



## Seaside School, Inc

### Governance Committee Meeting

Published on August 13, 2025 at 8:31 AM CDT  
Amended on August 13, 2025 at 11:38 AM CDT

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#### Date and Time

Friday August 15, 2025 at 8:15 AM CDT

#### Location

Dunlap & Shipman, 2063 S County Hwy 395, Santa Rosa Beach, FL 32459

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Founded in 1996

Serving Students in Grades 5 - 12

*We seek to sustain an educational community where an emphasis on academic excellence is complemented by our concern for each learner's personal growth and intellectual, aesthetic, and psychological development. The curriculum is developmentally responsive – actively engaging students in learning skills in context, integrative – directing students to connect learning to daily lives, and exploratory – enabling students to discover their abilities, interests, learning styles, and ways that they can make contributions to society.*

Information on procedures for public comment can be found at

<https://www.seasideschools.net/about/governance>

If anyone needs special assistance to participate in the public input session, every effort will be made to provide an appropriate accommodation. When requesting accommodations for public input, please allow no less than 1 business day notice prior to the scheduled meeting.

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Specific issues about a particular student should only be addressed to the school's Director of Student Services, rather than the Board of Directors or any Committee of the Board.

All public comments will be taken under advisement by the Board, but will not elicit a written or spoken response. The names of persons providing public comment and a brief summary of topics or input will be included in the meeting minutes published. A response will be provided to the stakeholder within seven (7) days.

If a person decides to appeal any decision made by this body with respect to any matter considered at this meeting or hearing, he or she will need a record of the proceedings and, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>8:15 AM</b>
<b>A.</b> Record Attendance		Robert Kauffman	1 m
<b>B.</b> Call the Meeting to Order		Robert Kauffman	1 m
<b>C.</b> Approve Minutes	Approve Minutes	Robert Kauffman	1 m
Approve minutes from previous Governance Committee meeting			
Approve minutes for May Governance Committee Meeting on May 9, 2025			
<b>II. Governance</b>			<b>8:18 AM</b>
<b>A.</b> Recommended Policy Changes	Vote	Robert Kauffman	15 m
These four policies from the 2025 Legislative session are required for adoption by your board. Please place these on the agenda for the next governing board meeting, if possible, so they can be discussed and approved. Below is a general overview of each which we can send out to board members in advance of the meeting:			
1. <a href="#">Student Welfare Policy</a> : This policy outlines parent notification requirements and procedures relating to student well-being, including health services and instruction. It also provides a framework for resolving parental concerns at the school, district, and state levels.			

	Purpose	Presenter	Time
<p>2. <a href="#">Threat Management Policy</a>: This policy establishes school-based protocols for assessing and managing potential threats. It includes team composition, evaluation procedures, documentation standards, and coordination with law enforcement and mental health professionals.</p>			
<p>3. <a href="#">Wireless Communication Devices Policy</a>: This policy addresses the use of cell phones and similar devices by students during the school day and school events. The policy reflects statutory restrictions under HB 1105 (2025) and § 1006.07(2)(n), Florida Statutes, and includes enforcement mechanisms, defined exceptions, and a requirement that the policy be included in the Student/Parent Handbook.</p>			
<p>4. <a href="#">Instructional Staff Arrest Reporting Policy</a>: This policy sets requirements for staff self-reporting of arrests and criminal offenses and outlines the school's obligations for timely response and removal from the classroom, as required by law.</p>			
<p>5. <a href="#">Abuse Prevention Policy</a>: This policy establishes how The Seaside School, Inc will prevent the physical, emotional and sexual abuse of its clients by its employees. The Seaside School, Inc seeks to create a welcoming and nurturing environment and has zero tolerance for those whose actions may jeopardize the safety, health or innocence of a client.</p>			
<b>B.</b>	Review of Employee Handbook and Recommended Changes (to align with policies)	Vote	Robert Kauffman
	Main changes to the handbook:		10 m
	<a href="#">Click here for specific changes</a>		
	<a href="#">Click Here for Access to full handbook</a>		
<b>C.</b>	Adopt 2025 Revised Policy Manual	Vote	Robert Kauffman
<b>D.</b>	Review of Student Handbooks	Discuss	Thomas Miller
<b>E.</b>	SNS		10 m
			5 m

### III. Other Business

### IV. Closing Items

9:08 AM

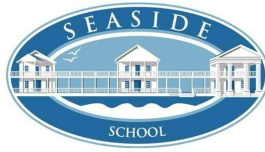
	Purpose	Presenter	Time
<b>A.</b> Adjourn Meeting	Vote		1 m

# Coversheet

## Approve Minutes

<b>Section:</b>	I. Opening Items
<b>Item:</b>	C. Approve Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for May Governance Committee Meeting on May 9, 2025

DRAFT



## Seaside School, Inc

### Minutes

#### May Governance Committee Meeting

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##### **Date and Time**

Friday May 9, 2025 at 8:15 AM

##### **Location**

Dunlap & Shipman, P.A.  
2063 S. County Hwy. 395  
Santa Rosa Beach, FL 32459

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#### **Committee Members Present**

A. Winicki, C. King, D. Tinghitella, L. Blue, R. Kauffman

#### **Committee Members Absent**

*None*

#### **Guests Present**

A. Jordan, T. Miller (remote)

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### **I. Opening Items**

#### **A. Record Attendance**

#### **B. Call the Meeting to Order**

R. Kauffman called a meeting of the Governance Committee Committee of Seaside School, Inc to order on Friday May 9, 2025 at 8:17 AM.

#### **C. Approve Minutes**

L. Blue made a motion to approve the minutes from November Governance Committee Meeting on 11-15-24.

C. King seconded the motion.

The committee **VOTED** unanimously to approve the motion.

#### **D. Approve Minutes - March**

L. Blue made a motion to approve the minutes from March Governance Committee Meeting on 03-14-25.

D. Tinghitella seconded the motion.

The committee **VOTED** unanimously to approve the motion.

## II. Governance

### A. Review Seaside School, Inc. Bylaws

L. Blue made a motion to recommend approval of the revised Bylaws, as amended at this meeting, to the Board of Directors.

D. Tinghitella seconded the motion.

The committee **VOTED** unanimously to approve the motion.

### B. Review of Executive Director Review Committee Charter

D. Tinghitella made a motion to recommend approval of the Executive Director Review Committee Charter, as amended at this meeting, to the Board of Directors.

A. Winicki seconded the motion.

The committee **VOTED** unanimously to approve the motion.

### C. Committee Expectations/Job Description Discussion

C. King made a motion to recommend approval of the Seaside School, Inc. Board Member Agreement, as amended at this meeting, to the Board of Directors.

D. Tinghitella seconded the motion.

The committee **VOTED** unanimously to approve the motion.

## III. Other Business

### A. General Discussion

The Committee and Mr. Jordan discussed a desire to review possible modifications to the sibling preference when the Application and Admittance Policy is next reviewed this fall.

## IV. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:10 AM.

Respectfully Submitted,  
R. Kauffman



# Coversheet

## Review of Student Handbooks

<b>Section:</b>	II. Governance
<b>Item:</b>	D. Review of Student Handbooks
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	SCHS Student Handbook 2025-2026.docx.pdf

# Seacoast Collegiate High School Student Handbook

## 2025 - 2026



### SCHOOL MISSION

We seek to sustain an educational community where an emphasis on academic excellence is complemented by our concern for each learner's personal growth and intellectual, aesthetic, and psychological development. The curriculum is developmentally responsive – actively engaging students in learning skills in context, integrative – directing students to connect learning to daily lives, and exploratory – enabling students to discover their abilities, interests, learning styles, and ways that they can make contributions to society.

Main Office 850-231-0396

[www.seasideschools.net](http://www.seasideschools.net)

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## **School Governance**

The Seaside School, Inc. Board of Directors strives to create safe, high quality educational environments where students can gain the skills and knowledge necessary to achieve family and personal goals at each of the school locations. To ensure the safety of our students during the 2025-2026 school year, information provided in all school handbooks may change as needed to comply with all health and safety measures and ensure fairness and equity for our students.

### **School Board**

Seacoast Collegiate High School is governed by The Seaside School, Inc Board of Directors. Board meetings are open to the public. The Seaside School, Inc. Board Meetings are held at the Seaside or Seacoast campus and are generally scheduled for the third Thursday of the month at 5:30 pm.

The dates and times of board meetings are posted on the school's website, [www.seasideschools.net](http://www.seasideschools.net), and are physically posted at both campuses.

Individuals who desire to address The Seaside School Board must submit a written letter stating their concerns at least one week prior to the date of the upcoming meeting to the chairperson.

### **School Choice Statement from the Board of Directors**

You have elected to attend The Seaside School, Inc., which is not your zoned school in Walton County. Seaside Neighborhood School and Seacoast Collegiate High School are proud of our tradition of academic excellence and community involvement. **As a school of choice, you are expected to adhere to certain grade, attendance, discipline, and civility standards as outlined in the Community Commitment Contract. If a student/family fails to comply with any one of the above standards, enrollment in The Seaside School, Inc. may be revoked, and the student will return to their zoned district school.**

## **School Operations**

### **School Transportation**

#### **Walton County School Bus**

Students who ride Walton County School District buses will follow rules based on the **Walton County Student Code of Conduct**. Because of the safety issues involved with school buses, no student misbehavior or violation of school bus rules will be tolerated. When a student is suspended from the school bus, it is the parent or guardian's responsibility to provide transportation to and from school.

**Bus routes:** <https://www.walton.k12.fl.us/page/transportation>

Students riding the bus must live in the Walton County School District. If a new stop is needed, this request must be submitted to the Walton County School District.

#### **Seacoast Collegiate Campus Parking and Student Driving**

Driving and parking on campus is a **privilege**. If a student is driving, they must obtain a student parking permit. The student must present the following to school administration to receive their parking permit:

- Valid Driver's license
- Proof of insurance
- Proof of registration

Access to a private vehicle can only occur before or after school. The vehicle **cannot be used** as a locker. If a student needs to go out to their vehicle, they must be accompanied by a staff member. Student drivers will be dismissed by school staff at the end of the school day.

#### **Other Transportation Policies**

All parents dropping off their students will need to enter Seacoast through the main entrance. Once students have been dropped off on campus, they may not leave without permission from the main office.

### **School Hours**

Students should arrive at school no later than 7:30 a.m. so that they have time to get to class and in their seats by 7:45. If your child arrives late, they are required to sign in at the front office. Please note, on the third tardy in a nine-week period,

your child will be assigned a detention, either before or after school.

Students are to be picked up from school by 2:45 p.m. each day, unless they are participating in a school sponsored activity or serving detention.

- Adult supervision is **not available** before 7:15 a.m. or after 3:15 p.m.
- Students will **not be permitted** inside the building before 7:15 a.m. unless they are meeting with a staff member.

### Seacoast Collegiate High School Schedule

Class Times	Monday/Wednesday (A)	Tuesday/Thursday (B)
7:45 - 9:20	1st Period	4th Period
9:25 - 10:55	2nd Period	5th Period
11:00 - 11:30	Lunch	Lunch
11:35 - 1:05	3rd Period	6th Period
1:10 - 1:45	Self-Directed Study	Self-Directed Study
1:50 - 2:45	7th Period	7th Period

### Friday Schedule (C)

Homeroom	7:45-7:50
1st Period	7:50-8:40
2nd Period	8:45-9:35
3rd Period	9:40-10:30
4th Period	10:35-11:25
Lunch	11:25-11:55
5th Period	12:00-12:50
6th Period	12:55-1:45
7th Period	1:50-2:45

*\*The school day will begin promptly at 7:45 a.m. with the Pledge of Allegiance and a moment of silence. The schedule may vary on shortened weeks and half days.*

## **Student Life**

### **Clubs**

At Seacoast Collegiate High School, students are given the opportunity to be part of service clubs and organizations. Each service club is driven by student participation and sponsored by SCHS staff. Students need to be aware of the responsibility involved in a service club and realize that service above self is an important function of a SCHS student.

