 2:00 - Instructional Day**

**2:00 – Dismissal – Car riders Parent Pick up/Bus Riders to Cafeteria**

### **Parent Drop off/Pick Up**

Supervision will begin at 7:05. Car riders may be dropped off from 7:05 until 7:30 in the front of the school by Building 8 Administration where a staff member is stationed to receive them. **Car riders arriving after 7:30 am must be escorted into the main building and checked in at the front office before proceeding to breakfast or class. Dismissal is at 2:00 pm. St. Andrew School will not dismiss a student after 1:45 unless prior arrangements have been made with the front office. A pattern of early departures may result in an unexcused absence.**

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

**Dress Code-UNIFORMS WILL BE RELAXED AGAIN FOR THE 2020-2021 SCHOOL YEAR. WE DO ENCOURAGE THE WEARING OF UNIFORMS WHENEVER POSSIBLE**

The Uniform for St. Andrew School is as follows:

- Tops: Solid red, white or blue (royal/navy) polo shirt, collared shirt, sweatshirt or school approved t-shirt.
- Bottoms: Navy, black, or khaki pants, skirts or shorts, or plain blue jeans. Belts must be traditional and must be worn in belt loops. No large pocket style pants or shorts. No bell bottoms, baggy pants, saggy pants, hip huggers, carpenter pants or overalls.
- Dresses: Dresses with sleeves or jumpers in solid red, white or blue (royal/navy). Tops under jumpers must conform to uniform policy.
- Shoes: Closed toe shoes or sandals with a back strap. No bedroom shoes or slides.
- Sweaters: Solid red, white or blue (royal/navy). School approved color hoodies are allowed
- Jackets: Zip or button jackets may be of any color.
- Hats: For outdoors wear only.

If you have any questions about this policy or would like a copy of the complete “Bay District Uniform Policy,” please feel free to call the school at 767-4565 or log on to the Bay District School’s website.

**Uniform Assistance:** Please contact us if you have any clothing needs. We will do our best to assist you in obtaining appropriate school clothes for your student.

### **Electronic Grade Books**

Teachers will utilize the District electronic grade book. Student progress may be viewed through the District’s Parent Portal. Please be sure you have access to the parent portal. Our Office Staff and Guidance Counselor can assist you with this process.

### **Field Trips/Travel**

Before a student can participate in a school-sponsored activity away from campus a Medical Release Authorization form and a signed statement giving parental permission must be on file at the school. The permission slip releases the school from all liability. Students on field trips are subject to the same rules of conduct that govern their actions on campus. Permission forms and field trip money are due the day **before** the Field Trip. Students without field trip permission forms or field trip money will not be allowed to attend.

### **Grading System for Grades K-5**

The grading scale for non-core curriculum subjects and nonacademic matters, **including but not limited to attendance and conduct/behavior**, shall be as follows:

S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

The grading scale for all core curriculum subjects (English/language arts, math, science, and social studies, music, art, PE) shall be as follows

A	90-100
B	80-89

C	70-79
D	60-69
F	59 – 50*

At St. Andrew School a 50% is the lowest numeric grade a student will earn. A zero denotes a student took an assessment and demonstrated zero knowledge. At the end of a grading period a teacher may have to incorporate a zero if the student has missing assessments/assignments. Those zeros will be replaced once a student makes up the assessment or assignment. In cases where Incomplete (I) grades are given on report cards, teachers shall use the District Assessment Practices and Principles to provide a student with opportunities to complete the required work. Students will be allowed a minimum of 2 weeks following the date the report card is issued to complete the required assignments. The code\* does not indicate satisfactory achievement of grade level expectations. Student who have this code on the report card are working below grade level in relationship to their grade level expectations. This code is only available for students on an IEP or LEP.

