

Oriole Beach Elementary

2022-2023

Parent/Student Handbook



*Doors open at 7:50.
First Bell 8:10 a.m.
Tardy Bell 8:20 a.m.
Dismissal 2:34 p.m.*

**1260 Oriole Beach Road
Gulf Breeze, Florida 32563
(850) 934-5160**

**Joshua D. McGrew, Principal
Monica L. Garcia, Assistant Principal**

“Do the Right Thing”

At OBE we strive to do the right thing even when no one is watching and even when everyone is watching (think on that for a minute!). This could manifest in so many different ways for students, PTO, volunteers, families, and staff... from putting in extra effort on a grade level collaborative unit, to lending a helping hand to a family in need, to sharing of your time & expertise in our school, to being kind to the new kid on the block, to... heck, the sky is the limit! 😊 Wonderful people are all around us and acts of kindness that demonstrate Doing the Right Thing occur continually at OBE... We encourage you send Mr. McGrew & Mrs. Garcia emails (mcgrewj@santarosa.k12.fl.us & garciam@santarosa.k12.fl.us) with descriptions of OBE staff you see “doing the right thing” so we can be sure to celebrate them!

<https://www.facebook.com/OBEtheBestPlaceToBe/>

<https://www.oriolbeachel.com/>

Please take a moment to read over the Santa Rosa District Code of Student Conduct. This and all other operational documents are available on the Santa Rosa County District Schools website: <https://www.santarosa.k12.fl.us/>

Arrival/Dismissal Procedures

Parents/guardians who bring their children to school are required to drop them off at school between 7:50 and 8:10 AM. If your child plans to eat breakfast, you must drop them off by 7:55 AM to allow time to eat breakfast and make it to class on time. If students arrive in the classroom late from breakfast they will be marked tardy.

Drivers should come to a complete stop and wait for a signal from the school employee and/or safety patrol on duty to help the student get out of the car. To make this process go smoothly and avoid delaying the entire car rider line, please make sure your child is ready to exit your car as soon as you pull up.

Parents may not drop off their children in any area except the designated car rider line. Children may not walk alone from the parking lot to the school entrance. If your child is tardy, you must sign him/her in at the front office. **CELL PHONE USE IS NOT PERMITTED IN THE CAR RIDER LINE FOR SAFETY REASONS.**

A.M. Drop-off (Car rider)

Our doors open at 7:50 AM The first bell rings at 8:10 and children are to report to their classrooms. Remember, after 8:20 you will need to park, walk your child in, and sign them in at the front office. **You must present a valid driver's license to enter the building.** Make sure that if you are dropping your child off that you drive through the drop-off line versus parking, and walk them in - this is important to keep everyone safe.

- Please do not park and walk your child up to the building.
- Do not allow students to exit your car until doors are open and staff are present to receive them.
- Pull all the way up to the numbered slots to drop your child off.
- OBE staff will assist with opening doors and helping smaller children out of the car.
- Remain in your vehicle.
- Have your child exit the car on the right side (curb-side) of the vehicle.

P.M. Pick-up (Car rider)

- Remain behind the cones in the parking lot until 2:10 PM.
- Pull as far to the curb on the left as you can to allow guests parked at the school to exit from the parking lot.
- Make sure you have the students' names that you will be picking up displayed on the provided school visor sign. (Please call or stop by the front office if your child does not have one). If you do not have a school provided sign, you will not be allowed to pick up your student until you park, present identification, and speak with the front office.
- Pull all the way up to each number slot to pick your child up. OBE staff will assist with opening doors and helping smaller children into the right side of your car. Remain in your vehicle.
- Please do not park and walk to the building to pick up your child.

Car riders/walkers/bikers may not be dropped off prior to 7:50am as there is no supervision for students until 7:50am.

