

A. Gary Walsingham Academy

Parent & Student Handbook 2024-2025



**A. Gary Walsingham Academy
44 Chip Seal Parkway
Panama City Beach, FL 32407
850-767-5475**

**Amy Harvey
Principal**

**Chad Gall
Assistant Administrator**

**Elise Kirk
Assistant Administrator**

MISSION & VISION

Mission - A. Gary Walsingham Academy is dedicated to providing a safe and collaborative school environment that focuses on building positive relationships, nurturing individual differences, and igniting a passion for innovative exploration and learning.

Vision - Guiding learners to lead “The Wahoo Way”

IMPORTANT PHONE NUMBERS

School

Main Office	850-767-5475
Fax	850-767-5485
Guidance	850-767-5494
Cafeteria	850-767-5483
Bay Base	850-767-5484

District

District Office	850-767-4100
Student Services	850-767-4311
Pre-K Office	850-767-4264
Transportation	850-767-4495
Safety and Security	850-767-4127

IMPORTANT WEBSITES

District:	www.bay.k12.fl.us
Parent Portal:	https://focus.bayschools.net/focus/
Launch Pad:	https://launchpad.classlink.com/bayschools
Facebook:	www.facebook.com/WalsinghamWahoos

WALSINGHAM DAILY SCHEDULE

ELEMENTARY K-5 SCHEDULE

7:05	Student Supervision & Breakfast Service Begins
7:25	First Bell Rings & Breakfast Service Ends
7:30	Tardy Bell
2:00	Student Dismissal

PRE-K PROGRAM SCHEDULE

7:05	Student Supervision & Breakfast Service Begins
7:25	First Bell Rings & Breakfast Service Ends
7:30	Tardy Bell
10:45	Half-Day VPK Student Dismissal
1:15	Full-Day Student Dismissal

STUDENT ARRIVAL AND DISMISSAL

School is in session from 7:25 a.m. – 2:00 p.m. for elementary (K-5) students and from 7:25 a.m. - 1:15 p.m. for the pre-k program.

Student Drop-Off

Students may NOT arrive on campus before 7:05 a.m. There is NO supervision prior to this time. Please use the car loop and keep your child in the car until we open the doors at 7:05 a.m. Parents dropping off students must remain in their vehicle. **Only Walsingham Academy students are permitted to enter campus during the morning drop-off.** Staff members will be available to escort our young students to their morning waiting areas.

To ensure that our drop-off zone is both safe and efficient, please adhere to the following rules:

- ❖ Use only the designated student drop off area
- ❖ Pull forward as far as possible to allow the maximum number of cars to unload.
- ❖ Once your vehicle has reached the awning area, your child may exit the vehicle.
- ❖ Have your child prepared to exit on the school side of your vehicle as soon as all cars have pulled through and stopped.
- ❖ Stay in your vehicle.
- ❖ Stay alert. Please refrain from using your cell phone.

ABSOLUTELY NO DROP-OFF OF STUDENTS IN THE PARKING LOT OR THRU-TRAFFIC LANE

Student Pick-up

Pick-up procedures are in place to ensure that all students are dismissed in a safe and efficient manner. Please assist us in this endeavor by adhering to the following pick-up procedures:

- ❖ Use only the designated student pick-up area
- ❖ Pull your car forward as far as possible to allow the maximum number of cars to load.
- ❖ If your student needs assistance to be buckled into their car seats, please pull forward to the designated buckle zone once your student has been loaded into the vehicle.
- ❖ Stay in your vehicle.
- ❖ Stay alert. Please refrain from using your cell phone.

- ❖ **All vehicles MUST have a 2024-2025 Walsingham Academy School-issued Pick-up Tag.** If you do not have the required tag you will be advised to park your vehicle and bring a valid picture ID into the office to sign out your child. This procedure is in place for the safety of your child. The pick-up tag indicates that the person driving the vehicle has permission to pick the child up from school. Car tags also allow staff members to keep the dismissal line moving in an efficient manner.

Checking Out Students: Excessive check-outs are disruptive to the teachers and students. Please try to schedule appointments outside of school hours. Students will only be released to individuals listed in the Parent Portal with permission to pick-up. Students will not be called to the office until an authorized adult with a valid picture ID arrives on campus to check them out. **Student check-out ends 30 minutes prior to student dismissal times.** Extended Day VPK students may be dismissed from the extended day program after five early check-outs.

TRANSPORTATION

Bicycles: Bicycles must be parked in the designated bicycle storage area. Bicycle locks are highly recommended. The school is not responsible for the security of bicycles stored in the area.