Procedures for retesting or reassessment opportunities (grades K-12) shall be followed using the District Assessment Practices and Principles. Reassessing any retained 3 grade student may include subsequent assessments, alternative assessments, and portfolio reviews in accordance with rules of the State Board of Education and District guidelines. Retained 3<sup>rd</sup> grade students promoted during the school year after November 1 must demonstrate proficiency above that required to score at Level 2 on the 3<sup>rd</sup> grade Florida State Assessment as determined by State Board.

95% of grades will come from summative assessments (end of unit/chapter tests, cumulative projects, etc.) No more than 5% of a student's grade will come from formative assessments or assignments (daily work, homework). The purpose of assessment is to measure a student's progress towards mastery of standards.

**Each teacher at St. Andrew School will send their grading practices home with students at the beginning of the school year. Feel free to contact your student's teacher or Administration if you have any questions about grades or grading practices.**

A copy of the IEP goals and objectives will be sent home at the end of each grading period (see calendar for dates).

### **EVERBRIDGE LINK SYSTEM**

You may receive messages on your phone and/or e-mail at various times during the school year via the District's Communication System LINK. Reminders of Title 1 activities, Parent Meetings, and other important school information will be broadcasted through this system.

### **Items NOT to be Brought to School**

Students may not bring the following items to school:

1. Trading cards
2. Large amounts of money without a specified use (over \$10.00 – unless in an envelope with a note)
3. Electronic Equipment
4. Toys
5. Glass containers
6. Gum, Candy or Carbonated beverages.

7. Any item with the intent to sell or trade
8. Any item deemed to pose a safety concern
9. Tobacco products of any kind
10. Fireworks of any kind
11. Weapons: toy or real

The teacher or administrator will confiscate unauthorized items. It will be up to the discretion of the administrator as to whether the item will be returned to the student or if a parent must retrieve the item. Administrative action will be taken if a student returns with the unauthorized item. All items will be labeled with the owner's name and returned only to a parent or guardian.

### **Keeping Our Campus Safe**

"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, please be responsible and talk to an Administrator or the School Safety Officer. If you wish to report suspicious activity you may submit information through FortifyFL, an online submission tool that will send your tip directly to local school officials as well as local law enforcement. Your name and contact information is optional so you can remain anonymous. You can find the link to FortifyFL on the Bay District Home Page as well as the St. Andrew School home page. Help to protect yourself, your friends, and your school! Show that you care....report incidents and prevent danger.



**School Safety Officer (SSO):** Each school in Bay District has an assigned Safety Officer on campus while students are present. The School Safety Officer is here to protect our students and campus from any criminal activity as well as to support our staff, students and families. The St. Andrew School Safety Officer is also a member of our Crisis Response Team. This officer interacts with students daily and is here to promote safety throughout the school day.

**Security:** St. Andrew School at Oakland Terrace is a secure campus. All visitors must enter through a secure entrance through Building 8 Administration. Security cameras are located throughout the campus.

### **Medication**

We are not allowed to administer ANY medicine to our students without a Permission to Administer Medication form signed by the parent and the student's physician. These forms must be updated at the beginning of each school year **and** anytime there is a medication

change. Our school will dispense the medication to the child according to the doctor's prescription. For safety reasons, students are not allowed to keep ANY medication in their possession without medical necessity documented and approved by the Principal. Medication must be brought to school by an adult and must be in the original container. The School Health Technician will manage student medications.

### **Media Center Fines**

Students will be responsible for paying fines for any missing library or text books.

### **Religious Leave**

Students shall be excused from any examination, study, or work assignment for observance of a religious holiday, religious instruction or because the tenets of his/her religion forbid secular activity at such time. Major religious holidays include, but are not limited to: Rosh Hashanah, Christmas, Epiphany, Yom Kippur, Sukkoth, Ash Wednesday, Palm Sunday, Shmini Atzeret, Simchat Torah, Good Friday, Easter, Passover, Shavout, Vietnamese New Year, Kwanza, and Ramadan.