### **Athletic Programs**

Requirements for participation in high school athletics will be in coordination through the Athletic Director, Dan Bump. **Students will need all paperwork completed and turned into the Athletic Clearance website prior to participation.**

## **Academic Policies**

### **Focus Connection for Parents**

You will be able to view your children's data in these areas:

- Student Grades
- Daily Attendance
- Teacher email account for each class
- School messages and upcoming events

Step 1:

- To register or **reset your password** for the Parent Portal please visit the following link: <https://walton.focusschoolsoftware.com/focus/auth/>

Step 2:

- The following information is required to set up a Focus Parent Portal Account.
  1. Child's student identifier (10-digit number beginning with 66 assigned by the district)
  2. Student's date of birth
  3. Parent Portal Registration PIN. If your child has a portal account,



they can provide you with the PIN by viewing the General tab under My Information. Or you can obtain your PIN from the school office.

- Once your account has been created you will have access to the Parent Portal at the following site:

<https://walton.focusschoolsoftware.com/focus/>

## **Plagiarism and Academic Dishonesty**

SCHS has **zero tolerance** for plagiarism or other forms of academic dishonesty. A student found guilty of such action will receive a zero on the assignment/assessment and parents/guardians will be contacted for a conference.

## **Seaside School AI Use Policy for Students**

### Introduction to Artificial Intelligence (AI)

Artificial Intelligence (AI) involves programming machines to perform tasks that typically require human intelligence, such as language processing, pattern recognition, and problem-solving. In the educational setting, AI can support learning by providing personalized tools and interactive experiences. This policy guides students on the responsible and ethical use of AI in their academic activities.

### Purpose and Scope

This policy outlines the appropriate use of AI tools by students within Seaside School, ensuring that AI is leveraged responsibly to enhance learning while protecting students' privacy and promoting ethical conduct. It applies to all AI technologies used by students on school premises, for school-related tasks, or through school-provided devices and networks.

### Guidelines for Responsible AI Use

#### 1. Educational Purpose

Students must use AI tools solely for educational purposes, as directed by teachers or school authorities. AI should be used to support learning, not to complete assignments or submit AI-generated work as their own.

## 2. Ethical Conduct

Students are expected to use AI ethically, adhering to copyright laws and respecting the intellectual property of others. Using AI to plagiarize, cheat, or engage in dishonest practices in academic work is prohibited.

## 3. Privacy and Data Protection

Students should not share sensitive or personal information with AI tools without explicit permission. They must understand the risks associated with data sharing and consult teachers when unsure about any information they are prompted to provide.

## 4. Respectful Interaction

Communication with or through AI tools must meet Seaside School's standards for respectful and appropriate interaction. Students are expected to use AI responsibly and refrain from using it to convey harmful, disrespectful, or abusive content.

## 5. Safety and Security

Students must avoid using AI to access or share harmful or inappropriate content. Any issues, such as encountering inappropriate content or suspicious activities, should be reported to school staff immediately.

## 6. Resource Responsibility

Students are expected to use AI tools thoughtfully, purposefully, and only when explicitly permitted by a teacher. Unless a teacher clearly states that AI use is allowed for a specific assignment or activity, students should not use AI tools. AI should never be used to replace original thinking or complete tasks designed to build critical academic skills. Responsible AI use means using these tools to support learning—not to bypass the learning process itself.

## Examples of Acceptable Uses of Generative AI Tools

Students may use AI tools only when directed or permitted by a teacher. When allowed, some appropriate uses include:

- Brainstorming ideas for a story, project, or presentation
- Improving or rewording a sentence you've already written

- Helping you come up with questions for a research project
- Finding general information to help you better understand a topic
- Drafting an outline to organize your thoughts before writing
- Getting feedback on grammar, punctuation, or writing style
- Practicing vocabulary words or summarizing a paragraph you've written

### Examples of Unacceptable Uses of Generative AI Tools

Even when AI is available, students should not use it in the following ways:

- Having AI write sentences, paragraphs, or full assignments for you
- Using AI to answer homework questions and turning them in as your own
- Letting AI write your part of a group project without permission from your team
- Copying and pasting AI responses into class discussions, journals, or writing assignments
- Using AI to write emails, chats, or messages in your name
- Relying on AI to do work that helps you learn important skills like writing, thinking, or problem-solving

### Monitoring and Compliance

Seaside School may monitor the use of AI tools to ensure they are being used responsibly and in alignment with this policy. Monitoring will be conducted to ensure AI is being used in a way that supports learning and maintains academic integrity. Because classroom expectations may vary, students are required to follow each teacher's specific rules regarding AI use. It is the student's responsibility to ask for clarification if they are unsure whether AI use is permitted for an assignment.

### Policy Review and Update

This policy will be reviewed and updated annually to reflect changes in AI technology, ethical standards, and Seaside School's educational goals.

By adhering to this policy, our goal is that students will develop responsible and ethical practices for AI use, respecting Seaside School's values and promoting a safe and productive learning environment.

## Grading Policies and Assessment

Although **graded assignments** will be posted in Focus, the **student is responsible for writing assignments in their planner**, as teachers also make use of additional websites such as Google Classroom to assign work. The student's planner should be **the first resource** for assignments and homework. Assignments and due dates may be adjusted depending on the schedule and rate of learning for each class.

### Required Assessments

*All students are required to take the following assessments at Seacoast Collegiate High School:*

### Assessment/Grading (nine weeks, semester, and end of course)

Students in grades 9-10 are subject to quarterly comprehensive examinations.

- Quarter 1 and Quarter 3 examinations are called Nine Weeks Exams and are worth 20% of the quarter grade in each course.
- Quarter 2 and Quarter 4 examinations mark the end of Semester 1 and Semester 2 and are called Semester Exams. These exams are comprehensive for their respective semesters and are worth 20% of the semester grade.
- o EOC courses do not have a Semester 2 Exam. The EOC is their last comprehensive exam.

EOC courses such as Algebra 1, Geometry, Biology, and U.S. History have **mandatory** End of Course Examinations that must account for 30% of the Final Year Grade for the course. Students must pass the Algebra I EOC and 10<sup>th</sup> grade ELA to graduate high school. EOC Exams are scored on a scale of 1-5, where scores of 3, 4, and 5 are passing. Scores are converted as follows by the district:

5→100 A      4→89 B      3→79 C      2→69 D      1→59 F

- All students enrolled in an AP<sup>®</sup> course must sit for the AP<sup>®</sup> exam. Students are required to complete a final project after the AP exam.
- AP United States History students will also participate in the U.S. History

EOC.

### Grading Policy

A = 100-90

B = 89-80

C = 79-70

D = 69-60

F = 59-0

## **GPA and Forgiveness Policy**

### Middle School Grades

For those students who received high school credit in ***middle school***, courses for forgiveness may be taken if a student made a “C” or below in the original course.

### Grades 9 and 10

The GPA earned for high school credit courses taken in middle school are transferred when middle school students enter high school. Students who made a “D” or “F” in a REQUIRED course may retake the same or comparable course and replace the “D” or “F” with a “C” or higher. For an ELECTIVE course, students who made a “D” or “F” may replace the “D” or “F” with a “C” or higher in the same or another course of the same level.

Please note that the *original* course grade is still listed on the official transcript, but not calculated into the student’s GPA.

### Grades 11 and 12

The forgiveness policy for required courses shall be limited to replacing a grade of “D” or “F” with a grade of “C” or higher earned subsequently in the same or comparable course. The forgiveness policy includes repeating a class a student withdraws from, earning a “W”. In all cases of grade forgiveness, only the new grade shall be used in the calculation of the student’s grade point average. Any course grade not replaced according to the Seacoast Collegiate High School forgiveness policy shall be included in the calculation of the cumulative grade point average required for graduation.

These considerations are specific to grade forgiveness affecting both college and high school grades. This special consideration can only be utilized for a ***maximum of two*** college classes. Please note that the ***original*** course grade is still listed on the official transcript, but not figured into the GPA.

### 9th and 10th grade Online Courses

Students are only given the option to complete courses if they meet the following criteria:

- 1) Is a graduation requirement that our school does not offer
- 2) Credit recovery
- 3) Spanish 4 (to obtain the Florida Seal of Biliteracy)

### **SCHS Late Work Policy**

Each course has its own late work policy that has been approved by school administration. Students attending the college will need to adhere to each college professor's policy per their syllabus.

### **Make-up Work**

In the event of an absence, students have one day for each day they are absent to complete make-up work. Students with unexcused absences will receive up to 70% credit for all work submitted during the unexcused absence.

Work that was due on the day of an absence is due the day the student returns to school.

Since all tests are announced at least four days in advance, students who are absent the day before a scheduled test are expected to be ready for the test when they return.

If a student is absent, it is their responsibility to contact their teacher via email, if needed, after checking Google Classroom and Focus to get missed assignments. Teachers must have 24 hours' notice to gather assignments for students who are absent.

## **Parent/Teacher Conferences**

Students are encouraged to confer with teachers on a regular basis. Teachers and administrators may request student and parent conferences, by appointment, in cases where students are experiencing academic or behavioral problems.

Classroom teachers are assigned the primary authority and responsibility to assess classroom performance for each student enrolled in his/her class. Any review, requested modification, or appeal of teacher evaluations and assessments by the student's parent(s) or guardian(s) shall be conducted pursuant to the following:

1. A parent or guardian shall arrange a conference with the individual teacher whose assessment or evaluation is in question at a proper place and time for the parent(s)/guardian(s) to discuss the teacher's findings. An administrator and/or a school counselor shall be included in the conference.
2. When a parent/guardian of the student is not satisfied with the outcome of the conference, the parent/guardian may appeal to the Principal for a second review of the teacher's assessment and evaluation of the student. The Principal shall, upon request, arrange for the conference at a proper time and place with the following parties: the Principal, the teacher, and the parent(s)/guardian(s). The findings of the Principal following such a conference shall be final.

Parent(s)/Guardian(s) who wish to schedule such a conference with the teacher should email a school counselor or an administrator. Parents may also call the school at (850) 231-0396. Conferences are to be scheduled at least one day in advance. Impromptu meetings before or after school are not allowed.

## **School Policies**

### **Student Dress Code**

All visible garments, including layered garments, must be in accordance with the dress code.

Shoes will be worn at all times. Sunglasses, hats and other sun-protective wear

will be allowed to be worn outside only.

**The student's parent/guardian will be contacted by the school and asked to bring appropriate attire for the student before they are sent back to class.**

The following are **NOT** appropriate for the school environment and are **NOT** acceptable:

- Shorts, skorts, skirts and dresses that are shorter than fingertip length
- Pants that drop below the waist
- Holes in garments above fingertip length
- Heelies (shoes with wheels), shoes with cleats or house shoes
- Hats or sunglasses in the school building
- Items indicative of gang membership
- Garments containing a message that is obscene, racist, or promotes illegal activities, drugs, alcohol, or tobacco products
- Pajamas (pants or tops)
- Leggings, spandex, yoga pants, or tights are **not permitted** unless they are worn with an outer garment that is of ***appropriate length (must completely cover to fingertip length)***
- The wearing of any clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.
- Shirts that expose the midriff are **not allowed**. Spaghetti straps and open back shirts are **not permitted**. (All shirt sleeves/straps must be three finger-tip width and cover the midriff at all times. All shirts must reach the waistband in front and back when sitting, bending over, and standing.)

## **Student Behavior**

Seacoast Collegiate High School is a public school in the Walton County School District and follows the Walton County School District Code of Conduct. A copy will be issued to each student during the first week of school. Parents and students are required to sign the compliance agreement and return it to the main office of the SCHS each school year. Additionally, Seaside School, Inc. students and their parents/guardians will sign a Community Commitment Contract at the beginning of each year outlining the expectations of our tradition of academic



excellence and community involvement. **Failure to comply with any one of the standards may impact your enrollment in The Seaside School, Inc.**

### Discipline Matrix

The Seaside School, Inc. uses a discipline matrix for discipline offenses/infractions. The matrix can be found on the school website.

