

Bowling Green Elementary



Student Handbook



Dear Parents and Students of Bowling Green Elementary,

It is our hope that this handbook will give you a better understanding and appreciation of the role of our school and its programs. It is further hoped that you will become motivated to be actively involved in the learning process of your child so that you, like our professional staff, can become accountable for their quality of education.

We see students as individuals who learn at different rates with different needs and different abilities. Each student is motivated by his or her own personal interest and curiosity. We set the teaching of 'learning how to learn' rather than 'learning an accumulated body of knowledge' as one of our goals. We feel that students learn responsibility and independence by being given the opportunity to practice these skills. We believe that teachers have the right to teach and students have the right to learn.

Another goal in the educational process is for each student to build a positive self-concept to achieve success. As this happens, we at Bowling Green Elementary School know our students can become responsible citizens who care for other people and accept the differences of others.

Sincerely,

Kathy Clark
Principal

Stuart Durastanti
Assistant Principal

MISSION STATEMENT

Building learning partnerships with home, school, and community to ensure personal and academic excellence.

**Hardee County Schools
2016-2017 SCHOOL YEAR**

PRE-SCHOOL CONFERENCE

Tuesday, August 2-Tuesday, August 9, 2016
Wednesday, August 10, 2016 First Day for Students

POST-SCHOOL CONFERENCE

Friday, May 26, 2017

PROFESSIONAL DAYS

INSERVICE Thursday, August 4, Friday, August 5, 2016, Friday, September 16, 2016
Friday, February 24, 2017

PROFESSIONAL DAYS (Work Days)

Wednesday, August 3 and Friday, August 7, 2016, Monday, August 8 and Tuesday, August 9,
(Records Day) Friday, January 6, 2017 (Records Day), Tuesday, May 16, 2016

SCHOOL HOLIDAYS

Labor Day-Monday, September 5, 2016
Fall/Thanksgiving-Monday-Friday November 21-25, 2016
Winter Holidays-Friday, December 23, 2016-Thursday, January 6, 2017
Dr. Martin Luther King, Jr. Day-Monday, January 16, 2017
President's Day- Monday, February 20, 2017
Spring Holidays-Monday-Friday, March 13-17, 2017
Good Friday-Friday, April 14, 2017
Memorial Day-Monday, May 29, 2017

EARLY DISMISSAL DAYS/EARLY RELEASE

Homecoming-Friday, October 14, 2016 (Students and Staff early release)
Early Release- Wednesday, October 14, 2015 (Students Only early release) Records Day
Winter Break-Thursday, December 22, 2016 (Students and Staff early release)
Early Release- Tuesday, May 16, 2017 (Students only early release) Records Day
Last Day for Students-Thursday, May 25, 2017 (Students only early release)

NINE WEEK CALENDAR

First Wednesday, August 10-Thursday, October 13, 2016
Second Friday, October 14 –Thursday, December 22, 2016
Third Monday, January 9-Friday, March 10, 2017
Fourth Monday, March 13-Thursday, May 25, 2017

REPORT CARD DATES

Thursday, October 27, 2016
Thursday, January 19, 2017
Thursday, March 30, 2017
Thursday, May 25, 2017

PROGRESS REPORT DATES

Thursday, September 8, 2016
Wednesday, November 16, 2016
Wednesday, February 8, 2017
Wednesday, April 26, 2017

2016-2017**Bowling Green Elementary****School Calendar****August**

2 1st Day 10 Month Personnel
 3 Professional Day
 4 Inservice Day
 5 Inservice Day
 8 Professional Day
 9 Professional Day / Open House 1-3
 10 First Day for Students
 22 AR Begins

September

1 Title 1 5:30 / Orientation K-5 6:00
 5 Labor Day Holiday
 8 School Pictures, Faculty ID
 8 Math Superstars Begins K-2
 8 Progress Reports
 15 SAC Meeting 6:00
 16 Inservice Day

October

10-12 School Lunch Week
 13 End of First Quarter
 14 Homecoming / Early Release All
 19 Report Card Grades Due 3:30
 20 Picture Retakes
 27 Fall into Literacy Night/Report Cards Issued
 24-28 Red Ribbon Week/Book Fair

November

2 K-2 Tug of War
 3 SAC Meeting 6:00, 3-5 Tug of War
 10 Honors Breakfast/4th Ag Fest
 11 Veteran's Program 8:00 K/ Proud Panther
 16 Progress Reports
 19-27 Fall Holidays

January

1-5 New Year's Day Holiday / Winter Break
 6 Records Day
 9 Students Return / Third Quarter Begins
 10 Report Card Grades Due 3:30
 12 SAC Meeting 6:00
 tba Spring / Group Portraits
 16 Martin Luther King Holiday
 19 Reports Cards Issued
 26 Winter Data Chats K-5

