



## SEE SOMETHING, SAY SOMETHING

*The Say Something Anonymous Reporting System allows you to submit secure, anonymous safety concerns to help someone who may hurt themselves or others.*

**What Are the Warning Signs?** Sometimes it's not always easy to spot the [warning signs](#) of violence.

**What Should You Report?** You can help save lives by reporting observed threats, behaviors, actions, and harassment. **Here are examples of some of the most common behaviors and incidents to report:**

- Acts of violence, with or without weapons
- Verbal or physical abuse, assault or harassment
- Sexual abuse, assault or harassment
- Threats seen on social media
- Bullying, fighting, harassment or intimidating behaviors
- Bragging about weapons or a planned attack
- Depression, anxiety or loss of self-control
- Hopelessness, excessive guilt or worthlessness
- Reckless behavior, theft and petty crimes
- Social isolation or withdrawal
- Substance or alcohol abuse
- Suicide threats, cutting or other self-harm
- Any other troubling situation or behavior

### **How To Submit an Anonymous Tip**

- Call Hotline 24/7 Crisis Hotline Counselors At [1-844-5-SayNow](#)
- Download Mobile App At [Google Play](#) Or [Apple Store](#)
- Submit a tip from the Say Something App on Clever

# **MADEIRA BEACH FUNDAMENTAL K-8**

## **25-26 K5 STUDENT HANDBOOK**

<http://www.mb-ms.pinellas.k12.fl.us>

### **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, 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-Student Association (PTSA), School Advisory Council (SAC) or other principal approved activities that promote authentic parental involvement.
- Attend parent/teacher conferences, when requested. At the elementary level, parents must attend at least three conferences per school year.
- Adhere to the Homework/Classwork Guidelines and Discipline Guidelines unless addressed in an IEP/504 plan.
- 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 the same level (elementary, middle, or high).
- 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."

## **MADEIRA BEACH FUNDAMENTAL GENERAL MEMBERSHIP MEETING RESPONSIBILITIES 2025- 2026**

As a requirement of the fundamental program, every parent/guardian must attend either a Parent Teacher Student Association sponsored event, (PTSA), School Advisory Council (SAC)/ Parent University meeting, or other general membership opportunities monthly, attending a total of eight general membership meetings over the school year (August- May). Meetings last approximately one hour (not to exceed 90 minutes) and parents/guardians 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. If a parent does not attend a membership opportunity in a given month, they may not make up the missed credit by attending two opportunities in the next month. A ninth meeting opportunity will be made available in May to those families still needing a general membership meeting credit. Information regarding general membership meeting opportunities, such as the time and the location will be communicated. Please note that meeting days and times may be subject to change; ample notice will be given if a meeting date is rescheduled. **For a full listing of general membership meeting opportunities, please see below:**

**\*\*\*\* denotes MBFS MEETING CREDITED EVENTS**

### **AUGUST**

- 19 SAC Meeting/ Parent University *\*For general membership meeting credit*
- 25 PTSA Meeting 5:30P *\*For general membership meeting credit*

### **SEPTEMBER**

- 09 K-5 Open House, 5:15P (and 5:45P, sibling second session) *\*For general membership meeting credit*
- 10 6th grade Open House, 5:15P *\*For general membership meeting credit*
- 10 7<sup>th</sup>/ 8<sup>th</sup> grade Open House 7P *\*For general membership meeting credit*
- 23 SAC Meeting/ Parent University, 5:30P *\*For general membership meeting credit*
- 29 PTSA Community Partner Night 5P-9P *\* For general membership meeting credit*

### **OCTOBER**

- 14 SAC Meeting/ Parent University, 5:30P *\*For general membership meeting credit*
- 24 PTSA Fall Festival 5:30P-8:30P *\*For general membership meeting credit*
- 27 PTSA Community Partner Night 5P-9P *\* For general membership meeting credit*

### **NOVEMBER**

- 17 PTSA Community Partner Night 5P-9P *\* For general membership meeting credit*

### **JANUARY**

- 9 PTSA Tall & Small Ball 6P-8P (not a credited activity)
- 12 PTSA Community Partner Night 5P-9P *\* For general membership meeting credit*
- 20 SAC Meeting/ Parent University, 5:30P *\*For general membership meeting credit*
- 26 PTSA Meeting 5:30P *\*For general membership meeting credit*

