74th Street Elementary School



PAWS

Positive Attitude + Work = Success!

2018 – 2019

Parent - Student

Handbook/Calendar

3801 74th Street North

St Petersburg, Florida 33709

(727) 893-2120 School Number

(727) 893-2143 Fax Number

***http://www.74thstreet-es.pinellas.k12.fl.us***

Greetings Families,

Welcome to 74th Street Elementary for the 2018-2019 school year. This Parent/Student Handbook has been designed to give you a quick list of answers to questions which may arise concerning 74th Street Elementary School’s operational policies. Awareness of these policies and procedures will encourage understanding and assist you in knowing practices to follow for our students’ benefit.

Our 2018-2019 Student/Parent Calendar is posted on our website for your reference. Updates will be sent home in the monthly newsletter.

The Pinellas County School Board Code of Student Conduct contains policy regarding disciplinary procedures in our schools. Please refer to this document to become aware of parental and student responsibilities in the school community.

Should you ever desire an answer to a question not addressed in this handbook, Code of Conduct or school newsletter, please call the school. We are most willing to provide you with accurate and up to date information. Our phone number is 893-2120. We are looking forward to your support and active involvement in your child’s education.

Sincerely,

Donna Gehringer

Principal

**Important Phone Numbers**

Superintendent of Schools Dr. Michael Grego (727) 588-6000

Area 2 Superintendent Bob Poth (727) 588-5020

Title 1 Office Title 1 Staff (727) 893-2188

**School Board Members**

Carol J. Cook, Chairperson - Single Member District #5

Peggy L. O’Shea - At Large District #3

Robin L. Wikle - Single Member District #4

Janet R. Clark - At Large District #1

Terry Krassner - At Large District #2

Linda S. Lerner, Vice Chairperson - Single Member District #6

Rene Flowers - Single Member District #7

**The board elects its chairperson and vice chairperson annually.   
Board meetings are held twice monthly during most months. The public is encouraged to contact the School Board members on any issue. You may contact the entire board or an individual member through the School Board Office.**

**Arrival and Dismissal**

* Students’ School Hours 8:45-2:45
* Office Hours 8:00-4:00
* Breakfast Serving Time 8:15-8:35

Students may arrive for breakfast no earlier than 8:15 a.m. If they do not participate in the breakfast program or the R’ Club before School program, please do not drop off your children or allow them to arrive before 8:15 a.m. Staff members will not be on duty before that time to monitor students.

Students in K-5 will be dismissed by teachers and directed to the appropriate areas for dismissal at 2:45 p.m. Prompt pickup of students is essential. Students should go directly home from school. They will not be permitted to go to another section of the campus or reenter the building after dismissal. R Club/Promise Time students will report directly to the cafeteria. If students are walkers, parents and children should agree on the route the child will walk home. Crossing guards are located in various places along major roads. Please familiarize yourself with your area. Remind your children to obey the guards and not to arrive before the guards are on duty. (7:55 a.m. – 9:00 a.m. and 2:50 p.m. – 3:30 p.m.).

If a child needs to leave school early, his parent or designee must report to the office and show I.D. to sign the child out. The child will be called to the office for early dismissal. Parents are not permitted to enter the building and remove a child without going through the office. All visitors, including parents, must enter through the front office. If a child is to go home a different way from normal, the parent must write a note. No student will be released from campus within 15 minutes of the end of the school day. Students must remain in the classroom until normal dismissal from 2:45 until the end of the school day. The front office lobby will be closed to visitors (unless there is an emergency situation) from 2:30-2:45 to prepare for dismissal.

**Attendance/Tardiness/Early Pick Up**

Students are expected to attend school daily as required by Florida State Law. When it is necessary for your child to be absent, you must notify school personnel of your child’s absence prior to the end of the school day of the absence, **and** provide written notification within 48 hours of the child’s return to school. Otherwise, the absence will be unexcused. It is the responsibility of the parent to ensure the attendance of a child of compulsory school attendance age, as required by law. The parent needs to be aware of district calendar and coordinate trips, vacations and personal business to support attendance on school days.

An absence, tardy or early sign out will be excused if caused by one of the following reasons:

* 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. Students must return to school with a doctor’s

note when out for an appointment.

* 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. 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 five excused days for each infestation of head lice. Students on field trips and students who attend alternative to suspension programs are not considered absent.

