

Welcome to Tyndall Academy for the 2021-2022 school year! I am honored to be your principal! Tyndall is a PK-7th grade school that is known for its academic excellence, and I am looking forward to continuing that legacy with each of you. We invite you to support your child's education this year. Become involved in the instructional program because learning is a partnership between the school and home. Volunteering contributes to the quality education of students and is also a rewarding experience for the volunteers. Jobs range from short-term projects like chaperoning a field trip or helping with picture day to longer term commitments such as reading or volunteering in the classroom regularly. Some jobs can even be done at home. Ask to meet our volunteer coordinator, Tish Hall, or tell your child's teacher YOU want to get involved. Remember that our staff is here to serve you and our students. If I can be of assistance, do not hesitate to contact me. Our assistant principals Russell Brock and Carolyn Dehner, and our counselors are also available for parents and students. I have included information on the following pages to help assist you this school year. Please review the information thoroughly as it may answer any questions you have.

Let's work together to make 2021-2022 the best it can be for all of Tyndall Academy's Thunderbirds!

Sincerely,
Kimberly Kirkman, Principal

DRESS CODE

Tops for students in grades K-5th: any solid color (red, white or blue {no turquoise} preferred and encouraged) or print patterns; manufacturer's graphics or logos permitted.

Tops for students in grades 6th -12th: any solid color (red, white or blue {no turquoise} preferred and encouraged) or print patterns; No graphics or logos except for a small manufacturer's trademark.

Students in all grades may layer their tops; however, all visible tops including camisoles or undershirts must be in solid colors. All tops must be unaltered and appropriately fitted with sleeves; cannot be so sheer or tight as to reveal underwear or body parts. Collared or crew neck tops only (no tanks or spaghetti straps); scoop or v-neck shirts will not be permitted. School approved T-shirts (club, spirit, etc) are permitted

Bottoms must be any solid color, appropriately fitted and seated at the waist; cannot be so sheer or tight as to reveal underwear or body parts. No shorts, skirts or dresses shorter than five inches (5") above the kneecaps as measured standing up, (K-5 students may wear jumpers). Any pants with holes, rips, or tears 5 inches above the kneecaps are not permitted. Dresses with sleeves (underarm must be covered) must be a solid color or print patterns but no graphics (small manufacturer's trademark and minimal embellishments are acceptable). Fitness pants such as leggings, yoga pants, exercise tights, etc. are permitted but must be covered with a top that reaches fingertip length when arms are at sides **Shoes** must have closed toes and closed backs. Sandals with back or back strap are acceptable (except on PE days.) for grades K-5 only. Bedroom shoes, flip-flops, shower shoes, slides or beach footwear are not permitted. **Long-sleeved Sweaters/Sweatshirts/Hoodies** must be a solid color or print patterns but no graphics (unless school approved spirit or club). Small manufacturer's trademark is acceptable. Hood may not be worn indoors or in covered hallways. **Jackets/coats** may be any color and may be worn in the classroom at the discretion of the teacher.

BELL SCHEDULE

Morning: Primary students report to class 7:10, Intermediate students report to class 7:15, TARDY BELL 7:20

Afternoon: Primary students dismissed to buses/gate 1:50, Intermediate students dismissed 1:55

Middle School: Tardy Bell 7:20, Middle school students dismissed at 1:55

P.T.O.

The Parent Teacher Organization plays an important role in the life of Tyndall Elementary School. Our annual fund raising projects provide money for worthwhile school projects such as purchasing classroom computers and other materials to enhance the students' learning environment. Please offer your support and participate in PTO activities.

SCHOOL DISTRICT COMMUNICATION

Our school district uses an email based flyer distribution program called Peachjar to send school and community information digitally to parents. With Peachjar, you'll never have to worry if you missed that flyer stuffed in the bottom of your child's backpack. Approved digital flyers from our school are emailed to you as images and are posted to our school's web flyerboard for easy retrieval. Our school newsletter is sent home at the beginning of each month via Peachjar. It contains important information concerning school events, programs and activities.

SCHOOL PICTURES

We are pleased to offer student pictures in the fall and spring. We invite you to watch for flyers with specific dates and information regarding school pictures.

HEALTH

Each year, a parental consent form titled "Parental Consent for School Health Services" is sent home for parents to sign and return. This form gives the school permission to offer basic first aid if students are sick or hurt at school. It also gives permission for grade appropriate health screenings. Each student must also be compliant with grade appropriate immunizations.

