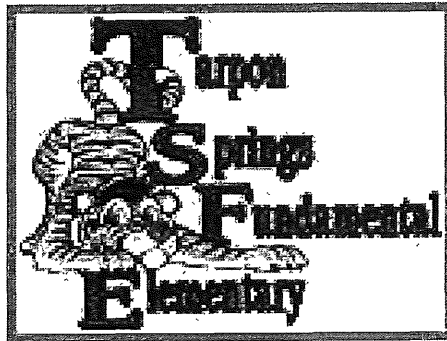


Tarpon Springs Fundamental Policy



Welcome

Welcome to Tarpon Springs Fundamental Elementary School. We are honored that you have entrusted us to care for and teach your child. We believe that we provide a very special educational environment for our students. This handbook delineates our school policies and procedures, as well as your role as a parent in order that we may work together to ensure the most successful school experience for all our students. In these pages, you will find ways that you may participate in your child's education and be an active member of our school family. The calendar dates and events are listed for your convenience and may be subject to change. If necessary, Principal Oakes will inform you of any adjustments. Please talk with your child about the expectations and guidelines we have outlined in this handbook. We look forward to another wonderful year of learning at Tarpon Fundamental!

Vision

100% Student Success

Mission

In collaboration with families, we will provide a safe, nurturing environment which inspires lifelong learning and fosters responsible citizenship.

Fundamental School Features

TSFES was established in 1980. The primary emphasis at TSFES is on the development of attitudes and values about learning while promoting success in academics, student responsibility, and the love of learning. Parents sign an agreement to adhere to features unique to Fundamental schools.

According to the School Board Approved Procedures for District Application (page 11), Fundamental Parents are expected to comply with the following commitments:

- Provide transportation for their child and adhere to opening and closing times.
- Attend all PTA meetings.
- Attend 3 parent/teacher conferences each year.
- Review and sign all homework and the agenda daily.
- Adhere to the Fundamental program and dress code.

Absences and Tardies

Attendance is extremely important in all educational settings. According to the Procedures for District Application Programs (page 30) students must attend school daily, arrive promptly to class and remain throughout the scheduled hours. Families are strongly discouraged from taking planned vacations and are not valid reasons for excused absences. If your child is absent please use the "Report Absence" link on our website which is located on the top right corner of our home page. You may also send a note or email to our data management technician (zarba@pcsb.org). A doctor's note is required for more than (5) five consecutive absences. After 3 unexcused absences per attendance period, a letter will be sent to the parent.

Students are expected to be in class by 8:05. Students who arrive after the final bell, must report with a parent to the front office to receive a pass. Tardies are only excused with a doctor's note. Students who are not picked up by 2:45 will also be considered tardy. Students who receive four (4) tardies within same grading period will receive a letter. Two (2) additional tardies within the same grading period will result in a referral to the Intervention and Appeals Committee.

School Hours

Instructional hours are 8:05 a.m. to 2:15 p.m. Before-school supervision will begin at 7:35 a.m. on the P.E. court. On days of inclement weather, the children will be permitted to enter the building upon arrival. No student should arrive on campus before 7:35 a.m. The gate to the court will close at 7:55 a.m. Students arriving after 7:55 a.m. will enter through the front office. Morning announcements begin at 8:05 a.m. and classroom instruction begins at 8:10 a.m. Students who arrive after 8:05 a.m. must report to the office with their parent for a tardy pass. Student instruction will end at 2:15 p.m. Students will be sent to the cafeteria and begin dismissal at 2:20 p.m. It is expected that all students will be picked up by 2:45 p.m. Parents must call the office if pick-up will be later than 2:45 p.m. A student pick-up that occurs after 2:45 p.m. will be documented and counted as a tardy. Carline dismissal only: all parents picking up children must be in the car line in order to pick up their students. Parking along the street and across the street to pick up a child is **strictly prohibited**. No early dismissal after 2:00 pm. Walk up dismissal is allowed if the parent parks at the park and has a walker pass. Parent must sign up on **walker sign**, outside of East exit between 2:00-2:10pm. Please contact the office and provide written documentation when alternate pick-up arrangements are necessary. Before and after-school care is available through the YMCA program for those who need extended care.

