



Tommy Smith Elementary
Student Handbook
2025-2026



Tommy Smith Elementary Student Handbook

Name: _____

Grade: _____

Teacher: _____

Welcome to Tommy Smith Elementary School. We are excited you have chosen TSE and encourage you to join us by becoming actively involved in creating a positive learning environment and celebrating our success along the way. You have joined an extraordinary learning community where our teachers, staff, and families are actively engaged in making excellence happen every day. There are many opportunities in which you may become involved: SAC (School Advisory Council), and volunteering in classrooms or with special projects...we love our mentors!

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

Should you have questions about your child, or our educational program, or if you need additional information about Tommy Smith Elementary School, visit our school landing page at <https://tommysmith.bay.k12.fl.us/> or contact us at (850) 767-1688. Bay District Schools' Code of Conduct and other policies are available online at <http://www.bay.k12.fl.us/district-policies>.

Tommy Smith's Mission/Vision

Our Mission is to empower all learners to reach their full potential through integrity, perseverance, and growth.

Our Vision is 100% proficiency. By the end of 5th grade, every child leaves ready.

ATTENDANCE

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

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

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

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

If a prolonged absence is foreseen by the parent, a request can be made through the office that makeup work be gathered for the child and picked up in the office after 2:15. For the protection of your child during the school day, students may not leave the school campus unescorted. If it is necessary for a child to leave school, parents must sign the child out in the office. Teachers will not release students unless notified that the child has been signed out in the office.

BULLYING

Bullying Expectations of Bay District School Board regarding bullying (Policy 7.207):

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

1. The School Board prohibits the bullying of any student or school employee:
 - a. during any educational program or activity conducted by the District;
 - b. during any school-related or school-sponsored program or activity or on a District school bus;
 - c. through the use of any electronic device or data while on school grounds or on a computer system, or computer network of the District. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section;
 - d. through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a District school bus; or
 - e. while the District does not assume liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student, and the school will investigate and/or assist and intervention as the principal/designee deems appropriate, which may include the use of the School Resource Officer.
2. All administrators, faculty, and staff, in collaboration with parents, students, and the community members will incorporate systematic methods for student and staff recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior,
3. Student rights shall be explained as outlined in this policy and the Student Code of Conduct.
4. Proper prevention and intervention steps shall be taken based on the level of severity of the infraction as outlined in this policy and the Student Code of Conduct.



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

The Bay County School Board policies are subject to change at the discretion of the School Board. The complete School Board policies are available at each school, at the District's website www.bay.k12.fl.us, and at the Superintendent's office at 1311 Balboa Avenue.

NON-DISCRIMINATION STATEMENT

Current Board Policy 2.111

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

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

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

CAFETERIA

We are SO excited to announce that the USDA has approved free breakfast and lunch for Tommy Smith Elementary students.

Breakfast is served each day in the cafeteria starting at 7:05 a.m. and lunch 10:20-1:00.

Lunch is served each day. The lunch includes milk, but students may also purchase extra milk when desired. This year free breakfast and lunch will be available for all students.

Students may bring lunches from home but we ask no sodas or fast food to be dropped off, please. Do not send food that requires special tools or microwave use.

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

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

COMMUNICATION

Phone Calls: You may call to speak to your child's teacher before and after school, or during their planning time. You may also email teachers or message them in parent portal. We do not put calls through to the classroom so that you may speak to your child. If you receive a call from the school, the caller should leave a message. If there is no message, then they will call you back.

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

Parent Resource Guide: The Bay District Schools Parent Resource Guide may be accessed [on the school website](#) and at the Bay District Schools website, www.bay.k12.fl.us. Paper copies of the Bay District Schools Parent Resource Guide are available upon request at schools or by calling 850-767-1688. Parents and students should read this guide carefully. Note: The electronic edition of the Parent Resource Guide is the latest edition. It replaces earlier electronic and printed editions.

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

DISCIPLINE

Each teacher has developed a classroom discipline plan that consists of rules, consequences, and rewards.

As a school, our discipline plan is to keep parents informed and involved. The teacher and the parents will conference. As a team, they will develop a plan of action to help the student correct the behavior. If the misbehavior continues, the student will be sent to an administrator for intervention. The student may receive detention, in-school suspension, out-of-school suspension, work detail, and/or expulsion. Parents, legal guardians or adult students will be financially responsible for any damage to school property. Administration will determine disciplinary actions based on the Bay District Behavior Matrix.

DRESS CODE

The colors for Tommy Smith are red, white, navy blue, and royal blue. Parents are encouraged to purchase, from the school, official school or class t-shirts. See the official BDS school uniform policy below.

STUDENT UNIFORM AND GROOMING 7.209 (BDS Policy)

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

The following is the dress code for Tommy Smith Elementary School:

Revised 2025-2026 Dress Code Policy



The following is the 2025-2026 revised dress code for grades K-12. This dress code does not apply to students at Margaret K. Lewis School, SMS Academy, and Tom P. Haney Technical College.

