

Bay Vista Fundamental Elementary Guidelines

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Telephone (727) 893-2335 Website <https://www.pcsb.org/bayvista-es>

Donna Hall, Principal

PROGRAM STRUCTURE

Membership in fundamental schools is a privilege enjoyed by interested and qualified Pinellas County students. Therefore, students are expected to exhibit exemplary achievement and conduct while in membership in these programs. The fundamental school provides for those students who work best where expectations are clearly defined. A strong emphasis is placed on the requirement that home and school work together to promote successful learning.

The fundamental elementary school includes kindergarten through fifth, the middle school includes grades 6-8, and the high school is grades 9-12. A quiet, well-disciplined, and structured learning environment is maintained. All rules and policies are strictly enforced. The fundamental school incorporates instructional methods and curriculum based on Florida State Standards and Pinellas County Schools Student Expectations. These schools deliver the same approved core curriculum as other schools. A collaborative spirit exists within a framework of mutual respect, cooperation, and regard for the rights and property of others, and is viewed as an integral part of the school environment.

FULL TIME ENROLLMENT

Students attending fundamental schools must be enrolled full time in that school. Since the fundamental school is the student's school of assignment, the student will not be permitted to participate in the school functions and activities at any other area school.

PARENTAL EXPECTATIONS AND RESPONSIBILITIES

A student's continued enrollment in a fundamental program depends upon the cooperation of parents or guardians in this educational philosophy. Fundamental school parents and students are expected to comply with all the following commitments:

- Sign the parent commitment letter affirming, in writing, that they will abide by all policies, procedures, and rules of the school as a condition of enrollment.
- Understand that fundamental schools are designed for those students who excel in a structured learning environment.
- Understand that continued enrollment in this school depends on cooperation and compliance with all fundamental policies and procedures.
- Adhere to the parent/guardian requirements concerning attendance at Parent-Teacher Association (PTA) or other approved meetings.
- Attend parent/teacher conferences, when requested. Parents must attend at least three conferences per school year.
- Adhere to the Homework/Classwork Guidelines and Discipline Guidelines.
- Review and sign all homework assignments and agenda book nightly.
- Understand that reassignment of a student to a district discipline program or expulsion will result in immediate removal from the school; no readmission will be considered.
- At elementary and middle school (except Thurgood Marshall), parents provide transportation to and from school and furnish transportation for any after school activities, including detention, unless activity bus transportation is otherwise provided.
- Understand that if a family utilizes public transportation it is their obligation and responsibility to instruct the student concerning proper conduct on public transportation, as well as safety matters, including but not limited to, the differences between riding a school bus where vehicles will stop for loading and unloading and riding public transportation where vehicles do not stop when passengers are loading and unloading.
- Support the student dress code and ensure that their children are dressed in accordance to the dress code every day.
- Sign a statement with the following acknowledgment: "I understand that the records of all students who are brought before the school's Intervention and Appeals Committee are reviewed by all members of that Committee which includes parent representatives and school staff. I agree that confidential information concerning my child may be disclosed to all members of the committee, including student evaluation records and personally identifiable information contained therein."

PARENT MEETING RESPONSIBILITIES

Parents/guardians are required to attend eight Parent-Teacher Association (PTA) or other approved meetings, each school year. Credit will be given for attending one meeting per month. When circumstances arise, which make it impossible for a parent/guardian to attend a required meeting, a representative (18 years of age or older) may be sent. The representative may not be a parent or teacher at the school and may represent only one family. The representative may be sent to no more than two meetings per year. If a parent must exercise this option, they must notify the Principal prior to the meeting. It is the parent/guardian's responsibility to make the representative aware of all obligations. Sign-in at meetings must be completed no later than 15 minutes after the scheduled start of the meeting as the sign-in cards are removed at that time. Meetings last approximately one hour (not

to exceed 90 minutes) and parents are expected to be present for the entire meeting. Arriving late, leaving early, or failure of a parent/guardian to sign in will result in the meeting being counted as unattended. Sign-in cards must be handed in by the individual who signed the card for that meeting. The procedure for unattended meetings is as follows:

1. After one missed meeting, a reminder letter will be sent to the family.
2. After two missed meetings, a letter will be sent placing the parent/family on probation. Once a family is placed on probation, a representative may not be sent to any meetings. The parent or legal guardian will be required to attend all remaining meetings.
3. After the third missed meeting, the student/family will be referred to the school-based Intervention and Appeal Committee (IAC).

General Membership Meetings at Bay Vista: Parents must attend the required parent meeting each month for a total of eight meetings. Please note that meeting days and times may be subject to change; ample notice will be given if a meeting date is rescheduled. If a parent does not attend the required monthly meeting in a given month, **they may not make up the meeting by attending two meetings the next month.** Parents/families may miss two meetings per year.

As a courtesy to all, please be certain to turn cell phones off at the start of the parent meeting.

CONFERENCES

Parents must attend at least three conferences per school year. Parents/guardians will receive a written notice requesting a person-to-person conference. If a parent/guardian does not attend a scheduled conference, the teacher will arrange a second conference. **If the parent/guardian does not attend the second scheduled conference during a grading period, it will be the parent or guardian's responsibility to see that the required conference takes place.** Failure to attend a mandatory conference will result in a referral to the Intervention and Appeals Committee.

Grading Period/Infraction Period Dates for 2021/2022		Report Card Distribution Dates
1 st Report Period	Wed., Aug. 11, 2021 – Thurs., October 7, 2021 (41 days)	October 19, 2021
2 nd Report Period	Fri., October 8, 2021 – Fri., December 17, 2021 (45 days)	January 11, 2022
3 rd Report Period	Tues., January 4, 2022 – Fri., March 11, 2022 (47 days)	March 29, 2022
4 th Report Period	Tues., March 22, 2022 – Thurs., May 26, 2022 (47 days)	May 26, 2022

TRANSPORTATION/ STUDENT ARRIVAL/DISMISSAL

Parents/guardians are expected to provide transportation for students enrolled in elementary and middle fundamental schools (except Thurgood Marshall). **Students should not arrive more than 30 minutes before school opens and must arrive prior to the opening of school.** At the end of the student day, students must be **picked up by parents/guardians or a designee no later than 30 minutes after dismissal.** Failure to do so will result in disciplinary consequences/tardy notice. Parents/guardians will be notified after failure to comply. Six tardies in a grading period will result in a referral to IAC. **Repeat offenders will be referred to the Intervention and Appeal Committee for possible removal from the school. (A Tardy Notification Letter is sent to families after 4 tardies in a grading period).**

School Hours and Dismissal: Parents/guardians are reminded that there are no staff members on duty prior to 7:45 a.m., 30 minutes before school begins or more than 30 minutes after school ends, 2:55 p.m. Students may not arrive prior to 7:45 a.m. unless enrolled in R' Club.