Arrival & Dismissal Procedures

South Grosse Avenue will be the entrance for all vehicles during arrival and dismissal. Parents must pull into the parking lot and follow the bus circle around to gain entrance. The most efficient and least invasive route is to enter S. Grosse Ave. from Martin Luther King St. Once through the parking lot, there will be no left turns allowed onto E. Harrison St. **Please note, the maximum speed limit in the parking lot is 5mph, and you must refrain from the use of cell phones and texting while in the car line. In the event a person operating a vehicle is using his/her cell phone, a letter will be sent home. Upon the receipt of the third letter, the parent will be recommended to the IAC.**

Those families who qualify for carpool express (3 families) will enter the car line from 2:00—2:15 p.m. At 2:15 p.m., all cars may enter the car line.

At dismissal time, it is extremely important that all students are prepared to enter their cars as they arrive. As you pull forward, please proceed to the farthest space available to allow for optimum vehicles loading/unloading at a time. Patrols will assist you by opening the car doors for your children. Should you have a pet in your vehicle, it is your responsibility to restrain the pet. Please display in your car's front window the names of the student/students that you are picking up. If the student is not ready to depart, the driver will be asked to leave the pickup area and circle the block again. There will be approximately 6-8 pick-up/drop-off stations in operation at all times. If one car is not ready to leave, it will delay the entire process. So, we ask for your cooperation if you are asked to move along. We also ask parents to review these procedures with your students and carpools.

Please do not park and leave your car unattended in the car line. If you are planning to enter the campus, please park in the front parking lot. Only walkers may dismiss through the 'Walker Dismissal.'

Parents must notify the office preferably in writing if their student will be picked up by a day care service or anyone other than the parent. If you carpool, please notify the

office in writing of any changes. If there are severe thunderstorms or lightning in the area, or a security lockdown, we will delay dismissal. Please be patient and understand as safety is paramount.

Visitation

Visitors are required to stop in at the front office to sign in with a valid photo ID and to obtain an identification badge. All visitors must wear a visitor's or volunteer badge while on campus. If a volunteer is scheduled to enter the classroom, the principal and classroom teacher must be notified at least 24 hours in advance. We may restrict time in the classroom due to the necessity of continuing the instructional routine.

Conferences

Parents are required to attend at least one parent/teacher conference each grading period. Individual conferences will be scheduled by the teacher to discuss the student's progress. If you are unable to attend a scheduled conference, please contact the teacher to reschedule. **It is the parent's responsibility to reschedule a canceled conference. Lack of attendance at the mandatory conference will result in a referral to the Intervention and Appeals Committee.**

Curriculum

The curriculum will be interdisciplinary and based on Pinellas County Student Expectations.

Grading

Letter grades A-F will be assigned in grades 3-5. Parents will be notified by a midterm report if a student's work is unsatisfactory and a failing grade for the marking period is probable.

Homework

Homework is an integral part of Fundamental principles and is assigned to all students at TSFES. Homework is one of the methods used to reinforce the academic skills taught in class, encourage independent study, establish good work habits, and build self-discipline. It is required that parents sign all homework and the agenda to indicate that the homework has been completed and reviewed. Parents please sign with your first initial and full last name. Homework must be turned in by 8:05 a.m. or it is considered incomplete. The quality of assigned homework will be enforced. If a student misses a homework assignment, does a wrong assignment, turns in an incomplete assignment, or fails to have a parent signature on the assignment, the school's warning/detention policy will be followed. If a detention is assigned, the parent is notified and the student is expected to serve the detention on the date indicated by the teacher. Detentions are served on Tuesdays and Thursdays and supersede all school-based after school clubs. The parent is expected to notify the child of the detention date and make transportation arrangements for the child to be picked up at 3:00 p.m.

