



Hiland Park Elementary Parent & Student Handbook '25-'26



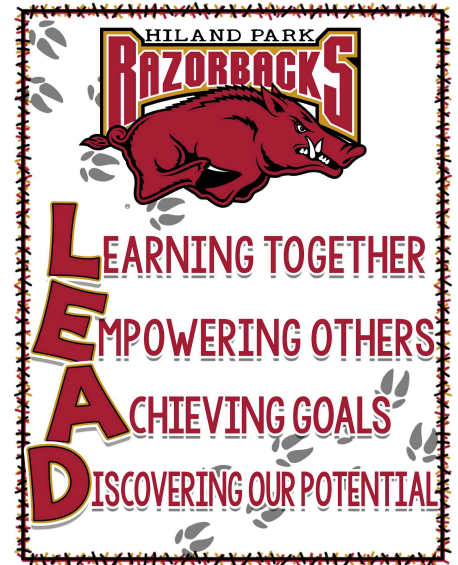
Hiland Park Elementary Student Handbook

Name: _____
Grade: _____
Teacher: _____

Welcome to Hiland Park Elementary School. We are excited to be a Leader in Me Lighthouse School and encourage you to join us by becoming actively involved in creating a positive learning environment and celebrating our success along the way. There are many opportunities in which you may become involved: PT0, SAC (School Advisory Council), and volunteering in classrooms or with special projects...we love our volunteers!

We recognize that every person on this campus must be valued for their individual gifts and talents. Students are supported as they take ownership of their personal and academic lives. We set goals. We work hard. We celebrate!

Should you have questions about your child, our educational program, or if you need additional information about Hiland Park Elementary School, visit our school landing page at <http://hilandpark.bay.k12.fl.us/> or contact us at (850) 767-4685. Bay District Schools' Code of Conduct and other policies are available online at <http://www.bay.k12.fl.us/district-policies>.



Hiland Park's Mission/Vision

Every Child, Every Day!

The mission of Hiland Park Elementary is to develop the whole child by empowering leaders and creating an atmosphere of excellence and happiness.

Our vision is to prepare lifelong learners to be productive members of society and to own their future. #HPELeads

BULLYING

Bullying Expectations of Bay District School Board in regard to bullying (Policy 7.207):

The School Board expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

1. The School Board prohibits the bullying of any student or school employee:
 - a. during any educational program or activity conducted by the District;
 - b. during any school-related or school-sponsored program or activity or on a District school bus;
 - c. through the use of any electronic device or data while on school grounds or on a computer system, or computer network of the District. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section;

d. through threats using the above to be carried out on school grounds. This includes threats

made outside of school hours, which are intended to be carried out during any school-related

or school-sponsored program or activity, or on a District school bus; or

e. while the District does not assume liability for incidences that occur at a bus stop or en route

to and from school, a student or witness may file a complaint following the same procedures

for bullying against a student and the school will investigate and/or provide assistance and

intervention as the principal/designee deems appropriate, which may include the use of the

School Resource Officer.

2. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systematic methods for student and staff recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior,
3. Student rights shall be explained as outlined in this policy and in the Student Code of Conduct.
4. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in this policy and in the Student Code of Conduct.



Visit <http://hilandpark.bay.k12.fl.us/> and click on FortifyFL at the bottom of the website to submit an anonymous report of a bullying incident.

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.

NON-DISCRIMINATION STATEMENT

Current Board Policy 2.111

No person shall on the basis of race, ethnicity, color, religion, sex, gender, gender identity, sexual orientation national origin, disability, age, genetic information, pregnancy, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to harassment or discrimination under, any educational program or activity or work environment. This practice shall apply equally to students, employees, applicants for employment and all persons having business with the School Board. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. The following person has been designated to handle inquiries regarding non-discrimination policies:

Holly Buchanan, Executive Director of Human Resources, 850-767-4100, buchahd@bay.k12.fl.us

ATTENDANCE

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

If a prolonged absence is foreseen by the parent, a request can be made through the office that makeup work be gathered for the child and picked up in the office after 2:00. 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.