### **Bullying and Harassment**

The Seaside School, Inc. follows the bullying and harassment policy of the WCSD. Please refer to the WCSD Code of Conduct.

### **Detention Policy**

Detention is issued as a result of inappropriate behavior. Parent contact will be made, and a detention form will be sent home for parent/guardian signature.

- Detention will be held before/after school.
- Students must serve the full detention.
- If a student misses their assigned detention without notifying the administration, they will serve two detentions. One to make up for the original detention they missed and a second for missing the first without notification.
- Students will receive a form when detention is assigned. It is the student's responsibility to have the form signed and returned the following day to the front office.
- Students must serve detention on the assigned date. Exceptions for illness or doctor's appointment.
- The student must serve his/her detention even if they have athletic practice or games on the days of detention.
- Students will complete a reflection activity during the time they are in detention.

### **Lunch**

SCHS does not have a cafeteria. Students should bring a lunch with a cold pack and beverage. **Students are not permitted to leave campus to purchase lunch or have deliveries made to the school.**

A free/reduced lunch application must be completed and accepted before students can qualify for a lunch program. Contact the school administration for a free/reduced lunch application.

### Lunch Rules

- Students are to sit within the designated area.
- Students must ask permission to leave the designated lunch areas.
- It is mandatory that students clean up after themselves.
- If students forget their lunch, a parent or guardian must bring their child's lunch.
- No commercial deliveries are allowed (Door Dash, UberEats, etc.)

## Health and Safety

### **Emergency Illness**

In case of emergency or illness, students will report to the office and the school administration will phone the parent/guardian. Students who are ill will wait for parents in the office reception area.

### **Medication**

If your child needs medication administered on a regular basis due to a medical condition, please see school administration in the main office for proper documentation (Request to Administer Medication) to be filled out by parent or guardian. A parent or guardian must bring the medication to the school and hand it to the proper school personnel. **Students are not permitted to transport medication to or from school.**

Medication Authorization: Medication authorizations shall be received on a standardized authorization form (this form can be obtained from the school administration office). By the school's policy, only medications provided by the parents, with accompanying documentation, shall be administered to a student. Any change in the original medication authorization requires a new written authorization and a corresponding change in the prescription label. If a parent calls indicating that a student did not take a dose at home and the school has authorization to administer that medication at that dosage, then the medication

can be administered with proper documentation.

A parent or guardian must bring the medication to school in its original container where it will be received, counted, and verified by school administration.

The pharmacist can divide the medication into two containers--one for home and one for school. The original container should be labeled with the student's name, name of the medication, directions for dosage, frequency to be administered, the physician's name, and the date the prescription was filled. Medications in plastic bags or other non-original containers are not acceptable. A parent or guardian must bring the medication to school in its original container where it will be received, counted, and verified by school administration.

Students are **not permitted** to have nonprescription or prescription medication in their possession on the bus, at school, or on any school sponsored activity.

Parents should:

1. Provide the school with a written authorization that includes the following information:
  - ✓ Student's name
  - ✓ Name and purpose of the medication
  - ✓ Reason for administering during the school day
  - ✓ Dosage
  - ✓ Hours to be given
  - ✓ Method by which it is to be given
  - ✓ Name of the physician
  - ✓ Date of the prescription
  - ✓ Expected duration of administration of the medication
  - ✓ Possible toxic effects and side effects.
2. Provide the medication in a container labeled as required.
3. Administer the first dose of any new medication at home.
4. Parents are responsible for transporting medication to the school.

Unused medication must be picked up by parents within one week of the expiration date. After one week, the school administration shall destroy the medication. Medication given on a daily basis throughout the year will be

destroyed if it is not picked up after the last day of school.

### **Textbook Policy**

Lost or Damaged Textbooks: Pursuant to Florida Statute 1006.28(3)(b), The school principal shall collect from each student or student's parent the purchase price of any instructional material the student has lost, destroyed, or unnecessarily damaged. The failure to collect such sum upon reasonable effort by the school principal may result in the suspension of the student from participation in extracurricular activities or satisfaction of the debt by the student through community service activities at the school site as determined by the school principal, pursuant to policies adopted by district school board rule.

### **Technology and Cell Phone Policies**

- All students are required to store their cell phones in the designated wall hanger before class begins. **The phones will remain in the wall hanger for the duration of the class, including bathroom breaks.**
- Emergency phone calls must be made through the school administrative office. Phone calls are not permitted in classrooms, restrooms, hallways, or stairwells.
- Personal video is **not permitted** at any time.
- Parents should contact the school administrative office directly in case of an emergency.
- Students will have access to school-issued computers in each classroom and **do not** need their personal devices for classes at Seacoast.
- **BARK and Go Guardian are used to monitor student accounts for security and protection.**

### **Attendance**

#### **Attendance Policy – Seaside School, Inc.**

#### **General Expectations**

All students are required to attend school every day. Unexcused absences and tardies can lead to numerous detrimental consequences, including lower

assignment grades, reduced classroom grades, failure to pass classes, or recommendations for removal based on the student's performance contract.

Whether an absence or tardy is excused is determined solely by the school principal or their designee. Submission of falsified excuse documents may result in legal consequences.

Students may not be excused during school hours for private lessons or non-school activities unless specifically approved by the Superintendent or their designee in accordance with Florida law (F.S. 1003.21(2)(b)(2)).

<b>Physician Excused Absences - A</b> Physician's Excused Absence is a school absence due to a medical condition verified by a licensed healthcare provider's written note specifying the dates and necessity of the absence.	<b>Excused Absences -</b> Please send us an email (middle school <a href="mailto:lancem@seasideschools.net">lancem@seasideschools.net</a> or high school <a href="mailto:willcox@seasideschools.net">willcox@seasideschools.net</a> ) or call (850-231-0396) to let us know that your child is absent and the reason.	<b>Unexcused Absences</b> Absences without communication from a parent are considered unexcused.
Nurse practitioner	Short-term illness or injury	Missing the bus or oversleeping
Dentist/orthodontist	Death in the immediate family	Shopping or leisure activities
Licensed clinical psychologist/therapist	Religious holidays (with principal approval)	Repeated illness(more than 10 days in total) without a doctor's verification
Physician (MD or DO)	Court or legal obligations	Failure to provide an excuse(excuses must be provided within 3 days of the absence)
Emergency Room	Natural disasters (with principal approval)	Vacation/travel longer than 3 days without prior approval - Please submit an extended absence form if your child will be
	School-sponsored activities (with principal approval)	

	Financial or other serious family hardship (with principal approval)	out for more than 3 days using this link: <a href="https://drive.google.com/file/d/1P4HvZMI5uBUIWCwG4w1ZaguwV-2sScM3/view?usp=sharing">https://drive.google.com/file/d/1P4HvZMI5uBUIWCwG4w1ZaguwV-2sScM3/view?usp=sharing</a>
	Participation in national/world-class competitions	
	Communicable diseases (e.g., scabies, pink eye) – up to 5 excused days with proof of treatment and nurse clearance	

\*\*After a student has been absent 10 days total (excused or unexcused) a physician's note will be required within 3 days of the student's return, or the absence will be unexcused.

### Compulsory Attendance

Students aged 6–18 must attend school unless a formal withdrawal is filed (ages 16–18) and signed by the student, parent, and school. Missing school requires a written excuse submitted within 3 school days. If a doctor's note is required, it must also be submitted within 3 school days after return.

### Truancy

The school will contact parents for any unknown or unexcused absences.

- After 5 unexcused absences in 30 days or 10 in 90 days, written notice is sent to the parent/guardian.
- Students showing patterns of non-attendance (excused or not) will be referred to the MTSS (Multi-Tiered System of Support) team.

### Possible MTSS Interventions:

- Teacher-family communication
- Environmental/class changes
- Mentoring or counseling
- Tutoring
- Attendance contracts
- Referral for family support services

If there's no improvement, the case may be referred to the District Attendance Officer, who may:

- File a truancy petition in court
- Notify the DMV to suspend the student's driver's license

### Habitual Truancy

After 15 unexcused absences in 90 days, the student is considered habitually truant, and legal and DMV action will be taken.

### Seat time requirements

For the purposes of requirements for high school graduation, one full credit means a minimum of 120 hours of bona fide instruction in a designated course of study that contains student performance standards for purposes of meeting high school graduation requirements in a district school that has been authorized to implement block scheduling by the district school board.

### [Statutes & Constitution: View Statutes: Online Sunshine](#)

### Tardiness

*All tardies are **unexcused** except for a doctor's excuse. **Parents may not excuse a tardy.***

Students who arrive at school late must report to the office for an admittance slip. Students may also be marked tardy if they arrive late between classes. The administration will assign detention at the 3<sup>rd</sup> tardy in a nine-week period.

### Early Dismissal

A student leaving school early is to be checked out in the office only by individuals identified on a student's emergency card. Identification is required. Students must have a written excuse from parents for the classes missed during an early dismissal. Student drivers must also check out at the front office before leaving. Please see sections for excused and unexcused attendance.

### **Volunteers (Student, Parent & Community)**

The Seaside School, Inc. is requesting that families of students complete twenty (20) volunteer hours each school year. All parents or extended family members of Seacoast students wishing to volunteer must complete the Volunteer/Mentor Application and be cleared through Walton County School District before permission to volunteer is granted. This mandate includes clearance for volunteers in school events such as assistance with special school projects, coaching, fundraising activities, etc. Fingerprinting is required when chaperoning students on field trips and mentoring. Volunteer forms may be picked up in the school administration office.

### **ALL SEACOAST STUDENTS ARE EXPECTED TO VOLUNTEER FOR THE SEASIDE RACE!**

Please mark your calendars for **February 12-15, 2026**.

All students will be assigned a duty station and are expected to be present. Parents are strongly encouraged to volunteer as well. This race is a vital function in the funding of our school and requires a team effort each year.

### **Enrolling at Northwest Florida State College**

**GPA Requirements:** To apply to NWFSC, students must have a 3.0 unweighted GPA. Students will begin to apply to the college during the Spring semester of the sophomore year. Students that do not meet the requirements to apply to the college will no longer be eligible to attend Seacoast. All of our 11th and 12th graders are completely dual enrolled.

**PERT Scores:** In addition to the 3.0 unweighted GPA requirements, students must also pass **ALL** sections of the Postsecondary Education Readiness Test



(PERT) in order to enroll at NWFSC. Students can also use concordant scores to satisfy the requirements. Please see the table below for the cutoff scores.