- Start Time 8:10
- Tardy Bell 8:20
- Dismissal 2:34

If accompanying your walking or bicycling child to/from school, please drop off or wait for your child at the edge of the campus by the bus ramp. Please do not walk your students to the building. Our bikers are to park their bikes at the bike rack near the bus ramp at the south end of the school. Helmets must be worn. On days that it is raining at dismissal time alternate transportation needs to be arranged for all bikers and walkers.

New students in all grades may be escorted to their classroom by their parent/guardian for their first day of school. After the first day, all children should be either bus riders or be dropped off in the car rider line. Parents may not walk their child to class after the first day. If your child has social needs or experiences anxiety with transitions, please check in with administration and we will be glad to meet with you and assist your child with the transition to class. We have assigned staff in the various halls of our school to assist children should a need arise.

Attendance & Truancy

Good attendance is a major contributing factor to academic success in school!

Truancy Procedures

If a student has had at least five (5) unexcused absences* or absences for which the reasons are unknown within 30 calendar days, or ten (10) unexcused absences or

absences for which the reasons are unknown within 90 calendar days, the student's primary teacher shall report to the school Principal that the student may be exhibiting a pattern of nonattendance and truancy paperwork will go home.

Late to School Check-In or Early Check-Outs

Students arriving after a our designated start time (8:20 AM) are considered late to school and will receive a "Late to School Check-In" coding. If your child is late to school, you will need to park, present your identification and come into the school to sign him/her in at the front desk. Students checking out of school prior to the end of the school's designated dismissal time (2:34 PM) will receive an "Early Check-Out" coding. "Late to School Check-ins" and "Early Check-outs" will be identified as unexcused or excused. **Three (3) unexcused "Late to School Check-ins" and/or "Early Check-outs" will equate to the student receiving one (1) unexcused absence.**

Absences

All absences from school are considered unexcused until the parent/guardian provides an excuse for the absence. Parents/guardians have three (3) days to send in an excuse note, download a note to FOCUS, or go to the OBE webpage <https://www.oriolbeachel.com/> and select attendance to send a note stating the reason for the absence. Failure to send a note within those three (3) days results in an automatic unexcused absence.

Excused Absences

Absences considered as excused are those due to the child's illness, serious illness or death of an immediate family member, medical or dental appointments, religious holidays, court dates, or special emergencies. Requests for pre-arranged absences must be made five (5) days before the date of the absence. Such requests must be made in writing or email addressed to and approved by the Principal.

mcgrewj@santarosa.k12.fl.us

Unexcused Absences

Per the Santa Rosa County School District Code of Conduct, the following absences are unexcused: shopping trips, vacations, pleasure trips, truancy, missing the bus, oversleeping, excessive illness without doctor verification, dismissal from school (out-of-school suspension does not count toward truancy absences), or other avoidable absences which have not been pre-arranged and approved by the Principal or designee. Three (3) unexcused late to school Check-Ins and/or Check Outs, will equate to the student receiving one (1) unexcused absence for truancy purposes. **An absence will be marked unexcused if a note has not been received within three (3) days of the student returning.**

Before & After School Care -Community School

We have a before, and after-school childcare program housed at our school. It is under the complete direction of the Santa Rosa Community Schools Program. It is commonly known as “Latchkey.” If you have any questions about this program, please call the **Community School at (850) 934-4095** or visit their website at <https://sites.santarosa.k12.fl.us/communityschool/> .

Changes in Address/Contact Information or Court Ordered Custody

Notify the school office immediately of any changes in your address (proof of residence is required) and/or emergency contact phone numbers. This includes your work number as well as the phone numbers of individuals listed as designees for checkout. **It is vital that the school maintain accurate and up-to-date emergency phone numbers for each child in case a parent needs to be contacted.** OBE will follow legal documentation regarding child custody issues. It is vital that parents/guardians provide the school with the most up-to-date court paperwork.

School personnel are bound by state law to release children and all information about the children (report cards, teacher notes, academic records, etc.) to both biological parents when requested. The only exception is when the school has a copy on file of court orders specifying otherwise and prohibiting a biological parent from obtaining this information.

