

# **BREAKFAST POINT ACADEMY**

## **Elementary Handbook**

**2025-2026**



**Deniece Moss, Principal**

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**Scott West, Dean**

**Lisa Davies, Dean**

*\*The online version of this handbook is the most up to date.*

# #RaysRise

## Breakfast Point Academy

Located at 601 N. Richard Jackson Blvd, Panama City Beach, FL 32407

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<u>BPA Front Office: 850-767-1190</u>	<u>BPA Fax: 850-230-1006</u>
<u>BPA Bay BASE: 850-767-1210</u>	<u>Cafeteria: 850-767-1214</u>
<u>Bay District School Board Office: 850-767-4100</u>	<u>District Bus Transportation: 850-767-4495</u>

### Important Times

**Morning Supervision Begins: 7:05 AM**

**Morning Bell: 7:25 AM**

**Tardy Bell: 7:30 AM**

**Elementary Dismissal: 2:00 PM**

**Middle School Dismissal: 2:05 PM**

### Breakfast Point Academy School Expectations

Responsible

Accountable

Young Leaders

Showing Respect

### **Mission**

Breakfast Point Academy will provide a positive and safe learning environment fostering mutual respect among community, staff, and students by supporting diverse learners. We hold high expectations for our students as they grow into productive, knowledgeable, and responsible citizens who value life-long learning. We believe in reaching ***Every Ray, Every Day!*** Each and every child can learn, and we will establish high standards of learning that we expect all students to achieve.

## Vision

We believe in unlocking the leadership potential in every student through academics, relationships, and service to prepare them for future success in college, the workforce, and beyond.

### Bay District Schools' Academic Grading Scale

- Your child's grades are available for your review at any time on the Bay District Parent Portal System by registering and logging in at <https://www.bay.k12.fl.us/parent-portal>

Academic Scale			Effort/Behavior Codes	
A	90-100	Outstanding Progress	S	Satisfactory
B	80-89	Above Average Progress	N	Needs Improvement
C	70-79	Average Progress	U	Unsatisfactory
D	60-69	Lowest Acceptable Progress		
F	0-59	Failing		

### Homework/Make-Up Work

- Homework is intended to be an extension of the instructional program as determined by the teacher. Parents should feel free to communicate directly with the individual teacher concerning homework. An allotted time for home study should be part of the student's daily routine, regardless of whether specific assignments have been given. Students should realize that homework is not just written assignments, but that studying is an integral part of homework. Students are expected to make up all work missed during excused absences.
- It is the student's responsibility to request make-up work.**

### Assessment Principles and Practices

- The primary purpose of a grade is to communicate the level of standards mastery a student has achieved in a given subject.
- Formative & Summative Assessments** - Formative assessments are used for student practice and teacher feedback. Formative assessments will not be counted towards the final grade. Summative assessments measure student achievement at the end of a unit, course, term, or year providing teachers with information for making final judgments about student mastery.
- Missing Assignments and "Incompletes"** - In Parent Portal, the term "Missing" will indicate any missing student work during the grading period. At the end of a grading period, any missing work will factor into the final grade as a temporary zero that will be adjusted once the student completes the assessment. If there are missing summative assessments during a quarter, the quarterly grade may be reported as incomplete until the student completes the required assessments and will show as an "I" in Parent Portal and on the report card.
- Zeroes** - The only situation in which a zero may be used is when a student has completed an assessment and demonstrated no mastery of the standard(s) on that assessment. Zeroes will not be used to indicate missing assignments.
- Communication of Behavior** - Communication of student behavior is done via teacher-initiated contact with parents/guardians during the grading period and via the conduct grade on the report card at the end of the grading period. Behavior will not factor into a student's grade.
- Retakes/Reassessments** - Teachers will provide students with multiple and various opportunities to demonstrate their level of mastery.
  - Reassessments will be provided for summative assessments or parts of summative assessments if the summative assessment is divided up by standard. Reassessments occur during the school day unless teacher and student make other arrangements
  - The intent of a reassessment is not for students to get an "A." The intent of a reassessment is to provide students an additional opportunity to show standards' mastery. Prior to a reassessment the student is required to show appropriate evidence of additional learning as determined by the teacher. Examples of additional learning include peer tutoring, teacher tutoring, revising their work, practicing the skill in a given way, and other similar activities.
  - The reassessment will not be identical to the original assessment.