<b>Math</b>	<b>Reading</b>	<b>Writing</b>	<b>Concordant Scores</b>
Score: 114  Score: 123 (Upper level math)	Score: 106	Score: 103	<u>ACT</u> : Math: 19, Reading: 19, Writing: 17  <u>SAT</u> : Math: 480, Reading and Writing: 490

# Coversheet

## SNS

<b>Section:</b>	II. Governance
<b>Item:</b>	E. SNS
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	Seaside Neighborhood School Discipline Matrix 2025-26.pdf Student Handbook 2025-2026 - Parent PDF (1).pdf Community Commitment Contract 25.26 (1).pdf

Seaside Neighborhood School - Discipline Matrix 2025-2026

Classroom Discipline								
This matrix provides a consistent and structured approach for managing classroom disruptions. It guides teachers in addressing behaviors like off-task conduct, disrespect, and refusal to follow directions through progressive interventions. The goal is to support positive classroom management, reinforce clear expectations, and address minor to moderate behaviors before involving administration.								
Classroom Discipline Matrix								
Discipline Code	Infraction Type	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense	5th+ Offenses (Repetition)	Interventions/ Administrative Actions
CLS - Classroom/ Hallway Disruption DSR - Disruptive OOS - Out of Seat w/o Permission TLK - Excessive Talking	Minor disruption in class/campus	The act of behaving inappropriately which disrupts the learning environment, which inhibits the instructor’s ability to teach or interferes with other students’ ability to learn.	Verbal warning + teacher intervention	Student conference + teacher intervention	Parent Contact + teacher intervention	Parent-teacher conference + teacher intervention	Office referral - ISS or Behavior Contract	<ul style="list-style-type: none"><li>● Behavior Contract</li><li>● Peer Mediation</li><li>● Restorative Practices</li><li>● Mentoring</li><li>● Conference with student</li><li>● Parent conference</li><li>● Guidance Referral</li><li>● Referral to Mental Health Services</li><li>● Referral Multi-Tiered System of Supports</li><li>● Detention</li><li>● Resiliency Education</li><li>● SEL Education</li><li>● Community Service</li><li>● Schedule Change</li><li>● Other</li></ul>
DEF - Defiance of Authority INS - Insubordination LAC - Lack of Cooperation	Refusal to complete work/ Defiance/ Insubordination/ Non-compliance	The act of flagrantly or willfully challenging the authority of a school staff member, bus driver, or any other adult in authority.	Verbal warning + teacher intervention	Student conference + teacher intervention	Parent Contact + teacher intervention	Parent-teacher conference + teacher intervention	Office referral + ISS or Behavior Contract	
FFC - Fail to Follow Class/School Rules	Failure to follow instructions	The act of overtly or willfully challenging the authority of a staff member.	Verbal warning + teacher intervention	Student conference + teacher intervention	Parent Contact + teacher intervention	Parent-teacher conference + teacher intervention	Office referral + ISS or Behavior Contract	
TAR - Excessive Tardies	Excessive Tardiness	A consistent failure to be in a place of instruction at the assigned time (Per Nine Weeks- Individual Teachers) *1st Block- Office	Verbal warning	Written warning + parent contact	Detention + parent contact	Detention + parent contact	MTSS referral + ISS or Behavior Contract	
LCM - Lack of Books/Materials	Missing materials/classroom supplies needed	Repeatedly arriving without required materials disrupts learning. While occasional forgetfulness is understandable, ongoing issues may lead to consequences.	Teacher-managed intervention	Parent contact	Parent contact	Detention or community service	Office referral for pattern of non-compliance	

Classroom Discipline Matrix								
Discipline Code	Infraction Type	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense	5th+ Offenses (Repetition)	Interventions/ Administrative Actions
GUM - Gum Chewing	<b>Gum Chewing</b>	Chewing gum	Verbal redirection	Written warning + parent contact	Detention + parent contact	Detention + parent contact	Office referral + ISS or Behavior Contract	<ul style="list-style-type: none"><li>● Behavior Contract</li><li>● Peer Mediation</li><li>● Restorative Practices</li><li>● Mentoring</li><li>● Conference with student</li><li>● Parent conference</li><li>● Guidance Referral</li><li>● Referral to Mental Health Services</li><li>● Referral Multi-Tiered System of Supports</li><li>● Detention</li><li>● Resiliency Education</li><li>● SEL Education</li><li>● Community Service</li><li>● Schedule Change</li><li>● Other</li></ul>
CHE - Cheating, Plagiarism, Forgery	<b>Cheating/ plagiarism/ lying / Artificial Intelligence</b>	Deliberate use of unauthorized materials, resources, or another’s work—written, digital, or AI-generated—for academic purposes. This includes, but is not limited to: copying, using unapproved devices or notes, submitting work done by others (including AI), or providing false information. <b>AI tools may only be used with teacher approval; misuse is considered academic dishonesty.</b>	Zero on assignment + parent contact + student conference +admin consult	Zero on assignment + parent conference + lunch Detention +admin consult	Zero on assignment + Parent conference + Detention +admin consult	Zero on assignment + Office referral + ISS + Behavior Contract +admin consult	Zero on assignment + Office referral + OSS +admin consult	
	<b>Inappropriate Behavior/ Language</b>	Written, verbal remarks, gestures, or physical aggression that shows a lack of respect, rudeness, and is inappropriate.	Student Conference + written reflection	Parent Conference + Detention	Office referral - ISS or Behavior contract	ISS + Behavior Contract	OSS + Probation letter	
DIS - Disobey/ Disrespect RUD - Rude/Discourteous	<b>Disrespect to staff</b>	Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration.	Student Conference + written reflection	Parent Conference + detention	Office referral - ISS or Behavior contract	ISS	OSS + Probation Letter	
	<b>Internet policy violation</b>	Playing a game or not on the assigned/designated website/app the teacher has assigned.	Warning + teacher intervention	Written warning + parent contact	Detention + parent conference	Loss of tech privileges + Parent conference + Behavior Contract	Office referral + OSS + Probation Letter	

**\*Note: If a behavioral incident occurs in a substitute-led classroom, administration should be contacted immediately.**

**Key Notes:**

- **Repetition = 5+ occurrences** of minor infractions and leads to **formal referral**.
- All interventions should be **documented** and shared with parents/guardians as needed.
- **Restorative practices** (reflection sheets, apologies, conferences) are encouraged at all stages.
- **Behavior contracts or plans** should be co-developed with students for repeated infractions.

Bus Discipline								
<p>The Bus Discipline Matrix outlines a consistent and structured approach to addressing inappropriate behavior on school transportation. Riding the bus is a privilege, and all students are expected to follow safety rules, respect the driver and peers, and contribute to a calm, safe environment.</p> <p>This matrix provides progressive consequences for behaviors such as excessive noise, disrespect, unsafe actions, or repeated violations of bus rules. Consequences may include assigned seats, parent contact, bus referrals, temporary suspension from the bus, or loss of bus privileges.</p> <p>The matrix is designed to support clear expectations, ensure student safety, and help maintain a positive transportation experience for all riders.</p>								
Discipline Code	Infraction Type	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense	5th+ Offenses (Repetition)	Interventions/ Administrative Actions
EAT - Eating or Drinking on Bus  FTF - Failure to Follow Bus Safety  STP - Load/Unload at Wrong Bus/Stop  RRX - Talking/Lights on at RR Crossing UIB - Bring Unauthorized Items on Bus	Bus rule violation	<ul style="list-style-type: none"><li>• Screaming/ smelling/ changing seats</li><li>• Body Part Out of the Bus</li><li>• Eating or Drinking on the Bus</li><li>• Failure to Follow Bus Safety</li><li>• Load/Unload at Wrong Bus/Stop</li><li>• Bring Unauthorized Items on Bus</li><li>• Talking/Lights on at RR Crossing</li></ul>	Driver warning	Driver warning + parent contact	Driver warning + parent contact Detention	Bus suspension (1 day)	Bus suspension (3 days)	<ul style="list-style-type: none"><li>• Behavior Contract</li><li>• Peer Mediation</li><li>• Restorative Practices</li><li>• Mentoring</li><li>• Conference with student</li><li>• Parent conference</li><li>• Guidance Referral</li><li>• Referral to Mental Health Services</li><li>• Referral Multi-Tiered System of Supports</li><li>• Detention</li><li>• Resiliency Education</li><li>• SEL Education</li><li>• Community Service</li><li>• Schedule Change</li><li>• Other</li></ul>
XIT - Play/Use Emergency Bus Exits								
	Play/Use Emergency Exit	Playing with / using the emergency exit	Driver warning + parent contact	Driver warning + parent contact Detention	Parent Meeting Bus suspension (1 day)	Parent Meeting Bus suspension (3 days)	Parent Meeting ISS	

Administrative Discipline				
<p>The Administrative Discipline Matrix provides a structured, consistent approach for addressing serious or repeated behavior violations beyond typical classroom management. It applies to infractions such as threats, physical altercations, possession of prohibited items, and repeated disruptions.</p> <p>Teachers should document interventions and parent contact (when appropriate) before making an administrative referral. Once referred, administrators will use the matrix to determine appropriate consequences and supports, which may include conferences, detentions, suspensions, or behavior plans.</p> <p>All actions will be documented and communicated to staff and families to ensure fair and consistent discipline aligned with school-wide expectations.</p>				

Administrative Discipline Matrix				
Discipline Code	Infraction Type	Definition	Disciplinary Steps	Interventions/ Administrative Actions
UCP - Use of Cell Phone	<b>Cell Phone/ Technology Violation</b>	Misuse of personal electronic or wireless devices is prohibited. This includes cell phones, smartwatches, tablets, laptops, and any device capable of texting, calling, recording, internet access, or wireless communication.	<ol style="list-style-type: none"><li>1. Confiscation for day - returned end of day to student+parent contact <i>*send device to admin</i></li><li>2. Confiscation until parent pickup <i>*send device to admin</i></li><li>3. Confiscation until parent pickup + Detention / Behavior Contract/ Device checkin <i>*send device to admin</i></li><li>4. Confiscation until parent pickup + Detention + Device checkin <i>*send device to admin</i></li><li>5. Office referral - OSS + Probation Letter <i>*send device to admin</i></li></ol>	<ul style="list-style-type: none"><li>● Behavior Contract</li><li>● Peer Mediation</li><li>● Restorative Practices</li><li>● Mentoring</li><li>● Conference with student</li><li>● Parent conference</li><li>● Guidance Referral</li><li>● Referral to Mental Health Services</li><li>● Referral Multi-Tiered System of Supports</li><li>● Detention</li><li>● Resiliency Education</li><li>● SEL Education</li><li>● Community Service</li><li>● Schedule Change</li><li>● Other</li></ul>
DRS - Violation of Dress Code	<b>Dress code violation</b>	Dress in a manner that violates the established dress code policy and/or in a manner that would constitute a safety hazard.	<ol style="list-style-type: none"><li>1. Verbal warning + parent contact</li><li>2. Parent contact</li><li>3. Parent contact + Detention</li><li>4. Parent bring change of clothing</li><li>5. Office referral + Parent bring change of clothing + Behavior Contract</li></ol>	
UEC - Unauthorized Entry to Computer	<b>Computer/ Technology Misuse</b>	The misuse of any school electronic or wireless communication devices is prohibited. Includes violating the Acceptable Use Policy.	<ol style="list-style-type: none"><li>1. Warning + parent contact + student conference</li><li>2. Parent contact + Technology suspension 1 week/Exception of assessments + Detention</li><li>3. Parent conference + Computer suspension 2 weeks/exception of assessments + Behavior Contract</li><li>4. Office referral + OSS + Probation Letter</li><li>5. Office referral +OSS + referral to Executive Director</li></ol>	
PRO - Profane/Obscene /Abusive Language	<b>Profanity/ Inappropriate Language Directed Towards Staff</b>	Abusive, profane, obscene, or vulgar language (verbal, written, or gestures) directed toward staff.	<ol style="list-style-type: none"><li>1. Parent contact + ISS</li><li>2. Parent Conference + OSS + Probation letter</li><li>3. Parent Conference + OSS + referral to Executive Director</li></ol>	