### **FEBRUARY**

- 10 SAC Meeting/ Parent University, 530P *\*For general membership meeting credit*
- 23 PTSA Meeting 5:30P *\*For general membership meeting credit*
- 27, 28 PTSA Volunteering at St. Petersburg Grand Prix *\*For general membership meeting credit*

### **MARCH**

- 1 PTSA Volunteering at St. Petersburg Grand Prix *\*For general membership meeting credit*
- 24 SAC Meeting/ Parent University, 5:30P *\*For general membership meeting credit*
- 30 Community Partner Night 5P-9P *\* For general membership meeting credit*

### **APRIL**

- 7 SAC Meeting/ Elementary Jump Up 5:30P *\*For general membership meeting credit*
- 13 PTSA Meeting 5:30P *\*For general membership meeting credit*
- 18 PTSA Hooked on Spring Festival/ Fish Fry (12P-5P) *\*For general membership meeting credit*

### **MAY**

- 5 SAC Meeting/ Parent University, 5:30P *\*For general membership meeting credit*
- 11 PTSA Meeting 5:30P *\*For general membership meeting credit*
- 15 8<sup>th</sup> Grade Dance (not a credited activity)

When circumstances arise, which make it impossible for a parent/guardian to attend a required meeting, a representative (18 years 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.

### PROCEDURE FOR UNATTENDED MEETINGS IS AS FOLLOWS:

- After one (1) missed meeting, a reminder letter will be sent to the family.
- After two (2) 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 is required to attend all remaining meetings.
- After the third missed meeting, the student/family will be referred to the school-based Intervention and Appeal Committee (IAC).

For general membership meeting credit, attendees must arrive no later than 15 minutes from the start of the selected meeting **for check-in. Attendees are required to remain for the entirety of the meeting.**

When circumstances arise, which make it impossible for a parent/guardian to attend a required meeting, a representative (18 years 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.

### CONFERENCES

Conferences are essential for the success of the student. Conferences concerning the student's progress in a fundamental school can be accomplished in person, using MS TEAMS, and telephone or electronic mail. When a conference is deemed necessary, the parent/guardian is required to attend.

At the elementary level, 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 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.

### END OF REPORT PERIOD ARE:

1 <sup>st</sup> Report Period	October 10, 2025
2 <sup>nd</sup> Report Period	December 19, 2025
3 <sup>rd</sup> Report Period	March 13, 2026
4 <sup>th</sup> Report Period	May 28, 2026

### MID TERM PROGRESS REPORT DATES ARE:

September 10, 2025	February 6, 2026
November 13, 2025	April 24, 2026

### REPORT CARD DISTRIBUTION IS:

October 23, 2025	April 2, 2026
January 15, 2026	May 28, 2026 (K-5 only) June 2 (MS Online only)

### Parent Teacher Conferences

Parent-teacher conferences are held between the teacher and the parent(s), and at times the student may be present for the conference. We ask that you not bring siblings or other children, other than the student for whom you are meeting, to the parent-teacher conference. Important information such as test results, grades, disciplinary issues, and other items pertinent to your child's success are shared at the conference.

### TRANSPORTATION STUDENT ARRIVAL/DISMISSAL

Parents/guardians are expected to provide transportation. Students may not arrive on campus earlier than 7:15A. Parents must remain with their child until 7:15A. The school day begins at 7:45A. Students are dismissed at 1:55P. They must be picked up by parents/guardians or a designee no later than 30 minutes after dismissal (2:25P K5 and 2:45P MS).

**The business community has requested our families not use the parking lots across from school, and Publix Shopping Center for student drop off and pick up.**

**Drop off and Pick up protocols:** In creating an effective and efficient car dismissal process, and considering student safety, parents and guardians can help.

1. Please remember to always remain at your car. No walk ups.
2. Reduce your car's 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. Refrain from using social media/ texting while your car is in motion.
6. Move your car all the way forward.
7. Use your left turn signal when wishing to exit the car line, and merge into the left lane.
8. Follow staff directions.