ARRIVAL: All students may begin arriving on campus at 7:45 a.m. All students should arrive to their assigned gate. If having breakfast, they will visit a breakfast cart near their arrival gate and report to the covered court for breakfast. Students may enter their classrooms at 8:05 a.m. The tardy bell will ring at 8:15 a.m.

Students are expected to be in their classrooms at the 8:15 a.m. bell. Children who are not in the classroom at the 8:15 a.m. bell will be considered **tardy.** **Parents are expected to walk their children to the front office for a tardy slip if they arrive after 8:15 a.m. Six tardies will result in a referral to IAC.** Repeat offenders will be referred to the Intervention and Appeal Committee for possible removal from the school.

Detention Times: All students will be dismissed at 2:25 p.m. If a child is serving detention, he or she should be picked up promptly after the detention ends at 3:00 p.m.

Returning to Class after Dismissal: A student may only return to his or her classroom until 3pm to pick up any items they may have forgotten.

Dismissal: In creating an effective and efficient car dismissal process, and considering student safety, you can help.

1. Car line is a cell phone free zone.
2. Reduce your car speed to five miles per hour while in the car circle.

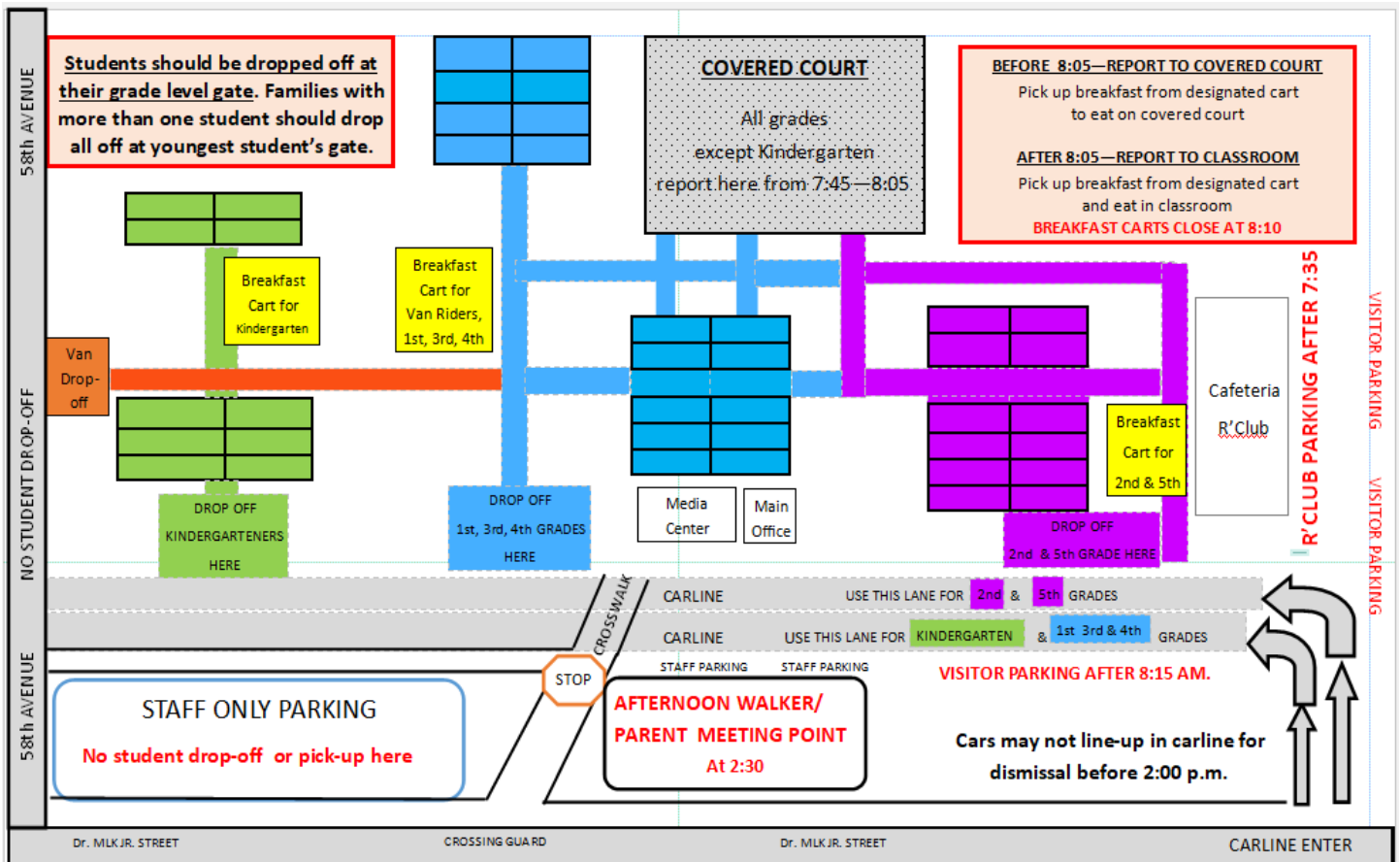
3. Remind your child to pay attention for their car and listen for their name.
4. Use your dashboard/student identification card. If you need one, please come by the office.
5. Move all cars forward.
6. Follow staff directions.
7. Car radios should not be audible outside the vehicle so as not to interfere with student's ability to hear their names announced in carline.

Students remaining at the car line 30 minutes after the end of the school day will be escorted to the front office. **Students who are not picked up within 30 minutes of the school day ending or immediately at the end of a scheduled after-school activity will be considered tardy. Six tardies will result in a referral to IAC.** Repeat offenders will be referred to the Intervention and Appeal Committee for possible removal from the school. (A Tardy Notification Letter is sent to families after 4 tardies in a grading period).

Extremely tardy pick-ups (more than one hour) will result in a Warning/Infraction. Repeat offenders will be referred to the Intervention and Appeal Committee for possible removal from the school.

ARRIVAL AND DISMISSAL MAP

- The designated carline lanes are only for arrival each morning. Parents may use either lane in the afternoon at dismissal.



STUDENT EXPECTATIONS

All fundamental school students are expected to:

- Adhere to all rules and regulations stated in the Code of Student Conduct.
- Follow the fundamental school dress code as explained in the Fundamental Student/Parent Handbook.
- Adhere to the expectations of the Homework/Classwork Guidelines.
- Read, understand, and abide by the Discipline Guidelines.
- Read, understand, and agree to abide by the Procedures for Countywide Programs. Failure to honor this agreement may result in the student's removal from the school.

HOMEWORK/CLASSWORK

Homework and classwork are integral components of the fundamental program.