Administrative Discipline Matrix				
Discipline Code	Infraction Type	Definition	Disciplinary Steps	Interventions/ Administrative Actions
	<b>Harassment (minor/isolated)</b>	threatening, insulting or dehumanizing gesture placing another in reasonable fear of harm to his/her person or damage to his/her property; interfering with a student’s educational performance, opportunities, or benefits; disrupting the orderly operation of a school or any school or school district activity	1. Parent contact + warning + removal from class that day and the next 2. Parent conference + Detention 3. Parent conference + Behavior Contract + ISS 4. Parent conference + OSS + Probation letter 5. Bullying protocol triggered	<ul style="list-style-type: none"><li>● Behavior Contract</li><li>● Peer Mediation</li><li>● Restorative Practices</li><li>● Mentoring</li><li>● Conference with student</li><li>● Parent conference</li><li>● Guidance Referral</li><li>● Referral to Mental Health Services</li><li>● Referral Multi-Tiered System of Supports</li><li>● Detention</li><li>● Resiliency Education</li><li>● SEL Education</li><li>● Community Service</li><li>● Schedule Change</li><li>● Other</li></ul>
	<b>Medication policy violation (legal)</b>	The act of using, possessing, selling or distributing any substance which requires a physician’s prescription or is an over-the-counter medication.	1. Confiscation + parent contact 2. Confiscation + parent conference+ Detention + nurse referral 3. Parent conference + Detention + nurse referral 4. Parent conference + ISS 5. Parent conference + OSS + Probation letter	
CAM - Minor Campus Disruption TKG - Taking Items DCN - Disorderly Conduct	<b>Minor Campus Disruption/ minor lunch</b>	The act of behaving inappropriately which disrupts the learning environment, which inhibits the instructor’s ability to teach or interferes with other students’ ability to learn.	1. Verbal warning + staff intervention 2. Student conference + staff intervention 3. Parent Contact + staff intervention 4. Parent conference + staff intervention 5. Office referral + ISS / Behavior Contract	
ASM - Assembly Disruption	<b>Major disruption in class/activity/ campus</b>	Significant or repeated inappropriate behavior that substantially disrupts the learning environment, prevents the instructor from teaching, or seriously interferes with other students’ ability to learn. This may include loud outbursts, refusal to comply with directions, or actions that create an unsafe or unproductive classroom or campus environment.	1. Parent contact + ISS 2. Parent conference + OSS + Probation Letter 3. Parent conference + OSS + Referral to Executive Director	
THE - Theft between \$300 & \$700 THF - Theft Less Than \$750	<b>Theft</b>	The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. *potential law consult	1. Parent conference + Restitution + Law consult + Probation Letter 2. Parent conference + Restitution + Law consult + referral to Executive Director 3. Parent conference + Restitution + Law consult + referral to Executive Director	



Administrative Discipline Matrix				
Discipline Code	Infraction Type	Definition	Disciplinary Steps	Interventions/ Administrative Actions
KIS - Public Display of Affection	<b>Inappropriate public display of affection</b>	Engaging in inappropriate physical contact with another student in a public setting on school grounds.	<ol style="list-style-type: none"><li>1. Verbal correction</li><li>2. Parent contact</li><li>3. Parent contact + Detention</li><li>4. Parent conference + ISS + Behavior Contract</li></ol>	<ul style="list-style-type: none"><li>● Behavior Contract</li><li>● Peer Mediation</li><li>● Restorative Practices</li><li>● Mentoring</li><li>● Conference with student</li><li>● Parent conference</li><li>● Guidance Referral</li><li>● Referral to Mental Health Services</li><li>● Referral Multi-Tiered System of Supports</li><li>● Detention</li><li>● Resiliency Education</li><li>● SEL Education</li><li>● Community Service</li><li>● Schedule Change</li><li>● Other</li></ul>
SKI - Skipping Class/School LVG - Leave Class/School w/o Permission NAS - Not in Assigned Area	<b>Skipping (Off/On Campus)/ Leaving class without permission</b>	Failure to report to class or school without receiving proper prior approval and/or following the established procedures for checking out of school.	<ol style="list-style-type: none"><li>1. Parent contact + Detention</li><li>2. Parent conference + ISS + Behavior Contract</li><li>3. Parent conference + OSS + Probation Letter</li><li>4. Parent contact + referral to Executive Director</li></ol>	
PRP - Destroy/Damage Property Less Than \$1,000	<b>Minor property misuse/damage</b>	This refers to intentional or careless actions by a student that result in damage or misuse of school property or personal belongings valued under \$1,000. Examples include writing on desks, minor vandalism, misuse of classroom materials, or accidental damage due to negligence.	<ol style="list-style-type: none"><li>1. Parent conference + Restitution + Detention</li><li>2. Parent conference + Restitution + OSS + Probation Letter</li><li>3. Parent conference + Restitution + OSS + Law consult + referral to Executive Director</li></ol>	
HSP - Horseplay	<b>Teasing/ Horseplay (no injury)</b>	Reckless, rowdy, or rough behavior—such as joking, play-fighting, or physical antics—that disrupts the safe, respectful, or focused environment of the school or a school-related activity, but does not result in injury. Horseplay is light-hearted not necessarily with physical contact, not ill-intended.	<ol style="list-style-type: none"><li>1. Verbal redirection</li><li>2. Apology + written warning + parent contact</li><li>3. Detention + parent contact</li><li>4. Detention or ISS + Parent conference + Behavior Contract</li><li>5. Referral for bullying investigation (if pattern)</li></ol>	
TUS - Tussling	<b>Tussling</b>	Tussling when students are physically interacting and becoming more aggressive (escalation).	<ol style="list-style-type: none"><li>1. Removal from situation + parent contact</li><li>2. Removal from situation + parent conference</li><li>3. Removal from situation + parent conference +Behavior Contract</li><li>4. Office referral + Parent conference + OSS + Probation Letter</li><li>5. Referral for investigation (if pattern)</li></ol>	



Administrative Discipline Matrix				
Discipline Code	Infraction Type	Definition	Disciplinary Steps	Interventions/ Administrative Actions
ALT - Altercation	<b>Altercation</b>	An altercation is a verbal or minor physical confrontation between individuals that may involve raised voices, arguing, posturing, or light physical contact (e.g., pushing or shoving). It typically does not result in injury and is brief in duration.	<ol style="list-style-type: none"><li>1. Parent conference + OSS + Law Consult + Probation Letter</li><li>2. Parent conference + OSS + Law Consult + referral to Executive Director</li><li>3. Parent conference + OSS + Law Consult + referral to Executive Director</li></ol>	<ul style="list-style-type: none"><li>● Behavior Contract</li><li>● Peer Mediation</li><li>● Restorative Practices</li><li>● Mentoring</li><li>● Conference with student</li><li>● Parent conference</li><li>● Guidance Referral</li><li>● Referral to Mental Health Services</li><li>● Referral Multi-Tiered System of Supports</li><li>● Detention</li><li>● Resiliency Education</li><li>● SEL Education</li><li>● Community Service</li><li>● Schedule Change</li><li>● Other</li></ul>
INF - Instigating a Fight	<b>Instigating a Fight</b>	This behavior involves a student provoking, encouraging, or deliberately starting a physical or verbal altercation that disrupts the learning environment or threatens the safety of others. Instigating a fight may include verbal taunts, threats, or actions intended to escalate conflict between peers.	<ol style="list-style-type: none"><li>1. Parent contact + Detention</li><li>2. Parent conference + ISS</li><li>3. Parent conference + OSS + Probation letter</li><li>4. Parent conference + OSS + referral to Executive director</li></ol>	
AGG - Aggressive Acts – Trip, Push, Hit	<b>Aggressive Acts</b>	Engaging in physically aggressive behavior such as tripping, pushing, or hitting another student. These actions, even if not resulting in serious injury, are unsafe and disruptive to the learning environment.	<ol style="list-style-type: none"><li>1. Parent conference + Law consult + OSS + Probation letter</li><li>2. Parent conference + Law consult + OSS + referral to Executive Director</li><li>3. Parent conference + Law consult + OSS + referral to Executive Director</li></ol>	
	<b>Fighting</b>	Two or more persons participating in an altercation involving physical violence in which individuals may or may not sustain personal injury. *If there are significant injuries, consult with Law Enforcement and code as Fighting SESIR.	<ol style="list-style-type: none"><li>1. Parent conference + Law consult+ OSS + Probation Letter</li><li>2. Parent conference + Law consult+ OSS + referral to Executive Director</li><li>3. Parent conference + Law consult+ OSS + referral to Executive Director</li></ol>	
HIT - Hitting/Striking School Employee	<b>Hitting/Striking School Employee</b>	Any intentional physical contact made in an aggressive or harmful manner toward a school employee.	<ol style="list-style-type: none"><li>1. Parent contact + Law consult + OSS +Probation letter</li><li>2. Parent contact + Law consult + OSS + referral to Executive director</li><li>3. Parent contact + Law consult + OSS + referral to Executive director</li></ol>	
TOY - Bringing Toys/Unapproved Item to School	<b>Inappropriate items/ Toys</b>	Bringing toys, electronic devices, or other items not approved for use or possession during school hours. Such items can cause distractions, disrupt the learning environment, or lead to conflicts among students.	<p><i>*Dependent on item</i></p> <ol style="list-style-type: none"><li>1. Potential confiscation + warning</li><li>2. Confiscation until parent pickup</li><li>3. Confiscation until parent pickup + Detention + Behavior Contract</li></ol> <p><i>Note: Prohibited items may result in alternate or additional consequences in alignment with the Walton County School District Code of Conduct.</i></p>	

Administrative Discipline Matrix				
Discipline Code	Infraction Type	Definition	Disciplinary Steps	Interventions/ Administrative Actions
LST - Wandering Halls LOT - Loitering	<b>Inappropriate Location/ Loitering</b>	Students found moving through hallways or lingering in unauthorized or inappropriate areas without permission. Such behavior can disrupt the learning environment, interfere with supervision, and pose safety concerns.	<ol style="list-style-type: none"><li>1. Parent contact + Detention</li><li>2. Parent contact + Detention + Behavior Contract</li><li>3. Parent contact + ISS</li></ol>	<ul style="list-style-type: none"><li>● Behavior Contract</li><li>● Peer Mediation</li><li>● Restorative Practices</li><li>● Mentoring</li><li>● Conference with student</li><li>● Parent conference</li><li>● Guidance Referral</li><li>● Referral to Mental Health Services</li><li>● Referral Multi-Tiered System of Supports</li><li>● Detention</li><li>● Resiliency Education</li><li>● SEL Education</li><li>● Community Service</li><li>● Schedule Change</li><li>● Other</li></ul>
UNA - Being in Unauthorized area	<b>Trespassing/ Unauthorized area</b>	Students found in areas of the school where they do not have permission to be. This includes trespassing in restricted spaces, which can pose safety risks and violate school policies.	<ol style="list-style-type: none"><li>1. Parent contact + Law consult + OSS + Probation letter + Trespass warning WCSD</li><li>2. Parent contact + Law consult + OSS + Trespass warning WCSD + referral to Executive director</li><li>3. Parent contact + Law consult + OSS + Trespass warning WCSD + referral to Executive director</li></ol>	
INT - Intimidate Students/ School Staff	<b>Threat/ Intimidation</b>	The act of making another person fearful of being harmed by a declaration of intent through words (oral, written, electronic, or symbolic) or acts to do violence to another person.	<ol style="list-style-type: none"><li>1. Parent contact + OSS + Threat Assessment + Law Consult + Probation letter</li><li>2. Parent contact + OSS + Threat Assessment + Law Consult + referral to Executive Director</li><li>3. Parent contact + OSS + Threat Assessment + Law Consult + referral to Executive Director</li></ol>	
LYG - Providing False Info to School	<b>False Reporting</b>	This includes intentionally giving false or misleading information to school staff, whether written, verbal, or digital. Examples include lying about an incident, falsifying notes or excuses, misrepresenting facts during investigations, or making false claims that may cause disruption or unfair consequences.	<ol style="list-style-type: none"><li>1. Parent conference + Detention</li><li>2. Parent conference + ISS</li><li>3. Parent conference + OSS + Probation letter</li></ol>	
SXM - Minor Sexual Misconduct	<b>Minor Sexual Misconduct</b>	Engaging in inappropriate or non-consensual sexual behavior that is verbal, written, or physical, but does not involve force, threat, or explicit sexual acts. The behavior may make others uncomfortable and is not aligned with school expectations.	<ol style="list-style-type: none"><li>1. Parent contact + ISS</li><li>2. Parent contact + Behavior Contract + ISS</li><li>3. Parent contact + OSS + Probation letter</li></ol>	

**\*Note: Any behavior not specifically addressed in this matrix will be handled in accordance with the Walton County School District Student Code of Conduct.**

**SESIR (School Environmental Safety Incident Reporting)**

Incidents that meet one of the SESIR definitions and that occur on a K-12 school campus, on school-sponsored transportation, during off-campus school-sponsored activities, or off campus where the incident is accomplished through electronic means, if the incident substantially disrupts the educational process or orderly operation of a school, must be reported regardless of whether law enforcement action is taken or whether a student is disciplined. [SESIR Codes & Definitions](#)

When reporting a SESIR incident, districts are required to report all related elements that are present or contribute to a reported incident. A related element must be reported even where it duplicates the incident. For example, when reporting an Alcohol incident, the Alcohol-related element must also be reported. For each SESIR incident, applicable "Related Elements" must also be reported to SESIR: Alcohol-Related, Bullying-Related, Drug-Related, Gang-Related, Hate Crime-Related, Hazing-Related, Injury-Related, Vaping-Related and Weapon-Related.