CAFETERIA

Breakfast and Lunch are served each day. The lunch includes milk, but students may also purchase extra milk when desired. Bay District Schools participates in the National School Lunch Program and breakfast/lunch are available for free to all students. Breakfast is served each day in the cafeteria from 7:05 - 7:25 AM and lunch will be served from 10:05-1:35. Students must be at school on time in order to receive breakfast. This year, 2025-2026 breakfast and lunch will be free to Hiland Park students.

Parents are invited to eat lunch with their children every Thursday (*please call the front office by Wednesday to make an appointment- spots are limited*). When eating lunch with your Razorback, you may not invite other children to eat at the tables with you and your child. Students may bring lunches from home but we ask that no sodas or fast food to be dropped off, please. Do not send food that requires special tools or microwave use.

Care of School and Personal Property

We try to instill student pride in the appearance of their school. Students will not mark on school furniture, walls, ceilings, floors, or equipment with pens, pencils, markers, or any other instruments. Students will 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 & result in school discipline.

Students are cautioned not to bring large amounts of money, personal electronic devices, iPads, cell phones, or cameras to school. If a student wears glasses or a watch, we ask that the student take responsibility for the care of them. If it is necessary to bring more money than needed to pay for lunch, they are responsible for their own money. Students should not leave money or other valuables in the desks. HPE faculty & staff are not responsible for any damaged or lost items.

COMMUNICATION

Phone Calls: You may call to speak to your child's teacher before and after school, or during their planning time. You may also email or message them on Class Dojo. We do not put calls through to the classroom so that you may speak to your child. If you receive a call from the school, the caller should leave a message. If there is no message, then they should call you back. Our school policy for all staff is that we return phone calls or messages within a 24-48 hour window.

Class Dojo/Parent Portal Messaging: All teachers at Hiland Park Elementary use Class Dojo Story and School Story as a means of communication. The easiest way to reach your student's teacher will be by communicating with them through **Parent Portal Messaging**. Our teachers may not communicate through Dojo this year in direct messaging. Directions to sign up for Class Dojo's parent view will be sent home the first week of school. Our school policy for all staff is that we return phone calls or messages (phone call, email or Parent Portal) within a 24-48 hour window. Please do not send urgent or time sensitive messages electronically, if you have a time-sensitive matter, please call the front office at 767-4685.

Registration in Parent Portal: All K-12 parents who will have students enrolled with Bay District must complete the online registration application on Parent Portal. The online application replaced the paper registration cards. **Your child may ONLY be checked out to the people who are listed in Parent Portal.** The office staff cannot make changes to any information in Parent Portal over the phone. You must come to the front office if you are unable to access Parent Portal. **Notes cannot be accepted.**

Parent Resource Guide: The Bay District Schools Parent Resource Guide may be accessed [on the school board website](#). 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.

Miscellaneous Items Dropped Off During the Day: If you drop off items for your student during the day (lunches, money, shoes, forms, homework, etc.), we will email the teacher to notify the student. This is an effort to avoid classroom interruptions and allows the teacher to send the students to pick up their items when it is convenient.

DISCIPLINE

Each teacher has developed a classroom discipline plan that consists of rules, consequences, and rewards. As a school, our discipline plan is to keep parents informed and involved. A Parent Alert or Disciplinary Referral will be sent home for parents via a printed copy and/or a copy sent electronically to the email connected on Parent Portal for the custodial parent/caretaker. As a team, the teacher, parent and/or administration will develop a plan of action to help the student correct the behavior. If the misbehavior continues, the student will be sent to an administrator for intervention. The student may receive detention, in-school suspension, out-of-school suspension, work detail, and/or expulsion. Parents, legal guardians or adult students will be financially responsible for any damage to school property. Administration will determine disciplinary actions based on the Bay District Discipline Matrix.

DRESS CODE

The colors for Hiland Park are red, yellow, and white. Parents always want to know the official shades of these colors. They are *officially*: garnet and gold. However, any shade of red or yellow is acceptable. Parents are encouraged to purchase, from the school, official school or class t-shirts. See the official BDS school uniform policy below.

