

Holley Navarre Intermediate School

Home of the Hawks

2016-2017

1936 Navarre School Road
Navarre, Florida 32566
Phone: 850-936-6020 Fax: 850-936-6026

Principal's Message

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Holley Navarre Intermediate School. The faculty and staff join me in saying we're happy to have you as part of the Holley Navarre Intermediate School family. We hope this will be a successful and satisfying year for you.

The pages of this handbook are filled with important information regarding school policy and procedures. Parents and students should review the contents together. If you have any questions, please call the school office. We feel that open and clear communication between the school and home is important to the success of our educational program.

The Holley Navarre Intermediate Student Planner was designed to assist your child in organizing his/her daily, weekly, and long term assignments. This program will improve your child's organizational skills and serve as a helpful reference for parents who seek to provide academic support at home. Holley Navarre Intermediate parents are our partners in the important job of educating the children of this community.

We welcome your participation and support this school year and solicit your membership in the PTO. Working together, we will be able to reach our collective and individual goals and celebrate the achievements of our students.

Sincerely,

Mrs. Mosley
Principal

Vision Statement

It is our vision that all stakeholders are committed to working collaboratively to provide a safe, positive learning environment where students are consistently challenged and engaged as they acquire the skills and knowledge necessary to transition from traditional learning to the more technology-rich, problem-solving, and project-driven demands of a global society. Through the collective efforts and nurturing guidance of school staff, parents, and citizens of the Holley Navarre community, our students today will become the innovative, life-long learners and responsible citizens of tomorrow.

My child _____ and I have reviewed and understand the Student Handbook for the 2016-2017 school year.

Student Signature

Parent/Guardian Signature

ATTENDANCE

If your child has a prolonged illness, please advise the office. Attendance at school is very important. Many lessons are done through groups and activity projects where the material covered is difficult to make up. We urge you to refrain from family vacations that would keep your children out of school. Students are required to make up work. If your child/children will be out two days or more, please contact the school to arrange to pick up work that will be missed. **Makeup work must be completed within three days of the student's return to school.**

Any student who has been absent from school, other than a prior arranged absence, **is required to bring a note** from one of his/her parents or guardians **stating the reason for the absence**. Failure of proper notification **within three (3) days** shall result in an **unexcused absence**.

Parents of students who are repeatedly absent due to an illness or injury, may be required to provide verification, with a physician signature, that the student is under the care of a physician for each absence.

EXCUSED ABSENCES: These are absences granted for personal illness, illness or death of a member of the immediate family, medical or dental appointments, and special emergencies.

PRE-ARRANGED ABSENCES: In order for these absences to be excused, **a letter must be written to the principal or designee requesting the days to be excused and the reason for the absences.** This letter must be received, in the office, **a minimum of three (3)** school days prior to the first day of absence. The only exceptions are in cases of an emergency. You will receive a letter indicating approval/disapproval. All assigned work during a requested excused absence, is **due the day the student returns to school.** Any incomplete work results, in an unexcused absence, and the assigned work will receive a "0" (zero) grade.

UNEXCUSED ABSENCES: Absences for shopping trips, vacations, pleasure trips, truancy, suspension or dismissal from school, or other avoidable absences which have not been pre-arranged and approved by the principal or designee.

RETENTION DUE TO ABSENCES: According to County Policy, students who are absent twenty (20) or more days in the school year, regardless of whether the absences are excused or unexcused, are subject to retention.

PERFECT ATTENDANCE POLICY

With the understanding that excellent attendance is of vital importance to the success of any student in school, elementary schools offer a "Perfect Attendance" award to students, at the end of the school year, who have missed 0 days of school during that school year. It is understood that on occasion a student may have an unavoidable appointment which would cause him or her to check in late or check out early. The following is the criteria which must be met in order for a student to receive an award for "Perfect Attendance:"

- The student must be in attendance in class each school day at least 75% of the 6 hour school day which equates to 4.5 hours total of the school day in order for his/her attendance that day to count towards the perfect attendance award.
- The student may have up to 4 late to school check-ins or early check-outs (combined total) during the school year and still be eligible for the Perfect Attendance Award (as long as he/she is in attendance at least 75% of those days). Five (5) late check-ins and/or early check-outs equate to the student receiving one (1) unexcused absence according to the Code of Student Conduct.
- When a parent checks a student out during the school day and then checks the student back in to school, regardless of the length of time the student was gone, that check-out still counts as 1 of the 5 which equates to 1 day absent from school. This is because any length of time missed from the classroom equates to the student missing valuable instruction.