1. A student with the written consent of his/her parents or legal guardians, or a student who has attained the age of majority, upon application of the student, may be excused from attendance in school in grades 9-12 for a period not to exceed one (1) hour, during each school day to participate in religious instruction at his/her place of worship or at any other suitable place away from school property designated by the religious group, church, or denomination. Responsibility for transportation of students released for religious instruction shall be that of the parents or legal guardians. Written consent shall consist of request for the release of the student; assumption of responsibility for the student while off the school campus; and identification of the person or institution to which the student is to be released.
2. Student in grades K-12, upon written request of his/her parents or legal guardians, may be released from school in order to participate in a religious observance.
3. No adverse or prejudicial effects shall result to any student who avails him/herself to the provisions of this rule.

### **Religious Expression (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.

### **School Breakfast & Lunch Program**

Students in Bay District will receive free meals for the 2020 – 2021 school year. Breakfast is served from 7:15 – 8:00. Lunch times are from 10:45 – 12:15. Your student's teacher will notify you of their individual lunch time. Those individuals that are listed in the Parent Portal are permitted to come eat lunch with students. All lunch visitors must sign in through the office. Adult lunch prices are \$2.00 for breakfast and \$3.50 for lunch. Holiday meals are \$5.00

### **Student Information**

**Florida School Law requires that we have accurate information on all of our students.** The school must have emergency parent contact information. It is the responsibility of the parent to go to the parent portal link at the district web site [www.bay.k12.fl.us](http://www.bay.k12.fl.us) anytime there is a change in student/parent contact information. **We must have accurate and updated information at all times.** In an extreme emergency, if current information is not available, or we are unable to locate a parent or guardian, we will act in the best interests of the students we serve, according to state law. **PLEASE ASSIST US BY KEEPING PHONE NUMBERS CURRENT.**

### **Transportation**

Transportation is provided for all St. Andrew School students. Inquiries should be directed to the Transportation Department at **767-4495**. **PARENTS/GUARDIANS MUST CONTACT THE OFFICE PRIOR TO 1:30 FOR ANY CHANGES IN A STUDENT'S REGULAR DISMISSAL PROCEDURE.**

## **Support for Families & Students**

### **Parent Conferences**

Parents will be informed of and encouraged to attend any meetings concerning your child's education. Parent conferences are scheduled to discuss issues such as additional testing, mainstreaming, behavioral issues, or attendance concerns. Your input is vital to your child's education. When parents do not attend these meetings, school staff will make the appropriate decisions for individual students.

### **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.

### **Counseling and Support Agencies**

There are a variety of community counseling and support agencies available to help support your student and family needs. Many are available to you free of charge. If you are interested in

accessing these services please contact your student's teacher, our counselors or Administration.

### **Data Collection for Physicians**

If your child takes medication to help with emotional, behavioral, or attention needs it is very important that the school is kept aware of any medication changes, concerns, and doctor visits – even if your child does not take the medication at school. We have staff that is available to collect data, make classroom observations, and provide information to your child's physician. By working together we can help your physician make the best decisions for your child.

### **Family Events**

St. Andrew School is a Title 1 School. In keeping with the Title 1 standards St. Andrew will host events throughout the school year to promote family involvement. Notices will be sent to parents well in advance of these events. Please make every effort to attend these activities. Parents attending school events will earn a Parent Paw making them eligible for a door prize at each event. *Please model proper audience etiquette for our students.*

### **Family Lending Library**

The school has a variety of books and other resources regarding parenting and disciplining children with special needs available for parents to checkout. Please contact our Media Specialist, Counselor or Administration for more information at 767-4565.

### **Individual Education Plan**

The majority of students at St. Andrew School have an Individual Education Plan (IEP). The IEP is reviewed and updated at least one time per year. Parents may request a more frequent review by contacting the teacher or guidance counselor. Parents will receive information concerning their child's progress on the IEP goals each nine weeks. Parents are a very important part of the team that develops the IEP. You will receive notification whenever the team plans to meet regarding your child. Please make every effort to attend these meetings. If the meeting is not scheduled at a convenient time we WILL reschedule it in order for you to attend.