- **FOCUS/Parent Portal is the OFFICIAL grade of record.**

## Honor Roll

- Honor Roll will be awarded at the end of the year for students who have an average of an A or B for the first three nine weeks. three nine weeks.

## Registration

- Your child may ONLY be checked out to the authorized people that are identified by you in the Parent Portal System. Bay District Schools (BDS) has an online registration process. All parents MUST complete the online process each year. All school registration/updates must be completed through the Bay District Parent Portal website <https://www.bay.k12.fl.us/parent-portal>. To register, you MUST be signed up for Bay District Parent Portal and have a valid password.

## School Food Services

- The Ray Cafe will be open for students at 7:05 AM. Students are permitted in the Ray Café to eat breakfast until 7:25 AM. Lunch is served each day at times determined by the student's grade level.
- ***Outside food ordered by students or parents is not permitted to be delivered or brought to your student at school.***

**Elementary Breakfast \$1.25                      Elementary Lunch \$2.50                      Adult Lunch \$3.75**

- Online: Create a student account at MySchoolBucks.com to prepay with a debit or credit card (a convenience fee applies).
- In-Person: Payments can be made by cash or check to the school's Food Service Manager.

## Ray Lunchroom Expectations

- Students are expected to:
  - Leave the area clean and throw all trash in the receptacles provided.
  - Stay Seated.
  - Remain in your assigned area.
  - Be a positive role model for other students.
  - Conduct themselves in an orderly fashion at all times by observing proper table manners.
  - Respect the space of others.
  - Use an inside voice and appropriate language.

## Mobile Devices



- **Cell Phones - SEE IT, HEAR IT, USE IT = DISCIPLINE REFERRAL**
- **Per Florida House Bill 379: Technology in K-12 Public Schools**, student use of wireless communications devices are prohibited during instructional time. Therefore, students may possess cell phones on school property and at school functions, but the **cell phone(s) must be powered off (including vibrate) and not be visible during school hours**. Students are not permitted to use such devices on school property during regular school hours, including lunch. Students may use their devices before school (before 7:05 AM) and after school (after 2:30 PM) hours only.
- **AirPods and/or other Bluetooth headphones are not prohibited during the school day**, they may be utilized with their devices before school (before 7:05 AM) and after school (after 2:30 PM) hours only.
- **Any student who chooses to bring a cell phone to school shall do so at his or her own risk**. Cell phones must be stored in purses, backpacks, or allowed to be collected and held by teachers until the end of the day. School personnel shall not be responsible for damage, loss, or theft of a student's cellular telephone while on school property. Cell phones misused in accordance with this policy shall be confiscated from the student and turned into Administration.
- **Any student who videos will be considered a violation of the [Student Code of Conduct](#) and is subject to discipline**. This is in adherence to school board policy 7.211.

- **Disciplinary actions for violating the cell phone policy will be determined using the [Bay District Schools discipline matrix](#).**

## Social Media

- [Per Florida House Bill 379: Technology in K-12 Public Schools](#), Students are prohibited from accessing social media platforms through the use of Internet access provided by the school district, except when expressly directed by a teacher solely for educational purposes.
- The use of [TikTok](#) is prohibited on district-owned devices, through Internet access provided by the school district, or as a platform to communicate or promote any district school, school-sponsored club, extracurricular organization, or athletic team.
- In the digital world, what you post online can define who you are. Being a good digital citizen means positively contributing to the digital space, respecting other people's views even if you don't agree, and reporting issues that disrupt a positive digital environment. Your digital footprint or reputation is left online when you post on blogs, upload videos and pictures, or even leave comments on websites or social media platforms. No matter what your online actions are, consider that what you share can leave a permanent record even if you click delete. Therefore, be extra careful about what you share online and with whom you share content.