SANTA ROSA DISTRICT SCHOOL POLICY REGARDING LATE CHECK-IN AND EARLY CHECK-OUT

Santa Rosa District Schools has implemented a new Truancy Policy concerning students who are checked in late to school or who are checked out of school early. This is a major change from previous Tardy Policies. Late Check-In will be recorded for any student who is not in their classroom by **7:30 a.m.** (except those who are on a late arriving bus). Early Check-Out will be recorded for any student who is being checked out of school prior to the beginning of dismissal which is **1:36 p.m.**

Please take a moment to read over the excerpt from the Santa Rosa District Code of Student Conduct. You can read the entire procedure beginning on page 13 or the Code of Conduct. If you have any further questions, please contact the front office.

Taken from the Santa Rosa District Code of Student Conduct:

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.

*** Five (5) late to school Check-Ins and or Check-Outs prior will equate to the student receiving one (1) unexcused absence.**

1. The Principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's Integrated Services Team to determine if early patterns of truancy are developing.
2. The parent/guardian shall be invited to meet with the Integrated Services Team to develop a written Truancy Intervention Plan.
3. The parent/guardian shall be informed of the requirements of compulsive attendance laws, Truancy Pick-Up Program and the Department of Motor Vehicle sanctions.
4. If an initial meeting does not resolve the problem, the Integrated Services Team shall implement interventions that best address the problem. The interventions may include, but need not be limited to the following:

- Referral to the School Social Work Department
- Frequent communication between the teacher and the family
- Changes in the learning environment
- Mentoring
- Student counseling
- Tutoring
- Placement into different classes
- Evaluation for alternative education programs
- Attendance contracts
- Referral to other agencies for family services
- Other interventions, including, but not limited to, a truancy petition pursuant to s.984.151,F.S.

HNIS BELL SCHEDULE

7:00- Students may enter building

7:15 – Students are dismissed from the cafeteria/hallways to go to class

7:30 – Tardy bell

1:36 – Student dismissal begins for all bus riders, latchkey, and car riders

ARRIVAL/DISMISSAL PROCEDURES

NO VEHICLES ARE TO ENTER OR PICK UP CHILDREN FROM THE BUS RAMP.

Parents delivering and/or picking up children are to enter from Fourth Street at the main entrance and make the loop around the rear of the building and drop students at the covered walkway leading into the cafeteria and exit on Fourth Street. Since we have children who ride bicycles or walk, we ask that traffic move **VERY SLOWLY** and watch for these students. **NO students may be dropped off at the front of the building.**

If you wish for your child to enter the building from the front entrance, **PLEASE PARK AND ESCORT YOUR CHILD INTO THE SCHOOL.** Students who are later than 7:30 a.m. arriving at school should be escorted into the office and signed in by the parent or guardian. Students must be in their classroom no later than 7:30. Students arriving to class after that time, students will be marked tardy.

Bike Riders:

All bikes should be parked at the bike rack. **Effective January 1, 1997**, any person who is under the age of 16 and is riding a bicycle or is a passenger on a bicycle must wear a properly fitted bicycle helmet (Senate Bill 2370).

STUDENTS LEAVING DURING THE SCHOOL DAY

Students **MUST BE CHECKED OUT THROUGH THE SCHOOL OFFICE.** The office will page the student while the parent/guardian is signing out the student. An **I.D. is required** to verify authorization to check the child out. If you have to send someone other than an immediate member of the family or a contact person you have listed with the school, please send a note with a parent or guardian signature that can be verified, authorizing us to dismiss your child to this adult.

STUDENTS ARE NOT TO BE CHECKED OUT AFTER 1:15 UNLESS IT IS FOR AN EMERGENCY OR MEDICAL TYPE OF APPOINTMENT.

