



Callaway Elementary School

Home of the Cougars!

7115 Hwy 22
Callaway, FL 32404
Phone (850) 767-1241
Fax (850) 871-2865

Andra T. Phillips
Principal

Student and Parent Handbook
2019-2020

CLIMBING TO EDUCATIONAL SUCCESS

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Callaway Elementary School
**7115 Highway 22, Panama City, FL
32404**

Phone: 850-767-1241
Fax: 850-871-2865

Andra T. Phillips, Principal
Ken Monette, Assistant Administrator

Dear Parents,

Welcome Back! We trust you all enjoyed a wonderful summer with time to relax, recharge and get ready to start a new school year. We are delighted that you are part of our learning community. We welcome and value your positive energy and dedication to excellence in education, and we look forward to working with you and your children.

Our skilled and devoted staff is already planning and preparing for your child(ren). Our administrative, custodial, and secretarial staff have been working throughout the summer months preparing the building for another amazing school year. It is our mission to provide a clean, safe, and nurturing environment to help every child feel welcomed, connected, and a part of our Callaway family. We strive to challenge each student to grow in his or her academic abilities. Our teachers will utilize research-based best practices and analyze academic data to determine current skill levels and to set goals for growth and improvement. We are indeed a joyous and caring community with the common goal of nurturing responsible, caring students and promoting high-level learning.

We hope you will find our Facebook page helpful and informative. To access our school Facebook page, go to <https://www.facebook.com/pages/category/Elementary-School/Callaway-Elementary-164768824256761/>. All information sent out via email can also be found on our page. Newsletters, bulletins, notes, and automated messages will be sent throughout the year to promote school events. Please look for these notices so you may select activities that best match your interests. If you need additional information, please feel free to call the school or come by the main office from **7:00 to 3:30**.

We have scheduled our first School Advisory Council meeting for Thursday, September 12, 2019, at 5:30 p.m. in our school media center. This committee serves to focus our school efforts so that we may offer the best possible education for all students. Your ideas and suggestions truly make a significant difference in your child's educational experience. There will be many opportunities to volunteer throughout the school year. If you wish to volunteer your services, Kim Sandoval is our Parent Liaison and she will coordinate all volunteer efforts. We want to extend an invitation for all stakeholders to join us in our work. If you would like to join the Callaway Elementary family in any capacity, please give us a call at 767-1241. I am honored to serve as the principal of Callaway Elementary School. It is truly a privilege to be a part of a community where parents, teachers, and students care for each other and strive to build positive relationships that support academic and social growth.

Respectfully,

Andra Phillips,
Principal

Vision

Callaway Elementary School will be a district and state leader in education and every student will be successful.

Mission

Callaway Elementary School is dedicated to developing a nurturing community that fosters academic excellence, skills, and character.

Important Phone Numbers

School

Main Office	767-1241
FAX	767-1216
Guidance Office	767-1237
Cafeteria	871-1821
Bay Base	767-1220
Confidential Secretary	767-1238

District

District Office	767-4100
Superintendent	767-4101
Student Services	767-4311
Transportation	767-4495

Volunteers

Volunteers are always welcome at Callaway Elementary School. We do ask that all volunteers check in at the main office. In order to keep our students safe, all volunteers will fill out a new *Volunteer Form* each year. **Volunteers must have a driver's license or valid, legal, picture identification** with them the day they volunteer so we may process the license through our RAPTOR security system. When volunteering in the classroom, plan ahead with the teacher. To reduce interruptions to learning in the classroom, arrange for other care for pre-school children and visiting relatives.

In addition to helping in the classroom, parents, grandparents, or community members may enjoy volunteering as mentors, PTO members, or School Advisory Council members. Callaway Elementary School is always looking for volunteers to help with the numerous school-wide activities such as PTO festivals, PBIS activities, fundraisers, Open House, student and classroom pictures, health screenings, book fairs, reading buddies, Field Day, Honor Roll celebrations and much more.

School Advisory Council

The Callaway Elementary School Advisory Council (SAC) is seeking new members. All parents of students at Callaway Elementary, community members, and business representatives are eligible for membership. Partnerships with all stakeholders are highly valued and proven to improve student achievement.