Tops

- Collared shirts should have no more than the top two buttons unfastened and must be in the school's designated color or gray.
- Crew neck t-shirts in a school designated color are permitted. A small logo is permitted. School spirit, club, and athletic t-shirts are also allowed.
- Shirts do not have to be tucked in.
- Shirts must be long enough to ensure that no midriff is visible with raised arms.
- Tube tops, tank tops, and halters of any style are prohibited.



Bottoms

- Bottoms must be one of the three school colors or from the standard color palette (khaki, navy blue, black, or gray).
- A small logo (three inches or smaller) and minimal embellishments are permitted.
- Bottoms, including jeans, must not have holes, rips, or tears.
- All bottoms must be appropriately fitted and seated at the waist.
- Joggers that are fitted at the waist and ankles, and adhere to the standard color palette, are permitted. Joggers made of sweatpants material are not allowed.
- Shorts should come to the mid-thigh in length.
- Leggings are permitted only when worn under a skirt, dress, shirt, or jumper that is at least mid-thigh length.
- Pajama pants, sweatpants, low-rise, and hip-huggers are not permitted.
- Belts are not required, but if worn, must be in loops.



Dresses/Skirts/Jumpers

- Dresses and skirts are allowed, but solid colors only - no patterns or graphics. A small logo is permitted.
- The underarm and shoulder areas must be covered - no tank top or halter dresses allowed. If dresses with spaghetti straps are worn, a school-approved shirt must be underneath.
- Jumpers are allowed to be worn with a dress code compliant shirt underneath.



Standard Color Palette

- For tops, school colors refer to the three assigned colors for the school, plus gray is a neutral color for all schools.
- For bottoms, the standard color palette FOR ALL SCHOOLS includes khaki, navy blue, black, or gray - including jeans.



Shoes

- Shoes must be worn at all times.
- Shoes must have closed toes.
- Closed backs or shoes with back straps appropriately fitted are allowed.
- No bedroom shoes, flip flops, shower shoes, slides, beach footwear, or shoes with wheels are permitted.



Outerwear

- Outerwear must be worn over dress-code compliant clothing.
- Coats and jackets can be any color, but no graphics.
- No trench coats.
- Scarves must be worn around the neck - no bandanas.
- Jewelry that can be used as a weapon (spikes or chains) is not allowed.



Please Note:

The following miscellaneous clothing items are also permitted: uniforms for nationally-recognized organizations (e.g., JROTC, FFA); costumes for school activities; accommodations for religious beliefs; hats/sunglasses for outdoor use; special programs requiring unique dress standards; reasonable accommodations for special needs upon a parent's written request.

Revised 2025-2026 Student Dress Code



WHAT TO WEAR: A GUIDE

The photos below are examples of clothing that meet the standards of the revised student dress code policy.

Tops



Bottoms

Shorts must fall at mid thigh or longer. Jeans cannot have rips or tears.



Skirts/Dresses

Skirts and dresses must fall at mid thigh or longer.



Shoes

Shoes must be closed toed and have a back. Backless shoes with appropriately fitted straps are allowed.



Outerwear

Coats can be any color, but no graphics allowed.



Accessories

*Hats and sunglasses are permitted during outdoor activities.



Discipline for violating this policy shall be as follows:

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

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

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

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

Any interpretation of the dress code that is required by this policy shall be the responsibility of the principal of each school. The Superintendent is authorized to make the final decision regarding the interpretation, application, and enforcement of this policy and to make certain that it is being uniformly applied and enforced at each of the schools within the District.

FIELD TRIPS

Field trips of educational interest will be arranged by the teacher at various times. In order for children to participate, permission slips and medical authorization must be signed by the parent or guardian and returned to the child's teacher by the due date. Chaperones must have an approved application on file. Chaperones for overnight field trips must be cleared through the fingerprinting process each year. Payment for these trips is online through Pay Activities Online payments online: a credit or debit card at <http://osp.osmsinc.com/Bay/>.

GRADING SCALE

Your child's grades are available for your review at any time on the Bay District Parent Portal System by registering and logging in at www.bay.k12.fl.us.

A	90-100	Outstanding Progress
B	80-89	Above Average Progress
C	70-79	Average Progress
D	60-69	Below Average Progress
F	0-59	Failing

Student Conduct Codes

S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

SCHOOL COUNSELOR/GUIDANCE

School Counselor/Guidance: The school guidance counselor is available to: (1) answer questions about the programs at the school, (2) review your child's progress, (3) interpret standardized test scores, (4) discuss special programs, or (5) meet with you about other concerns regarding your child. If you have any questions or concerns, contact the counselor at 850-767-1688.