**Any absence which does not meet the criteria of an excused absence is an unexcused absence.**

A student is tardy when the student is not in his or her assigned seat when the bell rings at 8:45 a.m. A tardy is excused only if the student is late for one of the reasons set forth in the previous section. Examples of unexcused tardies include: oversleeping, missing the school bus, shopping trips, pleasure trips, car problems, heavy traffic, returned for forgotten items. Habitual tardiness is unacceptable and unfair to other students because instruction is interrupted every time a late student arrives. **Every three (3) unexcused tardies within a grading period count as one unexcused absence.**

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. Numerous incidents of early release are unacceptable and unfair to the other students whose instruction is interrupted each time a student leaves early. **Every three (3) unexcused early sign outs within a grading period will count as one unexcused absence**. If you need to pick your child up early, you will need to report to the front office and sign your child out. When you are in the front office, your child will be called out of the classroom. No child will be called from their classroom to the office for early out until their parent is on campus in the front office.

**Excessive tardies and/or early signs outs will result in a scheduled conference with administration. Excessive tardies and early outs will not be tolerated and will be considered a truancy issue. Please ensure your student arrives to campus on time and stays for the full instructional school day.**

Make-up work for credit and grade is allowed for all excused absences. It is the student’s responsibility to get the missed work. The number of days allowed to make up the work shall be the same as the number days the student was absent. Students may also make up work if the absence is unexcused. Work made up after an unexcused absence in elementary or middle school may be dropped a letter grade and must be dropped a letter grade in high school.

It is the responsibility of the principal to maintain an attendance record which shows the absence or attendance of each child enrolled for each school day of the year. When a student accumulates five (5) absences during a grading period, other than out-of-school suspensions, whether excused or unexcused, school personnel shall make a good faith effort to contact the parent by telephone to discuss the reason for the absences and shall document such contact. A letter shall be sent to the parent or guardian and a referral will be made to the school’s Child Study Team for a student who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period. If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance, the Superintendent may file a truancy petition pursuant to the procedures set forth in Section #984.12, Florida Statutes. The Superintendent may also refer the case to the case staffing committee which may file a child-in-need-of-services petition. The Superintendent may also take such steps as are necessary to bring criminal prosecution against the parent.

**Walkers/Bicycles/Skateboards/Roller Skates**

Dismissal is at 2:45. Students who walk or ride bicycles to school are expected to obey all safety rules and use extreme care. All bicycles will be parked in the bike compound on the interior of the campus in front of the Media Center. Students are not to loiter in the parking area. Locks are strongly recommended for all bikes. Each bike should have its own individual lock. The school cannot be responsible for damaged or stolen bicycles. Bicycle riders are expected to walk their bikes on the sidewalks adjacent to school property and to remain on the sidewalks until they are clear of the block school property. All students riding bikes to school are required by law to wear helmets. Please review bicycle safety rules with your child. Skateboards and roller skates of any kind including “heelies” are not to be on school grounds at any time.

**Bully Prevention**

74th Street Elementary School’s bully prevention goal is to ensure that all students, employees, and volunteers learn and work in an environment that is safe, secure, and free from harassment and bullying of any kind. Our Guidelines for Success apply to bullying prevention in the following ways:

1. Respect yourself, others and our school by using caring words and actions and speaking up when others do not.
2. When you have conflict with someone, take responsibility for your actions by stopping yourself if you are

reacting or out of control.

1. Be honest about any bullying that you see or know about.
2. Motivate yourself to be a part of the caring majority.

Bullying is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees and may involve but is not limited to: teasing; social exclusion; threat; intimidation; stalking; cyber-stalking; physical violence; theft; sexual, religious, or racial harassment; public humiliation; or destruction of property.

An easy way to determine if something is bullying is to look for three things that are generally present in a bullying situation: repeated behavior (although it may be the first time you heard about or witnessed the behavior), imbalance of power between the person who is bullying and the victim, and/or intent to harm (either physically or emotionally).

Harassment is defined as any threatening, insulting, or dehumanizing gesture; use of data or computer software or written, verbal or physical conduct directed against a student or employee that: places a student or employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of school.