STUDENT UNIFORM AND GROOMING 7.209 (BDS Policy)

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 as outlined in Bay District Schools School Board Policy: ***7.209 Student Dress Code and Grooming.***

Please [Click Here](#) to see the latest updates to the BDS School Board Dress Code Policy.

Discipline for violating this policy shall be as follows:

First and second offense consequences are: notification of parent or guardian; change of inappropriate attire;

Consequences for subsequent offenses may include one or more of the following at the discretion of the principal:

1. notification of parent or guardian;
2. change of inappropriate attire;
3. one to three days of in-school or out-of-school suspension; or
4. three days after school detention, if available.
5. The fourth and subsequent offenses are willful disobedience which will result in further disciplinary action, which may include out of school suspension or expulsion;

Any absence resulting from a violation of the Student Dress Code will be considered an unexcused absence.

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.

Students are encouraged to purchase Hiland Park Elementary t-shirts and Leadership House t-shirts through Hiland Park's PT0. PT0 shares designs, prices and information throughout the year for the sale of these special school shirts.

FIELD TRIPS

Field trips of educational interest will be arranged by the teacher at various times. In order for children to participate, permission slips and medical authorization forms must be signed by the parent or caretaker and returned to the child's teacher by the due date. Field trips are optional and a privilege at Hiland Park Elementary School. Administration has the right to revoke a student's access to a field trip at any time due to concerns with behavior.

Chaperones for field trips must be cleared through the fingerprinting process each year. You must present a valid BDS Chaperone Badge in order to chaperone at an HPE Field Trip. The chaperone badge may be acquired through the BDS Safety and Security office. A parent may not attend a field trip as a chaperone without completing these requirements.

Payment for some of these trips is online through Pay Activities Online where payment may be made using a credit or debit card at <http://osp.osmsinc.com/Bay/> Cash/check payments will incur a service charge.

GRADING SCALE

Your child's grades are available for your review at any time on the Bay District Parent Portal System by registering and logging in at www.bay.k2.fl.us.

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		

SCHOOL COUNSELORS

School Counselors: The school counselors are 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 counselors at 767-4685.

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 the parent AND the doctor. You may obtain this form from the front office. For safety reasons, NO medications are allowed on the bus!

Head Lice: Bay District Schools has a "nit-free" policy. Head lice/nits can be a problem in any elementary school. If your child is found to have head lice/nits, you will be required to pick up your child and provide treatment. The student must be certified "nit-free" by office personnel with the parent or guardian present before being readmitted to school.

Bed Bugs and Other Pests: Any student infested with bed bugs or other pests shall be excluded from attending school, participating in school sponsored activities, and riding the school bus until the student has received treatment for bed bugs and other pests. The student must be checked at school by office personnel with the parent or guardian present before being readmitted to school. The school principal or designee shall investigate the absence of a student who is absent from school in excess of three days because of bed bugs or other pests.

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. The policy is known as the Bring Your Own Device (BYOD) policy. BYOD access will be granted ONLY after teachers have obtained permission and participated in BYOD training. The BYOD policy includes, but is not limited to cell

phones, pocket PCs, laptops, tablets, or other PDA type equipment. Students who bring their devices MUST log in and use the BDS filtered wireless network during the school day.

STUDENTS WILL BRING THEIR DEVICES AT THEIR OWN RISK. THE DISTRICT WILL NOT BE RESPONSIBLE FOR LOST, DAMAGED, STOLEN, or MISPLACED DEVICES. The District WILL NOT be responsible for virus, malware, or other computer related issues associated with connecting to the wireless network. These devices will be used in the classroom for educational purposes when the teacher deems their use appropriate. Students may use these devices before and after school if signed on to the wireless network, where it exists. 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 at any time during the instructional day.
- Cell phones & personal electronic devices must be turned off during the instructional day
- Using any device that permits recording the voice or image of another person is PROHIBITED.
- Students must comply with staff directives and devices must be on silent or off during the instructional school day, 7:30 AM - 2:00 PM.