DAILY DISMISSAL PROCEDURES

A student whose parents walk-in to pick them up should enter through the main office and wait for their child to arrive from their classrooms. Make **definite arrangements** for your child's transportation to and from school **prior** to the school day. Be sure your child knows where to go after school. If your child needs to go home in some way other than his/her normal way, a **NOTE** must be sent to the teacher indicating the change; without a signed note, the student must go home in their usual approved manner. **Arrangements cannot be made over the telephone.** You may also send us a fax **before 12:45 p.m.** Our fax number is 936-6026.

ACCIDENT INSURANCE

The school district **DOES NOT AUTOMATICALLY** provide accident insurance for students; however, insurance is available to all children at the beginning of the school year for nominal cost. This insurance covers the child during the school day. Insurance to cover a child 24 hours per day is also available at a higher rate. Insurance forms are sent home the first week a student attends our school. Students enrolling after the first of September should contact the office for application forms if interested.

BIRTHDAYS

Students are important at Holley Navarre Intermediate and birthdays are also important. Student birthdays are recognized on ITV each morning. The birthday students are invited to come on ITV to receive a birthday pencil. If parents or students want to invite classmates to birthday parties **all boys and/or girls** are to be invited. **If all students are not given an invitation your child will not be allowed to pass them out at school.** Birthday parties are not appropriate for school hours since they interfere with the academics of the students.

CAFETERIA

Students are expected to follow all cafeteria rules, be respectful and courteous and help make breakfast and lunch enjoyable for everyone. **Santa Rosa County School Board Policy 7.03 prohibits students from charging meals.** Some families may qualify for free or reduced priced meals. These applications must be filled out completely and signed before they can be considered. You may apply for free/reduced benefits online at www.santarosa.k12.fl.us. Forms submitted on paper can take up to 10 days to process. The parent is responsible for all meal payments until an application has been submitted for meal benefits, and the application has been officially approved at the Food Service Office. This includes those who are on Food Stamps or TANF. We **do not** have funds available to loan money for breakfast or lunch. **This policy will be strictly enforced.** Lunches can be pre-paid in our cafeteria. Parents may send cash or a check made payable to HNIS. They may also pay on-line through the Santa Rosa County District Schools web-site at www.myschoolbucks.com

CAFETERIA RULES:

1. Always walk.
2. Stay seated properly.
3. Use good manners.
4. Raise your hand for help.
5. No carbonated drinks.
6. Stand quietly while waiting in the lunch line.
7. Talk quietly when the music is off

CHILD ABUSE

Florida law requires that school personnel report suspected child abuse and neglect to either the local HRS Youth Services Department or the Child Abuse Hotline. We make no exceptions to the law.

CLASSROOM PARTIES

We all enjoy special days and special events and room mothers work with teachers in planning classroom parties. There are only three (3) parties per year. Christmas, Valentine's Day, end of year. Parents may be asked to help with parties.

COMPREHENSIVE SCHOOL HEALTH

Our school participates with Holley Navarre Middle School in Comprehensive School Health, a visionary way to look at problems of youth in providing full service to students and their families. Health Department personnel are located at the school to provide health education on various topics. You will be notified of all sessions. Topic information is available for review.

CONFIDENTIAL INFORMATION

Confidential information will only be given out over the phone if requested in writing by the parent on the student card on file with a password provided by the parent.

CONFERENCES OR CLASSROOM VISITATION

Parents are encouraged to make appointments with teachers to discuss any matter of concern. These appointments should be for a time when the teacher is not responsible for his/her class. If you desire a conference, please call ahead to make arrangements. The report card has a place to state if either the teacher or the parent desires a conference.

CUSTODY OF CHILDREN

School personnel are bound by the law to release children to either of the biological parents, unless we have on file a copy of a court order, which grants exclusive custody to one parent or the other, or to a third party. A non-custodial parent has the same right to see records as a custodial parent. **The school may not be used as a visitation area.** Children may be released only to the legal custodian, or their designee noted on the student card and proof of custody must be presented upon request of a school official.

