

STUDENT HANDBOOK

2021 – 2022



Bonifay K – 8
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PRINCIPAL

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ASSISTANT PRINCIPALS

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GUIDANCE COUNSELORS

Deanna Wagner, PK – 2

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Pam Alford, 6 – 8

CURRICULUM COORDINATORS

Melissa Ward, PK- 4

Amy Hicks, 5-8

BK8

Blue Devils

PRIDE

- Positive** Lead by example and always have a good attitude. Use positive words and actions. Be an encourager and helper of others.
- Respectful** Treat others how you want to be treated. Treat all students and staff as valued and respected members of our school community. Follow directions from adults the first time they are given.
- Involved** Come to school daily with all your materials and your homework completed. Participate in classroom and school activities. Be ready to learn and prepared to succeed.
- Determined** Always do your best and don't give up! Ask for help when you need it.
- Excellent** Challenge yourself and strive to do your best in all you undertake.

Bonifay K8 Student Handbook

A school is a community which needs the cooperation of all those involved in order to make the school a pleasant place in which to learn and grow. You are encouraged to take advantage of the academic and extracurricular opportunities that are available here at the Bonifay K-8 School. The more you involve yourself in school life, the more likely you will be to succeed academically and socially.

Holmes County School District sets policy for all schools in the Holmes County District. It is the policy of Bonifay K-8 to follow these policies. A copy of the Holmes District Student Conduct may be found at www.hdsb.org This handbook is to provide information about procedures for students.

Any Holmes District employee has the authority to correct any student they see misbehaving at any place or time while at school or any school sponsored event. This includes substitute teachers and bus drivers.

Attendance/Tardiness– please see the HDSB Code of Conduct

- If a student is absent from school, he/she must bring a note from home or a doctor's note within three (3) days of an absence. This note should be submitted to the front office.
- If a student does not bring a note to excuse the absence, his/her absence will be considered unexcused and may affect the student's grade.
- Assignments may not be made-up for unexcused absences except for nine-week and semester tests.
- Students are allowed 3 parent excuse notes per nine week grading period.
- Students are tardy to school if they are not present in the room when the tardy bell rings.
- Habitual tardiness will be handled on an individual basis. Students who arrive to class after 7:55 am are considered tardy to class.

Student Sign-Out

If a student must leave school prior to dismissal time for any reason, a parent or guardian must sign the student out in the front office. Students who leave

campus and fail to sign out will be considered an unexcused absence and is subject to disciplinary action.

Bullying – please see the HDSB Code of Conduct

Transportation

Bus:

Students must ride their designated bus unless the parent sends a signed note. The note will be sent to the front office so a bus pass can be issued. A bus pass will be issued to the student and the original note will be filed in the front office.

The student must give the bus pass to the bus driver before being permitted on the non-designated bus. Remind students they cannot change their bus or their method of going home without written notification to the school by their parents. If there is any uncertainty, the child will remain at school until a parent is contacted.

The student should ride his/her regular bus home if she does not have a bus pass.

Car:

Morning Drop-off: PK through 3 grade students will be dropped off in the front of the school. Students should not be dropped off prior to 7:30 am. Please follow directions given by staff during drop-off.

Grade 4 through Grade 8 students will be dropped off at the back of the school. Drivers will turn into the gym parking and will drop students off behind the cafeteria and enter at the back playground entrance. Students should not be dropped off prior to 7:30 am. **Students arriving after 7:50 should be dropped off in the front of the school.**

Your morning drop-off location is based on the youngest student attending BK8.

Afternoon Pick-up:

PK through 1st Grade will be picked up from the front of the school building beginning at 2:15 p.m. Please do not arrive prior to 2:00 in order to help the flow

of traffic. Please follow directions given by staff members, have your pickup pass visible and remain in your vehicle at all times. Do not park in the faculty parking lot and walk over to pick up your child. NO PASSING!

Grades 2 and 3 will be picked from the front of the school building beginning at 2:30 pm. Please do not arrive prior to 2:25 in order to help the flow of traffic. Please follow directions given by staff members, have your pickup pass visible and remain in your vehicle at all times. Do not park in the faculty parking lot and walk over to pick up your child. NO PASSING!

Grades 4 through 8 will be picked up in the back of the school from the pole barn area beginning at 2:30 pm. Please do not arrive prior to 2:25 in order to help the flow of traffic. Please follow directions given by staff members and remain in your vehicle at all times. NO PASSING!

Combination Grade level families will need to pick students up at each specified location/time. Students will not be allowed to go to the younger sibling's pick-up area.

Any child not picked up by 3 pm will be escorted to the front office and must be picked up there.