TRANSFER REQUESTS

Request to transfer

If an academic need arises and a parent desires to request a transfer for his/her child from one teacher to another, the following process will be used:

1. Parent initiates the request for a teacher transfer using the form online in Parent Portal.
2. The principal or designee schedules a parent-teacher conference (required attendance by the parent and teacher and facilitated by administration) to discuss the parent's concerns.
3. The principal renders a decision on the transfer request within two weeks of the form being received.

Request to transfer from an out-of-field teacher

If a parent desires to request a transfer for his/her child from one teacher to another for out-of-field reasons, the following process will be used:

1. Parent initiates the request for a teacher transfer using the form online in Parent Portal.
2. The principal or designee schedules a parent-teacher conference (required attendance by the parent and teacher and facilitated by administration) to discuss the parent's concerns.
3. The principal renders a decision on the transfer request within two weeks of the form being received.

TRANSPORTATION

Bus Stops: 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. 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 767-4685, or transportation at 767-4495.

Car and Bus Transportation Changes: If you know you have a change in your child's PM transportation, please send a note signed by the parent to the teacher. We understand that there is a need to make changes to a student's transportation at times, however, we cannot make those changes over the phone. You must either make the change in person or send a note to the teacher. The note must be sent to the school and cannot be made through Class Dojo. We encourage you to follow up with the teacher to be sure he/she received the note. **IMPORTANT - Bus Changes** MUST be preapproved through transportation at least 1 day before the actual date.

A letter signed by the parent must be sent to the school at least 1 day prior to the event for pre approval.

ARRIVAL AND DISMISSAL

Morning Arrival

Gates open at 7:05 a.m.

First Bell: 7:25 a.m.

Tardy Bell, Class Begins: 7:30 a.m.

Carline (Parent Dropoff/Pickup):

We strongly encourage all parents to use the car loop (in the back of the school off Selma/Alamo) for morning drop-off. Razorbacks should have their backpack in their lap and if possible be on the passenger side of the vehicle. Our friendly staff (and soon-to-be student leaders on safety patrol) will be standing along the car loop to greet your Razorback. Please pull your vehicle up all the way to the farthest available open zones for us to unload your students. **YOU MUST REMAIN IN YOUR VEHICLE AT ALL TIMES.** If you need to get out of your vehicle for any reason- you'll need to do so in the front office parking lot then get back in the carline (no office drop-offs). This makes our drop-off line quick, efficient, and safe. :) **Beginning the 2025-2026 school year, during the hours of 7:00am and 7:30am there is a right turn only from Selma Avenue to Baldwin Road in order to ensure traffic flow.**

Baldwin Road Crosswalk Gate:

For our students who walk to school, our Baldwin Road crosswalk gate is available for student entry only. Our Prek students and other pre-approved students who require a hand-to-hand exchange will use the Baldwin Gate to ensure safety. If you are using the Baldwin Road Crosswalk Gate you will no longer be able to park alongside Baldwin Road or park in staff parking to unload students. You should also NEVER LET STUDENTS OUT OF THE VEHICLE WHILE IN TRAFFIC ON BALDWIN ROAD- if you aren't walking your student(s) to the gate, you should be using the parent dropoff/pickup carline. Beginning in early 2023, we began using the parking lot of Hiland Park First United Methodist. This has been a HUGE relief to the traffic situation and safety concerns along Baldwin Road. We are thankful for this partnership and the Bay County Sheriff's Office helping to enforce it.

Once on campus, your Razorback is invited to pick up free breakfast in the cafeteria (available free this school year only) and then report to their waiting areas.

Afternoon Dismissal

Car Loop:

We strongly encourage all parents to use the car loop (off Selma/Alamo) for afternoon pick-up. Dismissal time is 2:00 for ALL students. This is mandatory in order to comply with Florida state requirements for instructional minutes. We will be finished loading cars by 2:20 every day, so if you arrive at 2:10, you will not have to wait any longer than 15 minutes.

For those of you new to the car line, WELCOME! For the safety of all involved, DO NOT exit your vehicle as a staff member will bring your student to the car. We also ask you keep pulling all the way forward. :) Please note: if you need to help your student buckle or get situated, we invite you to pull out of the carline into a parking spot. :)

In order to pick-up your child in the car loop, you MUST have a car tag for the 25-26 school year. If you do not, you will be asked to pull around to the office to confirm through your ID and Parent Portal information. Please see the front office for a duplicate or replacement tag.