Homework: Homework is assigned to all students at every grade level for a minimum of four days a week. All homework must be completed in full, signed by the parent/guardian, and returned by the beginning of the following school day. Student agendas must also be signed by the parent or guardian nightly, and turned in at the same time the homework is turned in. A fundamental parent understands that a parent signature on homework means it has been checked by the parent for neatness, accuracy, and completeness. If a student misses a homework assignment, does the wrong assignment, turns in an incomplete assignment or fails to have a parent signature on the assignment, the progressive steps of the infraction policy will be enforced. If the student does not understand a problem, the parent can write a note next to that problem so the teacher knows an attempt was made.

Reading Logs and Long-Term Assignments/Projects: Such assignments are due on the assigned due date even if the student is absent prior to or on the due date.

Classwork: The progressive steps of the infraction policy are also enforced for classwork that is incomplete/unacceptable, not turned in, the wrong assignment completed, and/or not being prepared for class.

If a student receives a warning/detention notice for classwork and/or incomplete or missed homework, the notice and completed work must be turned in the next day. (See Discipline Section) If either is not, the student will receive another infraction. Students will not be allowed to use the school phone to request forgotten materials be brought to school. **Homework which is forgotten at home and brought to school by the parent/guardian will not be delivered to the classroom.**

Homework Helpline: 727-547-7223

Make-up work: After an absence, a student must arrange with the teacher for any make-up work. Students have the same number of days they were absent to make up their work.

Agenda: The agenda is the primary source for parent/teacher communications. **A parent or guardian must sign the agenda nightly, including Friday's, holidays and days absent.** Students will be provided an agenda but will have to purchase a new one for \$4.00 should theirs be lost or damaged. The agenda will be maintained in the original context (i.e., no pages torn out, folded back, or spiral binding removed).

COMMUNICATION BETWEEN HOME AND SCHOOL

It is part of the fundamental school agreement, which each student and parent/guardian signs, that he/she will deliver all school communications to his/her parent/guardian. The parent/guardian should expect to assist students in getting into the habit of delivering all papers and communications by regularly inspecting book bags and setting this expectation for their child. The school/teachers will see that all communications are prepared and sent home. Students are accountable for delivering all communications on the day they are received.

Failure to sign an infraction form or any form of written communication will result in another infraction if not returned the next school day and can lead to an IAC referral. Bay Vista Fundamental Elementary communicates with parents/guardians in the following ways:

1. Notice of Homework/Classwork/Behavior infraction
2. Notes in the agenda/planner from teachers/staff
3. Parent/guardian signatures on tests and quizzes graded D or F and N or U (primary grades)
4. School communications to parent/guardian
5. Grades/notes will be in PCS Focus for Parents and can be accessed at any time
6. Report Cards
7. Parent/guardian conferences (telephone or in person) including positive contacts
8. School newsletters
9. Marquee
10. PTA meetings
11. Email
12. School website
13. School Facebook page

DISCIPLINE

Bullying Policy: The Florida Department of Education defines bullying as: *"systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal or physical behavior, including any threatening, insulting or dehumanizing gesture, by student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive*

educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation, and may involve, but is not limited to: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of property." A policy is in place for the investigation, reporting, and resolution of bullying behavior on the Bay Vista Fundamental Elementary campus.

Consequences for unsatisfactory behavior: Students are expected to exercise good judgment and behave in a responsible manner. Each school year, the Code of Student Conduct lists misconduct which may lead to immediate suspension, disciplinary reassignment, or recommendation for expulsion. The Code of Student Conduct will be used to determine consequences for those actions. The discipline requirements, listed as follows, are in addition to that Code. Students recommended for expulsion will immediately be removed from the Fundamental Program. Students who are suspended will be referred to the Intervention and Appeal Committee.

Class discipline: Each teacher maintains an individual classroom management plan. These plans are communicated to parents at the beginning of the school year. In addition, the following steps are taken when a student commits infractions of policies regarding behavior, homework, or classwork.

Infractions: The progressive steps include:

1. First written warning is sent to parent. (Warnings may be sent home because of homework or unsigned agenda infractions, misbehavior, or classwork not being done, incomplete classwork, failure to return a "sign and return document," among other items as listed on the infraction notice.)
2. Second written warning is sent to parent. (Warnings may be sent home because of homework or unsigned agenda infractions, misbehavior, or classwork not being done, incomplete classwork, failure to return "a sign and return document," among other items as listed on the infraction notice.)
3. Third written warning is sent to parent. (Warnings may be sent home because of homework or unsigned agenda infractions, misbehavior, or classwork not being done, incomplete classwork, failure to return "a sign and return document," among other items as listed on the infraction notice.)
4. If infractions continue to occur, detentions will be given to the student. Warnings, detentions, and other disciplinary notifications must be signed and returned to school the next day.

Infractions are cumulative for each infraction period. Detentions will be served on the day noted on the warning/detention. If warranted, a detention may be given prior to any warning. A referral to the Intervention and Appeal Committee occurs when a student receives a total of four detentions during any infraction period.

Office Referrals: Office referrals are given for severe infractions or continual, repetitive violations and are handled by the school's administration. Consequences of an office referral may include but are not limited to one or more of the following:

- | | |
|----------------------------|--|
| 1. Parent Contact | 5. Work Detail |
| 2. Time Out | 6. In-School Suspension |
| 3. Detention | 7. Out-Of-School Suspension |
| 4. Counseling with Student | 8. Referral to the Intervention and Appeal Committee |

Office referrals are cumulative throughout the year. Three office referrals in a school year will result in a referral to the Intervention and Appeal Committee. Each additional office referral will result in another referral to the Intervention and Appeal Committee. Severe infractions, as determined by the Principal, will result in immediate referral to the Intervention and Appeal Committee.

DRESS CODE GUIDELINES

Students in the fundamental schools are expected to exercise good judgment and dress in a responsible manner. All clothing must be worn in the manner in which it was designed to be worn. All dress and grooming rules will be enforced. Students who come to school wearing inappropriate attire may be sent to the office to call a parent/guardian for acceptable clothing and will receive a Dress Code Violation. On the third violation, a Warning/Detention Notice will be given and for each additional dress code violation thereafter. After three dress code Warning/Detention Notices in an infraction period, the student will be referred to the Intervention and Appeals Committee (IAC).

We also expect parents to use good judgment when volunteering in and/or visiting the school, and dress in a manner consistent with the student dress code.

Any exception to the dress code policies must be approved by the school administration. Administration shall be the final judge as to the neatness and cleanliness of wearing apparel and whether or not such apparel is appropriate, disruptive, distracting, or in violation of health and safety rules.

Students are expected to dress appropriately to reflect pride in one's self and school, to avoid social fads, and disruptions to the school learning environment.