Care of Facilities

The citizens of Holmes County (your parents or guardians) have provided excellent facilities, materials, and tools for learning. It is the individual responsibility of each student, as a worthy school citizen, to help keep all school property in the best condition. Pupils guilty of defacing or damaging school property will be required to pay for such damage and are subject to disciplinary action and possible contact of law enforcement.

Discipline – please see the HDSB Code of Conduct Classification of Violations

Progressive consequences for persistent or escalating infractions will be followed as outlined in the HDSB Code of Conduct.

Distribution of Audio, Video, or Printed Materials, Poster, Signs

No audio, video, or printed material from any source shall be distributed on school property or at a school sponsored function without the prior approval of the school principal or designee. If approval is granted to post a sign/poster, it may be displayed on bulletin boards. Any sign posted on any other surface will be removed.

Deliveries during the school day

The delivery of flowers or gifts to school is discouraged. In the event that items are delivered to the school, the student will be notified at an appropriate time of the delivery, and the item will remain in the front office until the end of the school day. Please keep in mind that no balloons or glass containers will be allowed on county school buses. Flowers are normally delivered in a glass container, so please keep this in mind. Other arrangements will need to be made to pick up these items from the school in the event items are delivered which cannot be allowed on the school bus.

Dress and Appearance for Students - please see the HDSB Code of Conduct

Appropriate School Dress:

- does not create a disturbance or distraction;
- is not explicit or inappropriate;
- is not tobacco, alcohol, drug or gang related;
- does not contain obscenities;
- does not contain gang symbols;
- is not offensive or inflammatory to other groups or individuals;
- does not create a safety hazard; and
- does not damage school property.

Clothing that is not in compliance with the dress code includes:

- headgear worn while at school; ALL caps, hats, rags, bandanas, etc.
- boxer or soccer-type shorts and biker pants;
- leggings must be worn with shirts long enough to reach mid-thigh length

- armbands, wristbands, belts, necklaces or other items with metal or sharp projections; chains, including wallet chains;

To avoid distractions from the instructional program and to promote the health and safety of all students at BK8, every student should be fully clothed, clean, and well-groomed. A student found to be in violation of the dress code will be required to change the article of clothing according to BK8 Dress Code Policy. The violation will be documented, and the parent will be notified. If the parent cannot be contacted for purposes of enabling the student to conform to the dress code, the student will be placed in the in-school suspension program for the remainder of the day.

Hall Conduct

- Walk - do not run inside the building
- Use a conversational tone of voice in the halls.
- Avoid blocking the halls and doorways when you wish to stop and talk.
- Refrain from loitering/ hanging out in hallways, stairway areas, or at entrances between classes.
- Pick up papers in the hall and use the wastebaskets when throwing things away.
- Horseplay is prohibited at all times and in all places.
- Keep to the right in the hallways.
- Students waiting outside of classrooms for doors to be unlocked should not block the doorway or hallway but should wait beside the walls in the hallway adjacent to the classroom.

Honesty and Integrity

Students at BK8 are expected to do their own work in an honest and forthright manner. Looking at another student's test paper, copying someone's worksheet, obtaining test answers, copying homework, and plagiarizing (copying from a book, magazine, or the internet) to complete a report are dishonest acts, commonly labeled as "cheating". BK8 does not condone such acts. Students who compromise their integrity in these ways will be subject to disciplinary action, including the possible assignment of an "F" or "0" on the assignment, "F" in the

course, and possible loss of club membership and/or club office. Parents will be contacted.

Lockers and Locker Inspection

Locker assignments are made by the homeroom teacher. A copy of the locker registration is kept in the Curriculum Coordinator's office. Students are expected to use only the locker assigned to him/her. Do not share lockers. It is the sole responsibility of the student assigned to a locker to secure and be responsible for personal possessions and school property on loan to him/her. The principal or designee has the right to search a locker, independently or in the presence of the student, to assure that items contained are related to the school program. Do not store food items or drinks in lockers for more than 1 day at a time. Keep your locker clean and organized. Do not "jam" the locks. Any damage caused by jamming or rigging the locker will be the student's responsibility and student could face loss of locker privileges.

P.E. lockers will be assigned for P.E. students. Keep all personal items in locked lockers. Money can be locked up by coaches if no PE locker is available.