We have implemented Right Turn Only from 2:00-2:20pm and it has cut down our dismissal tremendously! We range from finishing between 2:15 and 2:30. (the first few days of school will take longer as we are all learning the routine from parents, to teachers and students.) Please be patient- we will get quicker with safety first.

Car Line Procedures:

- Pull car forward as far as possible
- Do not exit your vehicle in the drop-off line. School staff may open the door and assist the student into the vehicle, if necessary.
- The left lane is not for pick-up students. It is strictly for cars who have picked up their student to be able to pull around and exit.
- After the first two weeks of school, once the procedures are understood and become routine, the car line dismissal ends by 2:30 PM. We expect all Hiland Park students to be picked up by 2:30 PM daily on full school days.

Please do not park or block our neighbors or the sidewalk. Safety is first here at Hiland Park and our walkers need that space to be safe. **Beginning the 2025-2026 school year, during the hours of 7:00am and 7:30am there is a right turn only from Selma Avenue to Baldwin Road in order to ensure traffic flow.**

Baldwin Road Gate "Walkers, PreK and hand-to-hand transition Students" ONLY:

Safety is our number one priority and so we are making some adjustments to ensure the safety of all of our students. The gate on Baldwin with our crossing guard is for Prek and parent walk-ups only that require a hand-to-hand transition. These parents are invited to use our parking lot thanks to our partners at Hiland Park United Methodist Church and the Bay District School Board. Parents of other students must remain across the street if they choose to be present to walk home with their child(ren) as this gate is designed for students who walk home and do not have access to bus transportation. Parents of any PreK-5 students who are not Prek and not requiring a hand-to-hand transition for safety may not cross Baldwin for pick up. Parents must use the new Parent Parking lot across the street at Hiland Park United Methodist Church.

Again- the Baldwin Road walker gate is for students to walk through at dismissal who WALK HOME AND HAVE NO BUS TRANSPORTATION. These students will be dismissed through the gate and safely walked across Baldwin Road by our crossing guard. All other students should be picked up through the carline (unless BayBase, Bus, or Daycare Van).

Parents are still welcome to use the parking lot and walk their child(ren) up to the gate in the morning. The above change is afternoon only.

Thank you for understanding and being supportive of us putting the safety of our Razorbacks first.

Thank you all for your patience as we fine-tune our dismissal system to ensure the safety of each and every one of our Razorbacks!

STUDENT PARTICIPATION IN THE PLEDGE OF ALLEGIANCE

Florida HB 7029, signed into Law by Governor Rick Scott on April 14, 2016, amended Florida Statute 1003.44 by spelling out requirements. In accordance with the law, upon written request from the student's parent/guardian, Bay District students may be excused from participation in the Pledge of Allegiance. Updated provisions, effective July 1, 2016, from the FL Statute 1003.44 include:

When the national anthem is played, students and all civilians shall stand at attention, men removing head coverings except those worn for religious purposes.

The Pledge of Allegiance is defined:

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

- The Pledge of Allegiance shall be rendered by students standing with the right hand over the heart.
- The Pledge of Allegiance shall be recited at the beginning of the day in each public elementary, middle, and high school in the state.
- Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. 1006.07(2) that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.
- When the pledge is given, non-exempt students must show full respect to the flag by standing at attention, men removing any headdress, except when such headdress is worn for religious purposes.

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

Religious Expression Bill (SB 436) - Students in Florida's public schools cannot be punished for including religious materials in their coursework, and that they may pray at school during non-course time. It further states that school employees also may participate voluntarily in religious activities that are initiated by students before or after the school day.

We understand and respect that each family may have its own unique traditions, beliefs, and preferences. If your family does not celebrate holidays or if you prefer your child not to participate in events, we kindly ask you to inform us by contacting our principal directly through Dojo or email: faircim@bay.k12.fl.us. Our commitment is to honor and accommodate diverse religious beliefs and traditions but to do so effectively, we rely on your valuable input.