All school employees are required to report alleged violations of our bully prevention policy to the Guidance Counselor or Assistant Principal. The staff person will initiate an investigation of all complaints of bullying or harassment. All bullying reports, whether substantiated or not, are reported to the school board attorney’s office. The complete 74th Street Policy for Bully Prevention is posted on the school’s web site.

**Bus Transportation**

The bus driver has the responsibility for the safety and conduct of students riding the bus to and from school. Students should obey the driver at all times. Any student who persists in disorderly conduct on a school bus shall be reported to the principal and may be suspended from riding the bus. Students should know the arrival time of the bus and be ready. Drivers will make every attempt to be on time. **Parents are responsible for the supervision of their children at the bus stop prior to the arrival of the bus**. Transportation is approved for all zoned students living two or more miles from school.

Permission for a student to ride a bus other than the one assigned or to get off at a stop other than the one assigned will be approved only in cases of emergency. A written parental request for a bus change must be presented to the office early in the day. Riding other buses for the purpose of going home with friends or other personal conveniences will not be approved. Insurance laws and overcrowded conditions prohibit students from riding a school bus unless they are registered as bus students. The telephone number for Transportation is 587-2020. Please have your child’s route number available for faster service if you need to contact Transportation.

**Cafeteria**

Nutritious lunches are provided daily in our cafeteria. Students may also bring their lunch.

Breakfast is served daily from 8:15-8:35 a.m. **Students should arrive no later than 8:15 a.m. if they plan to eat breakfast.** Breakfast and lunch is provided at no charge for all students under the Universal Free Breakfast program. Children may not bring their breakfast from home. The school should be **notified of any food allergies**. Students allergic to milk must provide the school with a note from their physician stating this fact. Parents are asked to not send carbonated beverages or any beverages in glass bottles as part of their child’s lunch.

Cafeteria staff will assume responsibility for supervision of students during the lunch period. The expectations for success in the cafeteria are listed below in the PBS section.

**Campus Security**

74th Street Elementary School is a closed campus for the security of all our students and staff. All gates will be locked during school hours. Only students will be admitted to campus through the gates before and after the school day. School staff members will be on duty to admit students through the gates when students arrive. Since the campus is locked and staff members are stationed for arrival and dismissal duty, students will be very safe walking to class. Any parent on campus for any reason will need to enter through the front office and sign in at the front office. All visitors **MUST SHOW PICTURE ID** at sign in. This includes parents who have appointments for conferences with their child’s teacher before or after school. All parents and other visitors will receive a school visitor badge when they check in at the front office. You MUST wear a school visitor badge while on campus.

**Car and Bus Loop Procedures**

All K- 5 students will be picked up and dropped off in our car circle located on the north side of the campus. The car circle may be accessed from an entrance on 72nd Street in the back of the school. All cars must exit the car circle on 72nd Street. Safety patrols and teachers will be on duty to help direct your child to his classroom. There is no parking in the car circle at any time for the safety of our students and to help with traffic flow. As you enter the car circle you will be given a number and instructed to pull up to the spot designated by that number. Your child will load or unload at this point. We will be distributing name tags for you to print your child’s name on and hang from your rear view mirror in your vehicle’s front window during car pick-up. This will expedite the dismissal process. Car riders should not be dropped off or picked up on 74th Street in front of the school. Pre-K should utilize the Pre-K parking lot located behind the school off of 72nd Street for arrival and dismissal. The bus circle on the south side of the campus is for school buses only.

**Late Pick Up for car riders**

You are late for car rider pick up if you are picking up after 3:15. After 3:15, you must go to the front office and sign your child out. Chronic, repeated late pick-up is considered negligence and will result in a warning notification home. If the chronic, late pick-up issue is not resolved after a warning is sent, the appropriate authorities will be notified of the issue.

**If your child is to go home in a way that is different from his/her usual routine it is vital that you notify the teacher in writing (agenda) and the front office by phone before 2:00.**

**Custodial Parent Request**

A custodial parent may prevent a non-custodial parent from removing a child from school only with appropriate legal documentation on file in the school office. A court order must also be provided if a non-custodial parent should not have access to a child’s records.

**Child Care On-Site**

R Club provides child care on site. For further information, contact the R Club at 578-5437.

**Clinic**

We do not have the facilities to care for sick children at school. There is an office clinic that will provide immediate attention for students who are ill. If a student comes to the office because of illness, we will contact the parent or person designated by the parent to come to the school to pick up the child. It is school board policy that an emergency number be provided for this purpose. The primary residential parent should complete the clinic card. Remember to update your phone numbers if they change during the year. It is expected that when you are phoned due to your child being ill, you will come pick your child up from school immediately.