MEDICATIONS

If your child is to receive medication during the school day, we have a form in the front office that **MUST** be completed and signed by both you and your physician. Parents are required to deliver medication to office/health personnel. **Students are NOT permitted to carry any type of medication at any time.**

ACCIDENTS/ ILLNESS OF STUDENTS AT SCHOOL

It is extremely important that we have a working phone number where you can be reached in case of injury or illness of your child. Please update emergency information in the Parent Portal. We need 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 keep the office personnel informed (767-1714) and be sure to update in the Parent Portal. Again, anyone coming to sign out a child must have valid photo identification. Any student running a fever above 99 degrees or vomiting will be required to be picked up from school.

STUDENT CONTACT

Students and/or parents will not be allowed to distribute any materials to their class without permission.

CAMPUS VISITORS

All campus visitors must report to the front office upon arrival. Visitors are subject at all times to the policies and procedures of the BCSB. We value every instructional minute we have with your child. Please help us utilize this time by not entering a classroom unless you have signed in and received a visitor's badge and are expected by the classroom teacher. Be sure to always have your valid state picture identification with you in order to obtain a visitor's badge. No more than 2 visitors may have lunch with a student per day. A contact listed in Parent Portal and one guest who has identification and passes security screening may join a student during lunch. Lunch visitors should arrive no more than 5 minutes prior to the scheduled lunch time and leave immediately after. Sibling lunch times will not be altered. Visitors are welcome to sit at the center table in the cafeteria with their student or outdoors at a picnic table in the courtyard.

PARENT PORTAL

The Parent Portal allows you to view your child's grades, attendance, enrolled classes, discipline records, state testing information and much more. This tool is provided free of charge to parents or guardians who wish to access their children's records and have the legal rights to view these records. For more information, please visit <http://www.bay.k12.fl.us/Parents/ParentPortal.aspx> .

Parent Portal Quick Reference Guide (Use of Firefox or Google Chrome is needed)

How to add a contact

1. On the left side of the screen under your child's name choose **Child Info** from the list.
2. Please read the Disclaimer and choose to accept or cancel, please note that if you choose to cancel you will NOT be able to add contacts.
3. Make sure you are on Addresses & Contacts.
4. This screen will show you everyone who you have given permission to pick up your child or the school to contact when we are unable to get in touch with you.
5. To add a contact, click the **BLUE "New Contact" BOX** in the top right corner.
6. To add a Contact, enter in **ALL** of the contacts information. Under **Contact Details** is where you will enter the phone number. Click the blue arrow, choose what type of phone it is, and in the **value box** enter the **Full Phone Number with the area code**. If this contact is a new pick up the pick up toggle in the top right corner under options **MUST** be chosen.
7. Save
8. A box will pop up stating "**This change requires approval. A change request has been submitted.**"
9. Your child's school will then approve or deny the request for change.

How to check your child's grades

1. On the left side of the screen under your child's name choose **Grades** from the list.
2. For the Assignments that make up the Grade click on the grade.
3. You can also see current grades on the HomePage of your Parent Portal.

How to check your child's attendance

1. On the left side of the screen under your child's name choose **Absences** from the list.

BENCHMARK TESTING

The *i-Ready Diagnostic* is an adaptive assessment that adjusts its questions to suit your child's needs. Each item a student receives is based on their answer to the previous question. For example, a series of correct answers will result in slightly harder questions, while a series of incorrect answers will yield slightly easier ones. The purpose of this is not to give your child a score or grade but to determine how to best support their learning.

The *i-Ready Diagnostic* will provide results that help the teacher identify your child's strengths and determine next steps for instruction. We look forward to sharing these results with you throughout the year and providing a learning experience that will engage your child while teaching important skills and concepts. If you have any questions about *i-Ready*, please do not hesitate to contact Laurie Herring (grades K-3) at 767-1720 or Lindsay Steindorf (grades 4-7) at 767-1721. You can also learn more about *i-Ready* by visiting i-ReadyCentral.com/FamilyCenter

iReady Diagnostic Windows

Fall: August 23-September 24

Winter: January 10-February 4

Spring: April 25-May 25

BAY DISTRICT SCHOOL CALENDAR 2021-2022

First Day of School.....	August 10
Labor Day.....	September 6
Columbus Day.....	October 11
Teacher PLC Planning (school out for students)...	October 20
Veterans Day (Holiday for All).....	November 11
Thanksgiving Holidays Begin	November 22
Return from Thanksgiving Holidays.....	November 29
Christmas Holiday Begins.....	December 23
Records Workday (school out for students).....	January 6
Return from Christmas Holidays(Students).....	January 7
Martin Luther King's Birthday (Holiday for All)	January 17
Teacher PLC Planning (school out for students)...	February 2
President's Day (Holiday for All).....	February 21
Spring Holidays	March 14-18
Good Friday (school out for students).....	April 15
Last Day of School (Early Release).....	May 25