VISITING CAMPUS / VOLUNTEER OPPORTUNITIES

Pets - No pets are allowed on campus.

School Visitors: Parents are always welcome! We encourage parents to become involved in school activities, to volunteer their time and talents, and to visit the school whenever possible. Please remember that our number one focus is learning for all students. Unnecessary interruptions may waste time and hinder learning. Therefore, any visits during the school day should be pre-arranged. Teachers must receive a minimum of 24 hours notice before parent observations and/or conferences.

- For the protection of the students and faculty*** it is required that any person entering the building during the day come directly to the office to sign in before going to any other part of the school. A visitor's driver's license will be scanned each time he/she visits and a badge will be issued for the visitor to wear. **No students will be permitted to leave the building with a visitor unless the child has been signed out of the school office and that person is listed in Parent Portal.**
- Pre-Screening Requirements:*** Events that allow parents & caretakers on campus during the school day will require pre-screening to be completed. We will NOT scan any visitors to allow access on to campus on the day of an event. Pre-screening is available up to 10 business days in advance of a school event. Pre-screening requires the guest to visit campus in advance of the event, present their ID to the office staff in order to be scanned through our RAPTOR security system (Level I Screening) and receive a pass to the event for

which they have pre-screened. The guest must also be listed in Parent Portal for the student for which they are visiting for the event.

- c. **BDS Chaperone Badge:** In order to skip the pre-screening process, any parent or caretakers may acquire a BDS Chaperone badge from the Bay District Schools Safety & Security Office. Badges are issued by the BDS Safety & Security Office, Phone Number: (850) 767-4347. The office is located at 520 School Avenue, Panama City, FL 32401. Requirements for a BDS Chaperone badge are:
 - i. TWO forms need to be completed in their entirety before arriving at the fingerprinting office. (You may print the two forms from our monthly parent newsletter the Razorback Mail, or come to our lobby where we have printed copies available).
 - ii. The cost is \$35.00 per person and the badge is valid for one year after the fingerprinting takes place.
 - iii. Children are not permitted in the fingerprinting office due to safety.
- d. **On Campus:** While on campus, visitors must be under the supervision of HPE Staff at all times. Visitors are not permitted to supervise any students, other than their own child.
- e. **Younger Siblings:** Hiland Park Elementary may have events that do not permit younger siblings (*children who do not attend Hiland Park Elementary*) to attend as guests with parents and caretakers. Please understand that this is for the safety of your child and all participants in those events. Events which do not permit younger siblings to attend will be advertised as such.

Checking Out Students: Students will be called to the office when you arrive. We cannot call students up to the front office before you arrive to check him/her out. Excessive checkouts are disruptive to the teachers and students. Please try to keep your child at school unless you have a legitimate reason for checking out. Students will not be checked out early beginning at 1:30 PM. **Please bring your driver's license or identification when you come to school.** You will need it every time you check your student out and/or come on campus!

Teachers Observations: Per School Board Policy 5.11A - Consent must be granted by the building principal and the teacher notified at least one day prior to the observation. Parents or caretakers who are visiting for an observation will be respectful of the learning environment and will be there to observe. A conference may be held following the observation, if requested. That conference will be scheduled by requesting a follow-up meeting with HPE administration.

PTO: The Hiland Park Elementary School Parent Teacher Organization is a non-profit organization that assists in meeting the many needs of the school. The PTO coordinates many school events and fundraisers. Funds raised by PTO are used for the academic advancement, safety, and enjoyment of Hiland Park's students. All parents and relatives of students are encouraged to become members and supporters. There is a continuous need for volunteers. Your membership is greatly appreciated, if you are interested you may contact the team at hilandparkpto@yahoo.com

School Volunteers: Volunteering contributes to the quality education of our students and is also a rewarding experience for volunteers. Volunteers are an important part of our school. Volunteer jobs run from short-term projects such as helping on a field trip to longer-term commitments. There are even volunteer jobs that can be done at home. **If you would like to volunteer at our school, please complete and submit a volunteer application for a background check to the front office. A new application must be completed each school year.**