February

8 Progress Reports
 10 Honors Breakfast / Proud Panther Assembly
 20 President's Day Holiday
 23 Black History Program 8:00
 24 Inservice Day

March

10 Panther Pounce / End of Third Quarter
 11-19 Spring Break
 23 Report Card Grades Due 3:30
 30 Report Cards Issued

April

14 Good Friday Holiday
 26 Progress Reports
 28 Honors Breakfast / Proud Panther

May

2 Battle of Books
 4 SAC Meeting 6:00
 5 5th Grade Banquet/AR Ends
 9 K-2 Spelling Bee
 10 3-5 Spelling Bee
 11 K-2 Math Fact Bash

December

22 Early Release All / Reptile Show 9:00
22 End of Second Quarter
23-
31 Winter Holidays

***REVISED 8/24/2016 #2**

***All dates, times, and events are subject to change.**

NOTE: *Assessments will be Listed on Assessment Calendar

12 3-5 Math Fact Bash
16 Records Day / Early Release Students
18 2-5 Honors Assembly 8:00
19 Volunteer Tea 10:00
22 K-2 Field Day
23 3-5 Field Day / Report Card Grades Due 3:30
25 Fourth Quarter Ends / Last Day for Students
25 Early Release / Post School Day / Staff Luncheon
26 Post School Day / Last Day for 10 Month Employees

SCHOOL HOURS

School Opens	7:00 AM
Classes Begin	7:25 AM
Classes End	1:45PM
Office Closes	3:00 PM

STUDENT ARRIVAL AND DEPARTURE

Students **should not** arrive at school before 7:00 a.m. Upon arriving students should report to designated areas:

Kindergarten	-Lunchroom
First Grade	-Lunchroom
Second Grade	-Multi-Purpose Room
Third Grade	-South Tech Lab Room 111
Fourth	-North Tech Lab Room 113
Fifth Grade	-Library
Ms. Powell	-Lunchroom

Students who eat breakfast must go directly to the cafeteria when they arrive. No student will be allowed to go to a classroom before 7:25 a.m. therefore; students will keep all possessions (lunch box, backpack, etc.) with them. Any student arriving after the gates are closed at 7:30 a.m., must be brought to the office to enter the school.

Students transported by bus will be unloaded in the circular drive on the east side of the school. Students transported by car should be let out and picked up in front of the school. **FOR SAFETY REASONS, BRYAN AVEUE (BEHIND THE SCHOOL) WILL NOT BE USED AS A PICK UP OR DROP OFF FOR STUDENTS RIDING IN CARS.** Students transported by car will be dropped off and picked up at the south gate on Church Ave. (by the bike racks.) Lemon Street will be closed during arrival and dismissal time. Street closes during arrival time 6:45 a.m. until 7:30 a.m. and departure time 1:45p.m. until 2:15 p.m. of the school day only.

ATTENDANCE REGULATIONS

District Elementary Attendance Policy

Parents are encouraged to set the goal of regular attendance as a top priority. Students must be present in order to learn.

- Any student who has been absent from school must bring a note from a parent or guardian stating the cause of the absence. This note must be brought to the office within five days after an absence or it will be recorded as unexcused.
- A doctor's note will be required for all absences over a total of 15.
- Students with a minimum of 5 unexcused absences within a 90 calendar day period will be contacted by the Truancy Intervention Program to establish a parent conference to discuss the absenteeism.
- In the event of an extended absence of 15 days or more due to illness, the parent should contact the office to make arrangements for instruction from a teacher in the child's home.

Types of absence

Excused absences are days missed for personal illness, death of a member of the immediate family, special appointments or emergencies approved by the school and the parent or guardian. Absence for head lice will be excused the day the student is sent home and the following day only. Students will be responsible for making arrangements with teachers to make up work missed for excused absences.

Unexcused absences are days missed for activities that can be arranged on days other than school days. These include avoidable absences such as shopping or pleasure trips, vacations and truancy. Absence for head lice will be unexcused after the second day of notification of lice.

Planned or non-emergency absences are days planned in advance and missed for personal reasons. The parent or guardian must submit a written request to the principal or assistant principal at least two days in advance of the absence. These will be excused if approved. The student will need to make arrangements with the teacher to complete the assignments that would be missed. These assignments will be given full credit if returned in the allotted time.

STUDENTS LEAVING CAMPUS

Students are not allowed to leave the school grounds after they arrive unless they are checked out through the office by a parent or guardian. Parents must come to the office to sign a child out of school for physician appointments and early departure from the school for personal reasons.