The SAC is responsible for assisting in the formulation and implementation of the school improvement plan, acting as an advisor to the principal, assisting in the development of the educational program, providing input to the school's annual budget, and acting as a liaison between the school and community. **The first School Advisory Council meeting will be held September 12th at 5:30 pm in our media center.** Everyone is welcome. Future announcements will be posted on our Facebook page and in our Newsletter.

Parent Teacher Organization

The Callaway Elementary School PTO is a non-profit organization that assists in meeting the many needs of the school. The PTO often coordinates school events such as: staffing health screening, assisting with the book fair, providing fund raising activities, and providing support for school improvement goals. Funds raised by the PTO are used for the academic advancement, safety, and enjoyment of Callaway students. Our PTO is currently dissolved, but we hope to restore this invaluable group of volunteers this year. We are asking for one person from each class to reestablish this critical organization.

All parents and relatives of students are encouraged to become members and supporters. There is a continuous need for volunteers. Your membership is greatly appreciated. Feel free to contact any of the officers or leave a message in the front office if you have questions or would like to help.

Reports to Parents

Parent-Teacher Conferences: Requests for conferences with your child's teacher must be made in advance by written note or by leaving a message for the teacher to call you for a scheduled time. The teacher will then contact the parent to schedule a meeting before school, after school, or during the teacher's planning time. You and the teacher can also conference through email. Be aware that conferences will only be with the student's legal parent/guardian. Please contact our Guidance office if other significant persons are allowed to discuss your child's progress.

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.

Parent Portal: Parents may stay informed on their child's grades, absences, discipline reports, and testing results through the on-line parent portal. This may be accomplished with any computer that has Internet access. A school computer is also provided for parents in our office for school related parent use.

Missing Grades: The custom grade symbol ** will be used to indicate when an assessment is missing. The ** will average as a zero in the grade until replaced. At the end of a marking period, the teacher will post an "I" for any grade containing ** on assessments. A zero will only be used when a student has demonstrated NO KNOWLEDGE of the standard.

Report Cards: Report Cards are issued at the conclusion of each nine week grading period. Students in Grades 1st through 5th will receive a letter grade, (e.g. A= 90-100; B= 80-89; C= 70-79; D=60-69; F=59 and below. Kindergarten students will receive S=Satisfactory; N=Needs Improvement; U=Unsatisfactory.

ClassDojo: Teachers throughout Callaway are using ClassDojo (classdojo.com) for classroom management. Dojo is a website and app that helps teachers encourage students in class, and easily communicate with parents. Through this app parents can stay abreast of ongoing classroom activities and see their child's behavior in real time. It's also a great way to stay in contact with your child's teacher.

Guidance Services

The guidance department at Callaway Elementary School is served by a full-time counselor. The counselor's main duties are to coordinate student services and testing activities, facilitate the Character Education program, social/emotional support, provide counseling services, and assist with the Child Study Team (CST) process. The counselors give screening tests when there is a question regarding a student's academic success. Any recommendations about further evaluations or extensive testing will be discussed in the CST meeting with the parents.

Multi-Tiered System of Support (MTSS)

MTSS is a process that provides intervention and educational support to all students in their regular education classroom who may be having problems in academics and or behavior. MTSS provides increasing levels of assistance (intensity) based on a child's individual needs. The goal of MTSS is to prevent problems and to intervene early to promote student success. MTSS is required of the school district because of federal mandates. In particular, programs for Specific Learning Disabilities (SLD), Emotional/Behavioral Disabilities (E/BD) and Language Impaired (LI), require the entire MTSS process in order for a student to be considered for eligibility in these programs. MTSS is a three-tiered process that is designed to provide early intervention through academic and behavioral support rather than waiting for the child to fail before offering additional assistance.

Is MTSS an Exceptional Student Education (ESE) Process?

No, MTSS is a general education requirement for all children who are struggling in academics and or behavior. MTSS brings together staff from general education, student services, outside agencies, and when necessary ESE staff, to assist in individual student success.

What can a parent do?

As a parent you are a partner with school staff in educating your child, and you will be informed of all steps along the way in the MTSS process.

You will:

- Be informed and involved in planning interventions for your child.
- See levels of support (academic and/or behavioral) that increase or decrease in intensity depending on your child's needs.
- Receive frequent updates of your child's progress in response to interventions.