Checking Students Out Early

All early check-outs should occur prior to 2:00 PM. A picture ID will be required before we can release a student from our care. Only individuals indicated by the parent/guardian on the written information cards or as designated in our student information system called FOCUS will be allowed to pick up a child. Should an emergency arise, and another individual is required to pick up your child, the parent/guardian must notify the front office in writing or by email. It is imperative that we be notified in writing by the parent when a designated person is to pick up the child. Please feel free to list multiple emergency contacts in FOCUS or attach a list of designated people to your child’s information card at the beginning of the school year. It can be long!

Conferences/Classroom Visitation

Communication between home and school is vital for a child to realize their full academic potential. It is also important that we maintain a safe and best environment possible for learning to occur. Please follow these guidelines when arranging to meet with your child’s teacher:

- Always sign in/scan your driver’s license at the front office and wear the “Visitor’s Pass” while on campus.

- Arrange conferences in advance by calling the school office. This enables the teacher to be prepared to discuss your child's progress and have important information readily available. Conferences will be scheduled at a time when your child's teacher is not responsible for his/her class (i.e. before/after school or during a planning period). Let the teacher know what specific items or concerns you would like to share or discuss before the conference occurs.
- Early morning "drop-ins" are not allowed. Your child's teacher will be very busy getting ready for an important day of learning, working with early-arriving students, or may be in a conference scheduled with another parent.
- To avoid classroom interruptions, always check in at the front office if you have items to drop off (birthday treats, lunches, messages, homework, clothing). We ask that you leave them with the front office and we will notify the teacher that the items need to be picked up.

COVID: Visit our district website for the most up to date information on COVID 19: <https://www.santarosa.k12.fl.us/covid19info/covid/>

Discipline Policy

All students can be well behaved. It is the responsibility of our school staff to provide a safe and secure environment in which all our children can learn. Any behavior that causes our learning atmosphere to be disrupted will not be tolerated.

Our OBE students are expected to:

- Be on time and prepared for school
- Follow directions as they are given
- Be kind to others and to yourself
- Respect and care for the property of others as well as your own
- Ask for help
- Take responsibility for the choices you make

It is vital that parents, teachers, and the school administration communicate frequently and support one another especially when there is a discipline concern. The support, suggestions, and kind words from home go far in alleviating behavior problems at school.

Dress Code

Students must come to school clean, neatly dressed, and ready to learn. Parents should avoid dressing students (or allowing them to dress) in extreme styles. Clothing and overall appearance should never serve as a distraction to others in any way.

Not allowed at school:

- Tops that expose the midriff at any time
- Pants that hang off the hip exposing undergarments
- Clothing that may be considered offensive (i.e. clothing that advertises alcohol or tobacco products or has inappropriate language, comments or ads)
- Skirts, dresses, or shorts that are too short – please keep skirt, dresses, and shorts near the knee to avoid this issue.
- Any type of clothing that reveals undergarments
- Hats and sunglasses
- Students are not allowed to wear make-up at school.

Our young ladies need to take special care in wearing appropriate undergarments as they grow towards adolescence. Parents and other visitors to our campus are expected to observe the same dress code as students.

It is highly recommended that all students wear athletic shoes each day. Sandals, flip-flops, boots, and dress shoes are not appropriate footwear for physical activity, which takes place every day. Children not wearing appropriate footwear will not be able to participate in PE and will not receive a grade for the day.

Transportation Changes

When the need arises to change the way your child goes home in the afternoon you can do this one of two ways. Either write a handwritten note and send it with your child or use our “Transportation Changes” link on our website home page. Phone calls will not be accepted. If you choose the link on our web site it will take you to a simple form that will ask from you pertinent details that will be needed to make this change. Please make all changes prior to **1:00 PM** the day the change is to take place.

Please remember that when sending a transportation change note that it will be processed in the school office and we need all details each and every time one is submitted.