**Elementary School Hours:** All students may not arrive on campus before 7:15A (30 minutes before the student day has begun). Parents who are driving must remain with their child until 7:15A. The student day begins at 7:45A. The tardy bell will ring at 7:45A. Children who are not in the classroom at the 7:45A bell will be considered tardy. Parents are expected to walk their children to the front office for a tardy slip if they arrive after 7:45A. All students will be dismissed at 1:55P. Students that are not picked up within 30 minutes at the end of the day will also be considered tardy. Students who received 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. If a child is serving detention, he or she should be picked up promptly after the detention ends thirty minutes after the end of the school day.

**A student may only return to his or her classroom for prescription items (such as eyeglasses, hearing aids, etc.) after dismissal, and must be accompanied to the classroom by a staff member. They may not return to the classroom for homework items, agenda, lunch box, or clothing items after dismissal has taken place.**

#### **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:** At the elementary school, 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, or at the time the student's teacher requires the homework to be turned in. 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.

**Classwork:** The progressive steps of the detention 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, page 5.)** 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.**

**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. For students in grades K-5, **a parent or guardian must sign the agenda nightly. Students will be provided with an agenda but will have to purchase a new one for \$5.00, 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 an infraction if not returned the next school day and can lead to an IAC referral. Madeira Beach Fundamental School 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. Canvas
6. Grades/notes will be in PCS Focus for Parents and can be accessed at any time
7. Report Cards
8. Parent/guardian conferences (telephone or in person) including positive contacts
9. School newsletters
10. Marquee
11. PTSA meetings
12. SAC meetings
13. Email
14. School website/social media
15. School messenger

### **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 Madeira Beach Fundamental campus which can be found at: <https://www.saysomething.net>.

**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 the 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 a positive behavior support 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, unsigned agenda infractions, misbehavior, 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. Failure to return the signed forms or letters will count as a missed homework assignment.

Infractions are cumulative for each infraction period. Detentions will be served the next full school day after notice is given. 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 the following:

- |                              |  |
|------------------------------|--|
| 1. Parent Contact            | 6. In-School Suspension                              |
| 2. Time Out                  | 7. Out-Of-School Suspension                          |
| 3. Detention                 | 8. Referral to the Intervention and Appeal Committee |
| 4. Counseling with Student   |  |
| 5. On Site Community service | 9. Referral to School-Based Intervention Team        |

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. The Code of Student Conduct lists the dress code for all Pinellas County schools. All clothing must be worn in the way it was designed to be worn. All dress and grooming rules will be enforced. Students violating the dress code will be sent to the office to call their parents and request a change of clothing. The student will be issued an infraction for violation of the dress code policy. Repeated violations will result in progressive disciplinary steps which can end with a referral to the school's Intervention and Appeal Committee. The fundamental school has dress requirements, which are in addition to the Code of Student Conduct.

**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 such apparel is appropriate, disruptive, distracting, or in violation of health and safety rules.

**Acceptable dress in the fundamental elementary school includes:**

- Shirts, blouses, sweaters with sleeves

- Jeans, pants, slacks, sweatpants, nylon jogging pants
- Uniform shorts (from a designated vendor such as Cherokee, French Toast, At-Class, In-Design, etc.) that are solid khaki or navy blue (no patterns) in color. Cargo shorts – uniform or non-uniform – are not acceptable.
- Dresses, skirts, and shorts may be no shorter than 3” above the knee (including when leggings or jeggings are worn underneath)
- Top of the slit in a skirt may be no more than 3” above the knee
- Ankle-length pants or slacks, nylon jogging pants, sweatpants, and jackets when desired
- Leggings or jeggings can be worn with a skirt or dress. Skirts or dresses must be no more than three inches above the knee even when wearing leggings or jeggings.
- Shirts, blouses and/or sweaters for both boys and girls – at no time should bare midriff be exposed including sitting, bending, standing or raising your hands over your head. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
- Safe and appropriate footwear must be worn, and shoes with some form of heel strap. \*\*Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, and bedroom slippers.
- Clothing as outlined in special bulletins for special events.