What does MTSS look like?

The MTSS process has three required tiers (levels) that build upon one another.

Tier I- Core Instruction (whole school)

Tier II – Includes additional targeted, supplemental interventions and instruction.

Tier III - Includes intensive interventions.

Bullying/Harassment

In 2008 the Florida Legislature enacted FL Statute 1006.47: The Jeffrey Johnston Stand Up for All Students Act. In December, 2008, the Bay District School Board passed policy 7.207, which states **that the district will not tolerate bullying and harassment** of any kind. It is the intent 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, and any conduct that constitutes bullying and harassment is prohibited.

Bullying is defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, that is severe or pervasive enough to interfere with the individual's school performance or participation; and may involve but is not limited to:

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

The behavior must be **REPEATED, INTENTIONAL**, and represent a **POWER IMBALANCE** (from the victim's perspective).

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
3. Has the effect of substantially disrupting the orderly operation of a school.

Cyberstalking: To communicate or cause to be communicated words, images or language by electronic mail or electronic communication directed at a specific person, causing substantial emotional distress and serving no legitimate purpose.

School Procedures for Investigating Reports

The school follows the district's policy for investigating reports of any form of bullying and/or harassment.

Procedures for Reporting: At each school, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. **All other members of the school community**, including students, parents/legal guardians, volunteers, and visitors **are encouraged to report** any act that may be a violation of this policy **in-person to the principal or principal's designee or anonymously through the school and district website by clicking on the SAFE (Safe Accounting For Everyone)**. Any suspicious activity can be reported by downloading FORTIFYFL App. The app can be accessed by going to the district website and clicking on FORTIFYFL

Consequences for Wrongful and Intentionally Accusing: This can range from positive behavioral interventions to suspension or expulsion.

Reports to the State: All incidents of substantiated and unsubstantiated cases must be reported to the State of Florida.

Positive Behavior Plan (PBIS)/ Discipline Plan

Good citizenship is developed through character education and support from teachers, families, and the community. Students are taught Character Education in accordance with Florida State Statute 1003.42.

PBIS Expectations: Callaway Cougars are **Responsible, Optimistic, Accountable and Respectful!** Classroom and campus rules are tied to these four expectations. **Responsible:** I will make positive choices. **Optimistic:** I expect the best from myself and others **Accountable:** I take ownership for my actions **Respectful:** I will treat others the way I want to be treated.

Cafeteria:

Responsible

- Raise your hand for help
- Have all meal items before you sit down (lunch, utensils, condiments, snacks)

Optimistic

- Interact in a positive manner with others
- Look for ways to help others

Accountable:

- Keep hands, feet, and objects to yourself.
- Recognize other's personal space and choices

Respectful

- Use an inside voice

- Listen to and follow the directions of all adults

Restrooms:

Responsible

- Use the bathroom quickly
- Take care of business without playing

Optimistic

- Interact in a positive manner with others
- Look for ways to help others

Accountable:

- Keep hands, feet, and objects to yourself
- Recognize other's personal space

Respectful

-Use toilet paper in the appropriate manner

-Keep the restroom clean

Common Areas:

Responsible

· Be safe and use walking feet

-Stay in your lane

Optimistic

· Encourage others with a thumbs up

-Bring your best self daily

Accountable

· Always use your hall pass

-Recognize other’s personal space and choices

Respectful

- Travel throughout campus quietly

· Keep hands, feet, and objects to yourself

All Cougars are expected to follow our school wide expectations in all environments throughout campus.

Positive Rewards: Students who follow school and classroom rules will be rewarded. Rewards **may include** participation in Fantastic Fridays, nomination for Student of the Month, opportunities to be Book Buddies, serve on ITV or Safety Patrol, and Class Dojo points (classdojo.com) to participate in various Positive Behavior Support (PBIS) activities.