## Protecting Instructional Time and Limiting Classroom Interruptions

- We want to ensure the success of "Every Ray, Every Day." In order to ensure the best possible learning environment, it is crucial that we protect instructional time and keep classroom interruptions to a minimum.
- Please ensure, each morning prior to school, that your child is aware of how they are going home. Students will only be released to individuals that you have authorized through Parent Portal. Calls to change transportation home need to be reserved for emergency situations only! ***If there is an emergency and transportation needs to be changed, please contact the school office at 850-767-1190 before 1:00 PM and that information will be communicated to the classroom teacher.*** We want to ensure all of our students arrive at their proper after-school destination safely. It is difficult to communicate last-minute transportation changes to the teachers at the end of the school day. Planning in advance and letting your child and your child's teacher know prior to the start of the school day of any changes, will help limit classroom interruptions and ensure safe dismissal.
- **Phone calls will not be transferred to the classroom during instructional time.** If you need to schedule a conference with your child's teacher, you may leave a message with the front office or email the teacher directly. The teacher will return your call at their earliest convenience during non-instructional time. All meetings will have an option to be held virtually, by phone conference, or in person at the teacher's discretion for the 2024-2025 school year.

## Care of School and Personal Property

- Students must not mark on school furniture, walls, ceilings, floors, or equipment with pens, pencils, markers, or any other instruments. Students must not tamper with fire alarms, fire extinguishers, plants, trees, or any other electrical system in the school. Anyone who willingly destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students, will be referred to the proper law enforcement agency.
- Students are cautioned not to bring large amounts of money, radios, personal laptops/chromebooks, iPads, cell phones, or cameras to school. If a student wears glasses or watches, we ask that the student take responsibility for the care of them. If it is necessary to bring more money than needed to pay for lunch, students should leave it with the teacher for safekeeping. Students should not leave money or other valuables in the desks. We are not responsible for any damaged or lost items.

## Textbooks and Media/Technology Material

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





## Attendance

- **Excused Absences, Tardies or Early Departures.** For an absence to be considered as excused, documentation must be filed with the principal's office within three (3) days of the absence. Excused absences, Tardies or Early Departures may be given for the following reasons:
  - Death in the family or other bona fide family emergency.
  - 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 five (5) days of absences (absences do not have to be consecutive).
  - Appointments for medical or dental care (physician's statement required.)
  - Visits to a licensed therapist.
  - Legal reasons.
- **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:
  - Failure to check out when leaving school before the end of the official school day.
  - Absent from class without parents or legal guardians knowledge and/or permission.
  - Absent from class without teacher knowledge and/or permission.

## Illness of Students at School

- It is extremely important we have accurate phone numbers where you can be reached in case your child becomes ill. We appreciate having the name of a neighbor or family member who can pick up your child if you cannot. As names and phone numbers change, please keep your child's information updated through Bay District Schools [Parent Portal](#).

## Medication & School Health Consent Form

- Medication (including anything over the counter, i.e. cough drops, Tylenol, etc.) may not be on campus or administered to a student with-out a completed "Permission to Administer Medication" form.
- This form must be completed by the parent AND the doctor.
- For safety reasons, NO medications are allowed on the bus!
- You may obtain this form from the front office or click the link below, print and return to the front office...
  -  [English: Permission to Administer Medication](#)
  -  [Spanish: Permission to Administer Medication](#)
  -  [English: Parental Consent for School Health Services](#)
  -  [Spanish: Parental Consent for School Health Services](#)

## Checking Out Students

- We will call them up when you get here. We cannot call students up to the front office before you arrive to check him/her out.
- Excessive checkouts are disruptive to the teachers and students. Please try to keep your child at school unless you have a legitimate reason for checking out.
- Students may not check out after 1:30 PM.
- **Bring Your Driver's License When You Come to School.** You will need it every time you check your student out and/or come on campus!

## Student Drop Off/Pick Up Policy

- Safety is one of our top priorities.
- Students may be dropped off in the morning no earlier than 7:05 AM.
- Students should be dropped off in the car loop.
- If you prefer to walk with your child, you must park in an approved parking space in the parking lot at the front of the school and escort your child to the door.
- Student drop off and pick up is **PROHIBITED** in the parking lots and the bus loop in **ALL circumstances. This will be strictly enforced.**
- Parents will not be permitted to escort their child to the classroom for the 2025-2026 school year.
- The parking lots adjacent to the cafeteria and the gym will be reserved for faculty and staff only.
- Please note that with an increase in our school choice enrollment, the car traffic will also increase!



- Please plan accordingly and leave a few minutes earlier in the morning.
- Your compliance with this policy is crucial in order to ensure the safety of all of our students.