MEDICAL NEEDS / ILLNESS

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

Medication: Medication (including anything over the counter, i.e. cough drops, Tylenol, etc.) may not be on campus or administered to a student without a completed "Permission to Administer Medication" form. This form must be completed by the parent AND the doctor. You may obtain this form from the front office. For safety reasons, NO medications are allowed on the bus!

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

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

TEXTBOOKS / TECHNOLOGY

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

Bring Your Own Device: Students may bring their Personal Electronic Mobile Devices to school during specified times according to BDS School Board Policy 7.211. The policy is known as the Bring Your Own Device (BYOD) policy. BYOD access will be granted ONLY after teachers have obtained permission and participated in BYOD training. "Personal electronic mobile device" ("PEMD") shall include, but not be limited to, the following: cellular or satellite telephones of any type, pocket PCs, laptops, and personal data assistants ("PDA") owned, used or possessed by a student but shall not include such devices if owned and provided for use by the District. Students who bring their devices MUST log in and use the BDS-filtered wireless network during the school day.

STUDENTS WILL BRING THEIR DEVICES AT THEIR OWN RISK. THE DISTRICT WILL NOT BE RESPONSIBLE FOR LOST, DAMAGED, STOLEN, or MISPLACED DEVICES. The District WILL NOT be responsible for virus, malware, or other computer related issues associated with connecting to the wireless network. These devices will be used in the classroom for educational purposes when the teacher deems their use appropriate. Students may use these devices before and after school if signed on to the wireless network, where it exists. Teachers and administration will determine when/if students may use devices in the classroom.

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

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

TRANSFER REQUESTS

Request to transfer

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

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

Request to transfer from an out-of-field teacher

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

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

TRANSPORTATION

Bus Stops: The Bay District School Board provides buses and drivers for the transportation of students. Bus stops are set by the School Board and not by the bus drivers. Please discuss the following with your child: (1) arrive at the bus stop five (5) minutes before the bus time, (2) stand off the side of the roadway while awaiting the bus, and (3) obey the driver at all times. If you have questions or concerns regarding the transportation of your child, please feel free to call the school at 767-1688, or transportation at 767-4495.

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

Student Drop-off: Student Drop Off and Pick Up is in the drop off loop. The campus gates will be locked from 7:30 a.m. to 2:15 p.m. for security purposes. Gates will not re-open until 2:15 for dismissal and will remain open for 20 minutes. At 2:35, students will be walked to the front office. Adults picking up students must have an ID and information in the Parent Portal authorizing pick-up.

Drop-Off Procedures:

Car Riders: Students who ride with their parents are expected to report to school no earlier than 7:05 each morning and go to the cafeteria for breakfast or to their assigned waiting area. No supervision is provided before 7:05 a.m. or after school. Pull forward as far as possible as to allow the maximum amount of cars to unload. Students should be prepared to exit on the passenger side of your vehicle as soon as all cars have pulled up and come to a complete stop.

Student Pick-Up Procedures:

Afternoon Car Riders: All vehicles MUST have a Tommy Smith Elementary School-issued Car Pick-up Tag. If you do not have the required tag, you will be advised to park your vehicle and sign your child out in the front office. This procedure is in place for the safety of your child. The car tag indicates that the person driving the vehicle has permission to pick the child up from school. Car tags also allow staff members to keep the dismissal line moving in an efficient manner. **If you do not have your car tag, you will need to drive around to the office and produce your driver's license and verification that you are authorized to pick up the student in Parent Portal, BEFORE the student is released** (this is time-consuming and will slow down dismissal).

-Pull the car forward as far as possible

-Do not exit your vehicle at the drop-off line. School staff will open the door and place the student in the vehicle.

***After August 14, 2025, Tommy Smith Independence Day, only TSE students are permitted to enter the campus during the morning drop-off. Staff members are available to escort our young students to their waiting areas.**

STUDENT PARTICIPATION IN THE PLEDGE OF ALLEGIANCE

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

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

The Pledge of Allegiance is defined:

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

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

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

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

VISITING CAMPUS / VOLUNTEER OPPORTUNITIES

Pets - No pets are allowed on campus.

School Visitors: Parents are always welcome! We encourage parents to become involved in school activities, to volunteer their time and talents, and to visit the school whenever possible. Please remember that our number one focus is learning for all students. Unnecessary interruptions may waste time and hinder learning. Therefore, any visits during the school day should be pre-arranged. Teachers must receive a minimum of 24 hour notice before parent observations and/or conferences. ***For the protection of the students and faculty,*** it is required that any person entering the building during the day come directly to the office to sign in before going to any other part of the school. A visitor's driver's license will be scanned each time he/she visits and a badge will be issued for the visitor to wear. **No students will be permitted to leave the building with a visitor unless the child has been signed out of the school office and that person is listed in Parent Portal.**

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

Teachers Observations: Per School Board Policy 5.11A – Consent must be granted by the building principal and the teacher notified the day prior to the observation.

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