All parents and guardians will provide a photo identification in order to sign students out or to come on campus. This is in compliance with the Jessica Lunsford Act, 1012.465.F.S. (August 2005).

BEGINNING SCHOOL

Parents will be allowed to walk their children to class the first three days of school, after that the student will have to walk by themselves. Keeping our children safe is our number one priority and with the Jessica Lunsford Act in place in the Florida Statutes (1012.465.F.S. August 2005), we must limit the amount of non-personnel on our campus.

PARENT INVOLVEMENT

The goal of Bowling Green Elementary School is to provide parents with many opportunities to participate in their child's educational programs in a positive atmosphere and to keep them informed of educational and co-curricular activities.

VISITORS

Parents are encouraged to visit the school. **All visitors must check in at the office before visiting any classroom.** Conferences can be arranged by office personnel. Teachers cannot be called out of classrooms to take phone calls. Parents should call the office to arrange any conferences.

All parents and guardians will provide a photo identification in order to sign students out or to come on campus. This is in compliance with the Jessica Lunsford Act, 1012.465.F.S. (August 2005).

SCHOOL VOLUNTEERS

The Volunteer program is vital to our school. Volunteers are given the opportunity to contribute to the education of the students in the community. The assistant principal at B.G.E. is the coordinator of the volunteer program and therefore will place volunteers as deemed appropriate. Parent volunteers are typically not placed in the classroom where their children are. Volunteers at the school in any capacity shall not bring pre-school or children not registered fulltime at any of the elementary or secondary schools of the district. Please contact the school at 863- 375-2288 if you are interested in serving as a volunteer.

STATEWIDE TESTING

During state issued testing, there will be no movement on campus. No visitors/volunteers will be allowed on campus until testing is completed each day.

SCHOOL ACTIVITIES and CLUB RECONGNITIONS

Bowling Green Elementary provides many opportunities for student activity and achievement to be recognized and rewarded. The list below is a sample of these opportunities:

School Newsletter	Math Superstars	Honor Roll
Field Days	Math Fact Bash	Accelerated Reader
Proud Panther	Literacy Night	Battle of the Books
Honor's Assembly	Fifth Grade Banquet	Spelling Bee
Pep Rallies	Television Production	National Elem. Honor Soc.
Student Government	Pep Squad	Panther Pounce
Writing Club	Science Club	Science Night

IT IS NECESSARY FOR THE SCHOOL TO HAVE PHONE NUMBERS TO REACH YOU IN CASE OF AN EMERGENCY. Please leave a phone number where you can be reached and the numbers of others who can reach you. These numbers should be placed on the EMERGENCY CARE FORM. Please update these numbers if you have changed them recently.

REPORT CARDS

Report Cards will be sent out to parents at the end of each nine week grading period. These cards should be signed by a parent or guardian and returned to the classroom teacher no later than three days after it is issued. An explanation of the grading system is printed on the report card.

GRADING GUIDELINES

E	Excellent	A	90 – 100
S	Satisfactory	B	80 – 89
C	Average	C	70 – 79
N	Needs Improvement	D	60 – 69
U	Unsatisfactory	F	0 - 59

PROGRESS REPORTS

Progress Reports are sent out halfway between each nine week grading period. These reports give parents time to help their child to work to improve any grades that are not satisfactory.

HONOR ROLL

The Honor Roll is applicable for students K through 5th grade students who make all A's, all B's or a combination of A's and B's. Names are printed in the local newspaper after each grading period. Students are recognized with ribbons and an Honor's Breakfast for each 9-week period they earn Honor Roll.

Honor Roll for 3rd, 4th, and 5th grade students will be based on the following:

-All A's - student earns an A in each subject*

-A's and B's - student earns A's and B's **OR** all B's in each subject*

*** Reading, Math, Writing (Developmental), English, Spelling, Social Studies, and Science**

Conduct and handwriting not included for Honor Roll consideration for 3rd, 4th, and 5th graders.

K-2 Honor Roll students will be based on the following:

-All A's - student earns an A in each subject*

-A's and B's - student earns A's and B's **OR** all B's in each subject*

*** Reading, Math, English, and Spelling**

Conduct, handwriting, written expression, science, and social studies are not included for Honor Roll consideration for 1st and 2nd graders.

TEXTBOOKS

Textbooks and library materials are furnished free to students by the taxpayers of the State of Florida. Students are responsible for taking proper care of books issued to them or checked out to them. Rules for the care of textbooks and library books are as follows:

1. Student's full name, in ink, should be on the inside front cover of all textbooks.
2. Books should not be left on walks, benches or the playground.
3. Do not mark or underline in textbooks or library books.
4. Lost or damaged books shall be paid for according to their age and condition when issued.