SHORTS

- **Khaki, Black, Grey, or Navy** traditional "chino" style **uniform** shorts, elastic, drawstring, or button, fitted at the natural waistline and worn no lower than the bottom of the knee or higher than three inches above the knee

PANTS

- **Khaki, Black, Grey, or Navy** traditional "chino" style **uniform** pants, elastic, drawstring, or button, fitted at the natural waistline that are full-length long pants (not capris), or pants that gather at the ankle, such as jogger style (**not sweatpants**).

SKIRTS/SKORTS

- **Solid Khaki, Black, Grey, or Navy uniform** skirt or dress, the length worn no higher than three inches above the knee front and back (shorts should be worn under if covered by skirt or dress).
- Solid Tights/Leggings may only be worn under a dress or skirt/skort and must be a solid color (**Hunter Green, White, Grey, Navy, Light Blue, Yellow, Black**).

SHIRTS

- Solid-colored, collared shirt, or blouse, with no designs or patterns. A small logo which reflects the clothing manufacturer or brand is acceptable. The logo should be less than two inches in diameter.
- **Acceptable colors include: Hunter Green, White, Grey, Navy, Light Blue, Yellow.**
- When layering shirts (long sleeve under short sleeve) both shirts must be a solid color in the acceptable colors.
- Bay Vista T-shirts are allowed.

DRESSES

- Solid-colored **uniform** dress, the length worn no higher than three inches above the knee front and back (shorts may be worn under if covered by dress).
- **Acceptable colors include: Hunter Green, White, Grey, Navy, Light Blue, Yellow, Khaki, and Black.**
- Dresses may or may not have collars.
- Collared shirts may be worn under dresses in the acceptable shirt colors.

SHOES/TIGHTS/SOCKS

- Athletic shoes with an adjustable closure (i.e. laces or Velcro).
- Slip-on athletic shoes with a rubber sole, such as Vans or Converse, are acceptable if students can safely perform athletic duties during PE/Recess.
- Tights/Leggings may only be worn under a dress or skirt and must be a solid color (**Hunter Green, White, Grey, Navy, Light Blue, Yellow, Black**).
- Any color/pattern socks may be worn.

JACKETS/SWEATSHIRTS

- Any color/pattern zip-up jacket may be worn.
- Sweatshirts must be a solid color (**Hunter Green, White, Grey, Navy, Light Blue, Yellow, Black**).

NO STUDENT MAY WEAR THE FOLLOWING:

- **Cargo or carpenter shorts/pants, capris, culottes, split skirts, denim shorts, or sweatpants**
- Form fitting leotard/spandex type clothing, tight knit pants, clinging pants or leggings/jeggings are not allowed unless proper outer garments cover to mid-thigh length or longer. (i.e. worn under a skirt/dress)
- No garments that are see-through or mesh
- Shirts that show a child's midriff when both hands are raised or that have sayings/images that are deemed inappropriate
- Blouses, shirts, or dresses which are tank tops, halter tops, spaghetti straps, sleeveless, or low cut in front or back
- All non-athletic shoes, such as sandals, thongs, flip-flops, shoes with wheels/heels, spikes, cleats, clogs, boots or shoes that appear boot-like, croc-style shoes, slip-on shoes, or shoes without back strap
- Clothing with holes, tears, any type of fraying, or are oversized
- Prohibited are hairstyles and colors, and other fashion styles, which are disruptive to the school environment or educational process
- Hats, other head coverings, or sunglasses may only be worn during outside PE activities and may not be worn during any portion of the regular school day without the expressed permission of the principal. Hats/hoodies/other head coverings may not be worn indoors. This does not encompass religious coverings.
- **Rolling backpacks are not permitted.**

**When a child receives their fourth dress code warning letter, it will be accompanied with an infraction notice.

INTERVENTION AND APPEAL COMMITTEE (IAC)

Each fundamental school has a school-based Intervention and Appeal Committee (IAC). The purpose of this committee is to review and enforce cases including severe or repeated discipline infractions, continued lack of compliance with homework and/or classwork policies, failure to follow the dress code, parental absences from Required Monthly Meetings, and parental non-attendance at required conferences. The IAC shall recommend alternatives and interventions for improvement, recommend probations with stipulations, and removals from the school. This committee is not authorized to reinvestigate situations but must accept the validity of administrative decisions regarding incidents. This committee is the first level of appeal regarding a student's removal from the school.

If a student with a disability (an IEP or a 504 plan) is engaging in disruptive behavior that would normally result in disciplinary action, then the school should follow the normal procedures to address the behaviors, including, as needed, implementing behavioral interventions, conducting a Functional Behavior Assessment (FBA,) and developing a Positive Behavior Intervention Plan (PBIP), and/or conducting an Individual Educational Plan (IEP) meeting to address the concerns. In some cases, the behavior may be so severe as to warrant being referred to the IAC before these interventions are completed. However, prior to referring any student with a disability (an IEP or a 504 plan) to the IAC for consideration of probation or recommending dismissal for a student-related infraction from a fundamental school, the school must conduct a manifestation determination review regarding the student-related act or acts that lead to the IAC referral for probation or dismissal to determine whether such act or acts were a manifestation of the student's disability. If the student-related act or acts are determined to be a manifestation of the student's disability, then appropriate interventions must be implemented by the school-based team. Students should not continue to receive infractions for the same behavior that has previously been determined to be a manifestation of the student's disability. No student with a disability will be placed on probation or dismissed from a fundamental school for a student-related act(s) that were a manifestation of the student's disability, although such students may be placed on probation or dismissed if such student-related act or acts were not a manifestation of the student's disability. If the student-related act or acts are determined to not be a manifestation of the student's disability, then the student is referred to the IAC. Should the student be placed on probation and violate that probation, an additional manifestation determination review is required prior to recommending the student for program dismissal. If a student with a disability is being considered for referral to the IAC or removal from the program as a result of parental non-compliance, a manifestation determination review is not required.

The Principal, who is not a committee member, selects the members of the IAC. The IAC shall be composed of a minimum of three teachers (selected with faculty input) or other school personnel and three parents (selected with SAC and PTA chair input). Efforts will be made to have a community representative. A majority of the members must be present to conduct the meeting and render a recommendation. The IAC members will serve a renewable one-year term.

The committee will meet on a regular, predetermined basis or when requested by the Principal/designee. Though not a member of the committee, the Principal will be available to answer questions and participate in deliberation but will not vote. In addition, the school counselor will be in attendance. Only the committee members will vote. Decisions will be based on majority vote. The proceedings will be held in strict confidence. To maintain confidentiality for fundamental school students, each IAC parent representative must annually sign to show their compliance with the following statement:

"I understand that under the Family Educations Rights and Privacy Act and Florida Statutes, student records are confidential. As a member of this school's IAC, I understand that I will have access to confidential information and agree to maintain the confidentiality of all student records and information."