If it is necessary for a student to take any form of medication, prescription or non-prescription (including cough medicine, cough drops, Tylenol, etc.) an approved medication card must be kept on file in the office. The orange medication card for nonprescription medications must be signed by the parent or guardian and the doctor. Prescription medication must be presented to the school in the labeled, **original** container with directions from the pharmacy, and the blue medication card must be signed by the parent or guardian. Medication cards may be obtained from school, pharmacy, or doctor’s office. A child may not keep medication of any kind with him at school. If the parent forgets to give a morning dosage before the child comes to school, we cannot administer the dosage. The parent must come to school to give the medicine if they want the child to make up a missed dosage**. All medications must be administered under the supervision of school personnel**. All forms are available in the office.

**Conferences**

We encourage all parents to attend our parent learning opportunities. In addition, individual conferences with a teacher may be requested by the teacher or the parent. Please make a sincere effort to accept invitations to conferences and to seek conferences when you feel there is a need. If you need to request a conference, please email the teacher directly or call the front office at 893-2120. Remember, there does not necessarily have to be a problem for a conference. Discussions with the teacher regarding your child’s academic excellence are also recommended. All conferences must be scheduled in advance (at least a 24 hour notice) with the appropriate teacher(s) or staff member(s). Parents will not be allowed to go to classrooms unannounced for parent conferences. Teachers may only conference with stepparents with written permission of the custodial parent or in the presence of the custodial parent.

**Common School Attire/Dress Code**

In addition to the Pinellas County Schools Student Code of Conduct, students are required to follow this modified dress code:

**74th Street Elementary School Modified Dress Code for the 2018-2019 Year**

74th Street Elementary School serves the diverse needs of our students by creating a partnership between parents, students and the school. We strive to promote highest student achievement using principles including, but not limited to, providing a safe and structured school environment, a well-defined discipline plan, and an appropriate dress code. Using these tools, we work to prepare each student for middle school, high school, college, career, and life. The following modified student dress code will be enforced in addition to the Pinellas County School District policy regarding student dress. This modified student dress code will go into effect the first day of the 2018-2019 school year.

**SHIRTS**

Shirts must be a yellow, black, white, navy or teal polo-style, solid color, short or long sleeves. No logo is permitted on the polo shirt.

**T-SHIRTS**

Shirts must be a yellow, black, white, navy or teal polo-style, solid color, short or long sleeves. No logo is permitted on the polo shirt.

**SHORTS**

Shorts must be at least fingertip length or longer and solid black, navy, khaki, or dark denim color.  Shorts must be worn at waist (as per state statute).  Shorts may be Bermuda shorts, walking shorts, cargo, or dark denim. No logos, rips, patches, insignia are permitted on shorts. Athletic shorts or shorts with an elastic waist or drawstring shorts are not permitted.

**PANTS/CAPRIS**

Pants must be solid color, cotton, khaki-style pants navy or khaki in color or dark denim jeans (no logos, holes, rips, tear, patches or insignia of any kind). Jeggings, leggings, joggers, athletic and sweat pants of any kind, elastic waist, or drawstring pants are not permitted.

**SKIRTS**

Skirts must be at least fingertip length or longer in navy, khaki or dark denim.  No logos, holes, rips, tears, patches or insignia of any kind are permitted on skirts. Tops must be dress code (t-shirt or polo shirt as previously described).

**DRESSES**

Dresses must be at least fingertip length or longer in solid navy, khaki or dark denim. No logos, holes, rips, tears, patches or insignia of any kind are permitted on dresses. Dresses must be crew neck or polo dresses.

**FOOTWEAR**

Shoes must have a heel strap or closed back. No flip flops, sliders, or sandals without back straps are allowed. Shoes meeting PE requirements must still be worn during PE on PE designated days.

**OUTERWEAR**

Zippered or buttoned outerwear is acceptable. If the zippered or buttoned outerwear is not solid yellow, white, navy, black or teal, then the dress code shirt must be visible when the jacket is open.   Sweaters or sweatshirts must be solid yellow, navy, black or teal in color; they may be crew neck, pullover or cardigan-style. Pull-over or zippered hoodies that are solid navy, yellow, black or teal are permissible.