Please include:

1. Student’s first and last name
2. Mode of afternoon transportation desired
3. Date(s) of change
4. Full address if applicable

DO NOT email, text, or call your child’s teacher for transportation changes. You must send in a note or submit online.

Field Trips

Field trips are an important aspect of the total educational program at Oriole Beach Elementary School. In order for a student to participate in such an adventure, a signed permission form from the parent or guardian must be turned in to the teacher. These forms are sent home with the child well in advance of each field trip. Parents or guardians are welcome to attend field trips to serve as chaperones (as needed and based on the event); **however, all children going on the field trip are required to ride the bus to the destination. Once the event has concluded, parents may check their child out through the classroom teacher and leave from the field trip location.**

Please remember the following guidelines when attending a field trip with your child:

- Parents/guardians attending field trips must complete a volunteer application. The volunteer application forms for such approval are available in the school office or from your child's teacher. These forms should be filled out at least one month prior to the scheduled field trip.
- Younger (or older) siblings are not allowed to attend field trips. While the field trip is an enjoyable experience, it is still part of the educational program. Siblings may be a distraction to other students or the teacher.
- Use of tobacco products (to include cigarettes, smokeless tobacco, vapor/electronic cigarettes) are not allowed on the school premises or at any school function, including a field trip. This is in accordance with policies of the Santa Rosa School Board.
- Chaperones and students must dress and behave appropriately/modestly as we each represent our school and school district.
- All children going on the field trip are required to ride the bus to the destination. Once the event has concluded, parents may check their child out through the classroom teacher.

Food Service Program

Our cafeteria is operated in conjunction with the Federal government's subsidy program requiring us to serve a Type A lunch daily. This means your child gets one third of the daily food requirements when they eat a school lunch.

Lunch includes a choice of entrée, up to 2 side offerings, and a choice of milk. Encourage your child to participate, get a tray, and try a variety of foods!

The elementary breakfast/lunch prices for the 2022-23 are as follows:

Breakfast -Elementary	\$1.05
Breakfast - Adult	\$1.75
Lunch - Elementary	\$2.60
Lunch – Adult	\$3.25

Breakfast / Lunch

Breakfast is served from 7:50-8:10 daily. Only those students arriving on a late bus (after 8:15) are served breakfast outside of this time frame.

While students can bring a lunch from home, please do not send foods that require refrigeration or microwave warming. Adults supervising children in the cafeteria are more than happy to help children open their food, but they may experience a delay while adults assist all in need; therefore, we recommend that you select items that your child can open independently. Should you opt to send lunch from home, we encourage you to pack a nutritious, healthy, well-balanced meal for your child so that he/she has the energy to learn and develop at school.

We do not want any child to go hungry. If there is no money in a child’s account, the student may be given a cheese sandwich lunch. Parents are still responsible for the cost of this lunch and will need to send in money (normal cost for their child’s lunch) to pay for this. Meals may be prepaid by sending cash or checks made payable to Oriole Beach Elementary Food Service. Online pre-payment is also an option by logging on to <https://srcscafe.wixsite.com/foodserv/free-reduced-applications> Questions about your account may be directed to our cafeteria manager, Mrs. McAndrew at (850) 934-5199.

No outside food delivery services will be accepted for students (parents/guardians are always welcome to drop off lunches).

Free and Reduced lunch applications may be completed on-line at the Santa Rosa County School Board’s website: <https://srcscafe.wixsite.com/foodserv/free-reduced-applications> You may request a paper application form for free/reduced lunch at any time during the school year. Applications must be filled out completely before being processed. Parents/Guardians are responsible for all meal payments until the District’s Food Service Office has approved the application.

Eating Lunch with Your Child

Parents and visitors authorized by parents/guardians (listed on health card) may occasionally have lunch with their child at school. Any person who comes to have lunch with an OBE student must be on the health card as an authorized visitor. Note that our lunch times occasionally change due to events occurring in the

school environment. It may be helpful to call ahead to confirm your child's lunch time if you plan to join them.