STATEWIDE TESTING

During state issued testing, there will be no movement on campus. No visitors/volunteers will be allowed on campus until testing is completed each day.

LIBRARY and MEDIA CENTER POLICY

The media center can be an exciting place, and we encourage participation by the students.

1. Check-Out Policy:
 - a. Students are allowed to check books a period of six days.
 - b. Students may return books during school hours and check out new books.
 - c. A fine will be charged for overdue books. Students will not be permitted to checkout books until overdue books are returned.
2. Lost, Damaged or Stolen Books
 - a. When a student checks out a book, it is his/her responsibility to return books in good condition.
 - b. Fines will be charged for lost, damaged, or stolen books.
3. Library Books - If a student loses a library book, the student will only be allowed to check out one book at a time until the book has been returned. The student will not be able to take this book home and it is to remain in the classroom. At the end of the year (last two weeks of school), if the student's library book(s) are not returned, the school will send notices home stating the cost of the lost library book. No refunds will be given if the book is found later.

INTERNET ACCESS

General Guidelines for Computer Usage

The use of a network is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials. A student's activities while using the network in this school must be in support of their education and consistent with the educational objectives of the Hardee County District School Board. In addition, a student accessing the network from a school site is responsible for all online activities which take place while using the networked computer. When using another organization's network or computing resources on the Internet, the student must comply with the rules appropriate for that network.

Acceptable uses of the Network

- All activities which support learning and teaching in Hardee County Schools
- Users are encouraged to develop uses which meet their individual needs and which take advantage of the networks function: electronic conferences, bulletin boards, data bases and access to the Internet.

Examples of Unacceptable Uses of the Network

- Using unauthorized chat rooms
- Using electronic mail (e-mail) for anything other than educational purposes
- Using impolite, abusive, or objectionable language
- Using the network in ways that violate federal, state, or local laws
- Activities which cause congestion of the network or otherwise interfere with the work of others
- Using the network for commercial purposes or financial gain
- Sending or receiving copyrighted materials without permission
- Using the network for sending or retrieving obscene materials
- Circumventing security and/or authentication measures

- Unauthorized access to another's resources, programs, or data
- Vandalizing network resources, including the uploading or creation of computer viruses
- Installation of unauthorized software on the computer networks
- Use of network resources to commit forgery, or to create a forged instrument
- Any other infraction deemed inappropriate by school or county personnel

Public Information

Electronic communications should never be considered completely private. Hardee County School Board is subject to Florida Statutes regarding public information access. As such, all electronic messages are a matter of public record.

STUDENT CODE OF CONDUCT GUIDE

1. Each student will show respect and courtesy to all faculty members, staff, and other students. Any insubordination or disrespect displayed by a student will not be tolerated.
2. All students will respect all school buildings and their contents. Defacing or destroying school property will not be allowed.
3. All students are expected to observe the safety rules while on the playground or school property. Fighting or physical contact will not be tolerated.
4. No weapons of any kind are allowed on school grounds. This includes any toy knives, guns or swords, etc.
5. Use of any offensive language or gestures will not be allowed.
6. Students are expected to dress in a manner appropriate for school. Any articles of clothing or accessory item, which distract the learning process, are not allowed. (Accessory items include hats, caps, gloves, sunglasses, etc.)
7. All students are expected to observe and practice high standards. Cheating or stealing will not be tolerated.

*Note: Copies of the Code of Student Conduct are available in the school office. This document includes: guidelines for suspension, expulsion, and discipline for disabled students.

SCHOOL WIDE RULES

1. Respect authority, all staff members, follow directions and safety rules.
2. Be prepared with school materials, homework, etc.
3. Speak quietly in buildings and on walkways.
4. Dress appropriately for school and school functions.
5. Be where you are supposed to be at the proper time.
6. Walk at all times unless told to do otherwise.

7. Be still and quiet during announcements.
8. Leave all toys, radios, skateboards, scooters, knives, and animals at home unless a teacher gives you permission to bring them to school. (Marbles and trading cards are considered toys and are not allowed at school).
9. Stay on school grounds unless you are given permission to leave.
10. Use restroom facilities properly. Do not deface the restroom.
11. Follow classroom rules established by your teacher.
12. The possession of drugs or tobacco products is prohibited.
13. Chewing gum is not permitted at school.
14. Do not deface, destroy or steal school property.
15. Students are not allowed to have pagers or similar devices, cell phones are allowed but must be turned off while on school grounds.