Cafeteria

We encourage parents to provide a well-balanced lunch if the student brings a lunch from home. Soft drinks are not permitted and sugary foods are discouraged. The school cafeteria offers a well-balanced student lunch for \$2.25, and breakfast is provided at no cost to the student. Students or parents must put money into a child's account before the school day starts, not during the actual lunch period. Parents may send in a check marked "cafeteria" or use the online account system at www.myschoolbucks.com to add money to their child's account. Students who must borrow lunch money are expected to repay it the next day. Free and reduced-price lunches are available to students who apply and who qualify. Ice cream is sold on Fridays. One ice cream per student may be purchased.

Parents are welcome to visit school during lunchtime and may eat with their children at the picnic tables in the courtyard or at the indoor tables in the main lobby (after checking in with the front office and cafeteria attendant). Parents must notify teacher or front office in advance if a non-parent will be having lunch with their child. All students are expected to be seated at the picnic table area. Preschool children are welcome; however, they must be seated at the parent's side at all times.

Discipline Policy

All students are expected to comply with TSFES "Guidelines for Success" without exception. The Guidelines appear on the cover and in the pages of this calendar. At the beginning of the school year, students and teachers will develop a mission statement and a list of class expectations. Parents will receive a copy of the school district's "Code of Student Conduct." This Code should be read by the parents and discussed with the student. The parent signature page must be signed and returned to school.

Appropriate student behavior is one of the fundamental school principles. All students and parents are expected to abide by the school and classroom rules. In accordance with Fundamental school policy, detentions will be used as a consequence for violation of school, home, or classroom behavior guidelines.

Fundamental policy discipline is broken into four equal periods during the year. Discipline infractions include lack of homework, misbehavior, and lack of parent signature on class work.

Detention:

1. Written warning is sent to parent.
2. Second written warning is sent to parent.
3. If infractions continue, detentions are served by the student.

A referral to the Intervention and Appeals Committee occurs when a student receives a total of 3 warnings plus 4 detentions during any of these periods: Aug. 14-Oct. 11; Oct. 15-Dec. 20; Jan. 7-Mar. 13; Mar. 24-May 29. [Each infraction period will have 3 warnings followed by 4 detentions. Referral to Intervention and Appeals Committee will take place after the 4th detention in an infraction period.]

Detentions will be held on Tuesdays and Thursdays, from 2:30-3:00 p.m. on the date assigned by the teacher. Students must report to the detention classroom no later than 2:30. It is the parent's responsibility to ensure the child reports to detention. Detentions will override after-school clubs. Students who report late or do not come on the assigned date will receive an additional detention. Every detention must be served on the date assigned by the teacher. A

referral to the Intervention and Appeals Committee occurs when a student receives a total of 3 warnings and 4 detentions during any infraction period.

Infraction periods are as follows:

Infraction Period 1: August 14-October 11, 2019

Infraction Period 2: October 15-December 20, 2019

Infraction Period 3: January 7-March 13, 2020

Infraction Period 4: March 24-May29,2020

Office Referrals:

1. Office referrals are cumulative throughout the year.
2. Three office referrals will result in a referral to the Intervention and Appeals Committee.
3. Each additional office referral will result in another referral to the Intervention and Appeals Committee.
4. Severe infractions will result in immediate referral to the Intervention and Appeals Committee as determined by the principal.

Reassignment to a District-Assigned Elementary School or Expulsion

As outlined by the School Board Approved *Procedures for District*

Application Handbook (page 20), reassignment to a district program or expulsion will result in immediate removal from Tarpon Fundamental. If a student leaves for any reason, the family should immediately access the Student Reservation System through the Pinellas County Schools website (www.pcsb.org) for the student's new school assignment to avoid any lapse in instructional time.