**SESIR (School Environmental Safety Incident Reporting)**

<b>SESIR Discipline Code</b>	<b>Level</b>	<b>Consequence</b>	<b>Reported to Law Enforcement</b>
ALC - Alcohol SESIR	4	Parent & Student Conference + OSS + Law Consult + Probation Letter	<b>Yes</b>
ARS - Arson SESIR	1	Parent & Student Conference + OSS + Law Consult + Referral to Executive Director	<b>Yes</b>
BAT - Aggravated Battery SESIR	1	Parent & Student Conference + OSS + Law Consult + Referral to Executive Director	<b>Yes</b>
BRK - Burglary SESIR	2	Parent & Student Conference + OSS + Law Consult + Referral to Executive Director	<b>Yes</b>
BUL - Bullying SESIR	4	Parent & Student Conference + OSS + Law Consult + Probation Letter	No
DOC - Disruption on Campus – Major SESIR	3	Parent & Student Conference + OSS + Law Consult + Referral to Executive Director	<b>Yes</b>
DRD - Drug Sales/Distribution SESIR	2	Parent & Student Conference + OSS + Law Consult + Referral to Executive Director	<b>Yes</b>
DRU - Drug Use/Possession SESIR	3	Parent & Student Conference + OSS + Law Consult + Referral to Executive Director	<b>Yes</b>
FIT - Fighting SESIR	3	Parent & Student Conference + OSS + Law Consult + Probation Letter	<b>*Yes</b> (Lower Level- No)
HAR - Harassment SESIR	4	Parent & Student Conference + OSS + Law Consult + Probation Letter	No
HAZ - Hazing SESIR	3	Parent & Student Conference + OSS + Law Consult + Probation Letter	<b>Yes</b>
HOM - Homicide SESIR	1	Parent & Student Conference + OSS + Law Consult + Referral to Executive Director	<b>Yes</b>
KID - Kidnapping SESIR	1	Parent & Student Conference + OSS + Law Consult + Referral to Executive Director	<b>Yes</b>
OMC - Other Major Offenses SESIR	3	Parent & Student Conference + OSS + Law Consult + Referral to Executive Director	<b>Yes</b>
PHA - Simple Battery SESIR	2	Parent & Student Conference + OSS + Law Consult + Referral to Executive Director	<b>Yes</b>
ROB - Robbery SESIR	2	Parent & Student Conference + OSS + Law Consult + Referral to Executive Director	<b>Yes</b>
STL - Grand Theft (\$750+) SESIR	3	Parent & Student Conference + OSS + Law Consult + Probation Letter	<b>Yes</b>

SESIR (School Environmental Safety Incident Reporting)			
SESIR Discipline Code	Level	Consequence	Reported to Law Enforcement
SXA - Sexual Assault SESIR	2	Parent & Student Conference + OSS + Law Consult + Referral to Executive Director	Yes
SXB - Sexual Battery SESIR	1	Parent & Student Conference + OSS + Law Consult + Referral to Executive Director	Yes
SXH - Sexual Harassment SESIR	3	Parent & Student Conference + OSS + Law Consult + Referral to Executive Director	No
SXO - Sexual Offenses–Other SESIR	3	Parent & Student Conference + OSS + Law Consult + Referral to Executive Director	Yes
TBC - Tobacco SESIR	4	Parent & Student Conference + Referred for Counseling + OSS + Law Consult + Probation Letter	No
TRE - Threat/Intimidation SESIR	3	Parent & Student Conference + OSS + Law Consult + Threat Assessment + Probation Letter	Yes
TRS - Trespassing SESIR	3	Parent & Student Conference + OSS + Law Consult + Probation Letter	Yes
VAN - Criminal Mischief (\$1000+) SESIR	3	Parent Conference + OSS + Law Consult + Other + Referral to Executive Director	Yes
WPO - Weapon Possession SESIR	2	Parent Conference + OSS + Law Consult + Threat Assessment + Other + Referral to Executive Director	Yes
UBL - Unsubstantiated Bullying SESIR		<b>Potential Interventions/ Administrative Actions:</b> Behavior Contract, Peer Mediation, Restorative Practices , Mentoring, Conference with student, Parent conference, Guidance Referral, Referral to Mental Health Services, Referral Multi-Tiered System of Supports, Detention, Resiliency Education, SEL Education, Community Service, Schedule Change and/or Other	Yes
UHR - Unsubstantiated Harassment SESIR			Yes
USA - Unsubstantiated Sexual Assault SESIR			Yes
USB - Unsubstantiated Sexual Battery SESIR			Yes

**\*Repeated SESIR offenses may result in a recommendation for revocation of school choice.**

**\*Administration may also implement any of the following Interventions/ Administrative Actions for SESIR offenses:** Behavior Contract, Peer Mediation, Restorative Practices , Mentoring, Conference with student, Parent conference, Guidance Referral, Referral to Mental Health Services, Referral Multi-Tiered System of Supports, Detention, Resiliency Education, SEL Education, Community Service, Schedule Change and/or Other

# Seaside Neighborhood School Student Handbook

2025 -2026



## SCHOOL MISSION

We seek to sustain an educational community where an emphasis on academic excellence is complemented by our concern for each learner's personal growth and intellectual, aesthetic, and psychological development. The curriculum is developmentally responsive – actively engaging students in learning skills in context, integrative – directing students to connect learning to daily lives, and exploratory – enabling students to discover their abilities, interests, learning styles, and ways that they can make contributions to society.

Main Office 850-231-0396  
[www.seasideschools.net](http://www.seasideschools.net)

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## School Governance

The Seaside School, Inc. Board of Directors strives to create safe, high quality educational environments where students can gain the skills and knowledge necessary to achieve family and personal goals at each of the school locations. To ensure the safety of our students during the 2025-2026 school year, information provided in all school handbooks may change as needed to comply with all health and safety measures required to prevent the spread of and ensure fairness and equity for our students.

### School Board

Seaside Neighborhood School is governed by the Seaside School, Inc board. Board meetings are open to the public. The Seaside School, Inc. board meetings are held at the Seaside or Seacoast campus. All board meeting dates and times will be posted on the Seaside School website: [www.seasideschools.net](http://www.seasideschools.net).

The dates and times of board meetings are posted on the school's website, [www.seasideschools.net](http://www.seasideschools.net), and are physically posted at both campuses.

Individuals who desire to address the Seaside School Board must submit a written letter stating their concerns at least one week prior to the date of the upcoming meeting to the chairperson.

### School Choice Statement from the Board of Directors

You have elected to attend The Seaside School, Inc. which is not your zoned school in Walton County. Seaside Neighborhood School and Seacoast Collegiate High School are proud of our tradition of academic excellence and community involvement. **As a school of choice you are expected to adhere to certain grade, attendance, discipline, and civility standards as outlined in the Student Performance Contract. If a student/family fails to comply with any one of the above standards, enrollment in The Seaside School, Inc. may be revoked, and the student will return to their zoned district school.**



## School Operations

### School Transportation

#### Walton County School Bus

Students may ride Walton County School District (WCSD) buses to and from school using their school issued bus pass. Student bus passes will be handed out during the first week of school. Our district “transportation hub” is South Walton High School. More information on bus routes can be found on <https://www.walton.k12.fl.us/>.

In addition to being able to take the WCSD school bus to/from home and school, families may also choose to drop off/pick up their students at the Seacoast campus (109 Greenway Trail). Drop off and pick up times will be determined at the start of the school year. Students will then ride the WCSD bus to the Seaside Campus. Traditionally the WCSD afternoon bus also makes a stop at the Boys and Girls Club (427 Greenway Trail).

While riding the WCSD bus, students will follow rules based on the Walton County Code of Conduct. Because of the safety issues involved with school buses, no student misbehavior or violation of school bus rules will be tolerated. When a student is suspended from the school bus, it is the parent or guardian’s responsibility to provide transportation to and from school.

The WCSD bus will pick up and drop off on 30A at the corner of Quincy Circle West. Students will be supervised as they walk back and forth to the bus stop on 30A by school personnel.

#### Other Transportation Policies

### Morning Drop Off

All parents dropping off their students will need to enter Seaside from Quincy Circle West. You will follow Smolian Circle around to the north side of the lyceum. Students will exit vehicles at that point. Once you have dropped off your student, you will continue traveling on Smolian and merge back onto Quincy Circle East. Do not drive through the Seaside neighborhoods on the private roads.

Once students have been dropped off on campus, they may not leave without the permission of a staff member.

### Afternoon Pick Up

Students will either be walkers/bikers or bus riders in the afternoon. **There is no facilitated afternoon car pickup line at the Seaside Neighborhood School.**

When walkers/bikers are dismissed from the Seaside Neighborhood School, they will either exit into the Seaside’s Central Square or at the northwest corner of the Lyceum Lawn towards Forest Street. Upon dismissal, students are expected to leave Seaside and report home. **If students remain in town after school, their parents/guardians are responsible for their safety and conduct.**

**Per our agreement with the Seaside Community Development Company, Seaside Neighborhood students may not be picked up in the town of Seaside. Students and their families will need to plan on picking their students up in the Van Ness Public Parking lot supervised by school staff.**



## School Hours

Students should arrive at school no later than 7:50 a.m. to ensure they are in their seats and ready to begin the day by 8:00 a.m. Students not seated by 8:00 a.m. will be marked tardy. If your child arrives late, a parent or guardian is required to sign them in at the front office. Please note: On the third tardy within a nine-week period, your child will be assigned detention. Each additional tardy during that same nine-week period will also result in a detention.

Students are to be picked up from the Van Ness Butler Parking Lot by 3:00 p.m. each day, unless they are participating in a school sponsored activity or serving detention.

Adult supervision is not available before 7:45 a.m. or after 3:00 p.m.

Students will not be permitted inside the building before 7:55 a.m without supervision.

## Seaside Neighborhood School Schedule

1st Block	8:00 - 8:50
2nd Block	8:54 - 9:44
3rd Block	9:48 - 10:38
4th Block	10:42 - 11:32
Lunch	11:32- 11:57
5th Block	12:01 - 12:51
6th Block	12:55 - 1:45
7th Block	1:49 - 2:40

*\*The school day will begin promptly at 8:00 a.m. with the Pledge of Allegiance and a moment of silence.*

## Student Life

### Off-Campus and Extracurricular Activities

Part of our successful educational program is our commitment to the community members. We are a neighborhood school and we aim to be good neighbors. To that end we emphasize extracurricular and off-campus activities. **In order to participate in any off-campus or extracurricular activities, this includes sports and dances, students must attend at least a half day of school on the day of the activity.**

### Leaving School Grounds

Students may not leave school grounds without a teacher chaperone, parent approval, or without checking out from the main office. Our community often serves as an extended campus during the school day. Students are held accountable for their behavior while out in the community.

### Field Trips

To participate in school field trips, at a minimum, students are required to have a signed and completed permission form, medical release form, and emergency card. Students may lose the privilege to go off campus and/or on field trips due to their behavior as determined by school leadership.

### Athletic Program Requirements

Requirements for participation in school athletics will be in coordination through the Athletic Director. Students will need all paperwork completed and turned in to the school prior to participation.