DISCIPLINE POLICY

At Holley Navarre Intermediate School, we have a strong, positive discipline program. We have specific school-wide rules to assure that each child has the maximum opportunity to learn in a safe, secure and happy school.

It is the **student's responsibility** to make Holley Navarre Intermediate School a good place to be. Students are expected to take care of school property, personal property and to respect the property of others. **Parents** are expected to encourage their child to follow the school rules and to be supportive of the school staff. **School personnel** are expected to maintain a safe orderly school campus and to treat each student and their family with respect.

Unacceptable behaviors would include and are not limited to the following:

- Disruption of class by talking, horseplay, teasing, passing notes, throwing objects
- Use of profanity
- Fighting
- Disrespect for staff
- Misconduct on the school bus
- Misconduct during school functions at or away from the school campus
- Any aggressive acts

Holley Navarre Intermediate School uses a variety of consequences for misbehavior. Parents are expected to cooperate with the school in matters of a child's behavior.

Holley Navarre Intermediate School has a school-wide Positive Behavior Intervention Program (PBIS.) We are dedicated to helping students make good choices that create a positive atmosphere in our school. Character building activities will take place throughout the year supporting our school-wide goal as a PBIS school.

SCHOOL RULES:

1. Follow directions when given.
2. Respect all people and property.
3. Be honest in thought, words, and deeds.
4. Respect and speak kindly to all people.
5. Leave **all** toys and electronic devices at home.
6. Chewing gum is not allowed at school.
7. Caps, hats, hoods, and other head garments **may not** be worn in the school building unless it is **Hat Day**.

Cell phones are allowed at school as long as they are turned off and out of sight. Each school establishes when and where cell phones are allowed. It is prohibited to take pictures of classmates during school hours or on the bus. At HNI cell phones are allowed to be used in the front office after 1:30 p.m.

BEHAVIOR PLAN

The code of Student Conduct for Santa Rosa County students is sent to parents at the beginning of each school year. Specific information is included on the rights and responsibilities of students regarding their conduct in school and on school property.

HNIS has a school-wide discipline plan and each teacher has a plan for discipline in his/her own classroom. These plans are coordinated so a child knows what is expected of him/her in all parts of the school and expectations are consistent.

After appropriate warnings to a student:

1. Parents/guardians are contacted

2. Office visit-possible consequences
 - a. Student conference
 - b. After school detention
 - c. In-School Suspension
 - d. Out of School Suspension

DRESS CODE

Students should be appropriately dressed for school. All removable clothing such as sweaters, jackets, coats, hats, rain wear, should be **clearly marked with the student's name**. Clothing which advertises tobacco, alcoholic beverages or which contains obscenities or suggestive logos, low cut shirts, and pajama pants or shorts shall not be worn to school. Garments which expose the midriff or a broad area of the shoulders such as tube tops, tank tops and halter tops, undershirts, crop tops, and fish net shirts/blouses **are not** to be worn. Spandex (bicycle) pants/shirts are not appropriate for school. Shoes with a heel higher than 1", Healey's, and cleats are not permitted. Students are required to wear shoes at all times. Tennis shoes are recommended for the physical education program. Shorts and mini-skirts may be worn, but must be **fingertip in length**. "Fingertip in length" means when standing up, clothing must come to the student's fingertips. Make-up at the elementary level is not appropriate. Students wearing make-up will be asked to wash it off. Parents may contact the office if there are questions regarding the student dress code.

Armbands, wristbands, belts or other items with metal projections are prohibited. Hats and caps are not to be worn inside the building, except as specified for special "hat/cap days". **Temporary tattoos and hair dye of orange, blue, green, purple, red or any unnatural color are also prohibited.**

Students who arrive at school in dress that is not in compliance with the above dress code will be asked to telephone home and have the parent/guardian bring appropriate clothing for the student.

EXCEPTIONAL STUDENT EDUCATION PROGRAM

At Holley Navarre Intermediate School, our exceptional student education programs include the following: Speech/language classes, specific learning disabilities classes, gifted classes, and varying exceptionality classes.