TRANSPORTATION

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 minutes before bus time, (2) stand off the side of the roadway while awaiting the bus, (3) behave appropriately while at the bus stop and while on the bus, (4) obey the driver at all times. All school rules apply while waiting for the bus and riding the bus. Parents are encouraged to supervise their children at the bus stops. Any changes in your child's transportation must be in writing to the teacher. **Only in an emergency should the office be called for this purpose, and we will not be able to accept changes to transportation options after 1:00 pm.** Students may not ride a different bus without written notice from parents, which then must be approved by a school administrator and cleared through the Transportation Dept. Students are required to wear their ZPass each and every day as this safety tracking device tells when and where a student boards the bus and leaves the bus.

FIELD TRIPS

Field trips of educational interest will be arranged by the teacher at various times. In order for children to participate, permission slips must be signed by the parent or guardian and returned to the child's teacher. Since costs are calculated on a set number of students, refunds will not be given for field trips. If paying with cash, please send the exact amount. Any amount over the cost of the field trip will be considered a donation to the field trip fund. Behavior is a consideration for participation on field trips.

DISCIPLINE

School/class expectations and rules have been established with consequences as well as rewards through district guidelines and our Positive Behavior Support system (PBS). Classroom teachers will furnish a copy of their specific plans. At Tyndall, students **SOAR** in that they are expected to be **Safe**, **Own** their choices, be **Actively** engaged, and **Respectful** at all times. The district will not tolerate bullying or harassment of any kind. Any student who has a reasonable and good faith belief that s/he has been the subject of discrimination or harassment because of his/her race, color, religion, sex, national origin, handicap, age, or marital status shall communicate the allegation in writing to the student's principal or his/her designee within 30 days of the alleged incident. If the complaint involves the student's principal, the written communication shall be directed to the District Superintendent (BCSB2.111).

ATTENDANCE

Regular and on time attendance plays a vital role in student success at school. It is so important that students be in class to receive the instruction they need to progress. Our attendance guidelines follow Florida law and Bay District School Board policy. Florida Statute 1003.26 requires that children between ages 6 and 16 be in regular attendance and holds parents accountable for meeting this requirement. Any student who does not attend school for at least 160 days (based on a 180 day school year) may be in jeopardy of retention. Bay District's quarterly attendance grading scale is as follows: S = 5 or fewer excused absences N = 6 or more excused absences or 1 unexcused absence U = 7 or more excused absences or 2 or more unexcused absences. However, national guidelines indicate that 9 or fewer absences for the entire school year are recommended. More absences than that can lead to academic and behavioral difficulties for students. Teachers and administration are responsible for monitoring students' attendance, and the school determines whether absences are excused or unexcused. Students are expected to be in school, to be on time, and to stay all day unless prohibited by illness or other serious crises. All students are to be in their classroom ready to begin the day prior to the 7:20 tardy bell. Should a student be tardy, parents are to accompany the student into the front office, sign them in and provide a reason for being late. If a child will be absent, please call the school to inform us of the absence. When the child returns to school, please send a note explaining the reason for the absence. If a prolonged absence is foreseen, parents may request that make-up work be gathered for the child and then pick it up in the office at 2:00. Bay District Schools does offer "family leave" in which parents can request excused absences for up to 5 days in the year providing the student has at least a "C" average in all subjects, the request is submitted at least a week in advance of the absence, and a reason is provided as to why the leave must be taken at that time. Family leave forms may be obtained in the front office or online at the BDS website. If attendance becomes a concern, multiple steps will be taken to help improve the situation. Courtesy phone calls will be made to inquire if assistance is needed. Letters will be sent to parents reminding you of expectations and guidelines. A meeting may be set to put an attendance improvement plan in place. Truancy court will be pursued in the case of habitual absences.

What can parents do?

- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpacks the night before.
- Be on time to the bus stop.
- Don't let your child stay home unless she/he is truly sick.
- If your child seems anxious about going to school, talk to teachers, counselors, or other parents for advice on how to make your child feel more comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.

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 FL. 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.

CELL PHONES

Students may possess cell phones, but they may not be visible and must be turned OFF during the regular school day. The school will not be responsible for lost, stolen, misplaced, or damaged personal electronic devices.