Lunch is a time for socializing between children; therefore, please abide by the following if you choose to occasionally have lunch with your child:

1. Leave your cell phones tucked away – this is for privacy and safety, as well as the fact that we want children chatting, not interacting with a digital device. **No photos, videos, posting, or recordings should occur in the cafeteria.**
2. We love having you visit for lunch on occasion... we encourage you to limit your visits to no more than one time a week so your student can enjoy opportunities to make friends and socialize with his/her peers in a setting outside of the classroom.
3. Students have priority at the lunch table. Please select a spot at the end of a table – if there is not room for you, please move to a table in the alcove. Refrain from allowing your child to sit in your lap in this school environment.
4. Any person wishing to eat lunch with an OBE student must present a valid photo ID, sign in at the front office, and must be listed on the student's Health Card as an approved person.
5. If you are coming to eat lunch, please park your vehicle in a parking space – do not park in the fire lane in front of the school. This lane can be used for quick drop-offs or pick-ups during the school day, but not for longer endeavors like volunteering or eating lunch. Thank you for helping us all stay safe.
6. Please keep your conversations (topics and language) child friendly/appropriate.
7. Due to the safety of our students (allergies), it is imperative that you not share or offer food to other children.

Grading & Report Cards

Students in Kindergarten through fifth grade will receive four report cards during the course of the year (every 9 weeks) electronically through the student's FOCUS portal. Grades are based on a child's performance in demonstrating their understanding of concepts taught. Parents/guardians of Kindergarten and first grade students are required to come in for a conference with their child's teacher prior to their first report card.

First grade – fifth grade parents and students can access grades online. This process is very simple and can be done by logging into the parent portal you created in FOCUS when registering/enrolling your child. If you have not created a parent portal yet, please do so. Instructions can be found on our school district website: <https://santarosa.focusschoolsoftware.com/focus/auth/>

Grading Scale

The Santa Rosa County School District assigns grades based on the following scale:

Kindergarten

MP = Meets Proficiency

DP = Developing Proficiency

BP = Below Proficiency

NA = Not assessed

Grades 1 through 5

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 – 59

I = Incomplete

Music and Physical Education/Health

E= Excellent

S= Satisfactory

N= Needs Improvement

U= Unsatisfactory

I= Incomplete

Note: Students receiving satisfactory grades (A, B, or C) in the regular program are achieving within the range appropriate for that grade level unless **“below grade level” is marked on their report card**. Satisfactory grades in a remedial program indicate that the student is working satisfactorily in a program that is **below the range acceptable for the grade assignment**.

Guidance

Oriole Beach Elementary School strives to provide a quality educational program for every child. We endeavor to meet academic, physical, emotional, and social needs in a professional manner. Our guidance counselors are a vital part of our total program. Our counselors serve the needs of our students, parents, and staff. They provide individual counseling for students who may need a “listening ear” and encouragement to those who need it. They conduct group counseling in which several children who are experiencing similar challenges can share ideas on how to

cope with these challenges. They hold parent educational seminars and can help parents by providing tips on how to handle discipline and emotional concerns with their child. Our counselors also coordinate student testing. This includes state/district testing and testing of children for special assistance programs.

Head lice

We are very proud of the cleanliness of our school. Consequently, we do everything we can to prevent the spread of head lice. Our “no nit” policy is strictly enforced for the benefit of your child. Children sent home due to head lice or nits must return to school free of head lice and nits within 3 days of their dismissal. Students must be cleared to return to their class by having our health technician check them in our clinic. **Absences beyond these 3 days are unexcused.** Please make every effort to remove lice or nits the same day the child is sent home. Hopefully, the child can be cleared the next day to return to school. We will follow school cleaning procedures after a case of lice and classes may be checked if there is a concern for the spread of lice. Siblings will also be checked. Please check the district website for resources on treatment.