## Academic Policies

### Required Coursework and Grading

All students are required to take the following courses all :

- Math (4 years)
- Language Arts (4 years)
- Social Studies (4 years)
- Science (4 years)
- Spanish (4 years)
- Physical Education (at least a semester each year 7<sup>th</sup> and 8<sup>th</sup> grade/ 5<sup>th</sup> and 6<sup>th</sup> grade yearlong)

\*Students who score a level 1 or 2 in reading or math are recommended to take an intensive reading and/or math class.

Students are required to take seven classes during regular school hours .

Classes that have a state End of Course exam (Algebra I Honors and Civics), the EOC exam will count as 30% of the final grade. The final grade will be calculated using the following formula. 1<sup>st</sup> semester (35%) + 2<sup>nd</sup> semester (35%) + End of course exam (30%) = Final Grade

All students participate in the Florida standardized assessment program. In addition students will be assessed via nine week assessments, semester assessments, and end of course exams. Please check the school calendar or TeacherEase.

### GPA and Forgiveness Policy

High school level courses taken below grade 9 may be used to satisfy high school graduation and Bright Futures award requirements as well as meet middle school subject area course requirements. Middle school students who have taken high school courses may receive grade forgiveness if they have earned a grade of C, D or F or the numerical equivalent of C, D or F. In such a case, the replacement of the grade with a grade of C or higher, or the numerical equivalent of a grade of C or higher, earned subsequently in the same or comparable course. For a grade of A or B the course and grade cannot be forgiven and will appear on the student's high school transcript and will be used in the calculation of high school grade point average and for Bright Futures.

### Accessing Student Grades

Each student and parent has a **TeacherEase account**. The parent/guardian login will be the email you provide to the school on the enrollment paperwork. Your student's login will be his/her school email address. **You may check your child's grades on assignments online at <https://www.teacherease.com/>.**

Although **graded assignments** will be posted in TeacherEase and Google Classroom, the **student is responsible for writing assignments in their planner**, as teachers also make use of additional websites such as Google Classroom to assign work. The student's planner should be **the first resource** for assignments and homework. **Assignments and due dates may be adjusted depending on the schedule and rate of learning for each class.**

## Plagiarism and Academic Dishonesty

Seaside has **zero tolerance** for plagiarism or other forms of academic dishonesty. A student found to have participated in such activity will receive a zero on the assignment/assessment and parents/guardians will be contacted for a conference.

## Required Assessments

*All students are required to take the following assessments at Seaside Neighborhood School:*

### Assessment/Grading (nine weeks, semester, and end of course)

Students in grades 6-8 are subject to quarterly comprehensive examinations.

- Quarter 1 and Quarter 3 examinations are called Nine Weeks Exams and are worth 20% of the quarter grade in each course. A project may be substituted for the Quarter 1 and Quarter 3 exam.
- Quarter 2 and Quarter 4 examinations mark the end of Semester 1 and Semester 2 and are called Semester Exams. These exams are comprehensive for their respective semesters and are worth 20% of the semester grade. Any subject with a state-mandated assessment will not administer a separate Semester 2 exam.

EOC courses such as Algebra 1 and Civics have **mandatory** End of Course Examinations that must account for 30% of the Final Year Grade for the course. EOC Exams are scored on a scale of 1-5, where scores of 3, 4, and 5 are passing. Scores are converted as follows by the district:

5 → 100 A      4 → 89 B      3 → 79 C      2 → 69 D      1 → 59 F

## Grading Policy

A = 100-90  
B = 89-80  
C = 79-70  
D = 69-60  
F = 59-0

## Assignment Submission Policy

### Late Work Policy

To support accountability and time management, students are expected to adhere to all classroom due dates.

- **Assignments turned in 1 day late will be accepted for up to 70% credit.**
- **Assignments submitted more than 1 day late will receive a zero.**

Our teachers are here to support student success. We understand that circumstances such as absences, illness or other valid reasons beyond a student's control may impact their ability to meet deadlines. In these cases, students must communicate directly with their teachers as soon as possible to create an action plan for completing and submitting assignments for credit.

Timely communication and proactive planning are keys to success!

### Make Up Work Policy

In the event of an absence, students have one day for each day they were absent to make up the work. For example, if a student is out sick for two days and brings in a note, then they have two days to make up the work.

Work that was due on the day of an absence is due the day the student returns to school.

When your student is absent, please first check TeacherEase and their Google Classroom for make-up work before calling and requesting work from teachers. We appreciate our conscientious parents who call asking for make-up assignments when their student is absent. However, **make-up work will not be given to students until they return to school.** Upon returning to school, students are responsible to meet with their teachers to receive assignments.

### Online Courses

Students are only given the option to complete online courses if they meet the following criteria

- 1) Is a graduation requirement that our school does not offer
- 2) Credit recovery
- 3) Spanish 4 (to obtain the Florida Seal of Biliteracy)

### Parent/Teacher Conferences

Parents are encouraged to confer with teachers on a regular basis. Teachers may request parent conferences in cases where recurring student problems/concerns are developing.

Each classroom teacher is assigned the initial and primary authority and responsibility to assess classroom performance for each student enrolled in his/her class.

Any review, requested modification, or appeal of teacher evaluations and assessments by the student's parent(s)/guardian(s) shall be conducted pursuant to the following:

1. A parent or guardian shall arrange a conference with the individual teacher whose assessment or evaluation is in question at a proper place and time for the parent(s)/guardian(s) to discuss the teacher's findings.
2. When a parent/guardian of the student is not satisfied with the outcome of the conference, the parent/guardian may appeal to the Principal for a second review of the teacher's assessment and evaluation of the student. The Principal shall, upon request, arrange for a conference at a proper time and place with the following parties: the Principal, the teacher, and the parent(s)/guardian(s). The findings of the Principal following such conferences shall be final.

Parent(s)/guardian(s) who wish to schedule a conference with a teacher, should email the teacher directly or call the school at (850) 231-0396. Conferences are to be scheduled at least one day in advance. Impromptu meetings before or after school are not allowed.

# School Policies

## School Uniforms

At Seaside Neighborhood School, students are expected to dress in a way that promotes health, safety, and a positive learning environment. School uniforms help foster a sense of community, pride, and focus on learning.

### Purchasing Uniforms

Official Seaside Neighborhood School uniforms can be purchased through:

- Lands' End (School Code: 900103532)
- French Toast (School Code: QS44AKG)
- Best Life Outfitters: [Seaside Collection](#)

**Gently Used Uniform Sale:** Held at the school during the summer. Shirts: \$1, Sweatshirts/Jackets: \$5. Dates will be emailed to families.

### Basic Uniform Requirements

Students in grades 5–8 must wear the school uniform daily unless otherwise notified by school administration.

### Uniform Tops (Girls and Boys):

- Solid Royal Blue, Carolina Blue, or Navy Blue crew neck or collared t-shirt with the Seaside Neighborhood School logo on the left chest.
- Tops must fully cover the midriff and back at all times.

### Uniform Bottoms (Girls and Boys):

- Lightweight khaki-colored (light tan) pants, shorts, or skorts.
- Shorts/skorts must be no shorter than mid-thigh (fingertip rule). A 5" inseam or longer should work for most.
- If shorts/skorts do not meet the length requirement, **long khaki pants must be worn.**

### Uniform Options

In addition to the basic uniform, students may wear:

- Collared shirts with school logo (Royal, Carolina, or Navy Blue)
- Crew neck or hooded sweatshirts with school logo
- Seaside athletic team sweatshirts (via athletic director website)
- Pullover/zip-up fleece or rain jackets with school logo (Navy Blue)
- Navy Blue cardigan sweater with school logo
- For water activities: Royal, Carolina, or Navy Blue rash guard (long or short sleeves)
- Proud Student race shirts

### Outdoor Items

Students may wear sunglasses, hats/visors, and other sun-protective wear outdoors.

### Shoes

**Required:** Athletic shoes with laces and multi-leveled gripping soles.

**Prohibited:** Sandals, flip flops, boots, skateboarding shoes, loafers.

## Outer Garments

All coats, jackets, and sweatshirts must display the Seaside Neighborhood School logo.

## Special Dress Days

- **Spirit Days (Wednesdays):** Students may wear any Seaside House shirt with uniform bottoms.
- **Game Days:** Student athletes may wear their official jersey and uniform bottoms.
- **Free Dress Days:** Students may wear non-uniform clothing following school dress code guidelines. If attire is deemed distracting or unsafe, students will be required to change.

## Dress Code Guidelines for Spirit and Free Dress Days

Students may NOT wear:

- Torn, frayed, sheer, or lace clothing
- Cut-off shorts/pants, athletic shorts, leggings, running shorts, or short shorts
- Shirts with spaghetti straps, tank tops, crop tops or visible undergarments
- Clothing with inappropriate slogans, imagery, or messages promoting drugs, alcohol, weapons, violence, or discrimination
- Hats, visors, sunglasses, or headbands indoors
- Jewelry or accessories that could be used as weapons

## Uniform Assistance

No student will be penalized for uniform non-compliance due to financial hardship. Parents should contact the principal for assistance.

## Uniform Exceptions

- Students enrolling mid-year will have a one-day grace period.
- Clothing variations for specific school-sponsored activities must be approved by administration.
- The Executive Director, in consultation with the principal, may grant waivers for medical, disability, or sincerely held religious reasons.

## Reminders:

- Label all uniform items with the student's name.
- Students must wear clothing that fits appropriately—not too tight or baggy.

## Dress Code Enforcement

Students are expected to arrive at school each day in compliance with the Seaside Neighborhood School uniform policy.

**Shoes:** Students not wearing the required athletic shoes will be excluded from physical education (PE) and any off-campus activities on that day.

**Parent Notification:** Parents or guardians will receive an email informing them of the dress code violation and the corrective actions taken.

**Students who are out of dress code will follow this progressive discipline process:**

**1st Offense:** Verbal warning to the student and parent contact

**2nd Offense:** Parent contact

**3rd Offense:** Detention and parent contact

**4th Offense:** Parents are called to bring a change of clothes

**5th Offense:** Parents are called to bring a change of clothes and a referral is issued

### **Chronic Dress Code Violations:**

- Students who accumulate five (5) dress code infractions, tracked through parent email notifications, will be required to attend a conference with school administration.
- The conference will review the uniform policy and address ongoing concerns.
- Continued non-compliance after the conference may lead to loss of privileges, including participation in special events, until the student consistently follows the uniform guidelines.

## **Gum Chewing Policy**

In order to maintain a clean and respectful environment, Seaside Neighborhood School **does not permit students to chew gum** on campus or during any school-sponsored activities, whether held on or off campus.

Additionally, gum chewing is not allowed on school-sponsored transportation, including buses used for field trips, athletic events, and other school-related travel. The consequences for gum chewing are outlined in the Seaside Discipline Matrix

## **Student Behavior**

Seaside Neighborhood School is a public school in the Walton County School District and follows the Walton County School District Code of Conduct. A copy will be issued to each student during the first week of school. Parents and students are required to sign the compliance agreement and return it to the main office of the Seaside Neighborhood School each school year. Additionally, Seaside School, Inc. students and their parents/guardians will sign a Student Performance Contract at the beginning of each year outlining the expectations of our tradition of academic excellence and community involvement. **Failure to comply with any one of the standards, may impact your enrollment in The Seaside School, Inc.**

### **Discipline Matrix**

Seaside School, Inc. follows a discipline matrix to address student behavior in a clear, consistent, and developmentally appropriate manner.

The matrix can be found on the school website. [Link](#)

### **Bullying and Harassment**

The Seaside School, Inc. follows the bullying and harassment policy of the WCSD. Please refer to the WCSD Code of Conduct. Link: <https://www.walton.k12.fl.us/code-of-conduct>

### **Detention Policy**

Detention is issued as a result of inappropriate behavior. An email will be sent and a detention form will be sent home for parent/guardian signature.

Detention will be held before/after school.

- Students must serve the full detention.
- If a student misses their assigned detention without notifying the administration, they will serve two detentions. One to make up for the original detention they missed and a second for missing the first without



notification.