### **Parent Compacts**

Title 1 regulations require all Title 1 schools to participate in Parent Compacts. Parent Compacts are a contract between the school, parent and student describing what each will do in order to have a successful school year. Teachers will set up a face to face meeting with each family to complete the Parent Compacts. Compacts will be completed as soon as possible.

### **Parent Portal**

Bay District Schools has developed the online Parent Portal for parents to keep informed concerning their child's school performance. Parents must register online using the link at the Bay District School's web page. Once the registration is complete parents must come to the school office and present valid identification for the final step in opening their parent portal account. To sign up go to [www.bay.k12.fl.us](http://www.bay.k12.fl.us) and click on the link Parent Portal.

### **School Advisory Council**

We strongly encourage parents and members of the community to play an active part in our educational program. The School Advisory Committee provides an opportunity for parents, community members, students and others to address the school's goals for improvement. All those who are interested are welcome to attend the School Advisory Council meetings. Please call Administration at 767-4565 for additional details.

### **Keeping Parents Informed**

At St. Andrew School, we utilize a variety of methods to keep parents/guardians informed. The home note is the daily form of communication. We will also be using Classroom DOJO as an additional communication tool during the 2020-2021 school year. A monthly newsletter is sent home detailing the events of the month. Flyers are sent home to notify families of special events. Phone calls and emails are also used by our staff. St Andrew School has a **Facebook** page. Follow us at **standrewschool4595**.

Bay District Schools Parent Portal is the formal method of parent communication for grades, attendance, discipline, test scores and more. Parents/Guardians should keep Parent Portal up to date with current phone numbers and address information to ensure the school and District has the most current contact information.

### **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



# BEHAVIOR MANAGEMENT PROGRAM / PAWS



## Positive Actions Work at St. Andrews School

We believe that through the use of positive reinforcement we can make meaningful changes in the quality of the student's lives and futures. We strive to provide an environment that supports student efforts, encourages participation, help students develop positive self-concepts, develop good work habits, and learn respect for themselves and others.

The following are our school-wide systems developed to reinforce appropriate student behaviors (individual classrooms may have additional systems):

- **PAW Bucks** – Positive reinforcement tokens are given to students by staff members for specific student behavior. Students collect PAW Bucks as currency to shop in our Tiger Den. St. Andrew students will also earn an Attendance Buck for each week they have perfect attendance. Bus Bucks will be awarded by bus drivers as an incentive for responsible and safe bus riding behaviors.
- **Earned Time** – Earned time is 10-15 minutes of preferred choice activity time for students who are up to date on their daily work as determined by the student's ability. The purpose of Earned Time is to reinforce students for work completion. Most classes will have 2 Earned Times scheduled throughout the day. Earned Time encourages students to not waste time engaging in inappropriate or disruptive behaviors as they will not have enough time to get their work completed. Students whose work is not complete at Earned Time must use that time to catch up on their class work.
- **Earned Friday** – Earned Friday activities are planned for students who have at least an 85% point average for the week and have completed that week's work to the teacher's satisfaction. A variety of activities are planned. These activities sometimes include field trips. Parents are encouraged to allow students to participate in these activities if they have met the school criteria for participation.
- **Top Tiger**-Each teacher will name one student of the week. The student will be recognized on the Friday morning announcements, appear on announcements on Monday, and have their name displayed on a bulletin board in the cafeteria. Each classroom is supplied a Top Tiger Tag for the student to wear.

- **Medallions-** Students who earn 90 points or more for the week will earn a Silver Medallion. Students earning 100% of their weekly points will earn a Gold Medallion. Students must have been in attendance at least 4 out of 5 days per week in order to earn a Medallion. These students will be given Medallions to wear from Friday to Thursday. The Medallions will be kept in the classroom and will be presented to deserving students on Friday. Students wearing Medallions are considered role models. Students can lose the privilege of wearing the medallion if they have to go to ETO or ACE.
- **Bus Student-** Each week bus drivers will select one student to be the Bus Student of the Week. These students will have displayed safe and respectful bus behavior during the week. Bus Students will be announced on Mondays and will have their name placed into a drawing for a bicycle. A bulletin board will be maintained in the cafeteria displaying Bus Students of the Week.