**Unacceptable dress in the fundamental elementary school includes/ further clarification-Other Requirements:**

- Clothing must be appropriate size, with the waist of the garment worn at the student’s waist.
- Clothing disruptive to the learning environment \*\*All clothing, or jewelry, shall be free of the following: profanity; violent images, wording or suggestion; sexually suggestive phrases or images; gang related symbols; alcohol, tobacco, drugs or advertisements for such products.
- Jeans or pants that have holes or tears on knees, front, back, or other strategically placed locations and frayed edges
- Clothing not properly buttoned, zipped, fastened, or with inappropriate holes or tears shall not be worn.
- Form fitting leotard/spandex, jeggings, leggings, pajamas or yoga pants would NOT be appropriate, unless proper outer garments cover is no more than 3” above the knee.
- See through or mesh fabric clothing may only be worn over clothing meeting requirements.
- No loungewear. This includes pajamas, or pajama type clothing, yoga pants, and spandex.
- Slippers are not allowed under any circumstances. Clothing and footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.
- Halter dresses or blouses with plunging necklines
- Culottes or skorts
- Dresses, shirts, and blouses, which bare the midriff
- Tank tops, sleeveless dresses, or sleeveless blouses
- Hats, head coverings such as scarves or bandanas \*\*Hats or other head coverings may be worn during outside P.E. activities and may not be worn during any portion of the regular school day without the expressed permission of the principal.
- Thongs/flip-flops, sandals and shoes without back straps.
- Sunglasses may not be worn inside unless a parent provides a doctor’s note to the school.
- Bandanas or sweatbands are not allowed to be visible on school grounds during the regular school hours.
- Visible body piercing (except ears).
- Exposed tattoos, real or drawn\*\*no writing or drawing on the body.
- Neck collars such as dog collars or other heavy chains.
- Distracting styles, including but not limited to, dark mascara, black nail polish.
- No unnatural hair color (to include streaks) (ex: red, blue, pink, green hair not permitted).

**INTERVENTION AND APPEAL COMMITTEE (IAC)**

Each fundamental program has a school-based Intervention and Appeal Committee. 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 PTSA/PTA/SAC meetings and parental non-attendance at required conferences. The IAC may recommend alternatives and interventions for improvement, recommend probations with stipulations and removals from the program. 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 program. Intervention and Appeals committee referrals for students with a disability (504/ IEP), please refer to the Pinellas County District Fundamental Guidelines and Procedures handbook. 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, PTSA 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 Intervention and Appeal Committee 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, at the middle school level the assistant principal, guidance counselor, and grade level team leader may be available to answer questions. 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 Intervention and Appeals Committee 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 Intervention and Appeals Committee, I understand that I will have access to confidential information and agree to maintain the confidentiality of all student records and information, including student evaluation records and personally identifiable information contained therein."

#### **Referral to the Intervention and Appeal Committee:**

A student/family will be referred to the Intervention and Appeal Committee 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 (elementary school), 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 the Intervention and Appeal Committee. 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. Schools may provide parents with a conference report immediately following the conclusion of the meeting.

The Intervention and Appeal Committee 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.

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

- No action
- 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 at the conference. 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 mailed within three days.

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. The student will be ineligible for readmission to any fundamental school at the same level. Students may apply to a fundamental school at the next level (middle or high).

If a student is referred to the Intervention and Appeal Committee 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 school at any level.

**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.

### **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 Intervention and Appeal Committee; however, their attendance is not required. 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 Intervention and Appeal Committee 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 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 reenter any fundamental school or re-enter under sibling or instructional/support staff priority.

**Leaving a Fundamental School Program:** If a student leaves a fundamental school for any reason, the family should immediately contact the Data Management Technician at 727.547.7697 to discuss which school their child will attend.

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. The student will be ineligible for readmission to any fundamental school at the same level. Students may apply to a fundamental school at the next level (middle or high).

**WITHDRAWAL**

A parent or guardian must provide written notification of their child's withdrawal from Madeira Beach Fundamental. If you are planning to withdraw, please notify our front office. We will prepare information for you to take to the new school. At the end of each school year, families will be asked if they plan to remain at MBFS for the following school year. This procedure allows us to determine potential vacancies.