## School Visitation Policy

- All parents and visitors must check in at the front office and may be screened upon presenting any of the following forms of identification at the front office:
  1. **A state-issued driver's license or identification card (all 50 states)**
  2. **A United States Military identification card**
  3. **A consular identification card issued by the government of Mexico**
  4. **A United States Permanent Resident Card**
  5. **Passport**
  6. **Green card**
- [BDS Visitors Policy](#)
- [BDS Visitors Policy Spanish](#)
- **Eligible Lunch Visitors**
  - Only contacts listed in parent portal people are permitted to join a student during lunch on a school campus. Eligible lunch visitors will only be allowed to eat at designated areas.
  - The following link can be used to sign up to visit your student during lunch  
<https://bpalunchreserve.youcanbook.me/>
  - **Maximum of Two.** No more than two visitors may have lunch with a student per day.
  - Visitors must honor a student's scheduled lunch time.
    - Visitors should arrive no more than 5 minutes early.
    - Visitors may not remain on campus after their student's lunch time.
    - Siblings' lunch times will not be altered.
    - If a visitor wishes to eat with more than one student, the visitor must do so at each student's assigned time.
- **Campus Access:** While on campus for a lunch visit, visitors may not visit other locations on campus.
- **Special Events:** During special events such as holiday celebrations, awards ceremonies, assemblies, etc., at the principal's discretion, the above procedures and limitations may be waived.
- **No Visitor Days:** There are times during the academic year, such as testing days, when visits may be disruptive and will not be permitted. Such days are to be determined by the principal.
- **Pre-Visit Checklist:** Visitors wishing to have lunch with a student should prepare in advance as follows:
  - Make sure you are either the Enrolling Parent or that an Enrolling Parent has added you to the contact list.
  - Bring photo ID. If you do not have the state-issued ID needed for on-site screening, please contact the front office.
  - Know your student's lunch time. Arrive a few minutes before, and plan to exit as soon as lunch is over.
  - Please enter and exit campus as directed by front office staff without wandering to other areas of campus.
- **Elevate Bay Mentors.** Elevate Bay mentors visiting with assigned mentees during lunch are not subject to this procedure.

## Front office procedures

- Only items essential to the educational setting may be dropped off during the day: band instruments, Chromebooks, bookbags, contacts, eyeglasses, etc. All other items must be pre-approved by the administration. There will be a table in the front lobby on which you may drop off essential items only.
- No outside food drop-offs will be accepted unless a student has a documented medical dietary restriction.
- No student will go without lunch.
- No outside deliveries will be accepted for students (Balloons, flowers, food, etc)

## School Volunteers

- Volunteering contributes to the quality education of our students and is also a rewarding experience for volunteers.
- Volunteers are an important part of our school.

- Volunteer jobs run from short-term projects such as helping on a field trip to longer-term commitments such as reading or spelling tutors.
- There are even volunteer jobs that can be done at home.
- If you would like to volunteer at our school, please complete and submit a volunteer application for a background check to the front office.
- A new application must be completed each school year.

## Pets

- No pets are allowed on campus unless they are certified service animals and must be pre-approved by the Principal.

## Money Policies

- We do accept checks. But if there is an NSF- fees will be charged by Safe Check.
- Cash is accepted under certain circumstances, and field trips can be paid for online.
- More information will be provided as trips arise.
- Please note that there will be a small fee associated with payment for field trips.

## Field Trips

- Field trips may be arranged by the teacher. In order for children to participate, permission slips, **including a medical authorization form**, must be completed and returned to the child's teacher by the deadline on the form. **Any students who had been issued a discipline referral (major or minor) may be excluded from field trips for safety reasons.**
- Chaperones must have an approved application on file. For any field trip in which chaperones will drive or be otherwise responsible for students, a background check and fingerprinting must be on file with the Bay District School Safety and Security Office.
- **No money will be refunded for school field trips should the child not be able to attend.**

## P.T.O.

- The Parent Teacher Organization plays an important role in the life of Breakfast Point Academy.
- Our annual fundraising projects bring together parents, students, teachers, and community supporters for a time of fun, good eating and fellowship.
- The money that is raised by the PTO goes to worthwhile school projects such as purchasing classroom computers and other materials for enhancing the students' learning environment.