DO NOT LEAVE MONEY IN POCKETS OR PURSES LEFT UNATTENDED

Food, Drink, Gum

- Students may only have water during the school day (students may have other type drinks packed in their lunch bag, but they may only be consumed during their lunch period. The container should remain in their lunch bag during the rest of the day)
- Students are not permitted to eat sunflower seeds
- Students may not chew gum on school campus
- Per HDSB policy, no outside food deliveries are allowed

Lunch

Holmes County Schools have a closed lunch policy. This means that students are not permitted to check out and leave school grounds to go home for lunch or to a business establishment solely for the purpose of purchasing lunches.

Lunch Charges:

Absolutely no charges are allowed. Anyone wishing to purchase a second tray must have the appropriate funds available or cash at the time of purchase.

Cafeteria Rules:

There are 30 minutes for lunch periods so that all students may be fed in a timely manner. Students should walk quietly down the halls, be safety conscious, line up appropriately and as directed. Always be courteous, stay in line, and do not crowd, shove, or cut. Keep talking or noise down to a quiet conversational level. Keep your table and floor clean for the next person. Do not leave trash on the tables. Expect others to do the same for you. You are to follow directions of the school/cafeteria staff and all cafeteria rules. During lunch time, remain in the cafeteria until dismissed by school staff.

Do not sit on the stage.

DO NOT LEAVE THE CAFETERIA WITHOUT PERMISSION.

Medications

- Parents are encouraged to administer all medications outside school hours. In such cases where medication must be given during school hours, all medication shall be delivered to the office or clinic by the parent or guardian with the following information provided, in writing, by the student's parents: name and purpose of medication, time medication shall be given, specific
- Instruction on the administration of the medication, duration of medication, list of side effects, and permission to administer medication.
- Parents will need to complete any necessary paperwork required by the clinic.
- All medication must be in the original container and must be counted in the presence of the school nurse by the parent/guardian. First dose of any new medication shall not be administered during school hours due to the possibility of allergic reaction. No student will be allowed to have medication, prescription or nonprescription, with the exception of an

asthma inhaler, in his/her possession on school premises, on school transportation, or at a school function. Unauthorized drugs or medicines brought to school are treated as illegal and will be dealt with according to the District Code of Conduct.

Extra-curricular activities/Dances

Students are expected to follow the basic rules of conduct that are in force on campus when attending or participating in an extracurricular event off campus. Students will be subject to disciplinary procedures if conduct during an extra-curricular events warrants it. Therefore, a student's conduct while attending an extracurricular event will be considered by BK8 in determining a student's qualifications to hold office in any club at BK8. Any misdemeanor or felony arrest shall be grounds to suspend a student from a club office until that student is found not guilty. Any misdemeanor or felony conviction shall be grounds to bar a student from seeking a club office or remove a student from an elected office in a student club or organization, including athletic teams.

For school dances, students are expected to observe the same dress code that applies during the regular school day. Students may be asked to leave a dance for inappropriate behavior or violation of school rules.

Students are to adhere to the HDSB Code of Conduct Dress Code while attending field trips, dances, etc.

Schedule/Class Changes

Efforts have been made to provide each student with the schedule of courses/class selected cooperatively by the student, family, and school personnel. However, sometimes the schedule of classes will not accommodate all the selections made by each student. Schedules will only be changed by the guidance office, after consultation with the student and the student's parents or guardians. Wanting to be in a class with another student or wanting to have a different teacher are not acceptable reasons for requesting a schedule change. Beginning with the 2020/2021 school year, K thru 1 parents will be able to submit a teacher

request form prior to the published deadline for the upcoming school year – all requests must be submitted using this form.

Student Job Description and Code of Conduct

The path to success lies on the road to responsibility. A part of being responsible means treating all students and staff as valued and respected members of the school community regardless of race, religion, ethnic origin, gender or physical appearance. Take these responsibilities seriously as you work toward becoming lifelong learners and responsive citizens in a community enriched and strengthened by diversity of cultural beliefs.

You demonstrate your sincerity in this belief of becoming lifelong learners by:

- coming to school on time
- coming to school every day
- attending all assigned classes daily
- participating actively in classroom activities through:
 - Questioning
 - note taking
 - discussion
- completing homework assignments and projects on time
- having necessary school supplies
- having a positive attitude toward school
- refraining from conduct that disrupts the learning process

You can demonstrate responsibility to respect others by:

- respecting your families and your culture
- respecting others, their families, and their culture
- respecting school property and the property of others
- respecting teachers as the people in charge of the classroom
- addressing others as you wish to be addressed
- treating others as you wish to be treated
- communicating one's dissatisfaction or disagreement without becoming verbally or physically abusive

- encouraging others rather than putting them down
- following established county, school and classroom rules.

Student Sign In/Out Procedures

Parents must make transportation changes prior to 2 p.m. to help ensure the safety and protection of our students. Parents will be required to provide a security code in order to make changes via phone.