- Students will receive a form when detention is assigned. It is the student's responsibility to have the form signed and returned the following day to the teacher/administrator who assigned the detention.
- Students must serve detention on the assigned date. Exceptions for illness or doctor's appointment.
- The student must serve his/her detention even if they have athletic practice or games on the days of detention.
- Students are not permitted to talk, read, or complete homework during detention.

## Lunch

Students bring their lunches daily and eat outside weather permitting. Students should bring a healthy lunch with a cold pack, and beverage. There are no microwaves or vending machines available to students. Students are not permitted to leave campus to purchase lunch.

Generally, special lunch days are Friday. Friday is pizza day, \$2.00 per slice.

Students are to order and pay for their lunches over the weekend or on Mondays before 8:30am. Lunch information can be found in "Shark Bites" which is sent out each week. Please send the correct amount of money for the orders. **If a family orders lunch, pays, and then is absent no refund or credit will be given.**

### Free and Reduced Lunch Program

A free and reduced lunch application must be completed and accepted before students can qualify for a lunch program. Students who have qualified for Free and Reduced lunch through the Walton County School District are encouraged to contact Ms. Kim Mixson at [mixsonk@seasideschools.net](mailto:mixsonk@seasideschools.net) for information on our lunch program.

## Student Health and Safety

### Emergency Illness

In case of emergency or illness, students will report to the office and the school administration will phone the parent/guardian. Students who are ill will wait for parents in the office reception area.

### Medication

If your child needs medication administered on a regular basis due to a medical condition, please see school administration in the main office for proper documentation (Request to Administer Medication) to be filled out by parent or guardian. A parent or guardian must bring the medication to the school and hand it to the proper school personnel. Students are not permitted to transport medication to or from school.

Medication Authorization: Medication authorizations shall be received on a standardized authorization form (this form can be obtained from the school administration office). By WCSD Policy, only medications provided by the parents, with accompanying documentation, shall be administered to a student. Any change in the original medication authorization requires a new written authorization and a corresponding change in the prescription label. If a parent calls indicating that a student did not take a dose at home and the school has authorization to administer that medication at that dosage, then the medication can be administered with proper documentation.

A parent or guardian must bring the medication to school in its original container where it will be received, counted, and verified by school administration.



The pharmacist can divide the medication into two containers--one for home and one for school. The original container should be labeled with the student's name, name of the medication, directions for dosage, frequency to be administered, the physician's name, and the date the prescription was filled. Medications in plastic bags or other non-original containers are not acceptable. A parent or guardian must bring the medication to school in its original container where it will be received, counted, and verified by school administration.

Students are not permitted to have nonprescription or prescription medication in their possession on the bus, at school, or on any school sponsored activity.

Parents should:

1. Provide the school with a written authorization that includes the following information:  
*Student's name, Name and purpose of the medication, Reason for administering during the school day, Dosage, Hours to be given, Method by which it is to be given, Name of the physician, Date of the prescription, Expected duration of administration of the medication, Possible toxic effects and side effects.*
2. Provide the medication in a container labeled as required.
3. Administer the first dose of any new medication at home.
4. Parents are responsible for transporting medication to the school. Unused medication must be picked up by parents within one week of the expiration date. After one week, the school administration shall destroy the medication. Medication given on a daily basis throughout the year will be destroyed if it is not picked up after the last day of school.

## Textbook Policy

**Lost or Damaged Textbooks:** Pursuant to Florida Statute 1006.28(3)(b), The school principal shall collect from each student or student's parent the purchase price of any instructional material the student has lost, destroyed, or unnecessarily damaged. The failure to collect such sum upon reasonable effort by the school principal may result in the suspension of the student from participation in extracurricular activities or satisfaction of the debt by the student through community service activities at the school site as determined by the school principal, pursuant to policies adopted by district school board rule.

## Technology And Cell Phone Policies

**Seaside Neighborhood School follows the Walton County School District Student Code of Conduct, which can be reviewed here: <https://www.walton.k12.fl.us/code-of-conduct>. As stated in the Code of Conduct:**

*"The school administration reserves the right to search seized electronic devices if there is reasonable suspicion that the student was using the device in violation of school policy or law."*

To ensure a safe and focused learning environment, the following policies are in place regarding student technology:

- **Cell phones, smartwatches, and similar personal devices** may not be used during class time unless explicitly approved by the teacher for academic purposes. This includes texting, calls, recording, or using apps during instructional time.
- **Smartwatches and wearable technology** used to send/receive messages, access apps, or serve as a distraction will be treated as cell phones and are subject to the same restrictions.
- If a student needs to contact a parent or guardian, they must do so through the front office.
- Emergency communications will be made by or through the school administrative office.
- Parents should contact the school office directly in case of an emergency.
- Each classroom provides access to computers or digital devices for academic use.
- **Streaming of videos, games, or other non-academic content is not permitted at any time on**

school devices or networks.

Parents and students are required to review and sign the school's technology compliance agreement at the start of each school year. These guidelines are in place to support student safety, minimize distractions, and promote responsible use of technology.

BARK and Go Guardian are used to monitor student accounts for security and protection.

## **Phone Policy**

Students are not to have their phone out at any time during the school day. Phones should stay in a student's backpack until after school.

The Seaside Neighborhood School has a, **“See it, take it.” policy**. If a staff member sees a student's phone during the school day, they will take it and give it to the administration. **Phones that are collected will be kept in a safe place until the student's parent/guardian is able to pick up the phone.**

## Attendance Policy – Seaside School, Inc.

### General Expectations

All students are required to attend school every day. Unexcused absences and tardies can lead to numerous detrimental consequences, including lower assignment grades, reduced classroom grades, failure to pass classes, or recommendations for removal based on the student's performance contract.

Whether an absence or tardy is excused is determined solely by the school principal or their designee. Submission of falsified excuse documents may result in legal consequences.

Students may not be excused during school hours for private lessons or non-school activities unless specifically approved by the Superintendent or their designee in accordance with Florida law (F.S. 1003.21(2)(b)(2)).

<b>Physician Excused Absences</b> - A Physician's Excused Absence is a school absence due to a medical condition verified by a licensed healthcare provider's written note specifying the dates and necessity of the absence.	<b>Excused Absences</b> - Please send us an email (middle school <a href="mailto:lancem@seasideschools.net">lancem@seasideschools.net</a> or high school <a href="mailto:wilcoxm@seasideschools.net">wilcoxm@seasideschools.net</a> ) or call(850-231-0396) to let us know that your child is absent and the reason.	<b>Unexcused Absences</b> Absences without communication from a parent are considered unexcused.
<ul style="list-style-type: none"> <li>• Nurse Practitioner</li> <li>• Dentist/Orthodontist</li> <li>• Licensed Clinical Psychologist/Therapist</li> <li>• Physician (MD Or DO)</li> <li>• Emergency Room</li> </ul>	<ul style="list-style-type: none"> <li>• Short-term illness or injury</li> <li>• Death in the immediate family</li> <li>• Religious holidays (with principal approval)</li> <li>• Court or legal obligations</li> <li>• Natural disasters (with principal approval)</li> <li>• School-sponsored activities (with principal approval)</li> <li>• Financial or other serious family hardship (with principal approval)</li> <li>• Participation in national/ world-class competitions</li> <li>• Communicable diseases (e.g., scabies, pink eye) – up to 5 excused days with proof of treatment and nurse clearance</li> </ul>	<ul style="list-style-type: none"> <li>• Missing the bus or oversleeping</li> <li>• Shopping or leisure activities</li> <li>• Repeated illness(more than 10 days in total) without a doctor's verification</li> <li>• Failure to provide an excuse(excuses must be provided within 3 days of the absence)</li> <li>• Vacation/travel longer than 3 days without prior approval - Please submit an extended absence form if your child will be out for more than 3 days using this link: <a href="https://drive.google.com/file/d/1P4HvZMI5uBUIWCwG4w1ZaguwV-2sScM3/view?usp=sharing">https://drive.google.com/file/d/1P4HvZMI5uBUIWCwG4w1ZaguwV-2sScM3/view?usp=sharing</a></li> </ul>

**\*\*After a student has been absent 10 days total (excused or unexcused) a physician's note will be required within 3 days of the student's return, or the absence will be unexcused.**

### Compulsory Attendance

Students aged 6–18 must attend school unless a formal withdrawal is filed (ages 16–18) and signed by the student, parent, and school. Missing school requires a written excuse submitted within 3 school days. If a doctor's note is required, it must also be submitted within 3 school days after return.

### Truancy

The school will contact parents for any unknown or unexcused absences.

- After 5 unexcused absences in 30 days or 10 in 90 days, written notice is sent to the parent/guardian.

- Students showing patterns of non-attendance (excused or not) will be referred to the MTSS (Multi-Tiered System of Support) team.

**Possible MTSS Interventions:**

- Teacher-family communication
- Environmental/class changes
- Mentoring or counseling
- Tutoring
- Attendance contracts
- Referral for family support services

If there's no improvement, the case may be referred to the District Attendance Officer, who may:

- File a truancy petition in court
- Notify the DMV to suspend the student's driver's license

**Habitual Truancy**

After 15 unexcused absences in 90 days, the student is considered habitually truant, and legal and DMV action will be taken.

## **Volunteers (Student, Parent, Community)**

The Seaside School, Inc. requests that families of students complete twenty (20) volunteer hours each school year. All parents or extended family members of Seaside students wishing to volunteer must complete the Volunteer/Mentor Application and be cleared through Walton County School District before permission to volunteer is granted. This mandate includes clearance for volunteers in school events such as assistance with special school projects, coaching, fundraising activities, etc. Fingerprinting is required when chaperoning students on overnight field trips and mentoring. Volunteer forms may be picked up in the school administration office. Please use the Family Volunteer Self-Reporting Form to document your volunteer hours. Link to share your volunteer hours: <https://forms.gle/kNL2SEUEQzE6To1n7>



## Community Commitment Contract

2025-2026 School Year

At The Seaside School, Inc., we are proud of our tradition of academic excellence, student leadership, and strong community values. As a school of choice in Walton County, we believe that success comes from a shared commitment between students, families, and staff. By choosing to attend Seaside Neighborhood School or Seacoast Collegiate High School, your family is making a commitment to meet the standards that help us maintain a high-quality educational environment. This agreement outlines the expectations for continued enrollment and partnership.

**By acknowledging receipt and signing this document, our family agree to abide by the following:**

- **Academics:** We understand that academics are important and the student must have a passing score in all core academic areas. Students who fall below this requirement will be expected to participate in academic interventions. For high school students, a minimum of 3.0 cumulative GPA at the completion of 9th grade and every semester thereafter must be achieved. High school students in grade 10 and above must also have scores indicating proficiency on college entrance exams.
  - Students required to follow grad plan
- **Attendance:** We understand that attendance is a vital part of student development and success. Students must not have more than 5 unexcused absences or 5 tardies in a 30 day period or 10 unexcused absences or 10 tardies in a 90 day period. Families not meeting this attendance policy will be required to attend a meeting with the MTSS team.
- **Student Pickup:** We understand that we need to pick our student up at the school designated time at the school designated location, to ensure safety and smooth operations.
- **Discipline:** In order to maintain a positive and safe learning environment, we understand that the Seaside Neighborhood School and Seacoast Collegiate High School each have a school based discipline matrix. Students must adhere to these policies and procedures.
- **Civility:** Seaside School Inc. prioritizes a civil environment built on mutual respect and orderly conduct, for students, parents and employees.
- **Volunteer Hours:** Our family understands that we are required to volunteer at least 20 hours annually with Seaside School, Inc. and ask that you volunteer during Race Weekend (February 12th-February 17th).

We understand that these are the expectations for the 25/26 school year. It is our intent to meet these expectations, should we fail to comply with any one of the above standards, my child's enrollment in The Seaside School, Inc. may be recommended for removal by the Seaside School Board, and they would return to their home zoned district school. **This commitment contract is valid for the current school year only.**

Parent Signature \_\_\_\_\_ Student Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Printed Name \_\_\_\_\_