Character Traits by Month

August.....	Responsibility
September.....	Patriotism
October.....	Citizenship
November.....	Kindness
December.....	Respect for Authority, Life, Liberty, and Personal Property
January.....	Honesty
February.....	Charity
March.....	Self-Control
April.....	Racial, Ethnic, and Religious Tolerance
May.....	Cooperation
June.....	Loyalty
July.....	Perseverance

Fantastic Friday is a special time set aside each week to celebrate a student’s good behavior, study habits and attendance. Fantastic Friday is a privilege the students earn. Students earn the privilege to participate in Fantastic Friday through good behavior. Students serving any ISD, ISS or OSS on Friday will be in danger of losing Fantastic Friday activities.

Activities: The PBIS committee will plan fun and motivating activities each quarter for all grade levels. Activities might include but are not limited to art, science, movies, and game related events. Students are required to maintain a 75% positive score. Students earn positive points, on ClassDojo, to participate in activities when they are caught being Responsible, Optimistic, Accountable, and Respectful throughout campus.

Sequence of Consequences: For minor issues students are given three warnings within a three week period. Consequences for misbehavior include loss of privileges, parent notification, In School Detention, In or Out of School Suspension, or other consequences determined by administration.

ISD Forms: These forms are completed by the teacher for minor infractions. The student will serve 5-15 minutes in detention. Forms should be signed by parents and returned to school the next day.

Office Referrals: Consequences are issued by the administration to students who have not followed classroom, school, and/or School Board policy. For minor issues students are given three warnings within a three week period before the teacher completes a discipline referral to administration per the schools PBIS procedures. If an office referral is made, a summary of the student's behavior and consequences administered will be entered into FOCUS and the office will be notified by the teacher. In case of a major infraction the teacher will contact the front office, who will notify administration. The administration will determine future consequences for student behavior and notify the classroom teacher and parent of the decision. Parents do have access to their child's discipline referrals through the parent portal once completed. A copy of each referral will be mailed to the guardian's address in FOCUS.

ISS/OSS Procedures: Administration will make every attempt to contact the parent through phone numbers listed in FOCUS/Parent Portal to inform the parent of the infraction and consequences. Students who receive In School Suspension (ISS) will come to school as usual. After checking into their homeroom class students will report to the suspension room for the amount of time assigned. While in ISS students will work on assignments given by the student's teacher with the assistance as needed from the paraprofessional. In the case of Out Of School Suspension, students are not to be at school on assigned days. Students will be given 5 days to make up their missed classwork once they return. Notification of suspensions will also be mailed home to the address listed in Portal the day of the assignment.

Food Services

Lunchroom Supervision: Students are expected to follow school and cafeteria rules while in the lunchroom. Designated personnel will supervise students while they are in the cafeteria. They ensure that students are seated in an orderly manner, follow cafeteria rules, help students open containers, and wipe up minor spills when the custodian is unable to do so. They also monitor the time students are in the cafeteria and begin to line up classes 2 minutes before the end of their lunch time. Classes should be dismissed on time even if they arrived late unless they have swapped times with another class for a special occasion. Teachers should encourage students to use the restroom before arriving at the Cafeteria

Breakfast: Breakfast is served each day in the cafeteria from 7:00 a.m. until 7:30 a.m.

Break: A break time is provided in mid-morning for some grade levels. Students may choose to bring snacks from home. Students may not bring drinks in glass containers.

Lunch: Lunch served in the cafeteria provides at least 1/3 of the daily nutritional requirements for an elementary school student. The menus will reflect healthy choices. Each child should choose at least three items plus milk from the serving line. Students who bring their lunch should not bring drinks in a glass container. Snacks may be purchased in the main serving line when the students get their food.

Methods of Payment:

All students receive **FREE breakfast and FREE lunch regardless of the guardian's ability to pay.** No free or reduced meal application is necessary.

Pack Lunches: Students may bring lunches from home. Milk may be purchased through the lunch line. No glass containers may be brought into the cafeteria.

No food can leave the cafeteria, including unfinished and or opened snacks purchased in the serving line.

Menus: The school menu is available online at www.bay.k12.fl.us .

**2019-2020 Recovery Dress Code
Our Students Dress for Success!**

Our professional educators and staff understand the effect that clothing and grooming can have on student behavior and a commitment to learning. We also know parents play a vital role in helping students have a successful school experience, which includes making appropriate choices when it comes to clothing, accessories and personal appearance. However, we know that the hurricane has presented many challenges to our families, so we are making some temporary revisions to the existing dress code. In order to maintain an atmosphere conducive to learning, the Bay District School Board expects all students to follow the policy and make smart choices about personal appearance. We hope these temporary revisions will help our parents and students make appropriate choices for school clothing. Students should avoid attire that seriously distracts from the learning environment, is considered to be disruptive or could present a health or safety problem.