**Electronics Policy**

Students are NOT allowed to have any electronic devices such as portable video game machines, iPods, etc. on campus. Students ARE allowed to have a cell phone on campus, but the cell phone must be turned off and not be visible during the school day (ie. stored in the student backpack). If an electronic device is visible by a staff member, the staff member will confiscate the device and turn it in to the front office. Electronic devices must be picked up by a parent in the front office. Confiscated devices will not be returned to a student.

**Family Rights and Privacy Act**

The revised Family Rights and Privacy Act became a Federal law in November of 1974. The intent of this law is to protect the privacy of student educational records. These records include files, documents, and other materials containing information directly related to your child. Without your prior consent, only you and authorized individuals having legitimate educational interest will have access to your child’s educational records.

The principal has the responsibility for all educational records, and this office will periodically review these records for the purpose of correcting or deleting any inaccurate, misleading or inappropriate information. You may have an appointment to inspect and review your child’s records. The appointment may be made in person or by telephoning the school at 893-2120. Upon review of the records, if you have reason to believe that any information contained therein is inaccurate, misleading or inappropriate; you have the right to challenge that information. If there is agreement, the necessary steps to expunge or correct the information contained in the record will be taken. If agreement is not reached, an informal hearing will be scheduled. The hearing will provide you with the opportunity to present your views and reasons for the challenge. You may bring with you any individual who is knowledgeable of the factual information to support your contention relative to the record. Following the hearing, should there be failure to reach an agreement, you have the right to appeal the decision to the appropriate Area Superintendent.

The rights pertaining to access and challenge described herein are transferred to your child upon the attainment of his/her eighteenth birthday or admission to an institution of post-secondary education.

Copies of educational records are available to the parent or eligible student. A minimal fee is charged for these copies.

Directory information which includes name, address, telephone listing, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities and sports, weight and height, if member of an athletic team, degrees and awards received, and most recent previous education agency or institution attended may be released unless you make a request within fifteen days in writing to the contrary. This information will be released only in accordance with the guidelines established by the Pinellas County Public School. Please note: The right of access will be honored by the school unless there is a legal document or court order on file at the school specifically denying right to either or both parents. This public notice is available in the following languages: Greek, Cambodian, Spanish, Vietnamese, and Laotian. If you have further questions, please contact the school office.

**Field Trips**

Educational field trips will be scheduled occasionally as part of the curriculum. Parents must be a registered volunteer with the Family and Community Liaison, at least three weeks before the field trip to drive or be a chaperone. You may be asked to contribute toward the cost of admission and bus transportation. Written parental permission is required for student participation in the field trips. Children will have to remain at school if written permission on the field trip permission form is not on file. However, since field trips are a part of the school curriculum, all students are expected to attend these trips unless there is a safety reason for being excused. Parents may be asked to chaperone or provide support for students with a history of misconduct. Chaperones may not bring other children, regardless of the child’s age, on any field trips.

**Gum Chewing**

Gum chewing is prohibited at all times. We wish to prevent possible accidents and preserve the beauty of our facility.

**Head Lice**

Pinellas County Schools have a No-Nit Policy that calls for the exclusion of a student from school until the removal of all lice, eggs, and nits has been accomplished. A parent must accompany the child when they return to school after being treated. Students must be nit-free to return to class. Students are allowed a maximum of five excused days for each infestation of head lice.

**Homework**

The 74th Street Elementary faculty views homework as an integral part of the total school program. Homework is usually assigned Monday through Thursday. Consistency in homework will be reflected in report card grades. Recreational reading is encouraged every night. Homework is assigned to:

* + Reinforce content already taught in the classroom.
  + Instill a sense of responsibility.
  + Promote self-discipline.
  + Involve parents in the learning process.

Homework may include:

* + Rote studying (drill, review, memorization)
  + Written assignments
  + Reading a story
  + Watching a TV program
  + Doing research
  + Playing an educational game
  + Keeping records or charts

The Homework Help line is 547-7223, Monday through Thursday, 5:00 – 8:00 p.m.

**Insurance**

Accident insurance is available for students. Information for parents wishing to purchase this insurance will be sent home at the beginning of the school year. The insurance is optional and covers a child throughout the school year to and from school, and while in attendance in the classroom or playground. There is also 24 hour a day coverage available. Contact the school office for further details.