### **Point Sheets & Home Notes**

The students at St. Andrew will have a daily, individualized point sheet that is used to track and monitor student behavior and progress. Teachers identify specific areas that students need to work on in order to be more successful. Students earn points in each of these areas throughout the day. The points are added and averaged in order to get a daily total. This total, along with work completion, is used to determine what kind of day is marked on the home note. The weekly total will determine participation in the Earned Friday Activities.

Parents will receive a Home Note every day. The Home Note provides parents with information concerning their student's behavior that day at school and on the bus as well as any homework or parent information. It is EXTREMELY IMPORTANT that parents review, sign, and return the Home Note every day. Contact your child's teacher immediately if your child does not come home with a Home Note.

### **School-wide Discipline**

All classrooms will remain safe and orderly, provide students with a supportive learning environment, and maintain a high level of academic functioning. Students and staff will follow the school-wide expectations and rules in order to facilitate this belief.

### **School-wide Expectations**

Expectations are positively stated behaviors that form the basis for the development of all school rules. Students are expected to learn and follow these basic school expectations. Our school wide expectations are aligned to our character education program. St. Andrew School Wide Expectations are:

- Show Respect
- Be Safe
- Be a Problem Solver

**REQUEST FOR ASSISTANCE:**

When a student is not responding to the in-class interventions offered by the classroom staff or are becoming highly escalated and aggressive, staff may decide to call for **ASSISTANCE**. Staff are to call the office or the hotline number and say, for example, “ASSISTANCE NEEDED FOR JOHN IN MRS. BROWN’S ROOM.” The office will relay this information over the radio to the Crisis Response Team (CRT). The CRT will respond to the area of the ASSISTANCE call.

The Crisis Response Team will respond to the student based upon the current behaviors being displayed by the student. **Not all calls for ASSISTANCE will result in an exclusion time out (ETO)**. If a student is able to begin de-escalation with the Response Team member, that team member will continue to work with the student outside of the classroom. This could be a walk, sitting in a different area, talking to a counselor, visiting the PROMISE ROOM, etc. The goal is to assist the student in de-escalation so that the student returns to the classroom environment. This could take 10 – 30 minutes, depending on the student and the situation.

Should a student be non-compliant and resistant to the Response Team, the student will be escorted to the Exclusion Time Room (ETO) for a time out. Should the student have engaged in a major offense (physical aggression, destruction of property, extreme use of profanity, threats and intimidation to staff) the student will be escorted to ETO for a time out.

**ANY TIME THE CRISIS RESPONSE TEAM IS CALLED FOR ASSISTANCE, A DISCIPLINE REFERRAL WILL IMMEDIATELY FOLLOW.**

**ANYTIME A STUDENT IS ENGAGED IN AN OUT OF CLASS INTERVENTION AS A RESULT OF A CALL FOR ASSISTANCE, THEY ARE NOT EARNING BEHAVIOR POINTS ON THEIR POINT SHEET.**

**Crisis Response Team**

The crisis response team will be called when classroom staff have exhausted all strategies in helping a student stay in the classroom and on task. The staff at St. Andrew School has been trained in Nonviolent Crisis Intervention.

Although all students are encouraged and EXPECTED to walk with staff to the time out area, a non-violent physical means of control may be utilized if a student is a threat to himself or others. All physical interventions will be documented and parents will be notified via the Discipline Referral. Anytime a physical control technique is utilized, attempts will be made to

contact the parent by phone. A form documenting the restraint will be sent home with the Discipline Referral. Please sign and return all discipline referral and restraint forms.