DRESS CODE

We feel that students should take pride in their grooming and general appearance by selecting appropriate dress for school in order that they may develop the proper habits in becoming young ladies and gentlemen. The wearing of headbands, bandanas, facial piercings or any materials that cover facial piercings, bicycle shorts, baggy pants (or pants that fall down without a belt) or shorts and/or other distracting articles of clothing is not permitted by girls or boys. Garments which are sexually suggestive, vulgar or display drug related wording or graphics or which provoke or may tend to provoke violence or disruption in the school shall not be worn. Hats and sunglasses are to be worn outside the building and not inside the building. **“Heelys” (skate tennis shoes) are not allowed.** Any clothing item, accessories, general appearance, etc. that is deemed a disruption to the learning environment by the administration is not permitted.

PLAYGROUND RULES

1. Hitting or kicking activities will not be allowed. There will be no tackling, tripping, pushing or knocking down while playing.
2. No objects (sand, acorns, sticks, etc.) other than P.E. balls should be thrown or kicked.
3. Playground equipment should not be overloaded or used in a reckless manner:
 - a. Only one person should be at the top of the slide at a time.
 - b. No swinging double, sideways or jumping from the swing
 - c. There should be no running or chasing across the playground equipment, i.e. teeter-totters, swings, slides, etc.
 - d. Students are not allowed to sit on top of pull-up bars, monkey bars, or other apparatus.
4. When going to and leaving the playground, students must use the assigned areas or walkways.
5. When there is an argument over the tetherball game, the students involved will be taken out of the game unless a settlement is easily reached by teacher/tutor intervention.
6. Trees, fences, or soccer goals should not be climbed.

WALKWAY RULES

1. Keep to the right when possible (single file).
2. Use designated entrances and stay on sidewalks.

3. Open doors cautiously as you may strike another person.
4. Do not stop for drinks or bathroom unless permission has been given.

CAFETERIA

The cafeteria is the only place in the school provided for the eating of meals whether the student buys or brings their meal. Breakfast is served 7:00 – 7:20 AM. Students planning to eat breakfast should go directly to the cafeteria as soon as they get to school.

Students are responsible for bringing and caring for their lunch money. If a student brings money for other children in the family, the money must be distributed before the students enter the school. If checks are sent with students, please make out one check for each child. This avoids confusion in the office because we do not keep money on hand for check cashing purposes.

Lunches must be paid for in advance or on the day served. Students who have paid in advance will not be charged for lunches on days when they are absent. The office and teachers cannot loan lunch. Money for charged lunches must be brought in the next day. No student will receive free or reduced lunches until: 1) parents have completed and returned an Application for Free and Reduced Lunches to the school or Food Service Department, and 2) the Food Service Department have approved that application. (**Form available online at www.hardee.k12.fl.us)

For more information you may call 863-773-9058 and ask for the Director of Food Service.

CAFETERIA RULES

1. Stay seated until you are dismissed.
2. Use soft voices to talk with your neighbors at your table.
3. Use good table manners.
4. Follow the directions of those in charge.
5. Leave the area clean.

CLASSROOM RULES

Each teacher has established and posted classroom rules, consequences and rewards. After the classroom interventions have been exhausted then the student will be referred to the office for disciplinary action.

TELEPHONE GUIDELINES

The telephone may be used by the students only in the case of an emergency. The telephone is located by the front door of the office.

LOST AND FOUND

Any article found by a student should be turned in to the office. These articles may be claimed from the office by the owner. We will dispose of any article not claimed within a reasonable length of time. All sweaters, coats, gloves, caps, etc. should be identified with labels. This will allow us to get these articles to the proper student. Remind your children not to bring valuables from home because they may be lost or stolen.

FIRE DRILLS

A long blast from the fire alarm will indicate a fire drill. At the teacher's direction, students will walk out of the building quickly and quietly. Students are to line up in assigned areas and quietly return to their classroom when the all-clear signal is given. We have fire drills periodically throughout the year.

TORNADO DRILLS

TORNADO WATCH: an announcement for all people in portables to relocate in designated areas.

TORNADO WARNING: three short rings will be made to alert a tornado has been sighted in the area.

NOTICE OF RELEASE OF STUDENT DIRECTORY INFORMATION

Section 228.093, Florida Statutes, defines student directory information as information that includes a student's name, address, and telephone number (if it is an officially recognized activities, weight and height of members of athletic teams, dates educational agency or institution attended by the student.

Pursuant to Section 228.093, Florida Statutes, any educational institution (including Hardee County Schools) may publish and release to the general public directory information relating to any student, the student body in general or a portion thereof. For example, such information is often published in newspaper articles pertaining to student athletic events, graduating seniors, and recipients of academic honors. Other examples of directory information releases would include the University of Florida's School of Dentistry Survey, Palmview Hospital's Operation Breakthrough Program and the United States Military Recruitment Programs.