Bus Stops and Procedures: The Bay District School Board provides buses and drivers for the transportation of students. Bus stops are set by the School Board and not by the bus drivers. Permission to ride school buses is granted based on the address listed in Parent Portal. Please discuss the following with your child: (1) arrive at the bus stop five (5) minutes before the bus time, (2) stand off the side of the roadway while awaiting the bus, and (3) obey the driver at all times. If you have questions or concerns regarding the transportation of your child, please feel free to call the school at 767-5475, or transportation at 767-4495.

Car and Bus Transportation Changes: If there is a change in a student's afternoon transportation routine, a parent must send a written note to the teacher stating the change and its duration. The written note can be sent through DOJO or email; however if the teacher does not acknowledge receipt of the message, it is the responsibility of the parent to call the office to ensure the message has been received. Without written communication from the parent, students will be sent home per their normal dismissal procedure. We understand that sometimes there are last minute changes that cannot be helped, but it is disruptive to the students and teachers when we have to call them regularly about dismissal changes. If an emergency

situation arises, please call the school office prior to 1:00 pm so that we have time to get the message to your child's teacher prior to dismissal.

Field Trips: Before a student may participate in a school-sponsored activity away from campus all required documents and fees must be turned in by the due date indicated. Students must be present at school and depart school on the bus with their assigned group in order to attend a field trip. Parents attending a field trip with their child must obtain a Field Trip Badge prior to the trip by bringing a valid picture ID to the front office to be scanned through our Raptor security system. Siblings or additional children are not permitted to attend field trips. Students on field trips are subject to all school rules and policies. Walsingham administration has the discretion to deny field trip privileges due to behavior/disciplinary concerns. Money collected for school field trips is non-refundable.

Chaperones (who will be responsible for supervising a group of children) for any field trip must be cleared through the fingerprint process with the Safety Office and obtain an official BDS Volunteer Badge. Please note that not all field trips permit parents and/or chaperones to attend.

VISITING CAMPUS/VOLUNTEER OPPORTUNITIES

Pets: No pets are allowed on campus.

Visitor's Badge Procedures: In order to ensure the safety of our students, we require all visitors to report to the front office for a visitor's badge prior to reporting to any location on campus. Visitors will be screened upon presenting any of the following forms of identification:

1. A state-issued driver's license or identification card (all 50 states)
2. A United States Military identification card
3. A consular identification card issued by the government of Mexico
4. A United States Permanent Resident Card

Many school events will require Visitor's Pre-Passes. If an event invitation indicates that a Visitor's Pre-Pass is required, parents must pick up their pass PRIOR to the day of the event.

School Advisory Council (SAC): The Walsingham Academy School Advisory Council (SAC) is seeking new members. All parents of students at Walsingham, business and community representatives are eligible for membership. Partnerships with all stakeholders are highly valued and proven to improve student achievement. The SAC is responsible for assisting in the formulation and implementation of the school improvement plan, acting as an advisor to the principal, assisting in the development of the educational program and acting as a liaison between the school and community. If you or someone you know is interested in becoming a member, please call or send your name/phone number to the school's main office.

Elevate Bay Mentoring Program: Elevate Bay is a mentoring initiative by Bay District Schools that focuses on supporting and encouraging at-risk children. Volunteers can serve as classroom mentors, one-on-one mentors or as a lunch buddy for an individual student. For more information, contact Stacey Legg at 850-767-4128 or leggs1@bay.k12.fl.us

Lunch Visitors Guidelines:

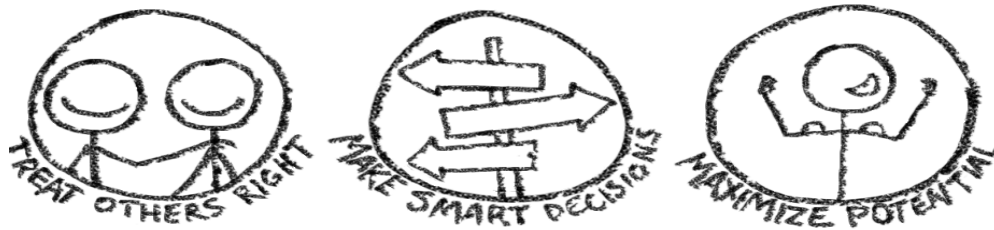
- There is limited seating during each lunch period so visitors will be permitted by appointment only and limited to two adults per student. Please be courteous to other parents who want to eat lunch with their child and sign up for a maximum of two spots per month.
- The link to reserve your lunch appointment is: <https://walsingham-lunch.youcanbook.me>
Please be sure each adult attending books an appointment.
- If a date is not available, it may be a designated day to review procedures, a day off, minimal coverage, or it is already full. Thank you for your patience and understanding.
- Siblings' lunch times will not be altered. If a visitor wishes to eat with more than one student, the visitor must do so at each student's assigned time.
- Arrive on time, sign in at the office with your valid picture ID, wear the Visitor's Badge provided the entire time you are on campus, and meet your child at the cafeteria entrance.
- Visitors are permitted to sit at the designated visitors table with their child ONLY
- Please encourage your child to observe normal cafeteria procedures and behavior.
- We ask that you do not take pictures of children that are not your own or post a picture on social media that has the faces of other children in the background. This can be a safety risk for some of the children.
- When it is time for dismissal, please encourage your child to clean his/her area, collect his/her belongings, and rejoin their class.
- Visitors may not remain on campus after their student's lunch time.
- Return your Visitor Badge and sign out in the front office.
- There are times during the academic year, such as testing days, when visits will not be permitted. These days will be determined by the administration.
- Administration reserves the right to cancel lunch visitation should unexpected circumstances arise.
- Please understand that our school's top priority is student academic instruction. We must stay on schedule to meet the state requirements. Thank you for your understanding.
- Parents and visitors must abide by the District Visitor's Policy, which can be found here: <https://www.bay.k12.fl.us/district-policies>

CHARACTER EDUCATION AND DISCIPLINE



Walsingham Academy is proud to utilize the Core Essentials character education program. The Core Essentials curriculum provides strategies and resources focused on creating a school culture that encourages positive behavior. Our school-wide expectations, the Big 3, are designed to create a safe and productive learning environment where teachers can teach and all students can learn. These expectations are posted throughout the school and reinforced daily.

The Big 3



Discipline: Along with our school wide expectations, each teacher has established classroom behavior expectations and a discipline plan with rules, consequences, rewards and parental involvement. In the event a student is referred to the office, the Bay District Discipline Matrix will be used as a guideline for behavior intervention by administration. Please refer to Bay District Schools Code of Student Conduct and Discipline and School Board Policy 7.203 for additional information.

Care of School and Personal Property: We try to instill student pride in the appearance of their school. Students must not mark on school furniture, walls, ceilings, floors, or equipment with pens, pencils, markers, or any other instruments. Students must not tamper with fire alarms, fire extinguishers, plants, trees, or any other electrical system in the school. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.

Students are cautioned not to bring large amounts of money, electronic items or cell phones to school. Personal items such as toys, stuffed animals etc are not permitted at school unless they are part of a special event or project that has been pre-approved by the classroom teacher. If a student wears glasses or watches, we ask that the student take responsibility for the care of them. Students should not leave money or other valuables in the desks. We are not responsible for any damaged or lost items.

Students should have their name labeled in jackets, backpacks, lunch boxes etc. Items left in lost and found are donated to charity periodically throughout the year.

Out of Zone Students: Please know that if your child is attending Walsingham Academy “Out of Zone” they must maintain good attendance and have no disciplinary problems. Should attendance or discipline become a problem, the “Out of Zone” privilege may be revoked.

SCHOOL MEALS

School meals are provided by Chartwells School Dining Services. For information on school meals including prices, menus, payment options and applying for free/reduced meals, visit:

<http://www.bay.k12.fl.us/parent-lunch>

COMMUNICATION

Parent Portal (Focus): Florida School Law requires that we have accurate information on all of our students. **It is the responsibility of the Parent or Guardian to maintain updated mailing address, residence address, and current emergency phone numbers in Parent Portal.** Any changes and updates throughout the school year can be made through your Parent Portal account. The office staff cannot make changes to any information in Parent Portal. You must come to the front office with a valid picture identification card if you are unable to access Parent Portal. A request to change a student's address will be approved once two proofs of residence are provided to the school office.

Your child's grades, attendance and discipline records are available for your review at any time on the Bay District Parent Portal System.

BDS Grading Scale

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

Phone Calls: You may call to speak to your child's teacher before and after school. We do not put calls through to the classroom during the instructional day. Only emergency messages will be relayed to teachers during the school day. If you receive a call from the school, the caller should leave a message. Please listen to your voicemail to see who called prior to calling the school back.