### **Discipline Referrals**

A discipline referral will be completed anytime a call for ASSISTANCE is made. This form serves as documentation of how much outside intervention a student is requiring. Major behaviors such as fighting, running away, serious destruction of property, chronic disruptions, theft, etc., will be referred to Administration for disciplinary action which may include a parent and/or student conference, notification of the SSO, loss of privileges, the assignment to our ACE (Alternative Curricular Environment) room, or out of school suspension. **PLEASE SIGN AND RETURN THE DISCIPLINE REFERRAL. YOU MAY REQUEST A COPY FROM YOUR STUDENT'S TEACHER.**

### **Exclusion Time Out (ETO)**

Should a student require an **Exclusion Time Out (ETO)** the following procedures will be followed. Once there they must quietly complete the appropriate amount of time (15 minutes for most students) in order to return to class. This time will vary depending on the age of the student and how escalated the student is at the time. Students do not earn behavior points on the point sheet while in ETO. We encourage students to complete their ETO time quickly in order to return to class and earn their points.

The following guidelines are used in ETO:

1. Students will place their personals such as jackets, backpacks, coats, etc., into the basket upon entering ETO.
3. The student's time will begin once that student is quiet and in control of their body.
3. There will be no student-to-student communication. (Verbal or nonverbal)
4. The timer will be stopped if the student is not following the rules. As soon as the student is following directions/rules the timer will be restarted.
5. Students will be returned to class as soon as their time is complete and they are displaying appropriate behavior – exceptions are students who are waiting for administrative actions.

Video devices monitor the ETO room at all times. Staff will maintain detailed records of dates, times, length of stay, and student behavior while in ETO. Parents are informed of their child's behavior while in ETO via the discipline referral. This referral is to be signed and returned to the school the following day

## **Seclusion Time Out (STO)**

Seclusion time-out may be required for a student whose behavior poses a physical threat to himself/herself or others. A staff member will monitor the student the entire time the student is in seclusion time out. STO will only be used until the student has regained control of him/herself. Student behavior is monitored and charted while the student is in seclusion. Parents will be informed of the use of STO the same day by a phone call. That same day a notification will be sent home that needs to be signed and returned the next day. Within 3 days after the STO a full report will be sent home informing you of the situation. There will be 2 forms in that report that need to be signed and sent back to the school the next day.

## **PROMISE ROOM/DETENTION/ACE**

**PROMISE:** Preventing Recidivism through Opportunities, Mentoring, Interventions, Support and Education

At St. Andrew School there is the PROMISE/ACE Room. The PROMISE area is designed to be a place a student can be assigned when they are not out of control but not classroom ready. The Promise Paraprofessional will assist in problem solving with the student. It is designed to be a proactive intervention that allows the student to Recover, Reflect and Return to class without consequence. Students are assigned to PROMISE by Administration, Guidance, or the Crisis Intervention Teacher. Time in PROMISE is on a case-by-case basis. Students may or may not be earning behavior points while in PROMISE.

## **Detention**

Detention is a short-term disciplinary action taken by an Administrator as a consequence for a rule violation. Behaviors that may result in Detention include Bus Conduct Reports, continuous disruption of breakfast or lunch, recess or special areas. Students will serve Detentions in the PROMISE/ACE Room. When the student follows the Detention rules, they will have the opportunity to earn half of their behavior points on their point sheet.

## **Alternate Curricular Environment (ACE)**

ACE is St. Andrew School's In-School Suspension Program. A student who is being consistently disruptive, even after spending time in ETO or a student committing a serious offense (i.e. - hitting, running) may be assigned to the Alternative Curricular Environment (ACE). While in ACE students are to sit quietly in the assigned area and complete their school work. Students who do not comply may be suspended from school for an amount of time decided on by an Administrator. Students will eat breakfast and/or lunch in ACE depending upon the amount of time assigned. They will be given bathroom/water/stretch breaks based upon developmental

level. When the student follows the ACE rules, they will have the opportunity to earn half of their behavior points on their point sheet.