## Bus Stops

- The Bay District School Board provides buses and drivers for the transportation of students. Bus stops are set by the School Board and not by the bus drivers.
- Please discuss the following with your child:
  - (1) arrive at the bus stop five minutes before bus time,
  - (2) stand off the side of the roadway while awaiting the bus, and
  - (3) obey the driver at all times.
- If you have questions or concerns regarding the transportation of your child, please feel free to call the school at 850-767-1190, or transportation at 850-767-4495.

## Crosswalk Between BPA & Arnold High School

- The crosswalk is not open to the general public.

## Car and Bus Transportation Changes

- If there is a need to change your child's normal PM transportation, please send a note and/or email the teacher to relay the message.



- If you must call in a last-minute change, please call the office prior to 1:00 pm so we will have time to get the message to your child.

### **Car Riders**

- Students who ride with their parents are expected to report to school **no earlier than 7:05 each morning. Students may choose to go to breakfast.**
- **Students not eating breakfast should report to their assigned holding area each morning.** Students are expected to leave campus when they are dismissed.
- **No supervision is provided before 7:05 a.m. or after school.**
- **Students may be dropped off and picked up only at the assigned area (car loop) next to the Administration building.**

### **Bus Discipline Guidelines – Per District Matrix**

#### **Bus Rules**

1. Follow directions at all times
2. Sit in your seat with both feet on the floor
3. Keep hands, feet and objects to yourself
4. Speak in a quiet, respectful voice
5. No swearing, pushing, eating, teasing or fighting on the bus

#### **Bus Discipline**

- **Level One Offenses:** 1 day bus suspension
- **Level Two Offenses:**
  - First Offense - 3 day bus suspension
  - Second Offense - 5 day bus suspension
  - Third Offense - 10 day bus suspension
  - Fourth Offense - Bus suspension for remainder of the year
- **Level Three Offenses:** Automatic bus suspension for remainder of year

### **School Counselors**

- The school counselors are available to:
  1. answer questions about the programs at the school,
  2. review your child's progress,
  3. interpret standardized test scores,
  4. discuss special programs, or
  5. meet with you about other concerns regarding your child.
- Parent-Teacher conferences are arranged through the guidance office.
- All meetings/conferences will have an option to be held virtually, by phone conference, or in person at the teacher's discretion for the 2024-2025 school year.
- If you have any questions or concerns, contact the counselors at 850-767-1203 Robin Jones (K-4) or 850-767-1204 Alex Severs (5-8).

### **Student Discipline**

- Breakfast Point Academy is a Positive Behavioral Interventions & Support (PBIS) school which gives stakeholders a new way to think about behavior. PBIS is based on understanding why problem behaviors occur - the behavior's function. PBIS is the application of evidence-based strategies and systems to assist schools to increase academic performance, increase safety, decrease problem behavior, and establish positive school cultures.
- PBIS provides a positive and effective alternative to the traditional methods of discipline. PBIS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. PBIS is consistent with the Individuals with Disabilities Education Act, which advocates the use of positive behavior interventions and school-based disciplinary strategies that reduce or eliminate the need to use suspension and expulsion as disciplinary options. It is the policy of the School Board that there shall be zero tolerance of misbehavior of all kinds. Schools and

teachers may develop individual rules and disciplinary practices which supplement the School Board rules but do not conflict with those rules. Discipline should be applied after consideration of the eventual effect on the behavior of the student and should promote improved conduct. Students shall be subject to the provisions of this policy while attending school or on school premises, at any school function, or on any school sponsored transportation.

- It is the policy of the School Board that there shall be no tolerance of misbehavior. Schools and teachers may develop individual rules and disciplinary practices which supplement the School Board rules but do not conflict with those rules. Discipline should be applied after consideration of the eventual effect on the behavior of the student and should promote improved conduct. Students shall be subject to the provisions of this policy while attending school or on school premises, at any school function, or on any school sponsored transportation, or under the supervision of School Board personnel, whether on or off campus.
- Students may be subject to discipline even if conduct occurs on property not owned or controlled by the School Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.
- Parents, legal guardians or adult students will be financially responsible for any damage to school property.
- A Student's academic grade shall not be reduced as a disciplinary measure.