If an adult student or minor student's parent or guardian desires that directory information is pertaining to their child or children not be published or released, then the adult student or the minor student's parent or guardian must request that the student's directory information not be published or released. This request will be placed on file with the student's records.

SCHOOL HEALTH ROOM/CLINIC

The Health Room is open from 7:00 AM to 3:00 PM and is located in room 903. A Registered Nurse is in our school two or three days a week and the Health Support Aide is in the Health Room each day.

If a student becomes ill or is injured at school, he should notify an adult who will make arrangements for the necessary care. Teachers must send a pass with students sent to the clinic. Immediate attention will be given to any illness or injury. Parents will be notified if further care is needed or if it is necessary for the student to leave school.

If a student has been injured at home or away from school, please take care of it at home or take him/her to the doctor.

MEDICATION

Students who need to take medications occasionally are to take those medications at home if possible. Medication that is to be taken three (3) times a day can be given before the student comes to school, after school, and at bedtime.

Medications which are to be given at school must have a completed medication instruction form or prescription form from the doctor which is to be turned in to the nursing staff. A Medication Authorization form must be signed by the parent to enable the nurse or health support aide to give the medicine.

All medication to be given at school must be properly identified with the following:

1. name of the student who is to take the medication
2. name of the medication
3. when the medication is to be taken
4. date the medication was prescribed
5. name of the doctor who prescribed the medication

No medicine will be given to your child unless it is identified in this way on the bottle, box, or inhaler!
No over-the-counter drugs may be administered at school by school personnel. This is the law!

We ask for your cooperation as we are primarily concerned with the safety and the health of your child. If you have any questions, please call the Health Room at 375-3139.

COMMUNICABLE DISEASES

Any student suspected of having a communicable disease shall immediately be excluded from school and may not return to school until the disease has completely subsided and/or the student presents a written statement by a physician or the health department that he/she is free of the communicable disease and may return to school. If the student is to be out of school for an extended length time, the school should be notified so that the student can receive services by our homebound teacher.

NOTICE: HEAD LICE are considered to be a communicable disease. See page 5 of this handbook for policy regarding absenteeism for head lice.

BUS TRANSPORTATION

The Hardee County School Board provides bus transportation as a service to the students of Hardee County. The following rules help maintain a safe transport. If a student fails to comply with the rules, he/she may lose the opportunity to ride the bus.

1. Stand off of the roadway in an orderly line while waiting for the bus.
2. Remain in your seat at all times when the bus is moving.
3. Keep your arms and head inside of the window. Do not throw objects in or out of the window.
4. If you cross in front of the bus, walk 10 feet in front of the bus. Stop and wait for the driver's signal before crossing the road.
5. Outside of ordinary conversation, classroom conduct is to be observed on all buses.
6. Absolute silence is required at all railroad crossings.
7. The driver is in full charge of the bus and pupils. The driver has the right to assign seats if necessary. Pupils must obey driver.
8. No eating, drinking, or use of any tobacco products will be allowed on the bus.
9. Pupils must be on time; the bus cannot wait for those who are tardy.
10. Respect the bus; do not write on or cut the seats.
11. You may not bring any glass objects, firearms, knives or any weapon onto the bus.
12. You may not bring reptiles, insects or any animals, dead or alive, contained or not contained, onto the bus.
13. No large objects are allowed; the aisle must be kept clear at all times.
14. You may not get off of the bus any place except your assigned stop without written permission from your parents and the school principal.
15. Prior arrangements must be made with the transportation office before visitors will be allowed on the bus.

These rules are established for your safety and the safety of others.

Riding the school bus is a privilege. If you violate these rules, you will be reported to the school principal, who has the authority to suspend you from riding the bus.

The phone number of the Transportation Department is 863-773-4754.

AHERA

Asbestos Hazard Response Act

Dear Parent,

In 1986, Congress passed the Asbestos Hazard Response Act (AHERA). The law required all school, kindergarten through twelfth grade to be inspected for asbestos-containing materials.

Hardee County School Board contracts with PSI to bring our schools into compliance with the AHERA regulations. PSI is the nation's largest and most experienced environmental engineering and analytical testing firm specializing asbestos testing.

The objectives of our contract with the consulting firm are to:

1. Sample, analyze and quantify asbestos-containing materials in our schools.
2. Determine any potential for exposure of building occupants to asbestos fibers.
3. Provide recommendations for corrective actions.
4. Establish priority levels for abatement activities.
5. Provide estimates for removal and replacement of asbestos-containing materials.

Our schools were inspected, in accordance with the law, by the EPA accredited PSI inspectors. We are happy to report that we have cleared all friable asbestos from our district. The only asbestos remaining is floor tile which has been removed in many areas. We are happy to report there is no dangerous asbestos in any area.