FIELD TRIPS

Our teachers are required to take students on field trips of educational value. Permission slips giving time of leaving and time of returning to school must be signed by the parent/guardian of each student and returned to the teacher before each trip. Students without permission slips will miss the field trip and go to another teacher's class. **Written permission is required; permission by telephone cannot be accepted.** School bus transportation is available; however, there is a charge for fuel and the driver's wages. Parents will be informed of other information concerning the trip.

On rare occasions, a student's classroom behavior may be such that a teacher may feel, for the safety and learning experience of the trip for all students; special plans need to be made for a particular student. In this event, the child's teacher will conference with the principal, and then either the principal or teacher will conference with the child's parent/guardian with regard to a procedure to be followed.

Chaperones and visitors for field trips **must be School Board approved** prior to departure. Chaperones **must** complete a volunteer application and have their driver's license scanned (available in office.) Visitors **must** complete a field trip form and have their driver's license scanned (available in office.) **Please allow two to three weeks for School Board approval. It is recommended that parents fill out these forms at the beginning of the year. Last minute forms turned in will not be accepted due to the fact each application must be School Board approved prior to volunteering or going on a field trip. Volunteer forms must be turned in with the permission slip and money in order to be processed in advance. NO SMOKING is allowed on field trips.**

Siblings and other children not enrolled at HNIS are not permitted to attend fieldtrips. Young children can be distractible to students, require adult supervision, and can be disruptive to the instructional process.

GRADING SCALE

A = 90-100 Excellent
B = 80-89 Good
C = 70-79 Fair
D = 60-69 Passing
I = Incomplete
E = Excellent
S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

HOMEWORK POLICY

Holley Navarre Intermediate School encourages extending the school to the home and the home to the school. The homework policy varies from classroom to classroom. Please see your child's classroom policies or procedures so you are aware of the teacher's expectations.

ILL/INJURED STUDENTS

Students who feel sick or sustain an injury are referred to the health technician for assistance. The health technician telephones parents; therefore, it is very important that parents complete the school's health card. We need a current telephone number, address, and a second telephone number in case the parent/guardian cannot be notified. Please bring to our attention any chronic health problem.

Please do not send children to school with a fever. When your child has been out sick, he/she should be **temperature free for 24 hours before returning to school**. Students who are sent to the clinic and have a temperature of 100.0° or higher, vomiting or diarrhea will need to be picked up from school immediately.

Santa Rosa County health policies require that any students with a contagious disease such as pink eye, scabies, or those with head lice be removed from other students, taken home by parents, and return to school only after treatment and clearance by a medical doctor or the health technician.

LATCHKEY

Santa Rosa County Community School sponsors after school child care program at our school, for parents who need this service. The afternoon session will begin at 1:30 p.m. and end at 6:00 p.m. It will be held in our cafeteria. For additional information, please call Santa Rosa Community School at **934-4095**.

MEDIA CENTER

Our media center operates on a flexible, open schedule in order for students to become independent users of the resources within the media center. Recreational reading is encouraged by all at Holley Navarre Intermediate. Students may visit the media center at any time during school hours with a pass from the classroom teachers.

Students may check out books for two weeks. In order to maintain our book collection, students are required to pay for lost or damaged books.

Families and school friends may choose to contribute books to our media center as a memorial tribute to a loved one or to honor a special event. A blank memorial card has been prepared for families to use when tributes are given to the school.

MEDICATION

If your child has medication that needs to be taken during school hours, the medication record form must be completed. **ALL MEDICATION MUST BE DELIVERED BY THE PARENT TO THE HEALTH AIDE IN THE HEALTH ROOM AND PILLS COUNTED IN FRONT OF THE PARENT AS REQUIRED BY LAW.** We can keep prescription drugs in 30 day supply in the original container. Non-prescription drugs, such as aspirin and cough medicine, may be kept in original container for **one** day only. If needed another day, another form must be completed. More than one dose of non-prescription drugs cannot be maintained in the health room. We cannot apply alcohol, remove splinters, dispense Vaseline, etc. We cannot dispense any medication without your signed consent on the medication record form.