### **All items in Code of Student Conduct and Discipline are enforced at Breakfast Point Academy**

- Student visitors from other schools will not be permitted to visit classrooms. No students from other schools are permitted on campus at any time during school hours.
- No smoking, possession of tobacco, tobacco products or smoking paraphernalia on school grounds. Parents will be notified upon this infraction and severe discipline will result.
- Any student possessing, transferring, selling, or under the influence of any drugs or alcohol, except under the direction of a licensed physician, may be suspended for a period of 10 days, subject to expulsion, and may be reported to local law enforcement agencies.
- Students who destroy or deface property will be expected to pay all damages.
- No form of gambling is permitted at BPA. This will result in disciplinary action.
- Students will not have in their possession any item that could be used in any way as a weapon or could result in accidental injury to any person. Those items may include but are not limited to: knives, guns, sticks, rocks, or other items that in the principal's judgment could be used as a weapon or be disruptive. Items will be taken from the student and turned over to the administration. These items will not be returned. This might result in suspension.
- Students who violate the code of conduct may lose the privilege to participate in extracurricular activities or field trips if suspended (ISS/ OSS).
- Expensive jewelry, large amounts of money, and other personal items should not be brought to school. The school will not be responsible for any such items.
- Skateboards and Heelys are not allowed at school.
- Gum chewing is not permitted anywhere at BPA.
- Once a student has been on campus, he/she is required by law to remain until he/she is checked out or dismissed.
- Students should have written permission to be out of class. Students without a pass will be considered skipping.
- Students are not to sell any type of items (candies, cookies, school candies, etc.) on the school campus.
- Public display of affection is prohibited on any Bay County school campus.

### **Expectations of Bay District School Board in regard to Bullying (Policy 7.207)**

- The School Board expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.
- **Bullying** means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or

unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- |                        |  |
|------------------------|--|
| 1. Teasing             | 6. Theft                                   |
| 2. Social Exclusion    | 7. Sexual, religious, or racial harassment |
| 3. Threat/Intimidation | 8. Public humiliation                      |
| 4. Stalking            | 9. Destruction of property                 |
| 5. Physical violence   | 10. Cyber                                  |

1. The School Board prohibits the bullying of any student or school employee:
  - a. during any educational program or activity conducted by the District;
  - b. during any school-related or school-sponsored program or activity or on a District school bus;
  - c. through the use of any electronic device or data while on school grounds or on a computer system, or computer network of the District. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section;
  - d. through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a District school bus; or
  - e. while the District does not assume liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate, which may include the use of the School Resource Officer.
2. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior,
3. Student rights shall be explained as outlined in this policy and in the Student Code of Conduct.
4. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in this policy and in the Student Code of Conduct. The full policy is available at [www.bay.k12.fl.us](http://www.bay.k12.fl.us) or your child's school.

## **BDS Non-Discrimination Statement**

### **Current Board Policy 2.111**

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

## **Fortify Florida**

- FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act. The application was named by students from Marjory Stoneman Douglas High School. The Office of Attorney General, Department of Education and Florida Department of Law Enforcement coordinated its development and roll-out. The app is available in the Apple Store and on Google Play. Please visit <http://www.getfortifyfl.com> for any additional information.

## **Students Accounting For Everyone**

- The purpose of the S.A.F.E website is to provide an anonymous platform for reporting possible incidents of bullying/harassment or Teen Dating Violence and Abuse. Please visit [SAFE](http://SAFE) to submit a new anonymous report or to review or add a message to an existing report.

## **Student Participation in the Pledge of Allegiance**

- Florida HB 7029, signed into Law by Governor Rick Scott on April 14, 2016, amended Florida Statute 1003.44 by spelling out requirements. In accordance with the law, upon written request from the student's parent/guardian, Bay District students may be excused from participation in the Pledge of Allegiance.
- Updated provisions, effective July 1, 2016, from the FL Statute 1003.44 include:
  - When the national anthem is played, students and all civilians shall stand at attention, men removing head coverings except those worn for religious purposes.
  - The Pledge of Allegiance is defined:  
"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."
  - The Pledge of Allegiance shall be rendered by students standing with the right hand over the heart.
  - The Pledge of Allegiance shall be recited at the beginning of the day in each public elementary, middle, and high school in the state.
  - Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. 1006.07(2) that the student has the right not to participate in reciting the pledge. Upon written request by his or her parents, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.
  - When the pledge is given, non-exempt students must show full respect to the flag by standing at attention, men removing any headdress, except when such headdress is worn for religious purposes.
  - If you would like your student to be exempt, please contact your child's school directly. The school will advise you how to proceed with your written request.