Illness or Injury

Students who become ill or injured at school will be sent to our school clinic. An assessment of the child’s well-being will be made, and the parent/guardian will be contacted if needed. Not all visits to the clinic require a phone call home. **Please keep all contact phone numbers current and accurate. It is very important that you pick up your child as soon as possible after you are notified of your child’s illness.**

Please advise the school of any chronic or special health concerns your child may have. Should your child be sick the night before school, please exercise caution before sending him/her to class in the morning. **He/she must be symptom free (i.e. vomiting, diarrhea, fever) without medication for at least 24 hours before coming to their classmates.**

School Board policy requires that any student with a contagious concern (such as pinkeye, scabies, or head lice) be removed from contact with all other children immediately. It is also required that the parent/guardian return the child to school only after treatment and clearance is provided by a doctor or the school’s clinic.

COVID: Visit our district website for the most up to date information on COVID 19: <https://www.santarosa.k12.fl.us/covid19info/covid/>

Internet Access

The use of the Internet is vital in meeting the varied needs of our children. Each student using the Internet must have an Internet Access Agreement signed by their parent/guardian on file at school. This form is valid for one year and must be signed each year. Any changes must be made in writing by the parent/guardian.

Mandatory 3rd Grade Retention

The state of Florida adopted legislation that calls for mandatory retention for 3rd graders scoring Level 1 on State Exam for Reading. Contact your child's teacher or administration for more details regarding this state law.

Media Center/Library

We take an enormous amount of pride in our school's Library and the work of our media specialist. The Library is a key location to encourage a love of reading and learning. All students are given opportunities to go to the Library as frequently as appropriate.

Medication

Oriole Beach Elementary School has a well-equipped health clinic staffed with a Certified Health Technician and/or a nurse for the emergency needs of our children in Pre-K through the 5th grade. The direct phone line to the clinic is (850) 934-5198. All medication used by our children must be delivered to the school by the parent/guardian in its original container. A "Dispersion of Medication Form" must be completed for prescription and over the counter medicines like cough drops, Tylenol, etc. The prescriptive medicines MUST have the child's name, doctor, name of medication, dosage, directions, and expiration date. Students are not to have medicine (prescription or otherwise in their possession while at school, on a school bus, or at a school function. Exceptions are EpiPen's or an asthma inhaler prescribed by a physician for a specific student (this must be discussed with the nurse and we will need a health care plan in place). EpiPen's, insulin pens, or asthma inhalers will be permitted to be carried with parental permission and physician's signature on the "Dispersion of Medication Form".

Parking on Campus

While visiting our campus, you must adhere to parking in designated parking areas only. Vehicles other than buses are strictly prohibited on or in the bus loading zone at any time.

Party Invitations

To avoid hurt feelings and possible disruption to the learning environment, it is our policy to not allow students to hand out party or any other invitations at school unless a student is planning to give one to each student in the class.

Physical Education

All students are expected to participate in physical education classes. Only those children who provide a parent's note will be excluded from this requirement. Children needing to miss more than three (3) days of PE will be required to provide a doctor's note. **All students are required to wear athletic shoes for PE. Sandals, flip-flops, boots, and dress shoes are not appropriate footwear for physical activity.** Children not wearing appropriate footwear will not be able to participate in PE and will not receive a grade for the day. If you need assistance in purchasing proper footwear for your student, please contact our front office to be connect with our guidance counselor or an administrator.

PTO

Oriole Beach Elementary has an active and supportive Parent Teacher Organization. Our PTO sponsors many school functions, rewards student and staff achievements, and supports our school in a variety of ways. All funds raised through the PTO are used for school-related programs and materials. The success of this wonderful organization is dependent on the involvement of everyone.

PLEASE JOIN OUR PTO!

Safety at School

The safety of your child and school staff is of utmost importance. Students are under adult supervision throughout the day. Please remind your child that they are to never leave an area without the knowledge and permission of the supervising adult.