Intervention and Appeals Committee

The function of the Intervention and Appeals Committee (comprised of parents, teachers, and the principal) is to review and enforce the following:

- Cases of severe or repeated discipline infractions.
- Continued lack of compliance with homework and/or class work policy.
- Failure to support Fundamental school dress code.
- Parent absences from PTA meetings.
- Parent not attending required conferences.

The committee has the option to recommend alternatives which may improve the area of concern. They may establish probation with stipulations for students or parents. If the parent or student fails to fulfill the probationary stipulations or meet the established criteria, a student can be referred to the Student Assignment Office for placement in another school. A student may be referred at any time.

Parents/guardians may address the committee, but will not be present when the committee deliberates. The committee will make the official recommendation for any interventions deemed appropriate, including probation and removal from the school. The committee will verify that appropriate procedures have been followed.

Parents have the right to appeal a school decision. An appeal must be made in writing within 48 hours of parental notification. Parents can contact the principal for information regarding the appeals process.

School Advisory Council (SAC)

The School Advisory Council is composed of parents, staff, business and community members, and the principal. The intended function of the School Advisory Council is to provide parents, citizens, teachers, and students an opportunity to actively participate in the development of educational priorities and the assessment of a school's needs through the school improvement plan.

In addition, SAC serves as a resource to TSFES and the principal. The term "advisory" encompasses the following characteristics:

- 1) Inquiring, 2) Informing, 3) Suggesting, 4) Recommending, and
- 5) Evaluating.

The School Advisory Council, since it is advisory only, has some limitations:

- 1) It may not dictate School Board or local school center policy.
- 2) It must deal with school-wide issues rather than particular persons, whether they be teachers, students, citizens, or parents. SAC should be representative of the population served by the school. Membership is open to all TSFES parents on a self-nominating basis.

School Advisory Council

Kathryn EmbyChairperson
Laura Snare.....Co-Chairperson
Rita Whitten.....Secretary
Leslie Hourdas.....Treasurer
Principal Holly Oakes

| | |
|------------------------------|-----------------------------|
| <i>Michelle Canezo</i> | <i>Candy McCloud</i> |
| <i>Gina Cristofori-Doran</i> | <i>Jessica Rimel</i> |
| <i>Julianna Day</i> | <i>Jessica Rodriguez</i> |
| <i>Kathryn Emby</i> | <i>Dorothy Rowden</i> |
| <i>Allyson Gamble</i> | <i>Casey Smith</i> |
| <i>Tania Goldman</i> | <i>Laura Snare</i> |
| <i>Leslie Hourdas</i> | <i>Cecilia Westmoreland</i> |
| <i>Lora Iosa</i> | <i>Rita Whitten</i> |
| <i>Stephanie Johnston</i> | <i>Wendy Woods</i> |
| <i>Sindhu Pradeep Kumar</i> | |

2019-2020 PTA Meeting Dates

August 20

September 17

October 8

No Meeting in November

December 10 (Winter Concert –Grades 3, 4 & 5)

January 14

February 11

March 10 (Spring Concert— K, 1, 2)

April 3 (Spring Fling)
May 12

PTA Board Members

President: Lora Iosa

Treasurer: Athena Forcella

1st Vice President: Jenifer Halkias

2nd Vice President Membership: Jennifer Rhatigan

Recording Secretary: Jennifer Callaghan

Corresponding Secretary: Michelle Canezo

Volunteer Liaison: Melissa Karren

PTA websites:

www.pccpta.org (Pinellas County Council)

www.floridapta.org (Florida PTA)

www.pta.org (National PTA)

Parent/PTA Meetings

Parents are required to attend all Parent/PTA meetings. Any changes in the meeting dates, times, or locations will be announced in the school newsletter. If your child must attend, he/she must remain with you at all times. **Several PTA meetings are specifically designed for adults only.** Details about PTA meetings will be published in the monthly PTA newsletter.