## **Moment of Silence Participation House Bill 529, Sec.1003.45(4), FLA.STAT.**

- Principals of each public school shall require teachers in first-period classrooms in all grades to set aside at least one minute but not more than two minutes daily for the moment of silence.
- Teachers may not make suggestions as to the nature of any reflection that a student may engage in during the moment of silence.
- Each first-period classroom teacher shall encourage parents and guardians to discuss the moment of silence with their children and to make suggestions as to the best use of this time.
- A student may not interfere with another student's participation.

## **Religious Expression**

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

## **Bay District Schools Dress Code Policy**

### **STUDENT DRESS CODE AND GROOMING 7.209**

- Appropriate dress is the primary responsibility of the student and his/her parent or guardian. In order to promote safety, personal hygiene, academic well-being, and moral development, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance. Students are expected to come to school dressed appropriately with proper attention having been given to personal cleanliness, grooming, and neatness of dress.
- The following is the dress code for grades K-12 except students at Margaret K. Lewis and Tom P. Haney Technical Center.
- The dress code policy applies from the time the student arrives on campus until the end of the school day and at all school activities during the school day. Exceptions may be made by the principal for field trips or other special activities (examples: Honors and Awards ceremonies).

### **Tops**

- Collared shirts should have no more than the top two buttons unfastened and must be in the school's designated colors (blue, yellow, white), gray or black.
- Crew neck t-shirts in school-designated colors (blue, yellow, white) are permitted.
- A small logo is permitted (three inches or smaller).

- School spirit, school clubs, and school athletic t-shirts are also allowed.

### **Bottoms**

- Bottoms must be one of the three school colors (blue, yellow, white) 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 (khaki, navy blue, black, or gray) 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 appropriate and in loops.

### **Dresses/Skirts/Jumpers**

- Dresses and skirts are allowed, but solid colors only - no patterns or graphics. A small logo (three inches or smaller) is permitted.
- The underarm and shoulder area 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.

### **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, sandals, 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) are not allowed.

### **Other**

- No headwear except sunglasses.
- Hats or other sun-protective wear to be worn only while students are outdoors during school hours (not during class changes); however, at all other times, the sun-protective items must be properly stored by the student in pockets, purse, or backpack.
- Students participating in extracurricular activities shall conform to the standards of this policy while attending classes during the regular school day.
- Cheerleaders may wear their uniforms when required for participation in school-sanctioned activities.
- Athletes may wear the team jerseys on game days with appropriate uniform bottoms.
- The following miscellaneous clothing are also permitted: uniforms for nationally recognized organizations (e.g., JROTC, FFA); costumes for school activities; accommodations for religious beliefs; special programs requiring unique dress standards; reasonable accommodations for special needs upon a parent's written request.

### **Discipline for violating this policy shall be as follows**

- First and second offense consequences are: notification of parent or guardian; change of inappropriate attire;
- Consequences for subsequent offenses may include one or more of the following at the discretion of the principal:
  - A. Notification of parent or guardian;
  - B. Change of inappropriate attire;
  - C. One to three days of in-school or out-of-school suspension; or
  - D. Three days after school detention, if available.
- The fourth and subsequent offenses are willful disobedience, which will result in further disciplinary action, which may include out-of-school suspension or expulsion;
- Any absence resulting from a violation of the Student Dress Code will be considered an unexcused absence.

*Authority: §1001.41, Fla. Stat.*

*Law Implemented: §§1001.43, 1006.07, Fla. Stat.*

*History: New, June 12, 1989*

*Revised: July 24, 1997; November 17, 1998; June 13, 2001; January 25, 2006; September 13, 2006; April 25, 2007; September 12, 2007; June 24, 2009; January 13, 2010; July 14, 2010; September 13, 2011; November 22, 2011; April 9, 2013; May 14, 2013; June 28, 2016 (without requirement of*

### **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. Parents initiate 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.
- The principal renders a decision on the transfer request within two weeks of the form being received.

***Link to 2025-2026 BDS Parent Resource Guide:***

***[BDS Parent Resource Guide 2025](#)***

***The Bay County School Board policies are subject to change at the discretion of the School Board. The complete School Board policies are available at each school, at the District's web site [www.bay.k12.fl.us](http://www.bay.k12.fl.us), and at the Superintendent's office at 1311 Balboa Avenue Panama City, FL 32401***