All visitors are required to present a valid driver's license at the front door, sign in at the front office, and wear a visitor's badge at all times while on campus. For our students' safety we ask every parent and community member interested in volunteering to complete and return a volunteer form to the school. All school volunteers will undergo a background check and must be school board approved.

Parents and other visitors to our campus are expected to utilize staff restrooms and refer any discipline concerns to a staff member. In accordance with School District guidance, OBE will regularly practice emergency drills to include fire, lockdown, evacuation, shelter in place, and severe weather drills.

Special Area Classes

As part of our total educational program every child in our school participates daily in a special area class. Special area classes include STEAM (Science/Technology/Engineering/ART/Mathematics), Music, Physical Education, and Library. Our goal is to develop an appreciation for the content of the course and develop each child to his or her fullest potential in that area.

Testing

Standardized testing is utilized in all grades K-5th. K-5th grade students will take the Renaissance STAR Early Literacy Assessment or the Renaissance STAR Assessment three times a year. Scores are taken seriously and drive the intensity of instruction, the implementation of support services and professional development of our staff. Please make every effort to have your child in school, on time, and ready to learn not only during assessment days, but throughout the year so they can be successful!

State Required Progress Monitoring Screeners

Product Name	Grade Level/Courses
Star Early Literacy	PK-K
Star Reading	1-2
Star Math	K-2
Cambium ELA	3-10
Cambium Math	3-8

Transportation

Bus Transportation

Riding to and from school on a bus is a privilege, not a right. If a child chooses to misbehave on a bus they will lose that privilege and be suspended from the bus.

Any student who repeatedly chooses to disobey the driver will be suspended from the bus. It will then be the responsibility of the parent to provide transportation to and from school daily. Truancy and attendance policies will be followed. Please work with us to assure your child's appropriate bus behavior.

***NOTE: District bus policy states that if a child does not ride their bus for three days in a row, the driver is not required to make a stop at that house. The parent must notify Transportation (850) 936-6004 to resume pick-up.**

Basic Bus Rules

- Stand away from roadway while awaiting bus.
- Remain in your seat with the seatbelt buckled at all times while the bus is moving.
- Keep arms and head inside windows.
- Walk ten (10) feet in front of the bus and wait for the driver's signal before crossing the road.
- Absolute silence is required at all railroad crossings,
- The driver is in full charge of bus and pupils. Students must obey the driver.
- The driver will assign a seat to each student who rides the bus.
- No eating, drinking, or use of tobacco products is allowed on the bus.
- Students should be at their designated stop 10 minutes prior to scheduled bus pick-up time; the bus cannot wait for those who are tardy.
- Students must exit the bus at their designated stop only unless written permission is granted by school administration.
- Riding the bus is a privilege. Do not abuse it.
- Students riding Santa Rosa District School buses may be subject to video recording for disciplinary purposes.

Bus Routes

Student Transportation of America Company establishes bus routes. Neither the driver nor the school has the authority to make changes on the routes. Concerns may be addressed with STA by calling (850) 936-6004.

Changing Buses

A student may ride only the bus to which they have been assigned according to their home address. Unless the student has a pass from the school office indicating a different destination, **a child is not allowed to get off at a different stop.** A parent may obtain a bus pass for their child by sending a note in with their child, dropping off a note at the front office, or utilizing the transportation change form on our website **before 1:00 PM** indicating the change. Please be very specific as to dates and destinations. Students will be allowed to ride a different bus other than the one they are assigned only for special circumstances with administration approval in advance. This is still subject to seating availability.

****Transportation changes cannot be made by phone or text****

DO NOT email, text, or call your child's teacher for transportation changes. You must send in a note or submit online.