Referral to the Intervention and Appeal Committee (IAC):

A student/family will be referred to the IAC for violations of the fundamental agreement. Reasons for student referrals to the Committee include but are not limited to:

- When a student receives a total of three warnings and four detentions during any infraction period, excessive detentions (four in one infraction period) or tardies (six in one grading period)
- Upon receiving a third office referral, or any additional office referral after the initial three within a school year
- Upon receiving one suspension or work detail
- Upon serious violation of the Code of Student Conduct
- Parent not meeting parent requirements
- Parent missing three of the required parent meetings
- At the request of an administrator

Parents/guardians will be notified at least five days prior to the scheduled meeting that the student has been referred to IAC. Meetings will be held on the scheduled date and time.

The parent/guardian may address the committee for a maximum of ten minutes, but will not be present when the committee deliberates. Minutes will be kept of the meeting; however, deliberations will not be included. Parents may have access to the portion of the minutes which refer to their child. Parents are permitted to submit an addendum to the official minutes.

The IAC will make an official recommendation to the Principal for probation or for the student's removal from the program. If probation is offered, the committee will specify the conditions for the student to continue in the fundamental school. Failure to agree to probation or violation of the probation agreement will result in immediate removal from the fundamental program. The final decision will be made by the Principal based on the committee's recommendation and other relevant information.

Intervention and Appeal Committee will make an official recommendation to the Principal which may include:

- Monitor
- Probation
- Dismissal

A school administrator will communicate with the parent/guardian within 48 hours of the IAC meeting to outline conditions, duration of the probation, and proposed interventions. A probation agreement will be explained and signed by the student and the parent/guardian. Probationary agreements may be carried over to the next school year if necessary, to meet the terms of the agreement. A copy of the agreement will be given to the parent at the time of the meeting or sent home with the student within 48 hours.

If the committee recommends removal from the school, the removal may be delayed only in instances when the removal takes place immediately preceding a holiday, standardized testing, or other instances approved by the school administration. Students who are removed from the school for any reason may not re-enter any fundamental elementary school or re-enter under sibling or employee priority at the same level. Students may apply to a fundamental school at the next level (middle). If a student is referred to the IAC and the parent/guardian withdraws the student in order to avoid the IAC process, that withdrawal will be considered automatic removal from the school. The student will be ineligible for readmission to any fundamental elementary school. Students may apply to a fundamental school at the next level (middle).

Fifth grade students who are dismissed after accepting a seat at a Fundamental or District Application Middle School

Dismissed fifth grade students will lose their priority/seat at the middle school for the following year if they have already accepted a seat. The parent/guardian must reapply to a fundamental or other District Application Program through the late application process or enroll in their zoned middle school.

Probation: If a student on probation voluntarily leaves the school, reapplies and is accepted to any other fundamental school, that student resumes his/her existing probationary status.

Infraction Periods for 2021-2022 are:

- 1st Report Period Wednesday, August 11, 2021 – Thursday, October 7, 2021 (41 days)
- 2nd Report Period Friday, October 8, 2021 – Friday, December 17, 2021 (45 days)
- 3rd Report Period Tuesday, January 4, 2022 – Friday, March 11, 2022 (47 days)
- 4th Report Period Tuesday, March 22, 2022 – Thursday, May 26, 2022 (47 days)

Appeals of a School-based Intervention and Appeal Committee Decision:

School Level Appeals

Decisions of the school-based Intervention and Appeal Committee shall be appealed in writing, first to that Committee within 48 hours of the original decision. As part of the appeal process, if there is any new or additional information, it must be provided to the Principal in writing within those 48 hours. Parents/Guardians are invited to attend the scheduled meeting of the IAC; however, their attendance is not required but highly recommended. Parents may address the committee for no more than 20 minutes. Only committee members may be present during deliberations. The final decision of the committee will be forwarded to the parents within 48 hours of the meeting.

Students awaiting an appeal will be permitted to remain in the school so long as they maintain acceptable behavior until the IAC meets and renders its decision. Following an appeal, if the recommendation for the student's removal from the school is upheld by the IAC, the student will be immediately removed from the school. This process will be coordinated by the Principal. The parent may, however, continue the appeal at the district level.

District Level Appeals

Students removed from a fundamental program may appeal the decision of the IAC within 48 hours of notification to the Fundamental School District Appeal Committee by contacting the appropriate Area Superintendent's office. For students with disabilities (who have an IEP or a 504 plan), a record review will be conducted by District Staff from ESE or 504 Compliance to ensure anti-discrimination mandates have been met. This review will take place prior to the District IAC meeting. The appeal only addresses whether or not proper procedures were followed in making the final decision to dismiss. There will be no further investigation of the incident(s) that led to dismissal although the facts may be reviewed.

Members of the Fundamental School District Appeal Committee will be appointed to serve a one-year term and membership will be comprised of the following:

Chairman – An Area Superintendent not assigned to the school of appeal (The other Area Superintendents may attend the meeting but will not be eligible to vote.) Parents - Two parents of fundamental school students not assigned to the school of appeal. Teachers - Two fundamental school teachers not assigned to the school of appeal.

Committee members will be selected from members of the fundamental schools' Intervention and Appeal Committees and will be appointed by the Area Superintendent with every effort made to have diversity in the committee's membership.

The Principal representing the school of appeal shall present all documentation regarding the school-based IAC process and appeal, be present during the meeting to provide input to the district committee, as requested, however the Principal is not present when the parent presents his/her appeal. The Principal is not eligible to vote.

The decision of the Fundamental School District Appeal Committee shall be considered final and shall not be reviewed by the School Board. The School Board hereby delegates to the committee its final decision-making authority for such decisions. Students whose removal from the school is upheld by the District Committee may not re-enter any fundamental school or re-enter under sibling or instructional/support staff priority at the same level. Students may apply to a fundamental school at the next level (middle).

Leaving a Fundamental School Program: If a student leaves a fundamental school for any reason, the school will immediately contact the Student Assignment Office to determine the new school placement and notify the family of the new school assignment as soon as possible to avoid any lapse of instructional time. Students who leave a fundamental program are assigned to their zoned school or another nearby school.

Students who move out of Pinellas County lose their seat in a fundamental school. If that opening is to be filled, a Pinellas County student will be called from the appropriate waiting list. Only in cases where no waiting list exists the student who moved may, if on an approved Special Attendance Permit (SAP), remain in the school.

Reassignment to a District Discipline Program or Expulsion: Reassignment to a district discipline program or expulsion will result in immediate removal from the fundamental school. No readmission to any elementary fundamental school under these circumstances will be considered.

WITHDRAWAL

A parent or guardian must provide written notification of their child's withdrawal from Bay Vista Fundamental. If you are planning to withdraw, please notify our front office. We will prepare information for you to take to the new school.