If you have any questions, please feel free to contact the Maintenance Facilitator, LEA at 863-735-2055. A copy of the Management Plan is on file for your review at the school administration office.

POLICY OF NON-DISCRIMINATION
OF THE HARDEE COUNTY SCHOOL BOARD

Hardee County School Board
Rule 2.43 NON-DISCRIMINATION

The Hardee County School Board adheres to a policy of non-discrimination in educational programs, activities, benefits, and employment practices and strives affirmatively to provide equal opportunity for all as required by the following:

- (1) No person shall, on the basis of race, national origin, sex, handicap, color, religion, age, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity, or in any employment conditions or practices of the Hardee County School Board.

General Statutory Authority: 120.52, 120.53, 120.54, 120.55, 230.220, 230.23, 228.2001, 230.22(2), 230.23(17) F.S.

Specific Statutory Authority: Title VI of the Civil Rights Act 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1967; Sec. 228.2001, 228.041, 228.2001, 230.23(5); 230.23005(11) F. S.; 34CFR200.43(c), P.L. 201-44 Code of Federal Register

Policy Against Sexual Harassment or Other Forms of Harassment Prohibited by Law

- A. The School Board desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the prohibition of discriminatory practices. The board's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School Board forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The Board will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.
- B. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School Board facilities.

*For more information contact your school administration or Sherri Albritton, District Equity contact at 863-773-2600, ext. 204.

PROCEDURE FOR ADDRESSING STUDENT COMPLAINTS

Step 1: If a currently enrolled student in the Hardee County School District has a complaint based on an alleged discrimination on the basis of race, sex, national origin, mental status or handicap, the student has a right to voice this complaint to the school principal. The principal will investigate the complaint and make a decision. If the student is not satisfied with the results and wishes to pursue the complaint, they will proceed to Step 2.

Step 2: The student may appeal to the superintendent or his/her designee if not satisfied with the decision at Step 1. The superintendent or his/her designee will hear the complaint, investigate the facts and render a decision as to proper disposition of the complaint. This decision will be final unless the student wishes to proceed to Step 3.

Step 3: The student may appeal to the Board by requesting in writing, that the superintendent place the appeal on the agenda for the next Board Meeting. The Board, after hearing the facts, shall take whatever action is deemed appropriate. The decision of the Board shall be final.

Notification of Rights under FERPA For Hardee County Schools

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

They are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the Hardee County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record that they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure with consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the District may disclose educational records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

Hardee District does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Sherri Albritton, Ed.D; Director of Student Academic Services & Federal Programs

Office Address: 230 South Florida Avenue, Wauchula, FL 33873

Phone Number: [863-767-0662](tel:863-767-0662)

E-mail: salbritton@hardee.k12.fl.us

OR

Teresa Hall; Director of Exceptional Student Education

Office Address: 200 South Florida Avenue, Wauchula, FL 33873

Phone Number: [863-767-0662](tel:863-767-0662)

E-mail: thall@hardee.k12.fl.us

Policy Against Bullying, Cyberbullying and Harassment

THE SCHOOL BOARD OF HARDEE COUNTY, FLORIDA, IS COMMITTED TO PROTECTING ITS STUDENTS, EMPLOYEES, AND APPLICANTS FOR ADMISSION FROM BULLYING, HARASSMENT, OR DISCRIMINATION FOR ANY REASON AND OF ANY TYPE. THE SCHOOL BOARD BELIEVES THAT ALL STUDENTS AND EMPLOYEES ARE ENTITLED TO A SAFE, EQUITABLE, AND

HARASSMENT-FREE SCHOOL EXPERIENCE. BULLYING, HARASSMENT, OR DISCRIMINATION WILL NOT BE TOLERATED AND SHALL BE JUST CAUSE FOR DISCIPLINARY ACTION. THIS POLICY SHALL BE INTERPRETED AND APPLIED CONSISTENTLY WITH ALL APPLICABLE STATE AND FEDERAL LAWS AND THE BOARD'S COLLECTIVE BARGAINING AGREEMENTS. CONDUCT THAT CONSTITUTES BULLYING, HARASSMENT OR DISCRIMINATION, AS DEFINED HEREIN, IS PROHIBITED. HARDEE COUNTY SCHOOL BOARD'S *POLICY of NONDISCRIMINATION Rule 2.43*, ADDRESSES REQUIREMENTS FOR DISCRIMINATION AGAINST DEFINED FEDERAL, STATE, AND LOCAL PROTECTED CATEGORIES OF PERSONS.