**Library/Media Center**

The library/media center serves the total school community as a laboratory where students learn through reading, investigation, production, and technology. The students, staff, parents, and community share the facility and the programs.

The library/media center is a natural extension of the classroom and its activities, and acts as a specialized area where print, non-print, and electronic resources are located. In addition, enrichment activities are regularly scheduled. These resources and activities are generally available to students, staff, parents, and the school community.

The library information specialist and trained volunteers stand ready to assist in research, recreational and informational reading, and presentations. Students are encouraged to use the library/media center as both a classroom and an individual resource.

Student responsibility is encouraged and expected. This includes returning materials on time and in good condition. Parent assistance in this area is an important component of our program. Florida law states that the school may collect from the pupil, or parent/guardian, the value of the book if damaged or lost.

**Lost and Found**

Students should check the designated area for lost and found articles. Articles found should be brought to the office. To help us locate the owner, we suggest you label all articles (coats, sweaters, lunch boxes, backpacks, etc.) with your child’s name. Those articles not claimed are sent to a charitable organization at the end of each month.

**Phone messages/Newsletters/Notices**

Stay tuned for up to date information on school events, procedural reminders, and points of pride in phone messages throughout the year. School newsletters and special notices are sent home with the students. School newsletters are also maintained on the school’s website. Parents are requested to review the newsletters and notices to keep informed of the happenings at school. Please ask your children to share them with you as soon as they receive them.

**Positive Behavior Support – PAWS**

It is the goal of 74th Street Elementary to help students develop the self-discipline necessary to be successful in the school and community. We follow the Pinellas County Code of Student Conduct (a copy is given to each student) and the procedures outlined on the School Bus Incident Report. In addition, 74th Street Elementary is a PBS school that rewards positive behavior based on students meeting the school-wide expectations for success. The school-wide expectations for success are provided below.

**74th Street Elementary**

**Expectations by Setting Matrix**

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**PAWS**

**Positive Attitude + Work = Success!**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Settings and Expected Behaviors** | | | | | | | |
| **Expectations** | **Arrival** | **Bus** | **Cafeteria** | **Dismissal** | **Hallway** | **PE** | **Bullying Prevention** |
| **Be Respectful** | Use Level 2 voice | Talk quietly to your neighbor using a Level 1 voice, Level 0-silence at railroad tracks. | Use Level 1 voice. Level 0 voice when lights are off. | Use Level 1 voice. | Use Level 0 voice. | Listen and follow direction. Show good sportsmanship. | We will not bully others. |
| **Be Responsible** | Walk directly to breakfast or your classroom area. | Sit and stay in your assigned seat. | Keep hands, feet, and food to yourself. | Walk directly to your designated area. | Walk directly to your destination. | Wear proper clothing and footwear.  Stay on task. | We will help students who are bullied. |
| **Be Your Best** | Keep hands, feet, and objects to yourself.  Be on time. | Be on time to the bus. | Stay seated with feet under table.  Clean up after yourself. | Keep hands, feet, and objects to yourself. | Keep hands, feet, and object to yourself.  Walking, stare at the hair. Stay in a straight line. | Give 100% effort.  Be a team player. | We will include students who are left out. |
| **Be Safe** | Sit and stay in your classroom area. | Promote a safe ride to and from school.  Wear a seatbelt. | Follow adult directions. | Sit and stay in your designated area. | Walk on the right side of the sidewalk. | Use all equipment correctly.  Keep hands, feet, and objects to self. | If we know that somebody is being bullied, we will tell an adult at school and an adult at home. |

Conversation Levels= Level 0 – No Talking, Silent

Level 1- Whisper

Level 2- Conversational Voice

Level 3- Presentation Voice

Level 4- Outside Voice

All staff members will award students PAWS based on random, successful demonstration of the expectations. Students will be able to use their PAWS to purchase classroom and school-wide incentives. The school will also participate in the coordination of a mobile school store where students can use PAWS to purchase school supplies at the school store. A schedule for school-wide incentives and the school store will be sent home to parents at various times during the year as they are published.