GRADING AND PROMOTION

All students receive a report card each grading period. Grades 1-2 receive E, V, S, N, and U grades. Letter grades of A-F are assigned in grades 3-5 with a grade of C intended to be average. These grades reflect actual achievement. Conduct and work habits are also graded. Notices are given to the parent/guardian when the student's work is unsatisfactory and a failing grade for the grading period is probable.

Our curriculum is interdisciplinary and based on Pinellas County Student Expectations, which are derived from the Florida Standards.

The ***Pupil Progress Report*** (student report card) is distributed four times a year to all students in grades K-5.

The Pinellas County Elementary Pupil Progress Report identifies the child's day-to-day performance (progress in the classroom on daily work assigned). This information can be found in the grades for each subject. In Kindergarten, no grades are given. A checkmark is used to denote if the student is "Performing Successfully" or "Not Yet". In grades 1-5, progress is communicated through the use of letter grades.

Schools Grades 1-5: The following codes will be used when determining grades in Language Arts (Reading and Writing), Mathematics, Social Studies, Science and Health.

Grades 1-2: E (90-100%) V (80-89%) S (70-79%) N (60-69%) U (0-59%) I (Incomplete)

Grades 3-5: A (90-100%) B (80-89%) C (70-79%) D (60-69%) F (0-59%) I (Incomplete)

E, V, S, N, U Coding: This coding is used for SPECIALS: Art, Music, PE, and Conduct

E = Excellent/performance in classroom work or behavior

V = Very Good/performance in classroom work or behavior

S = Satisfactory / Meeting Grade Level Expectation

N = Needs Improvement

U = Unsatisfactory

The Pupil Progress Report is completed by the teacher and is sent to the parent or guardian four times per year, who must sign and return the report card envelope to the school. The parent keeps the progress report envelope at the end of the year.

Student Honors Criteria:

- **Principal's List** – Students in grades 3-5 who receive all "A's" in the academic subjects, and who achieve all "E's/V's/S's" for conduct, physical education, art, and music, shall have their names entered on the Principal's List.

- **Honor Roll** – Students in grades 3-5 who receive no lower than a “B” in the academic subjects, and who achieve all “E’s/V’s/S’s” for conduct, physical education, art, and music, shall have their names entered on the Honor Roll.

Midterm Progress Report:

The *Midterm Progress Report* is an additional report distributed prior to the first Pupil Progress Report, between the first and second Pupil Progress Reports, between the second and third Pupil Progress Reports, and between the third and fourth Pupil Progress Reports. It must be given to students experiencing academic difficulties.

Students experiencing academic difficulties (N, U, D, or F on previous Pupil Progress Report and for students with a current N, U, D, or F in any subject) will receive Midterm Progress Reports.

ABSENCES

A student who is not present in class for at least one half of the school day shall be counted absent. To be counted present for the school day, a student must be in attendance for at least one half of the school day.

An absence is excused if:

- The student is ill or injured.
- There is a major illness in the student’s immediate family (this means parents, brothers, sisters, grandparents, or others living in the home).
- There is a death in the immediate family.
- The student attends religious instruction or there is a religious holiday in the student’s own faith.
- The student is required by summons, subpoena, or court order to appear in court. A copy of the subpoena or court order must be given to the Principal.
- Special event. Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. **The student must get permission from the Principal at least five days prior to the absence.**
- The student has a scheduled medical or dental appointment (note from medical/dental office must be turned in).
- Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies. **Students are allowed a maximum of three excused days for each infestation of head lice.**
- Students on field trips are not considered absent.
- To participate in an evening or after-school activity, students must be in attendance at school the day of the activity.

Early Sign-Out: Students will not be called for early dismissal until the parent is in the office. No students will be released after 2:00 p.m.

- The same criteria used to determine an excused absence and an excused tardy will be used to determine whether an early sign-out is excused. The same criteria used to determine an unexcused absence and an unexcused tardy will be used to determine whether an early sign-out is unexcused.
- Numerous incidents of early release are unacceptable and unfair to the other students whose instruction is interrupted each time a student leaves the classroom early. Every three unexcused early sign-outs within a grading period will count as one unexcused absence.

MAKE-UP WORK

Excused Absences: Make-up work for credit and grade is allowed for all excused absences. **It is the student’s responsibility to get the missed work when they return to school.** The number of days allowed to make up the work shall be the same as the number of days the student was absent.

Unexcused Absences: (Except Out-Of-School Suspensions): Make-up work for credit and grade is allowed. **It is the student’s responsibility to get the missed work when they return to school.** The number of days allowed to make up the work shall be the same as the number of days the student was absent. Work made up after an unexcused absence may be dropped a letter grade.

Suspensions: Make-up work for credit and grade is allowed. It is the student’s responsibility to get the missed work. Work is due on the day of return from the suspension. Work made up after an unexcused absence may be dropped a letter grade.

TEMPORARILY ABSENT

Due to extenuating circumstances, a student may need to be temporarily absent from the school for an extended period. An agreement upon the conditions and acceptable length of absence will be facilitated by the Principal. Failure to comply with the agreement will result in the student's removal from the school.

Hospital Homebound: A student whose poor health requires them to temporarily withdraw to enter the Hospital Homebound program will not have their seat filled by another student from the waiting list for one semester and may return that year to the fundamental program when their health sufficiently improves to return to school on a full-time basis. Each student's situation will be handled on a case by case basis for the benefit of both the student and the school. If the student's health does not sufficiently improve to return to the program within a reasonable time period during that school year, the student's seat will be filled by another student from the waiting list. The Hospital Homebound student may then apply to reenter the fundamental program during the next school year when their health sufficiently improves to return to school on a full-time basis.

TARDIES

Tardy Policy: Students are expected to arrive at school by the designated time. **Students who are not in their classroom or arrive at school after the final bell rings must report to the office to get a pass.** The classroom teacher will mark the student tardy. Tardies will be excused with a doctor's note. Students who are not picked up within 30 minutes of the school day ending will also be considered tardy. Students who receive four tardies within a grading period will receive a letter from the Principal. Two additional tardies within the same grading period will result in a referral to the Intervention and Appeal Committee. Detentions may be assigned by the Intervention and Appeal Committee as a consequence for tardiness.

A student is tardy when the student is not in his or her assigned seat or station when the bell rings. A tardy is excused only if the student is late for one of the reasons described in "Absence Policies" above. Examples of unexcused tardies include: oversleeping, shopping trips, pleasure trips, car problems, heavy traffic, returning for forgotten items.