For additional information, please go to www.hardee.k12.fl.us to view the entire policy.

Parent Notification

As a recipient of Title I funds, we are required to notify parents that they can request information regarding their child's teacher, including, at a minimum: (1) whether the teachers has met the State requirements for licensure and certification for the grade levels and subject-matters in which the teacher provides instruction; (2) whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; (3) the college major and any other graduate certification or degree held by the teacher , and the field of discipline of the certification or degree: (4) whether the child is provided services by paraprofessionals, and if so, their qualifications.

CHAPTER 2 – GENERAL ADMINISTRATION

RULE 2.55 COMPREHENSIVE TOBACCO-FREE POLICY

Rational: The Hardee County School Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, parents, visitors, and school facilities. The School Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property, in district-owned vehicles or at school-related or school-sponsored events is detrimental to the health and safety of students, employees, and visitors. Smoking and other tobacco products are detrimental to health and a significant contributor to medical issues and death for both users and non-users. The School Board acknowledges that adult staff and visitors serve as role models for students and therefore seeks to promote a district that is tobacco-free. Thus, the purpose of this policy is to establish a school district-wide tobacco-free environment, provide notification to the public and to school district employees and students, provide education and resources to tobacco users, and to provide an explanation of the disciplinary action that will be taken with those that abuse this policy.

Application of Policy: This policy applies to students, employees, volunteers, parents, spectators, and visitors.

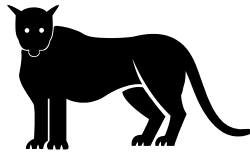
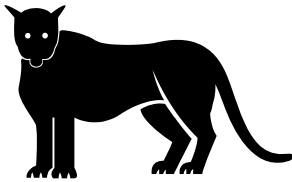
Definitions: For the purpose of this policy, the following definitions shall apply:

- A. *At any time* is defined as during normal school and non-school hours: 24 hours a day, seven days a week, 365 days a year.
- B. *Electronic cigarette (e-cigarette)* means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance and the use of inhalation of which stimulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarette, e-cigars, e-pipes, or any other product name or descriptor.
- C. *Tobacco product* is any lighted or unlighted cigarettes, cigars, clove cigarette, blunts, bidis, pipes, hookah, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products.
- D. *Off-campus, school-sponsored event* means any event sponsored by the school or school district that is not on school property, including, but not limited to, sporting events, day camps, field trips, seminars, dances or theatrical productions.

Policy Statement: No student, employee, volunteer, contractor, or school visitor is permitted to use tobacco products of any kind or e-cigarettes.

- A. In any building, facility, or vehicle that is owned, leased, or rented by the school district.
- B. On any district-owned, leased, rented, or chartered grounds and property

Florida requires all public schools to notify students that they do not have to recite or stand for the Pledge of Allegiance as in compliance with FS 1003.44. This law will go into effect July 1, 2016.



**STUDENT – SCHOOL – PARENT
COMPACT**

As a teacher, support staff and administrator, we will...

- Believe that each student can learn;
- Show that we care about and respect all students;
- Come to school prepared;
- Have high expectations for ourselves and students;
- Provide a safe environment for learning;
- Enforce school and classroom rules fairly and consistently;
- Respect the culture and work with families in the school program;
- Communicate and work with families to support student learning;
- Demonstrate professional behavior and a positive attitude.

Teacher

Para

Principal

As a student I will...

- Believe that I can learn;
- Come to school prepared (with supplies) to learn;
- Always try to do my best in my work and in my behavior;
- Respect and cooperate with other students and adults
- Obey the school and bus rules;
- Take pride in Bowling Green Elementary School.
- Be the best I can be.



Student

As a parent, I will...

- See that my child attends school regularly and is on time;
- Have high expectations for my child about his/her school activities every day;
- Communicate regularly with my child's teacher;
- Encourage my child to read at home;
- Support the school in developing positive behaviors;
- Pick my child up from school on time;
- Show respect and support for my child, the teacher and staff of Bowling Green Elementary School.

Parent/Guardian



**BOWLING GREEN ELEMENTARY SCHOOL
COMPACT**

As the superintendent, I will...

- Believe that all students can achieve'
- Have challenging expectations for students, families and staff;
- Remove barriers to improve performance on all levels;
- Promote education and the Hardee County Public Schools;
- Listen, hear and respond to feedback from students, staff and community;
- Tell the truth;
- Need staff, students, families and communities committed to education and lifelong learning;
- Need a staff willing to challenge old assumptions and look for new ways to solve problems;
- Need a school board that is focused on what students need to achieve;
- Need students staff and community members to communicate their needs and listen to one another;
- Need a community that supports youth and families.

David Durastanti
Superintendent of Hardee County School