Class Dojo: All teachers and administrators at Walsingham Academy use Class Dojo as a preferred means of communication. School wide, class and individual announcements and messages will be sent through DOJO. Class DOJO is often the easiest way to reach your student's teacher; however please remember that they are unable to answer messages during instructional time or after school hours.

Email: Individual, school and district wide information is often sent via email. Parents should have a valid email address listed in Parent Portal.

Facebook: School and district announcements, information and special events are often posted on social media. Parents are encouraged to follow the Bay District Schools and A. Gary Walsingham Academy Facebook Pages.

Parent-Teacher Conferences: If you have questions or concerns about your child's progress, please contact the teacher or guidance to schedule a conference. Requests for conferences must be made in advance.

Parent Resource Guide: The Bay District Schools Parent Resource Guide may be accessed on the school website and at the Bay District Schools website, www.bay.k12.fl.us. Paper copies of the Bay District Schools Parent Resource Guide are available upon request at schools or by calling 850-767-4311. Parents and students should read this guide carefully. Note: The electronic edition of the Parent Resource Guide is the latest edition. It replaces earlier electronic and printed editions.

School Counselor: The school counselor is available to: (1) answer questions about the programs at the school, (2) review your child's progress, (3) interpret standardized test scores, (4) discuss special programs, or (5) meet with you about other concerns regarding your child. If you have any questions or concerns, contact the counselor at 767-5494

Deliveries: Delivery of personal items to students during school hours is prohibited. Unless an emergency situation arises or delivery has been pre-approved by the school principal, personal deliveries will not be accepted by the front office. **This includes items such as homework, library books, snacks, and lunches.** Students who will not be purchasing a meal in the cafeteria should bring their pack lunch with them to school each day. Deliveries of flowers, balloons, and gifts are not permitted. Deliveries from outside vendors/services such as Doordash are not permitted - no exceptions.

Classroom Snacks: Snacks donated to the classroom for sharing or sent in for special occasions must be store bought and arrive in the original sealed container.

Birthdays: Parties for individual students (birthdays, going-away, etc.) are not permitted at school. **Store bought** cupcakes or cookies may be sent in to share with the class for a student's birthday with prior approval by the teacher. Invitations for individual parties being held off campus are NOT to be distributed at school, unless an invitation is provided for every student in the class.

MEDICAL NEEDS / ILLNESS

Illness of Students at School: It is extremely important that we have a phone number where you can be reached in case of illness of your child. We appreciate having the name of a neighbor or family member who might be trusted to pick up your child when you cannot. As names and phone numbers change, please try to keep the school office personnel informed by updating your parent portal for your child's safety.

Medication: Medication (including anything over the counter, i.e. cough drops, Tylenol, etc.) may not be on campus or administered to a student without a completed "Permission to Administer Medication" form. This form must be completed by a parent and physician. The completed form and medication must be delivered to the health room by an adult. Medication must be received, counted and stored in its original container in the school health room.

Allergies: If your child has food or life threatening allergies, please provide the office (and cafeteria manager if food allergies) with a signed statement from the physician listing allergies and procedures for emergency treatment.

Head Lice, Bed Bugs and Other Pests: See Bay District Schools Policy 7.302

TEXTBOOKS / TECHNOLOGY

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

Bring Your Own Device: Students may bring their Personal Electronic Mobile Devices to school during specified times according to BDS School Board Policy 7.211. Teachers and administration will determine when/if students may use devices in the classroom.

BYOD Guidelines (For more detailed information, see BDS policy 7.211.)

- Devices may not be used in any way that disrupts the educational environment, or violates the rights of others. Devices may not be used to cheat, violate school conduct rules, or to bully staff or students. Misuse will be subject to disciplinary action.
- Cell phone conversations during instruction or class time will take place ONLY under the supervision of school personnel.
- Using any device that permits recording of voice or image of another person without the direct consent of the other party is PROHIBITED.
- Students must comply with staff directives and devices must be on silent or vibrate mode during class time.

STUDENTS BRING THEIR DEVICES AT THEIR OWN RISK. THE DISTRICT WILL NOT BE RESPONSIBLE FOR LOST, DAMAGED, STOLEN, or MISPLACED DEVICES.