**GRADING AND PROMOTION**

All students receive a report card each grading period. E, V, S, N, and U are assigned to grades 1-2. 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 in elementary grades.

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 rating of 1-4 is used to denote if the student is "Performing Successfully" or "Not Yet". In grades 1-5, progress is communicated using letter grades.

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

**Grades 1-2:**

E (90-100%)      S (70-79%)      U (0-59%)      A (90-100%)  
V (80-89%)      N (60-69%)      I (Incomplete)      B (80-89%)

**Grades 3-8:**

C (70-79%)      F (0-59%)  
D (60-69%)      I (Incomplete)

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

- E = Excellent/performance in classroom work or behavior
- V = Very Good/performance in classroom work or behavior
- S = Satisfactory
- 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 parents keep the progress report envelope at the end of the year.

**Student Honors Criteria:**

- **Principal's List** – Students in grades 3-8 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 3-8 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*** 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 an N, U, D, or F on the previous report card.

## **ATTENDANCE**

**Philosophical Basis and Purpose:** The classroom experience is of unique value and cannot be duplicated by make-up work. The purpose of this attendance policy is to foster responsibility and reliability on the part of District students to attend all classes. Students will acknowledge greater emphasis on attendance at school because credit in their classes will be contingent upon their presence.

### DEFINITIONS

#### **I. COMPULSORY SCHOOL ATTENDANCE**

- A. All children who have attained the age of six years or who will have attained the age of six years by February 1 of any school year, or who are older than six years of age but who have not yet attained the age of 16 years, except as hereinafter provided, are required to attend school regularly during the entire school term. (F.S. §1003.21) (1) (a)
- B. A student who attains the age of 16 years during the school year is not subject to compulsory school attendance and may withdraw from school only if the student files a formal declaration of intent to terminate school enrollment with the School Board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the child and parent. A student who attains the age of 18 years during the school year is not subject to the legal sanctions for compulsory school attendance. (F.S. §1003.21 (2) (c)) An exit interview must be conducted by school personnel to determine the reasons for the student's decision to terminate school enrollment and actions taken to keep the student in school. (F.S. §1003.21(2) (c))
- C. Students under 16 years of age may not be withdrawn from school for any reason unless expelled through Board action or covered by an exemption allowed by Florida Statute. (F.S. §1002.20 (2)(b))
- D. Compulsory school attendance requirements may be met by attendance in a home education program. A "home education program" means the sequentially progressive instruction of a student directed by his or her parent in order to satisfy the attendance requirements of Florida law. (F.S. §1002.01(1))
- E. For students enrolled in Department of Juvenile Justice Programs, the compulsory school attendance requirement is governed by state law and regulations and includes a longer term. (F.S. §§1003.01(11), 1003.52)

#### **II. ABSENCES**

##### **A. ABSENCE DEFINED**

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

##### **B. EXCUSED ABSENCES**

Students must be in school unless the absence has been permitted or excused for one of the reasons listed in paragraph V below.

##### **C. UNEXCUSED ABSENCES**

Any absence which does not meet the criteria of an excused absence is an unexcused absence. The following are examples of unexcused absences: out-of-school suspensions, family vacations, Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until this document is provided or a waiver is obtained. Absences due to non-compliance with immunization requirements shall be considered unexcused. However, students transferring into Pinellas County, including foster care students, or homeless students, a temporary 30-day waiver of both health examination documents and certificates of immunization will be granted. (F.S. 1003.22(1) (5) (e))

#### **III. TARDIES**

A student is tardy when the student is not in his or her assigned seat or station when the bell rings.

##### **A. EXCUSED TARDY**

A tardy is excused only if the student is late for one of the reasons described in section V.

##### **B. UNEXCUSED TARDY**

A tardy is not excused unless it is caused by reasons set forth in section V. Examples of unexcused tardies include:

- Oversleeping
- missing the school bus
- shopping trips
- pleasure trips
- car problems (ex: flat tire, no gas, car won't start, student getting a parking decal)
- 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. Individual schools may develop school-based consequences for tardy students.

#### **IV. EARLY SIGN OUT**

Once students arrive on campus, they may not leave without permission from an administrator. Students who must leave school during school hours must have their parent request this release by phone or in person to the office in order to obtain pre-approval.