PHYSICAL EDUCATION

Physical Education is a required part of the instructional program in Florida public schools. All children are expected to participate. Those under a doctor's care who present a written statement of their condition or those who are ill and have brought a written message from home concerning their problems will be exempted. **A student may be excused from physical education three (3) days with a written request from parents. If a longer period of time is needed, a doctor's note is required.** For the safety of students during P.E. classes, the wearing of tennis shoes is recommended.

PLAYGROUND RULES:

1. Follow directions when given.
2. Stay in assigned areas.
3. Keep hands, feet, and objects to self.

4. Be honest and play fair.
5. Use equipment properly and be cautious on/near equipment.
6. Rocks, sand, dirt, and objects are not for throwing.
7. Tennis shoes or jogging shoes are recommended.

PROGRESS REPORT

In most classes, weekly progress reports are sent home along with the student's work. These reports are to inform you of your child's academic and behavioral progress. Parents/guardians must sign and return to the teacher. Please take time to review your child's work and praise him/her for progress made. Parents are also able to access the Parent Portal via the Internet to monitor student grades and attendance.

PTO

Holley Navarre Intermediate PTO is a very active organization. They sponsor: Santa Shop, Room, Spelling Bee, and many other student and school oriented programs. You will receive information regarding PTO sponsored activities and meeting dates. Please join, participate and support PTO and our school.

STUDENT PLANNERS

Each student will be issued a student planner as an assigned textbook. Planners are a **required text** to be used daily by each student. If a planner is lost or destroyed, parents are responsible for replacement at a cost of \$5. Instructions will be given on how students, parents and teachers can work together to ensure that information and assignments are clear and communicated daily. **Please be sure to check your child's planner each evening.**

REPORT CARDS

Report cards are sent home four times a year and tell you how your child is progressing each nine week period. Grades are based on your child's performance in learning and using the skills taught. The instructional levels on which your child is working in reading and math are given. Should you have any questions about your child's report card, please call for a conference with the teacher. Parents may also monitor student grades throughout the marking period by accessing the Parent Portal. Your child's teacher will send home your child's user name and password at the beginning of the school year.

SCHOOL ADVISORY COUNCIL

Holley-Navarre Intermediate has a School Advisory Council as set forth by school board policies to help develop and oversee the School Improvement Process. The council is made up of administrators, faculty/staff, parents and community representatives. The council meets four times yearly. The meetings are open to any interested parents. Application forms will be provided in the "Beginning of the Year" student packets.

SCHOOL VISITORS

All persons who visit the campus must first check in through the school office. Identification badges are required to ensure the safety of our students. Small children, friends, and relatives of students are not allowed to spend the day with students or attend field trips. **Older students** who attend another school or children who are not school age **are not** allowed to attend school during the regular school day, nor are they allowed to participate in field trips. This policy ensures that your child is able to give his/her full attention to the instruction of the teacher.

The school principal and assistant principal act in loco parentee (in place of the parent); at any time he/she deems a parent's presence at school is not in the very best educational interest of the student, he/she may request the parent to leave.

STUDENT INTERNET ACCESS

All network users must acknowledge their understanding of the guidelines in School Board Policy 10.31 as a condition of receiving Internet access. Failure to adhere to these guidelines may result in suspending or revoking the offender's privilege of access. Before student access is granted, the parent/guardian must sign an Internet Access Agreement granting permission for their student to have supervised Internet access at school. This permission is in effect one school year only. Any changes to this access status must be made in writing to the principal.

STUDENT ACTIVITIES

It is the policy of the School Board of Santa Rosa County to offer the opportunity to students to participate in appropriate programs, services, and activities without regard to race, color, religion, national origin, sex, or handicap.

TEXTBOOKS

Textbooks are furnished to the students by the State of Florida at no cost; however, the student is responsible for the care of the books. A student is required to pay for any lost or damaged textbook. The school reserves the right to withhold books from any student who has not properly accounted for **all** books the previous year or if the student has an overdue financial account.

TOBACCO POLICY

Use of tobacco in any form by any adult or student **is not allowed** in Santa Rosa County Schools or on school property as determined by F.S. 230.222(2); 235.06(1); 386.04(1) (e-f); 386.01.