RESPONSIBILITIES OF PARENTS AND STUDENTS TO ATTEND SCHOOL

Parents and students must do the following in connection with school attendance:

- Ensure the attendance of a child, of compulsory school attendance age, as required by law.
- Notify school personnel – the child's teacher, the school front office or by the absence icon on the website - of their child's absence prior to the end of the school day of the absence, if possible, and provide written notification within 48 hours of the child's return to school. Otherwise, the absence will be unexcused. We request that you contact the school as early in the day as possible to report the student's absence.
- **Documentation of illness from a physician or public health unit within 48 hours.** The maximum number of days that a student may be absent without acceptable documentation justifying the absence is three.
- Notify the school of any change of address, phone numbers, and emergency contact numbers.
- Notify school personnel if the family is moving out of town or out of the school's attendance boundary.
- Be aware of school district calendar and coordinate trips, vacations, and personal business to support attendance on school days.
- Notify the school and request a copy of the Hospital/Homebound referral packet if a student is expected to miss at least 15 consecutive school days due to illness, medical condition, or social/emotional reasons, or may miss excessive days intermittently throughout the school year for the same reasons.

Florida Statute 1003.26 requires the Principal or his designee to contact the student's parent to determine the reason for the absence if it is considered unexcused.

Students who have at least five unexcused absences within a one-month period or ten unexcused absences within a 90-day period may be referred to the State Attorney's office.

In General: Students who are registered but absent on the first day of school will be marked absent. Students who have been absent five days or more in a grading period may be required to bring a certificate of illness from a licensed doctor to the school. Within 48 hours of a student's absence, the parent/guardian will send a note, call the school at 893-2335 to explain the absence, or FAX an absent note to 893-1800, the school's FAX number. Parents/guardians are discouraged from planning family vacations and trips when school is in session. Too many absences will lead to a referral to the school's Child Study Team, Truancy Court, Attendance Specialist, or the social work services.

FIELD TRIPS/SPECIAL EVENTS

Field Trips: Students go on approved field trips throughout the year to provide additional educational experiences. Permission forms, with information about locations, costs, etc. are sent home for parents/guardians to read and sign prior to any field trip. **Money will not be refunded on or after the day of the field trip.**

Students who have violated fundamental guidelines may not be allowed to travel on field trips. Students on disciplinary probation may not be allowed to attend any field trip. Others who have violated fundamental discipline guidelines may not be allowed to travel on field trips. These rules apply to all school sponsored trips.

Students are responsible for homework or classwork that is due, and they must make arrangements with teachers prior to attending the field trip.

Enhancement field trip: An enhancement field trip is defined as one that students are not required/expected to attend and make up work is not expected from any student that does not attend. This field trip may be used to enrich a student's knowledge of a subject or as a reward. Student behavior prior to a field trip may cause the student to lose the privilege of attending.

Mandatory field trip: A mandatory field trip is defined as one that students are required/expected to attend. Mandatory field trips are curriculum related and include such field trips as Enterprise Village.

Special Events: Periodically throughout the year, special assemblies or events are scheduled. Students must adhere to the fundamental guidelines to be eligible for any spur-of-the-moment event that may come up. Be aware that some rewards may be retroactive weeks before they are announced.

PHYSICAL EDUCATION

Participation in physical education (P.E.) is required for all students unless a doctor's note is provided stating the reason(s) why he or she should not participate in P.E., or a note from a parent/guardian requesting an exemption from P.E. due to a cold, other minor illness, or minor injury.

Excuses: County policy requires all students to participate in physical education. Students having an illness or injury that requires them to be excused from active physical activity must present a note to their physical education teacher. For a period of non-participation longer than three consecutive days, a note from the student's doctor is required. Students must meet the state physical education requirement through an alternative assignment assigned by the physical education teacher at the discretion of the teacher.

PUPIL HEALTH AND SAFETY

Health Insurance: A student must have school insurance to try out for and/or participate in any extra-curricular activity. School accident insurance is optional. Each student is supplied with the necessary information regarding coverage and rates.

Illnesses or Accidents: At this time, Bay Vista has a nurse on campus at least one day a week. Students will be sent to the school office if they are ill or injured. The parent/guardian will be notified immediately to pick up their child when the child is too sick or injured to return to class. The school office will only release your child to someone you list on their clinic card. It is extremely important that parents update and make changes in Focus to their address and emergency contact numbers on a regular basis. Please notify the school as well so that your child's emergency contact information is changed on their clinic card. Keep in mind that if your child experiences a life-threatening emergency at school, the information you provide on their clinic card is extremely important. A copy of this card is given to EMS when they arrive. Please be sure to complete all health and allergy information and sign the bottom of the card.

Medication: **NO STUDENT SHALL TRANSPORT MEDICATION TO OR FROM SCHOOL.** Parents must hand deliver all medications to school office at which time an authorization to administer medication card will be filled out and signed by the parent. Prescribed medication must be in the original container and labeled with the time it is to be administered during school hours. All over-the-counter medication must be delivered in the original unopened container and will require an authorization card completed by the parent and a physician or dentist. The only exception to a student self-carrying medication will be Asthma inhalers and Epi Pens if an authorization is signed by both the physician and parent. You may call or visit the school office to obtain the required medication authorization cards and or forms. School personnel cannot administer any medication to your child without these forms. You may obtain a copy of the Pinellas County School Board and School Health Services Medication Guidelines from the school office if you need more information. It is also available on our district website. Medication not picked-up at the end of the school year will be destroyed.

Students are **NOT ALLOWED** to have over-the-counter medications in their possession. This includes cough drops. All medicine must be kept in the front office.

School telephones: School phones are not available for personal use by students to call home for forgotten homework or other items. Students should tell parents/guardians about their plans for the day before leaving home. In an extreme emergency, students should contact the administration.

SERVICES FOR STUDENTS

Guidance department: Bay Vista Fundamental Elementary offers a full-time school counselor. The guidance department can be consulted for the following reasons: progress in school, personal problems that affect students' schoolwork, test interpretations, planning for middle school program, and conferences with teachers.

STUDENT AND PARENT FAQ's

Before and After-School Care: The R'Club provides before and after school care between the hours of 6:30am and 6:00pm daily. Please contact them for rates and further information. Please contact our front office for information on additional before- and after-care providers.

Bicycles and skateboards: State law requires bicycle helmets to be worn by children under 16 years of age. Students must place their bikes in the bicycle rack. All bicycles and skateboards must be locked. Riding bicycles/skateboards on school grounds is prohibited.

Cafeteria and food policy: All students receive a free breakfast from 7:45am – 8:05am. in the cafeteria. Students may bring a well-balanced lunch from home or they may purchase one from the cafeteria. Our school cafeteria menus are shared with families at the beginning of each month. Students or parents may put money into an account or pay each day. Free or reduced-price lunches are available to students who apply and who qualify. Student lunches are \$2.25. Students who qualify for a reduced lunch eat at no cost except for a la carte items such as ice cream, etc. There is a borrowing process for students who forget to bring money. Money must be repaid the next day. After three borrows, a student will not be allowed to borrow again. A healthy alternative lunch will be provided. No student will go without lunch.