ATTENDANCE POLICIES (SCHOOL BOARD POLICY 7.105)

Students are expected to be in school, to be on time and to stay all day unless prohibited by illness or other serious crisis. Florida Law 232.01F.S. requires children ages 6-16 to be in regular attendance in school and holds parents accountable for meeting this requirement (232.09F.S.S). Your child is in jeopardy of violating these statutes as indicated below:

- 5 or more absences (excused or unexcused) in a month
- 10 or more absences (excused or unexcused) in the past 90 days. Enforcement of school attendance 232.17 F.S. School Board Policy 7.104; 7.105
- 15 or more unexcused absences in the past 90 days, Habitual Truant 39.01F.S.

Criteria for approved absences as stated by the School Board include: illness, medical care, death in the family, legal reasons, religious holidays, pre-approved family leave, or school sanctioned activities. Parents are requested to justify each absence of the student within 24 hours of the absence with a written excuse to the school. If the above absences are found unexcused, you or your child may also be at risk for:

- Notification to AFDC: we are required to notify the AFDC office when recipients of AFDC are not attending school regularly. This could result in a reduction of benefits.
- Court action for truancy

For the protection of your child during the school day, students may not leave the school campus unescorted. If it is necessary for a child to leave school, parents must sign the child out in the office. Teachers will not release students unless notified that the child has been signed out in the office.

Excused Absences: After five (5) days of absences in one semester, a written statement from a physician is required to excuse the absences. The attendance clerk will follow Board Policy in determining whether an absence is excused or not.

Pre-Approved Family Leave: Students may be granted up to 5 excused absences for family leave per school year. A completed Request for Family Leave Form must be turned into the school office prior to the student being absent and all criteria must be met for approval.

Unexcused Absences: Unexcused absences are those absences that are not justified according to board policy. In addition, truancy, out of school suspension, expulsion, and/or skipping are considered unexcused absences. Please refer to Board Policy.

Make Up Work – Excused Absences: Students are expected to make up all work missed during absences. Full credit will be awarded for the make-up of work missed during excused absences. It is the student’s responsibility to contact the teacher within five (5) school days of the first day back to obtain make-up work up. All assignments announced in advance of the student’s absence (including tests and exams) must be made up on the day the student returns to school. Teachers may choose to require a student on school or administrative leave to complete work assigned in advance of the leave.

Make up Work – Unexcused Absences: Students are responsible for making up all work missed, including tests and exams, during an unexcused absence. If the unexcused absence is due to a suspension of one to three (1-3) days, the student must contact his teachers for assignments upon return to class. Make-up work must be completed within five (5) school days. Parents/ guardians of students suspended for more than three (3) days are responsible for contacting the school by the end of the third day of suspension to obtain the missed assignments. All work must be completed and returned to the classroom teacher upon the student’s return to school.

Minimum Attendance: A student may be in jeopardy of retention if he/she fails to attend school for at least 160 days in a school year.

SAFETY

Bullying: It is the policy of the Bay District School Board that all students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment is prohibited. The full policy (7.207) is found in Chapter 7 of the school Board Policy.

SAFE Anonymous Reporting Tool: SAFE allows anyone to submit a report to alert the school district of a possible incident of bullying, harassment, violence, or abuse.

Link to report: <https://safe.bayschools.net/>

Link to video for how to use SAFE: <https://vimeo.com/329874931>

FortifyFL Reporting Tool: FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. To submit a tip online, or for more information about FortifyFL, visit <https://getfortifyfl.com/>

DRESS CODE/STUDENT UNIFORM AND GROOMING

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. In order to promote safety, personal hygiene, academic well-being, and moral development, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance. Students are expected to come to school dressed appropriately with proper attention having been given to personal cleanliness, grooming, and neatness of dress.

The dress code policy applies from the time the student arrives on campus until the end of the school day and at all school activities during the school day. Exceptions may be made by the principal for field trips or other special activities.

The Bay District Schools Dress Code can be viewed on the Bay District Schools website:

bay.k12.fl.us/dresscode

Any interpretation of the dress code that is required of this policy shall be the responsibility of the principal of each school. The Superintendent is authorized to make the final decision regarding the interpretation, application and enforcement of this policy and to make certain that it is being uniformly applied and enforced at each of the schools within the District. The Superintendent can add dress code requirements based upon the unique needs of the population served at a school.

ADDITIONAL POLICIES AND POLICY AMENDMENTS

As a member of Bay District Schools, A. Gary Walsingham Academy follows the Bay District School Board Policy Manual. The Bay County School Board policies are subject to change at the discretion of the School Board. The complete School Board policies are available at each school, at the District's web site www.bay.k12.fl.us, and at the Superintendent's office at 1311 Balboa Avenue.

A. Gary Walsingham School specific policies may be changed as deemed necessary by the administration.