1. All students who are late to school must sign in at the main office.
2. All students who check out early must sign out at the office. A student who has signed out must bring in a note the day of return to school to excuse their absence. If excessive checkouts occur, the parent/guardian will be asked to meet with administration to look for solutions that will ensure that the student is not missing critical learning opportunities.
3. Only authorized persons who are listed on a student's medical emergency form may sign out a student at BK8. Individuals checking students out will be required to show a picture ID and their identification number will be recorded on the checkout sheet.
4. As per Holmes District Code of Student Conduct, page 14, "Any student not having advanced written approval may not leave campus unless a parent or designated person comes to the school and checks the student out."

Supervision of Students

Every effort is made by BK8 to ensure a safe and welcoming learning environment for all students.

- Supervision of students is provided beginning at 7:30 a.m. and ends at 3 p.m. each school day. This schedule aligns with the start and end of the school staff workday and also the breakfast schedule.
- Parents are encouraged to refrain from dropping off students prior to 7:30 a.m. as supervision is not provided nor guaranteed. Parents/guardians

assume all risks for students dropped off prior to 7:30 a.m. is supervision is not guaranteed.

- Buses will not be unloaded prior to 7:30 a.m. to ensure supervision of all students.

Cell Phones

Student cell phones should be “off and away” during the hours of 7:30-2:30. Students should not use their cell phone for any reason without prior permission from a faculty member. Students may use the office phone to communicate with parents/guardians. Parents/guardians may contact the school office to get in touch with their child/children during the normal school day.

- Students must have their cell phone turned “OFF” or on silent during the school day.
- Cell phones must be “AWAY”, or out of sight, during the school day.
 - Cell phones should be kept in the student’s locker or backpack.
 - Cell phones should NOT be kept in student’s pockets.
 - Cell phones, used for instructional purposes will be permitted, with the teacher’s explicit permission and supervision.

Textbooks/ Student Computers

Textbooks and student laptops are issued without cost to students. A fine will be assessed for lost books or damage to books as per HDSB Code of Student Conduct policy. It is the students’ responsibility to take good care of the textbooks assigned to them.

Thefts or Losses

The school is not responsible for the theft of items that are brought to school in violation of the Holmes District Code of Student Conduct. This includes, but is not limited to IPODS, CD players, cameras, radios, laser pointers, and similar devices. This includes phones that are not located in a secure location as defined by the Code of Conduct. Students are strongly encouraged to leave excess cash at home, and if it is brought to school, to keep it on their persons at all times or in a locked locker.

DO NOT LEAVE CASH IN PANTS POCKETS OR UNATTENDED PURSES.

It is an open invitation to a thief and very difficult to trace.

Trespassing

Any person who does not have legitimate business on the campus or any other license or invitation to enter or remain upon the school property, or who is a student currently under out-of-school suspension, expulsion, or who enters or remains upon the campus or any other facility owned by the school, commits a trespass upon the grounds of a school facility and is guilty of a misdemeanor of the second degree.

Any person who enters or remains upon the campus or other facility of a school after the Principal or their designee has directed such person to leave the campus or facility or not to enter the campus or facility, commits a trespass upon the grounds of a school facility and is guilty of a misdemeanor of the first degree. Law enforcement will be notified with the occurrence of trespassing.

Visitors

All visitors to the school building must obtain permission and appropriate clearance from the office. Students are not permitted to bring siblings, infants, or students from other schools to visit. Holmes School District has measures in place to enforce the Jessica Lunsford act to prohibit unauthorized personnel from being on our campuses.

Threats to Harm or Kill

School violence is a major concern to everyone, students, teachers, parents, administrators, and the public. Any threat of harm or violence, verbal or written, toward another individual or group of individuals is taken very seriously. Students who engage in this behavior will be disciplined, including being reported to law enforcement, and possible expulsion from school. All threats are considered extremely serious, written or verbal, and all means will be taken to determine the

identity of the parties involved. Appropriate disciplinary measures, including report to law enforcement, and/or expulsion may occur. Per the Marjorie Stoneman Douglas Act, additional threat assessments/interventions may occur as deemed necessary by the Threat Assessment Committee.

Vaping/E-Cigarettes/Alcohol Possession

All students are prohibited from the use of vapes, e-cigarettes, tobacco products, and/or alcohol on all school campuses or school events. The Holmes District Code of Conduct defines these practices and sets policy for the consequences of students caught using these products.

All Bonifay K-8 School staff members has the authority to correct any student they see misbehaving at any place or time while at school or any school sponsored event.