ALL staff members will participate in the distribution of PAWS. One student from each class will be selected monthly as the Jaguar In Action and will be rewarded a special certificate, a special $10 PAW and be recognized on the School News. One student from each class will be selected quarterly as the Top Jaguar based on school-wide criteria for Top Jaguar success. This Top Jaguar award will be presented at the quarterly school-wide awards assembly. Top Jaguars will earn recognition at the assembly, a certificate and a special $20 PAW.

The 74th Street Elementary PAWS program is modeled around the research based Positive Behavior Support Program from University of South Florida. This research based program has proven that students who are rewarded for positive behaviors perform better in school and that this focus on positive behavior leads to better student achievement.

**Permanent Records**

An active record of each student’s progress is kept at school. The major items found on the permanent record are:

* + Factual information (name, parents, birth date, address, etc.)
  + Grades earned
  + Attendance record
  + Physical and immunization records

So that our files always contain accurate information, parents are requested to submit to the office any change of address or telephone numbers. All parents must provide a telephone number where they can be reached during the day in case of emergency.

**Pets**

No pets or animals should be brought to school at any time. Many of our students are allergic to pet dander. No animals are allowed to be transported by school bus. Please do not bring pets if you walk up to the car circle or the front office to pick up your child.

**Physical Education Exemption**

Students are expected to wear comfortable clothes and rubber sole closed shoes (see dress code). If there is medical reason for the child not to participate, a child may be excused from the program for up to three days by a written request from the parent and approval of the principal. Non-participation beyond three days requires a written excuse from a physician.

**PTA**

Each parent, teacher, and friend of 74th Street Elementary is invited to become a member of our Parent Teacher Association. Membership information will be sent home at the beginning of the school year. The dates of PTA meetings and events will be announced in the school newsletter, appear on the calendar of this handbook, and are posted on our school website. The executive board meets monthly. Feel free to contact board members regarding ideas or concerns. We encourage you to become involved in your PTA. The objectives of the PTA include:

* + To promote the welfare of children and youth in home, school, community, and place of worship.
  + To secure adequate laws for the care and protection of children and youth.
  + To bring a closer relationship to home and school, that parents and teachers may cooperate intelligently in the education of children.
  + To raise the standard of home life.
  + To develop between educators and the general public such unified efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

**Report Cards**

Students will receive regular reports of student progress. The report indicates the growth of your child and his/her achievement in the subjects taught at his/her instructional level.

You are asked to examine this report carefully and discuss it with your child. Please sign and return it promptly to school. Your comments in the space provided on this section will be of value to us in helping your child towards meeting his maximum potential. The calendar in this handbook gives the specific dates for report card distribution.

Students not present on the last day of the school year will be able to pick up their card during summer office hours. If you provide a stamped, self-addressed envelope to the office, we will mail it to you. Report cards cannot be distributed early. We will abide by the Pinellas County School Board report card time line. Mid-Term Progress reports will be distributed to families to support ongoing communication.

**Returned Checks**

It is the policy of this school that no checks can be accepted from an individual after that individual has issued a check to this school which was returned by the bank. There will be a charge in the amount of the bank charge for all returned checks. Also, make sure your current phone number is on any checks to the school.

**Religious Exemptions**

Parents whose religious beliefs prohibit their child’s participation in selected school activities are expected to present a church exemption card or written notification to the principal and classroom teacher at the beginning of the school year.

**School Advisory Council (SAC)**

The School Advisory Council is a vehicle for linkage between the school and our community. SAC meetings are open to the public. Dates and times will be published in the school newsletter, appear in the calendar of this handbook, and are posted on our school website. SAC is composed of teachers, staff, parents, and community members representative of the ethnic, racial, and economic community served by the school. Information should flow in both directions with the common goal of improving education. The SAC is advisory in nature. It acts as a resource to the school and principal. SAC assists in the preparation and evaluation of the school improvement plan. The principal remains responsible for decisions which are necessary for the administration and supervision of the school

**Safety**

The safety of our students and staff is a top priority. A Site Safety Committee meets monthly to review safety concerns and make recommendations. Fire drill and safety inspections of the school are held monthly as well. Other safety drills such as tornado drills are held periodically throughout the year. We invite parents and community members to share their concerns and/or suggestions by contacting the school office.

To ensure the safety of our students who walk to school, we ask that you encourage your child to cross with the crossing guard (where one is available) and to go directly to and from school each day. Bicycle riders must walk their bicycles while on school property. Our bicycle riders should obey all bicycle safety rules. Bikes are to be locked and parked in our bike racks. Bicycle riders must wear helmets.