TRANSPORTATION/BUS SERVICE

Bus transportation of students is a privilege. Students riding the bus have the responsibility for appropriate, personal behavior. Students are expected to be ready and waiting at the designated bus stops. A specific time schedule must be maintained; buses **will not wait for students that are not present at the stop** when the bus arrives.

BUS RULES:

1. Stand off roadways while awaiting the bus.
2. Remain in your seat with the seatbelt buckled at all times while the bus is moving.
3. Keep all body parts inside the bus at all times.
4. Do not throw any objects or materials on the bus or out of a bus window or door.
5. Walk ten (10) feet in front of the bus and wait for the driver's signal before crossing the road.
6. Unnecessary conversation with the driver is dangerous. Please remain quiet.
7. Absolute silence is required at all railroad crossing.
8. The driver is in full charge of the bus and students. Students must obey the driver.
9. The driver will assign a seat to each student who rides the bus.
10. No eating, drinking, or using of tobacco products is allowed on the bus.
11. Students must exit the bus at their designated stop only unless written permission is granted by school administration.
12. Riding the bus is a privilege, do not abuse it.
13. Students riding Santa Rosa County District School buses may be subject to video recording for disciplinary purposes.
14. The bus driver is responsible for the safe operation of each vehicle. Therefore, the driver has the authority to assign seats, restrict movement, and set other rules which he or she deems necessary for the orderly and safe operation of the school bus.

VOLUNTEER PROGRAM

We are very proud to have parents and members of the community become active participants in the school. Volunteers tutor students, help with crafts, arts, accompany students on field trips, assist students at lunch, share special skills, read stories, work in the media center, and help with the creation of instructional materials for teachers and students. In order to volunteer, it is necessary to complete a volunteer application **yearly**, which is submitted to the school board for approval. **ALL CHAPERONES FOR FIELD TRIPS MUST BE SCHOOL BOARD APPROVED VOLUNTEERS PRIOR TO ACCOMPANYING STUDENTS AND FOLLOW OUR SCHOOL DRESS CODE.** Volunteers in Florida schools are also entitled to some tax deductions and special rates at Florida attractions. Contact your child's teacher or call the school to join our volunteer team.

WITHDRAWAL FROM SCHOOL/CHANGE OF ADDRESS

Please notify the office immediately if you move or have a change in your telephone number. If you move, the following procedure for transferring students should be followed:

1. Notify the school office, either by phone or in person, to make proper withdrawal at least 24 hours before the student's last day of attendance. This will allow the necessary time needed to process paperwork.
2. Return **all** textbooks and library books to the school and pay all lunch charges.
3. Present the reassignment form to your new school when you enroll.

EDUCATIONAL RECORDS RIGHTS AND PRIVACY NOTICE

In accordance with the Family Rights and Privacy Act of 1974, and Florida Statute 228.093, you are notified that educational records, including files, documents and any other materials directly related to each child, are kept and maintained on each child. Parents and students over the age of eighteen, have the right to review, inspect and challenge the individual student's record.

However, without the consent of the parent, only the parent, school personnel, and persons specified in school board policies will have access to a student's record. Directory information on students may be released unless the parent makes a request in writing for the school not to do so; such information includes the student's name, address, date and place of birth, dates of attendance, participation in officially recognized sports and activities, weights and heights of athletic team members, awards received, names of parents and the name of the current school attended. The written request not to publish any or all of the above information must be on file at the student's school by September 15th or within two weeks from pupil's date of initial entry in school. When a student transfers from one school to another, the educational records of that student are automatically forwarded to the school upon request from the school.

Title 1 Information

Holley Navarre Intermediate participates in a federally funded Title One Program. It is the responsibility of each school that receives Title 1 funds to provide parents with the following information.

- AYP Status Summary
- Description of Title 1 Programs
- Right to Know Notification
- Article summarizing SPAR Report Results (previous year) and availability of report
- Description of Parent Resource Center
- List of Information on School Web Site
- Parent Compact information
- Parent Involvement opportunities

All the above information can be found at the following link.

http://www.santarosa.k12.fl.us/hni/Documents_Files/titleinfoeng.pdf

Additional Parent resources can be found in the front lobby of our school and on our school web site.

<http://www.santarosa.k12.fl.us/hni/>