Meetings will begin promptly at 7:00 p.m. **Cards must be picked up no later than 7:15 p.m.** Meetings last approximately one hour and parents are expected to be present for the entire meeting. The president will adjourn the meeting. Sign-in cards will be collected. Be sure to turn in your card at that time. **Arriving late, leaving early, or failure of a parent to sign or return the card the evening of the meeting will result in the meeting being counted as "unattended."**

If circumstances arise which make it impossible for a parent to attend a required meeting, a representative (18 years or older) may be sent if communicated and approved by principal in advance. **This representative may not be a parent or teacher at the school and may represent only one family.** It is the parent's responsibility to make the representative aware of all obligations, including arriving on time, signing the card, and staying until the meeting has ended. **Parents may send a representative to only 2 meetings. Once a student is placed on probation, a representative may NOT attend.**

After 1 missed meeting, a reminder letter will be sent to the family. After 2 missed meetings, the family will be placed on probation. A 3rd missed meeting results in referral to the Intervention and Appeals Committee with the possibility of referral

to the Student Assignment Office for reassignment.

Dress Code

All students must follow the dress code found in the Code of Student Conduct. In addition, all Fundamental students must adhere to the following guidelines:

Students will be permitted to wear:

- Shirts, t-shirts, blouses and sweaters that cover the midriff and have sleeves.
- Pants and slacks (shall be to the bottom of the ankle bone in length, shall fit at the natural waistline, and shall be free of holes, rips and tears).
- Jeans (shall be to the bottom of the ankle bone in length, shall fit at the natural waistline, and shall be free of holes, rips and tears).
- Uniform-style shorts only (khaki or navy blue colored only in the Fontaine Apparel Style, shall be no higher than 3" above the knee, and shall be free of holes, rips and tears).
- Skirts or dresses (with sleeves) no higher than 3" above the knee (shorts under appropriate length skirts are allowed and encouraged for PE and Tigers on the Move).
- Leggings – shall be solid color and be to the ankle and worn under a skirt or dress which is no higher than 3" above the knee.
- Shoes – Athletic shoes with rubber soles that are appropriate for physical activity shall be worn every day of the week.
- Socks or stockings must be worn with athletic shoes.

Students may not wear:

- Tank tops, sleeveless tops or tops that have cut-outs or sheer fabric.
- Athletic/sport pants or sweatpants; form-fitting or stretch/lycra/spandex/fleece/yoga pants; cargo pants; capris.
- Form-fitting jeans, jeggings or pants.
- Cargo, denim, or multi-colored shorts; non-Fontaine Style shorts
- Mini-skirts, skorts, coulottes or divided skirts.
- Leggings may not be worn alone with a shirt or under a skirt or dress which is higher than 3" above the knee.
- Leggings shorter than full length to the ankle; multi-colored leggings.
- Boots, slip-on shoes, sandals, thongs, clogs or croc-style shoes.
- Painted hair in various colors; hairstyles and colors which are disruptive to the school environment or educational process.
- Temporary tattoos.

We also expect parents to use good judgment in their attire while volunteering in the building. Parents are expected to adhere to the student dress code. The dress code will be strictly enforced for students.

Students will receive a letter for wearing clothes which do not conform to the student dress code. If there is a question regarding the appropriateness of student dress, please consult the principal. The principal shall have the final decision regarding the enforcement of the student dress code.

Students receiving three dress code violations within an infraction period will receive a written warning.

Appointments

If a student must leave school before dismissal, the parent must pick the student up from the front office prior to 2:00 p.m. No student is to leave the school grounds at any time without permission from the office staff.

Lockdowns

When certain safety issues arise, the school will be put in a lockdown, during which time no one may leave or enter the building. This is an unusual circumstance and is only used to ensure everyone's safety. If such a lockdown is in place during dismissal, no parent may enter the school and no students will be dismissed until the lockdown is lifted by local law enforcement officials.