#### **A. EXCUSED EARLY SIGN OUT**

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.

#### **B. AN UNEXCUSED EARLY SIGN OUT INCLUDES:**

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 early.

### **V. REASONS WHY AN ABSENCE, A TARDY OR AN EARLY SIGN OUT WILL BE EXCUSED**

An absence, a 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 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 (3) excused days for each infestation of head lice unless extended by principal. Students on field trips and students who attend alternative to suspension programs are not considered absent.

**VI. MAKE-UP WORK FOR ABSENCES (EXCUSED, UNEXCUSED OR SUSPENSION).** (This does not apply to specific homework provided under F.S. § 1003.01 to certain suspended students.)

Make-up work for full credit and without a grade penalty is allowed for all absences. It is the student's responsibility to obtain the missed work. The number of days allowed to make up the work shall be equal to the number of days the student was absent. In cases where the grading period ends before make-up work can be completed due to absences, an "I" may be recorded for the grading period grade. The "I" can be converted to a letter grade once the number of make-up days allowable in policy have been granted for the completion of make-up work.

### **VII. RESPONSIBILITY 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. (F.S. 1003.24)
- Notify school personnel 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.
- If requested, provide 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 five (5).
- Notify the school of any change of address, phone numbers and emergency contact numbers.
- Obtain application from currently assigned school if a student is eligible for homebound instruction.
- 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.

### **VIII. RESPONSIBILITY OF SCHOOL DISTRICT REGARDING STUDENT ATTENDANCE**

#### **A. PATTERNS OF NON-ATTENDANCE**

Non-attendance for instructional activities is established by tardiness, early-release, or absences from school.

- Each principal must make the necessary provisions to ensure that all school attendance reports are accurate and timely and must provide the necessary training opportunities for staff to accurately report attendance (F.S.1003.23 (1)). Principals are required to maintain an attendance record which shows the absence or attendance of each child enrolled for each school day of the year. (F.S.1003.23 (2))

- 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 reasons 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 the parent or guardian of a child who has been identified as exhibiting a pattern of non-attendance enrolls the child in a home education program, the Superintendent shall refer the parent to a home education review committee composed of the district contact person for home education and at least two home educators selected by the parent from a district list of all home educators who have conducted a home education program for at least three years and have indicated a willingness to serve on the committee.
- 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. (F.S. §1003.26)
- Students 14-18 years of age who have 15 unexcused absences within 90 calendar days and have a driver's license will have their driver's license suspended by the Division of Highway Safety and Motor Vehicles or will not be issued a license if they apply for one.

#### **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.

#### **PHYSICAL EDUCATION**

Participation in physical education (P.E.) is required for all students unless the parent signs a waiver exempting them from the activity for the year. A student will be exempted from P.E. for a specified length of time if he/she brings in a doctor's note 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 who have 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:** 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 student services 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 EpiPens 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.

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 clinic.

**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:** Madeira Beach Fundamental offers a full-time guidance counselor. The guidance department can be consulted for the following reasons: schedules, progress in school, personal problems that affect students' school work, test interpretations, planning for middle school and high school programs, information on vocations, and conferences with teachers.

**Schedule Changes:** Students will be issued a class schedule on the first day of school. Parents/guardians will be notified of any changes to that schedule. Schedule changes may be made based on but not limited to: balancing by diversity, student classroom instructional needs, balancing loads, level changes requested by the teacher during the first grading period. Changes necessitated by placement in or withdrawal from an Exceptional Student Education Program.

### **STUDENT AND PARENT FAQ's**

**Agenda:** The agenda is the primary source for parent/teacher communications. **Students will be provided with an agenda but will have to purchase a new one for \$5.00, 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).**

**Backpacks:** Backpacks on wheels cause a safety issue in our crowded hallways. Because of this, backpacks on wheels are NOT allowed.

**Before and After-School Care:** The YMCA of Pinellas County provides before and after school care between the hours of 6:30A and 6:00P daily. Please contact them at 727.895.9622 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 7:15A – 7:45A 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 \$2.75. 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.