Dress for Success Every Day! The School Board has adopted the following mandatory rules for dress and grooming (BDS Policy 7.209); Below you will find the **TEMPORARY REVISIONS** for the **2019-2020 School Year** as we continue to recover from Hurricane Michael

Tops:

- T-shirts and shirts of any color

- Must be appropriately fitted with sleeves
- Must be unaltered; covering underarms and waist
- No inappropriate language, graphics or logos

Bottoms:

- Bottoms of any color
- Bottoms must be appropriately fitted and seated at the waist.
- No shorts, skirts or dresses shorter than five inches (5") above the knee caps as measured standing up
- Dresses with sleeves (underarm must be covered)
- Fitness pants such as leggings, Yoga pants, sweatpants, exercise tights, etc. must be covered with a top that reaches fingertip length when arms are at sides

Sweaters/Sweatshirts/Hoodies:

- Must be appropriately fitted
- Hood may not be worn indoors

Shoes:

- Closed toes and closed backs preferred
- No bedroom shoes, flip-flops, shower shoes, or beach footwear

Other:

- Scarves must be worn appropriately around the neck or shoulders (accessory item only; no bandanas).
- No head wear except sunglasses. Hats or other sun protective wear to only be worn while students are outdoors during school hours (not during class changes); however, at all other times, the sun-protective items must be properly stored by the student in pockets, purse, locker or backpack.
- No jewelry or accessory that may be used as weapons such as chains or spiked jewelry.
- 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.
- No bedroom clothes

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.

Prohibited Attire at all Schools

- While on school grounds during the regular school day, students are prohibited from wearing clothing that exposes underwear or body parts.
- Any interpretation of the dress code that is required of this policy shall be the responsibility of the principal of each school. The Superintendent is authorized to make the final decision regarding the interpretation, application and enforcement of this policy and to make certain that it is being uniformly applied and enforced at each of the schools within the District.

Thank you for working with us to ensure a safe and secure educational environment that is free from distractions based on grooming and clothing issues. If you have any questions about specific items of clothing and whether they are appropriate for school wear, please contact your school administrator or school counselor for assistance. For additional Information, contact your school principal, or the Director of Student Services at 850-767-4311.

Attendance/Absenteeism

Callaway Elementary faculty, staff, and administration believe that a child can learn more if the child is in class every day. The Bay District Schools' policy states that a child that doesn't attend at least 157 of the 177 days could jeopardize promotion to the next grade.

Each student is responsible for regular and punctual attendance. Students must be inside the classroom by the end of the ringing of the tardy bell (7:30). The teacher will enter tardy students into the computer. Chronic tardiness and/or absences will be investigated and may result in students, who are currently attending out of zone, being returned to the home zoned school.

- Parents/guardians are encouraged to call the school on the morning of the absence.
- The parent or guardian is required by State Statute to contact the school within 24 hours of an absence to give the reason. The child has 5 days to make up work missed during the absence.
- A written statement from a physician is required after five days absence (These days do not have to be consecutive.)
- A physician's statement is required for medical and dental appointments.
- **Please do not pick up your child before 2:00 pm unless it is an emergency.**
- Requests for family leave must be in writing (forms are located in the front office) and approved before the student is to be absent and must comply with the following:
 1. The student must have a "C" average or higher in all classes
 2. It must be demonstrated that the leave cannot be taken during school breaks.
 3. **The requested leave cannot be for more than 5 days per school year.**

Perfect Attendance: For students to be considered as having perfect attendance, he/she must not have any absences and no more than 5 tardies for each nine week grading period.

Student Information

Florida School Law requires that we have accurate information on all our students. **The student's, mailing address, residence address, and a current emergency number must be on file at all times.** The parent is responsible for keeping Parent Portal updated with the most current information. All changes must be verified by the school data clerk.

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.