**School Attendance Area**

On the district website ([www.pcsb.org](http://www.pcsb.org)) you will find the close-to-home elementary school assignment map. You may enter your address to accurately determine your close-to-home school. Families should notify the 74th Street Elementary school office (893-2120) if they have an address change. Parents will also need to enter their address change into Portal. If help is needed, school office staff will assist you with this process.

**Smoking**

In compliance with Pinellas County School Board policy, there will be no smoking on school grounds (E-cigarettes, chewing tobacco and VAPES are not allowed) This includes the parking lots and the car pick-up area.

**Snacks and Special Events**

Parents who would like to send snacks should call the school office or teacher to make sure the items are within the Pinellas County wellness guidelines. All snacks must comply with the district’s nutrition standards and may not contain any low nutritional candy or dessert type items (cookies, cake, cupcakes, pudding, ice cream or frozen desserts, etc.). With the principal’s permission, students may be given low nutritional foods, candy items or other restricted foods during the school day for **up to two different school-approved events each year**. These food items may not be given while school meals are being served. Classroom birthday parties will not be allowed. Parents may pre-arrange with the teacher or school office to have snacks that comply with the Pinellas County wellness guidelines sent to the classroom. Parents are not allowed to arrange or disrupt the class for any party reasons. Parents may bring a special lunch to have with their child during the child’s designated lunch time.

**Telephone Use**

Students will not be permitted to use the school telephone for personal calls except in an emergency and only with staff permission. A ride home because it’s raining or permission to go home with a friend is not an emergency. These situations should be prearranged with your child.

**Textbooks**

All textbooks are loaned to students free of charge. However, students are responsible for taking good care of textbooks and library books. If books are lost or damaged by a child, parents will be expected to pay for their replacement.

**Toys/Cards/Electronic Items**

No toys or cards should be brought to school without prior approval from the teachers for special occasions such as “Show and Tell.” The school assumes no responsibility for lost or stolen items. Children should not bring any electronic items such as games, tape/CD players, TVs, or radios, nor should they bring excess money or other items of any value. Students may possess a cellular telephone provided the phone is powered off and concealed from view while school is in session. Any violation of this policy will result in the phone being confiscated by the teacher or principal, and the parent would be responsible for coming to school to pick up the phone. Toys, cards, electronic items or other valuables brought without permission may be confiscated by the teacher or principal. The parent would be responsible for coming to school to pick up the item.

**Trespassing**

No adult supervision is available on school grounds before or after school hours. Please instruct your child to stay off campus when school is not in session.

**Vandalism**

Florida law provides that parents are responsible to the School Board for damages it incurs as a result of the willful act of their child. Our school facility costs taxpayer revenue to maintain.

**Visitors**

Parents are welcome to visit our school at any time. School Board requires that all visitors report to the office before going to any other part of the campus, even for very brief periods of time. Parents must bring a driver’s license for the office to scan when signing in. All visitors are required to wear a visitor badge. Visits to classrooms for the purpose of observing the teaching process are by appointment only and should be made at least 24 hours in advance. Parents will not be allowed to have access to the main body of the campus without a pre-arranged appointment or unless they are eating lunch with their child.

**Volunteers**

Volunteers are welcome and appreciated at 74th Street. As a volunteer you can serve in many ways: tutor, classroom assistant, organizational volunteer, cafeteria assistant, clinic worker, media assistant, mentor, and on and on. Mentors are required to attend a mentor workshop. The possibilities and needs are endless! If you have a little time and would be willing to get involved with our school, please contact our Family and Community Liaison or your child’s teacher. You’ll need to register and record the number of hours you spend working with us. Please consider becoming involved. The benefits are definitely worth it!

**Weapons**

It is the policy of the Pinellas County School Board that no student may bring a weapon, including toy weapons, or other dangerous objects into a school building or on school grounds at any time. Included in this category are common articles such as pencils, files, combs, compasses, etc. which are being used to inflict bodily harm and/or intimidate others. Possession of these objects shall be considered serious misconduct and may warrant immediate suspension or expulsion without consideration of alternative punishment. Please do not allow your child to bring any weapon, toy or otherwise, to school. Toy weapons are not acceptable for “show and tell” at any time.