Transportation Changes

- Changes in your child's afternoon transportation must be made in writing and in advance. Please send a note or use our online transportation change form to detail the change. If sending in a note your child must give it to his/her teacher at the beginning of the school day. **E-mails and texts directly to your child's teacher are not accepted for transportation changes as we cannot guarantee that the teacher will have an opportunity to check their e-mail or texts prior to dismissal, or that the e-mail won't get blocked by our SPAM filter.** Also, if a teacher is absent, substitutes do not have access to a teacher's email account.
- If a note is forgotten, please use the online transportation change link on our website or drop off a note at the school office before 1:00 PM
- **Only individuals indicated by the parent/guardian on the written information card or who are listed in FOCUS are allowed to pick up a child or make a transportation change.** You may add a long list of names to FOCUS and/or the card. This is for the safety of your children.

Visitor/Volunteer Sign-In Procedures

All volunteers are required to complete a "Volunteer Application Form" each year. The completed form is submitted to the school board for approval. Once approved, volunteering is scheduled through a staff member and is based on staff needs.

Parents are not guaranteed to be able to volunteer in their child's classroom. We welcome visitors and volunteers to our campus! There are a few rules we need to ask you to follow when you come onto the campus.

- Please park only in designated parking spaces, and do not park directly in front of the school where the "**No Parking in This Area**" and "**Do Not Leave Cars Unattended Here**" signs are posted. These areas must be kept clear for buses and emergency vehicles. Before entering the building, please do a quick check to be sure you are in compliance with the dress code.
- We request that everyone, including adults visiting the campus, volunteering on campus, or chaperoning field trips adhere to the same dress code established for students. **Please be sure your attire is appropriate for a school setting.** We respectfully request a modest neckline, no exposed midriff, appropriate length shorts/skirts, and that clothing does not advertise tobacco/alcohol or depict obscene language, pictures, or gestures. We ask that you kindly consider that the ages of elementary school students range from 3 to 11 years of age.
- Please come directly to the office to sign in. **NO ONE MAY BE ON CAMPUS WITHOUT BEING SIGNED IN THROUGH THE OFFICE.**

You may not enter the building without a valid driver's license.

Please scan your ID at the kiosk and once you receive the name tag provided, please place it on your SHIRT.

- Please let the person at the front desk know where you are going and why.
- No one is permitted to sign in and be in the hallways without a specific reason for being there.
- If you are going to a classroom, there are instances where the person at the front desk will need to check with the teacher to ensure you are expected and will not be interrupting vital instructional time or testing.
- Once you have completed your stated reason for being on campus, you may not go elsewhere in the school.
- Please be sure to come back to the office to sign out.
- Please do not bring siblings or non-school aged children when you volunteer during the school day. This can cause a distraction to children in the classroom and may take your attention away from the task at hand.

We appreciate your visit and your compliance with these rules. It is very important to the safety and security of your children that we know EVERYONE who is on campus at all times.

Web Site

The internet address for our school web site is:

<http://www.oriolebeachel.com/> Parents and students are encouraged to use this web site for school information and you are encouraged to “like” our Facebook page at <https://www.facebook.com/OBEtheBestPlaceToBe/> **Frequent and useful updates/information is shared through our Facebook page!**

Withdrawing from School

To withdraw students from school, please follow these steps:

- The parent/guardian should contact the school office in person at least 2 days before the student's last day.
- A “Withdrawal Form” **must be signed** by the parent/guardian.
- Verify that all textbooks, library books, and planners have been returned and there is no money owed to the cafeteria.

Please also refer to the Santa Rosa County School District Code of Contact for further rules and elaboration: <https://sites.santarosa.k12.fl.us/files/csc.pdf>

OBE IS THE VERY BEST PLACE TO BE... WE THANK YOU FOR BEING AN ACTIVE AND POSITIVE PART OF OUR SCHOOL COMMUNITY AND YOUR CHILD'S EDUCATION!

“Do the right thing.”

Vision

Santa Rosa County District Schools provides an environment that fosters each learner's potential, equips students for academic excellence, and promotes lifelong learning.

Mission

To love, educate, and prepare all students for graduation and a successful future.