Visitation

Callaway prides itself on its friendly atmosphere. Classroom visits must be arranged at least 24 hours in advance. **All visitors must sign in with the front office before any visitation takes place.** Visitors will be screened using the school's RAPTOR system. Visitors must present a **valid driver's license or a valid, legal, picture identification** to the office staff to complete the screening process. **Those who only have a passport must contact Mike Jones with Bay District Schools Safety and Security Office to receive a clearance letter for visitation purposes.** The letter DOES NOT grant authority to chaperone on field trips or supervise students during activities on campus. All visitors must be on the student's emergency contacts in FOCUS before visitation may take place on campus. However, one visitor on the emergency contact list may vouch for one additional visitor who is not on the list. No more than two visitors per student may gain access to our campus per event.

Medication at School

Ideally students will not take medication during school hours. All medicine to be distributed at school (prescription or non-prescription, even aspirin and medicated cough drops) must have a "Permission to Administer Medication" form completed by the parent and physician on file in the school office. The completed form and the medicine must be delivered to the office by an adult. All medication must be in a pharmacy labeled container with the name of the student and the time and amount to be taken. Unclaimed medication is disposed of at the end of the school year. **Students found in possession of medication on campus will face disciplinary actions pursuant to School Board Policy.**

Student Illness

Many illnesses are more contagious in the early stages before the illness is recognizable and diagnosed. If children are kept at home at the first signs of illness, fewer children are exposed and the sick child benefits by resting and getting well. This leads to fewer lost days of attendance. Please notify the school if your child has a contagious disease. Any time your child misses school, send a note to the teacher. The following are reasons to keep your child at home:

1. temperature of 100 degrees or greater
2. diarrhea
3. vomiting
4. continual coughing
5. pain

Children should remain at home for 24 hours after the last period of vomiting or diarrhea. If your child is found to have a temperature of 100 degrees or greater, you will be required to pick up your child. When children are sent to school, it is expected that they will participate in the entire school program to include outdoor play. If there is a physical reason for the curtailment of outdoor play or PE, a written note will be required.

Head Lice

The following circumstances require exclusion from school:

- a. Live Head Lice. Any student with live head lice shall be temporarily excluded from attending school. Students with live head lice may not participate in school sponsored activities, or ride the school bus until the student has received treatment for head lice.
- b. Nits at the base of the hair follicle. Any student with nits at the base of the hair follicle will be temporarily excluded from school. Students with nits at the base of the hair follicle may not participate in school sponsored activities, or ride the school bus until the student has received treatment for head lice.

To be readmitted to school the student must be free of head lice and nits at the base of the hair follicle. When returning to school the student must be checked by the school nurse or designee. **The Parent must be present.** The student may remain at school only if they are found to be free of head lice and nits at the base of the hair follicle. Final readmission decisions shall be made at the principal's discretion.

General Information

Academic Concerns: If you have concerns about your child's academic performance and would like to schedule a meeting, please email or call your child's teacher at 767-1241. The guidance department will schedule these conferences for larger groups to ensure availability.

Bicycles: Bicycles are not to be ridden on the school campus. Upon arriving at school, the student should dismount and push the bicycle to the designated bicycle parking area. We recommend that parents purchase a lock for the bicycle. The school does not assume responsibility for lost or stolen bicycles.

Early Dismissal: After arrival, a student may not leave the campus without permission of the administration.

Parents who wish to get students out of class before the regular dismissal time are asked to come to the main office. **Teachers are instructed not to release students to persons coming to the classroom.** This provision is made for the protection of children and for the reduction of classroom interruptions. **Any person checking out a student must be on the student's registration card and have a valid driver's license with them at time of checkout. Checkout between 1:30 and 2:00 are for emergency purposes only.**

Early Release Days: On early release days, students will be released at **11:30** a.m. Plan with your child ahead of time concerning how he/she will be transported home if different than regular school days.

Hours: School is in session **7:30** a.m. to **2:00** p.m. **Students are not to arrive on campus before 7:00 a.m. and should leave immediately after the afternoon dismissal bell.** There is no supervision for children arriving before 7:00 a.m. All Kindergarteners and any student eating breakfast should go directly to the cafeteria in the morning. First through fifth graders should go to the walking track on the P.E. field. After the first week of school, parents or other visitors may not enter hallways or classrooms without going through the front office and presenting identification to get a visitor's pass. If a parent needs to see a teacher or leave something, they must go to the front office and sign in or leave the item at the front desk.