TEXTBOOKS & LIBRARY MATERIALS

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

LINK ALERTS

We want to keep you informed! Please help us by providing a mobile number on your child's Parent Portal. Important events and information will be shared via your phone through LINK alerts.

STUDENT RECORDS

Parents have the right to examine all records related to the referral, identification, evaluation or educational placement of their child. This can be arranged by scheduling an appointment with the guidance counselor.

CAR RIDERS

The front circle is used for drop off and pick up. All cars should pull forward in the circle. Staff will help students find their classrooms. Parents will be allowed to walk students to class the first day of school. After that, we ask that all K-7th grade students walk in the gate by themselves. We have faculty posted throughout the campus that will make sure students get to the correct area. **Students are required to be in class prior to the 7:20 tardy bell.** After that, they must report to the front office for a tardy pass. The back parking lot is for buses and faculty only.

SCHOOL FOOD SERVICE

Bay District Schools will have a continuation of the FREE breakfast and lunch programs for all BDS students for the 21-22 school year. Breakfast is served until 7:20. Students have 30 minutes for their lunch. If you need to contact our food service department, the number is 286-6474. Many teachers allow a snack time in class. Snacks should be nutritious. No candy bars or soft drinks are allowed for snack or lunch. Please DO NOT send food in glass containers.

Parents are welcome to join their children for lunch and bring in food for their children, but please bring healthy choices.

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 FOCUS form online.
2. The principal schedules a parent-teacher conference (required attendance by the parent and teacher and facilitated by the principal) 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 FOCUS form online.
2. The principal schedules a parent-teacher conference (required attendance by the parent and teacher and facilitated by the principal) to discuss the parent's concerns.
3. The principal renders a decision on the transfer request within two weeks of the form being received.

GRADING PRACTICES

The primary purpose of a grade is to communicate the level of standards mastery a student has achieved in a given subject.

Formative & Summative Assessments - Formative assessments are used for student practice and teacher feedback. Formative assessments will not count in a student's final grade. Summative assessments measure student achievement at the end of a unit, course, term, or year providing teachers with information for making final judgments about student mastery.

Zeroes - The only situation in which a zero may be used is when a student has completed an assessment and demonstrated no mastery of the standard(s) on that assessment. Zeroes will not be used to indicate missing assignments.

Communication of Behavior - Communication of student behavior is done via teacher-initiated contact with parents/guardians during the grading period and via the conduct grade on the report card at the end of the grading period. Behavior will not factor into a student's grade.

Retakes/Reassessments - Teachers will provide students with multiple and various opportunities to demonstrate their level of mastery.

- a) Reassessments will be provided for summative assessments or parts of summative assessments if the summative assessment is divided up by standard. Reassessments occur during the school day unless teacher and student make other arrangements.
- b) The intent of a reassessment is to provide students an additional opportunity to show standards' mastery. Prior to a reassessment the student is required to show appropriate evidence of additional learning as determined by the teacher. Examples of additional learning include teacher tutoring, revising their work, practicing the skill in a given way, and other similar activities.
- c) The reassessment will not be identical to the original assessment.

Discrimination

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.

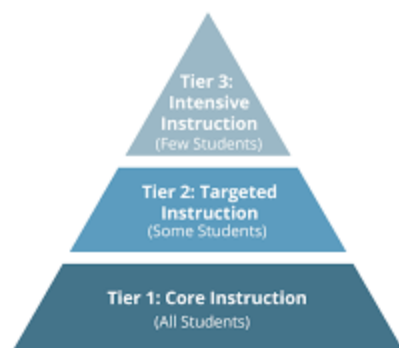
The following person has been designated to handle inquiries regarding non-discrimination policies:

Shirley Byas, Executive Director of Human Resources
850-767-4100
bakersy@bay.k12.fl.us

“So that CHILDREN have the opportunity to LEARN in everything they do; in all that WE do, we TEACH.”

MTSS: MULTI-TIERED SYSTEM OF SUPPORTS

Bay District Schools promotes an evidence-based model of schooling that uses data-based, problem-solving to integrate academic and behavioral support for ALL students. Our desire is to create systems to support all staff. These systems will help to guide positive evidence based practices in order to support all students both academically and behaviorally empowering all students to learn through systematic school-wide support through ongoing collaboration involving teachers, administrators, families, specialists, and community partners.