Parents may eat with their children outside in the Rainbow Garden only. If you choose to eat outside, other students may not join in during this special time you have set aside to have lunch with your child. **Parents/guardians may bring outside lunches, such as those from fast-food and other restaurants, for their child only, to be eaten during the designated lunch period (not during designated class time).** Parents/guardians may not bring food for other students.

Dropped Off Items: The Office will do its best to make sure items (lunch boxes, jackets, etc.) dropped off after the bell rings will be delivered to the student, but there are no guarantees. If the agenda, homework or a project is dropped off at the office after the 8:15 a.m. bell, the student will still receive an infraction.

Lost and Found: We maintain a place in the office for lost and found items. Frequently we place items on tables for children to look through. It is the student's responsibility to check the lost and found area. Lost and found items not claimed within a reasonable period of time will be donated to charity.

Messages: Please have your student know how they are going home each day. The office cannot guarantee that messages for a student called into the office will be delivered.

Parties: During the year classes may have activities to celebrate student success and reward achievement. School Board policy dictates only store-bought and packaged food may be served at the celebration(s).

Student birthdays may be celebrated with a small, healthy snack. Please follow School Board food guidelines. The birthday celebration must be coordinated with, and approved by, your child's teacher and may not occur during instructional time. **Luncheons, gift bags, flowers, balloons, etc. are not permitted for birthday celebrations. Please note that party invitations or thank-you notes may not be distributed at school.**

Pet Visits: Pets may be brought to school for demonstrations which are part of the established curriculum. All pets must be in cages. Teachers may decline pet visits. Approval from the Principal is also required before any pets are brought to school. **At drop-off and pickup, pets must be kept inside the vehicle the entire time.**

Pride Award Guidelines: A medallion will be given to one fifth grade student in each of the following areas: science, mathematics, social studies, and writing. In addition, all students should: demonstrate high interest in the subject by having participated in clubs, lab programs, or competitions. All students should: demonstrate a positive attitude, good citizenship, and work habits as evidenced by: responsibility, honesty, reliability, self-motivation, following rules and procedures, and respect for others.

Safety/Severe Weather: Ensuring a safe setting for your child is of primary importance. Regular safety drills are conducted with our students to ensure their safety and comfort. During these drills, or when weather or safety concerns arise, students are secured within the school. This procedure is in place so we can provide the safest possible environment and keep track of all students.

School Advisory Council (SAC): The SAC is composed of parents of Bay Vista Fundamental Elementary students, teachers at Bay Vista Fundamental Elementary, business or community members, and the Principal. The purpose and function of the SAC is primarily to oversee the development and implementation of the School Improvement Plan (SIP). Other issues may be discussed as requested by the District or brought forward by SAC members.

SAC serves as a resource to Bay Vista Fundamental Elementary School and the Principal. The role of SAC is to serve as a liaison between schools, school organizations, and the community. The council is advisory in nature and deals with issues rather than individuals. Membership is open to all Bay Vista Fundamental Elementary School parents on a self-nominating basis. SAC members serve a one-year term. Anyone wishing to be considered for nomination to the SAC should notify the Principal in writing by April 1. Election of members is held at the May meeting (or the final meeting of the year).

Searches and seizures: A student's purse, backpack, and other personal possessions can be searched if there is a reasonable suspicion that any of them contain drugs, weapons, contraband, or items not permitted on campus. Trained sniff-screening dogs are allowed in the schools to prevent drugs and weapons at school. The routine checks by the dogs are not considered a search by law. They are safety preventions to give students a safe and healthy school in which to learn.

Technology:

Cellular telephones, APPLE WATCHES, and other electronic communication devices (ECD's), and other electronic devices

Parents are advised that the best way to get in touch with their child during the school day is by calling the child's school office.

- A student may possess a cellular telephone, APPLIE WATCH, or ECD, on school property, provided these items are powered off and concealed from view while school is in session AND should not be powered on and used until off of school property.
- Students may not use cellular telephones, APPLE WATCHES or other Electronic Communication Devices (ECD), or other electronic devices on school property to access and/or view Internet web sites that are otherwise blocked to students at school or to text or communicate during the school day.
- When directed by the administrator, staff member or sponsor, cellular telephones, Apple Watchers, or other ECDs, and other electronic devices shall be powered off, and concealed from view during school activities occurring outside the student day.
- The requirement that cellular telephones, APPLE WATCHES or other ECDs, and other electronic devices must be powered off, and concealed from view will not apply when the student obtains prior approval from a school administrator. **The use of cellular telephones, ECDs, and other electronic devices in classrooms and bathrooms is prohibited.**

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone, APPLE WATCH, ECD, or electronic device. If the cellular telephone, APPLE WATCH, ECD, or electronic device is confiscated, it will be released/ returned to a parent unless, in the sole discretion of the Principal, a decision is made to release it to the student before the end of the school day.

Visitors: All visitors must present a photo I.D. at the front office before being granted access. Please return to the office when leaving to sign-out. This pass must be prominently displayed. Parents/guardians desiring to visit a classroom must make arrangements 24 hours in advance. Parents/Guardians who wish to visit the school are asked to make arrangements with the administration. Students from other schools are not permitted to visit during school hours. Volunteers may not bring children who are not Bay Vista Fundamental Elementary students, including younger siblings, to school when they are volunteering. The Principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would disrupt the orderly and efficient operation of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the Principal is authorized to issue a trespass warning and thereafter request from the local law enforcement agency whatever assistance is required to remove the individual.

Volunteers: You must register and be active as a volunteer to participate with your child's class

Level I Volunteer - A Level I volunteer is a volunteer that has been background checked, cleared by the district, and is active in our volunteer system. These volunteers can volunteer in the classroom, in sight of a school staff member while with students, in the office, and/or at events, but this volunteer is never alone with any students. This background check is provided by Pinellas County Schools once a volunteer form is submitted.

Level II Volunteer – You must be a Level I volunteer before you move to a Level II status. Contact your school's Community Liaison with questions.

A Level II volunteer is a volunteer that has been background checked, cleared by the district, and is active in our volunteer system AND has had their fingerprints cleared through the FBI and the district at personal expense. These volunteers can do all of the duties of a Level I volunteer **and in addition** they can chaperone on field trips, work with small groups out of the sight of a school staff member, and be left alone with a class in an emergency. Once a volunteer is Level II, they must obtain and wear their Level II badge while on campus and on every field trip. Their Level II status is good for five years from the date they are cleared.

All volunteers must log your volunteer hours. There is a computer in the front office for logging volunteer hours.