Clinic & Health Services

Students who become ill at school are sent to the school clinic until they can be picked up by the parent. The school does not have a full-time nurse to care for sick students. **Emergency phone numbers must be on file at school in the event your student becomes ill.** We attempt to prevent accidents, however, should one occur, first aid will be administered. In case of a serious accident, emergency services will be called and the parent will be notified.

Head Lice

Should a student become infested with head lice, Pinellas County policy states that the student must be sent home and **may not return to school until he/she has been treated and is nit-free.** As per School Board policy, students in the child's class will be notified with a letter stating that there was a child with lice identified in their class. Infested students must be checked by the office staff before returning to class.

Medications at School

State law requires that all medications administered to students by school personnel be counted upon arrival at school. Prescription medications must be delivered to school by the parent in the original container with a prescription label indicating the student's name, physician's name, name of drug, dosage, etc. Parents must sign an Administration of Medication form for each prescription medication administered at school.

Severe Weather

Each school in Pinellas County is equipped with a Plectron unit & weather radio which relay information from the district's weather center. All students wear emergency tags during a tornado watch. If a watch becomes a warning, we will normally go to the duck and cover locations.

Due to the imminent danger, students will not be dismissed during a tornado warning. If a parent comes to school while students are in duck and cover positions, he or she must stay in the main office. If you wish to take your child with you, you must sign them out in the office. You may not pick up students in your car pool unless you are listed on the child's office card.

Field Trips

Each student must return a permission form signed by his/her parent or guardian in order to go on the trip. Only Registered volunteers may chaperone field trips. **No other student, including siblings, may attend.** Students and chaperones must ride the bus to participate in the field trip. Chaperones must adhere to PCSB policies. Do not post field trip pictures of students other than your own on social media. **Students whose parents sign permission allowing them to participate must leave from and return to TSFES as a part of the class group.**

All money for field trips should be turned in by the class due date. If you are asked to donate an amount of money for a trip and have a financial hardship, please contact Principal Oakes at least ten days in advance.

Parties

Two parties will be planned for students during the school year. Food must be "**store bought,**" not homemade. Parties should offer educational and social experiences for the students. Individual student birthdays are **not** celebrated with a class party at school. Only registered volunteers may attend parties.

Birthdays

A Florida law was passed to encourage schools to assist with nutritional health issues facing our students. Therefore, we no longer acknowledge students' birthdays with food. **As per Florida State Law, NO birthday invitations may be distributed at school.** We provide a school directory that may be used to mail invitations. Parents are requested not to bring food items, flowers, balloons, or other gifts for birthday celebrations.

Weapons

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

Permanent Records

An active record of each student's progress is kept at school. The student's records remain after he/she graduates. The major items found in the permanent record include the following:

- Original registration papers
- Grades the student has earned
- Physical & Immunization records
- Standardized Test Scores.

Parents may view these records by making an appointment with Principal Oakes through the school office.

Reporting Student Progress

Kindergarten—5th grade report cards will be issued four times during the year. Mid-term Progress Reports in elementary schools are distributed to students who have a current grade of N, U, D, or F at mid-term, and to students who had N, U, D, or F on the previous report card. **Honor Roll:** Students in grades 3-5 who receive no grade lower than a "B" in the academic subjects and who achieve all "E" or "S" grades for conduct, work habits, physical education, art, and music shall have their names entered on the Honor Roll. **Principal's List:** Students in grades 3-5 who receive the grade of "A" in all academic subjects, and who achieve all "E" or "S" grades for conduct, work habits, physical education, art, and music shall have their names entered on the Principal's List.

Promotion-Retention Policy

Parents are notified by February 2020 if their student is being considered for retention. In deciding on retention, the following will be considered: test scores, reading and math levels, daily class performance, previous retentions, and special programs. Third grade retention is determined by Florida State Law.

Withdrawals

If your child is leaving TSFES during the school year, please notify the principal in writing.