### **Bus Conduct Reports**

Students are expected to follow the Bay District Schools' bus rules and the directions of bus personnel. Students who jeopardize the safety and security of the bus by breaking these rules will receive a Bus Conduct Report. The bus driver will give the report to a school official. Parents will receive a copy of the report along with documentation of disciplinary actions. Extreme or serious behaviors jeopardizing the safety and security of students or staff will be dealt with on an individual basis by the administration. In extreme circumstances a student may be suspended from riding the bus to and from school. Students who have been suspended from bus transportation shall be required to attend school. If a student misses school because of a bus suspension that absence will be unexcused. A re-entry meeting with parent, school, and the transportation department may be scheduled any time there is a bus suspension. Bus conduct reports will be dealt with on an individual basis.

### **Destruction of Property**

Students that engage in behaviors that result in the destruction of property will be held accountable. Property of \$300.00 is considered a serious offense and will result in disciplinary action including reporting to the School Safety Officer. Students that engage in behaviors that destroy structural damage to the school (breaking windows, making holes in walls, etc.) or destroy a piece of school equipment, will have their parent/guardian notified in writing by a school administrator. Parents/Guardians will be responsible for assisting in providing some type of restitution for the damage.

### **Elopement**

Elopement is the term used to describe a student that runs away from an area without permission. This type of behavior presents a serious safety risk for both the student and staff. Students that run away and pose a safety risk will have a consequence that will include parent notification. Please talk to your student about the risks of running away. We work very hard at providing students with a variety of strategies to use when they become upset or agitated. **We need your help, especially on our new campus this year that is much larger and more open.**

### **Mainstreaming Procedures**

The teacher should initiate a Child Study Team (CST) meeting through the guidance counselor when he/she determines that the student has demonstrated a significant improvement in the behaviors addressed on their IEP. The student being considered for mainstreaming should have:

- No more than 1 serious Discipline Referral or 1 serious Bus Conduct Report for 2 consecutive grading periods.
- Maintained a weekly average of 90% for a minimum of 1 semester.
- “C” Average or higher grades in all core subjects.
- Demonstrate 90% mastery of IEP behavioral goals.

The initial CST may include the teacher, parent(s), guidance counselor, crisis intervention teacher, principal, staffing specialist and other staff as deemed appropriate. The team is responsible for making the decision regarding appropriate actions and placement after reviewing all behavioral and academic information. The guidance counselor and staffing specialist will work together to make the transition as smooth as possible.

## **Parent Registration Information and Disclaimers**

The **Parent Registration Information and Disclaimers** is a part of the online Parent Portal Enrollment and Yearly Updates process. When a parent/guardian logs into Parent Portal they will be required to read the registration information and disclaimers, click "I Accept", and type in his/her name. **The electronic signature is “legally binding”.**

### **Student Records, Student Surveys, Directory Information & Annual Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), Florida law and Bay District School Board policy afford parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. (FERPA, PPRA), (§1002.22, §1001.41 Fla. Stat.), (School Board Policy 7.301, 7.404)

**I understand I will receive through the Bay District Schools Parent Resource Guide:**

- **Annual notification of my right to inspect and review my child’s educational records.**
- **Annual notification of my rights regarding administration of student surveys.**
- **Annual notification of the categories of information designated as directory information.**

**The Bay District Schools Parent Resource Guide may be accessed at my child’s school website and at the Bay District Schools website, [www.bay.k12.fl.us](http://www.bay.k12.fl.us). Paper copies of the Bay District Schools Parent Resource Guide are available upon request at schools or by calling 850-767-4311. Parents and students should read this guide carefully. Note: The electronic edition of the Parent Resource Guide is the latest edition. It replaces earlier electronic and printed editions.**

**Board Approved: 11/10/15**

**NON-DISCRIMINATION STATEMENT**

No person shall on the basis of race, color, religion, sex, national origin, disability, 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. This practice shall apply equally to students, employees, applicants for employment and all persons having business with the School Board.

Current School Board Policy 2.111



I have read the St. Andrew School Parent/Family Handbook.

Student Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

Date: \_\_\_\_\_