Inclement Weather: On days when it is raining or extremely cold, kindergarteners and those students eating breakfast will go to the cafeteria and remain there until the 7:25 bell. First and second graders will go to the library. Third through fifth will go to the P.E. building. To eliminate classroom interruptions and confusion, make an afternoon rainy day plan with your child and be sure to share it with his or her teacher. Students assigned to modular classrooms will be brought into the media center when severe weather warnings are issued for our area.

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

Lost and Found: Misplaced clothing and items are processed through the Parent Center. If clothing is not claimed within a reasonable length of time, usable items are donated to charity. Be sure to mark your child's belongings with their name to help with returns.

Personal Items: Personal items such as toys, pets, radios, electronic games, trading cards and physical education equipment should not be brought to school.

PICK-UP/DROP-OFF:

CARRIDERS:

NEW THIS YEAR! The school's car drop off and parent pick up has been relocated to the Fox Avenue entrance. During the first week of school parents are welcome to park and walk their child into the cafeteria. As of Monday, August 19th, we will celebrate Independence Day; students will independently walk into the school with the assistance of the school's ambassadors. Students who are dropped off may enter the campus through the Fox Avenue gate and go directly to the cafeteria. Carriders will be released at the back of the school. **When**

picking up your child remain in the car. For safety purposes, Callaway Elementary will provide a rear-view mirror sign for each parent who picks up his/her child. We ask that parents put their child's name on the sign and hang it from the car mirror.

BUS LOADING ZONE:

THE BUS LOADING ZONE is now in front of the school's covered entrance. This change means that parents are not to park out front and walk up to drop off or pick up students. It is illegal to have moving cars or traveling pedestrians in the bus loading zone.

WALKERS:

Walkers will be released, through the front entrance ONLY after the busses have left the campus. Students should observe safety rules when walking to and from school. They should cross the streets bordering the school only at the designated crosswalks and observe directions given by the crossing guard. Bay County Sheriff's Office provides a crossing guard available in the morning and afternoon. **Parents may not park and pick up students in the front of the school or drop them off.**

PRE K-ONLY

Morning Instructions:

Parents of Pre-K students may park in the parking lot on the north side of the cafeteria, which can be accessed from the Fox Avenue gate, and walk their child to the cafeteria. You may wait and walk with the teacher or para who comes to pick up the students from the cafeteria.

Dismissal of 10:45 Pre K Students:

*10:45 Pre-K will leave campus through the main entrance in front of the school. **When picking up in the front loop, be sure to remain in your car.** Callaway Elementary will provide a rear-view mirror sign for each parent who picks up his/her child. If you would like to speak to your child's teacher briefly at pick up, please park and do so in their designated pickup area so as not to block the flow of traffic.*

Pre K End of Day Dismissal:

*Pre K students will be dismissed, with kindergarten students, from the Fox Avenue entrance at 1:55. The gates will open at 1:55 to start car pick up. Please **remain in your car.** Callaway Elementary will provide a rear-view mirror sign for each parent who picks up his/her child. If you would like to speak to your child's teacher briefly at pick up, please park and do so in their designated pickup area so as not to block the flow of traffic.*

EARLY PICK UP and CHECK OUT

If it is necessary for a child to arrive after school starts or check out during the school day, please use the parking in front of the school. **Unfortunately, for safety reasons, NO ONE will be allowed to park in the front from 6:50 to 7:30 or 1:30 to 2:20 on any day.**

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

Skateboards and Wheelies: These items are not allowed on campus.

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 child to be exempt, please contact your child's school directly. The school will advise you how to proceed with your written request.

Supervision of Students: The school has the responsibility and authority for the supervision and control of students while they are on campus during established school hours, while being transported on school buses, and waiting at neighborhood bus stops.

Suspicious Activity: If you see something, say something. Report suspicious activity to 1-855-FLA-SAFE (1-855-352-7233).

Telephones: Phones are used in conducting the daily business of the school. **Students may not use phones unless it is a verified emergency.** Student cell phones may not be visible, used, or heard during normal school hours. These phones must be turned off and out of sight during school hours.