Explanation of the MTSS Pyramid

Tier 1 is what “ALL” students get in the form of instruction (academic and behavior/social-emotional) and student supports. Tier 1 focuses on the implementation of the district’s Core Curriculum and is aligned with the Language Arts Florida Standards (LAFS) and the Mathematics Florida Standards (MAFS). Tier 2 is what “some” students receive in addition to Tier 1 instruction. The purpose of Tier 2 instruction and support is to improve student performance under Tier 1 performance expectations (levels and conditions of performance). Tier 2 services are more “intense” (more time, narrow focus of instruction/ intervention) than Tier 1. Tier 3 is what “few” students receive and is the most intense service level a school can provide to a student. Typically, Tier 3 services are provided to very small groups and/or individual students. The purpose of Tier 3 services is to help students overcome significant barriers to learning academic and/or behavior skills required for school success. Tier 3 services require more time and a more narrow focus of instruction/ intervention than Tier 2 services.

Positive Behavior Support

Tyndall Academy is a Positive Behavior Support (PBS) school. *“Positive Behavior Support (PBS) gives people a new way to think about behavior. PBS is based on understanding why problem behaviors occur - the behavior’s function. This approach to behavior can occur on a school-wide level, in a specific setting, classroom, or with an individual student. PBS is the application of evidence-based strategies and systems to assist schools to increase academic performance, increase safety, decrease problem behavior, and establish positive school cultures.”* Behavioral expectations are set for the entire school and in turn each classroom sets specific rules and procedures that align with the school wide expectations. Our basic expectations are that everyone, students and adults, SOAR by being safe, owning their choices, being actively engaged, and being respectful. Specific guidelines are then established around those four key expectations in each area of the school; i.e., cafeteria, hallways, restrooms, computer labs, classrooms, buses, etc. Behaviors, like academics, must be taught, modeled, practiced, and rewarded. As a school, we address expectations via morning announcements along with focusing on a specific character trait each month. Stories, scenarios, classroom lessons, assemblies, skits, and campus posters reinforce the messages and instruction. Students are rewarded individually and as a class with ICUs (“I see you doing the right thing.”) which are coupons that students turn in for the opportunity to receive weekly prizes donated by community sponsors. Teachers build classroom plans to align with the school wide program and individualize it to meet their students’ needs. *“PBS provides a positive and effective alternative to the traditional methods of discipline. PBS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. PBS is consistent with the Individuals with Disabilities Education Act, which advocates the use of positive behavior interventions and school-based disciplinary strategies that reduce or eliminate the need to use suspension and expulsion as disciplinary options.”*

Parents can support the school’s program by reminding students each morning to SOAR and asking them each evening how they SOARed during the day. Even when students make a poor choice and misbehave or break a school rule, try to see it as a teaching/learning opportunity, and then celebrate when they make the right choices.

*****All topics are subject to change based on district policy changes or health concerns.**

SAFETY PRECAUTIONS DURING PANDEMIC

2.134 A. Policy

The School Board recognizes the need for maintaining a healthful school environment and that controlling the spread of communicable diseases is essential to the well-being of the school community and to the efficient operation of the District. In the event of a declared public health emergency, including those involving communicable diseases, the Superintendent may, at his or her discretion, implement then-current guidance provided by the Centers for Disease Control and Prevention (“CDC”) and other relevant public health officials regarding the safe operation of schools and bring further requests or recommendations to the School Board at the next available meeting.

B. Procedures Specific to the Global COVID-19 Pandemic

The School Board is committed to operating its schools and facilities in a manner that is safe and conducive to learning throughout the remainder of the global COVID-19 pandemic. Students, employees, and visitors are encouraged, but not required, to wear masks or cloth face coverings while present on School Board property and when social distancing of at least six feet between individuals is not possible. The following quarantine guidelines shall apply to individuals who come in contact with a person who tests positive for COVID-19 for greater than 15 minutes (cumulative) over a 24-hour period (“Contact”):

- **Wearing a Mask —**
 - o Must quarantine for 10 days if Contact was within 3 feet
 - o Must quarantine for 10 days if Contact was within 6 feet and the exposed individual has any symptoms
 - o No need to quarantine if Contact was from greater than 3 feet away and the exposed individual is not symptomatic
- **No Mask —** must quarantine for 10 days if Contact was within 6 feet

In the event that CDC guidance significantly, the School Board delegates authority to the Superintendent to modify compliance requirements in accordance with then-current guidance from the CDC and from local medical and public health officials and to bring further requests or recommendations to the School Board at the next available meeting.

Authority: §1001.41, Fla. Stat. Law Implemented: § 1003.02, Fla. Stat. History: New, September 8, 2020