Parents are invited to eat with their children in a designated area. 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.**

### **Citizen of the Month**

Each teacher selects one student per class, for exhibiting respect, responsibility, honesty and self-motivation. These students, and their parents are invited to a recognition ceremony.

**Lost and Found:** We maintain a cart for lost and found items. Frequently we place items on this cart 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.

**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).

Please follow School Board food guidelines. **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.

**Positive Behavior Supports:** Each classroom creates a positive behavior plan to support the school wide goals of respect, responsibility, honesty, and self-motivation. Students who meet the classroom/ school expectations earn school currency (Manta Bucks) to spend in our school Manta Store/ Manta Drawings. Students meeting positive behavior guidelines can also be nominated for Citizen of the month recognitions, be recognized quarterly on Recognition Day, and can earn positive behavior referrals.

**Pride Award Guidelines:** A medallion will be given to one fifth grade student in each elementary school in each of the following subject 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. *PROCESS OF SELECTION for PRIDE AWARD WINNERS:* 1) Recommendations from staff 2) review recommendations 3) recommendations will be reviewed by a selection committee 4) final selection will be made by the committee which is made up of selected teachers, and administrators.

**Recognition Day:** A quarterly recognition day (usually the day Report Cards are distributed) when each teacher selects and recognizes students who exemplify excellence over a grading period in class for attendance, academics, character, behavior, etc.

**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 Madeira Beach Fundamental students, teachers at Madeira Beach Fundamental, 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 Madeira Beach Fundamental 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 Madeira Beach Fundamental 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 30. 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.

**Visitors and Volunteers:** All visitors must sign in at the main administration building of the school and present a photo I.D. before being granted access. This pass must be prominently displayed. Parents/guardians desiring to visit a classroom must make arrangements with a school administrator at least 24 hours in advance. Students from other schools are not permitted to visit during school hours. Volunteers **may not** bring children who are not Madeira Beach Fundamental students 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.

**Level I Volunteer** - A Level I volunteer is a volunteer that has completed a registration form, been background checked, cleared by the district, and is active in our volunteer system. These volunteers can volunteer in the sight of a school staff member while with students, in the office, and/or at events, as long as this volunteer is never alone with any students.

**Level II Volunteer** - 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. These volunteers can do all 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 wear their badge while on campus and on every field trip. Their Level II status is good for five years from the date they are cleared.

## PCS 1:1 LAPTOP ACCEPTABLE USE GUIDELINES

For the 2024-25 school year, PCS Connects will provide laptop computers to all students at MBFS in grades three through eight. Students are expected to follow the guidelines listed below and take any additional **common-sense** precautions to protect the assigned laptop.

- The student is responsible for the daily care and maintenance of the laptop. Any damage or theft must be reported to the school immediately. Do NOT go outside of Pinellas County Schools for support and/or repairs.
- Do NOT allow another student to use your laptop/power adapter. Loss or damage that occurs when anyone else is using your assigned laptop will be your full responsibility.
- Each student will receive a 65-watt Dell power adapter with the laptop.
- Keep an eye on the battery indicator on the task bar. Charge computer when battery indicator is low. Do NOT let the computer run out of charge and shut down due to lack of adequate charge.
- It is the student's responsibility to back up their data. If the laptop crashes or needs reformatting, student data will be lost unless saved in Office 365, OneDrive or a flash drive. Students will be shown how to sync their OneDrive account to their laptop for data backup.
- Do not attempt to remove, add, or change the physical structure of the laptop, including keys, memory, battery, screen, charger, and ID labels. Do not add any decorative or personalizing stickers or labels to the device.
- Be careful to remove all objects before closing the laptop lid, close gently, and do not stack items such as heavy books on top of the closed laptop.
- To **clean** your screen, use a screen **cleaning** wipe or a soft, dry, lint-free cloth. When necessary, lightly moisten the cloth with one of the following: water, isopropyl alcohol (IPA) solution 70% or less/water 30% or more, or eyeglass **cleaner**. Never use glass **cleaner** or other chemical **cleaners, especially chemicals containing ammonia or chlorine**. Do not spray cleaner directly on the screen.
- A protective laptop sleeve is recommended (11" for 3190/12" for 5400). Place backpacks down gently and do not carry liquids in your backpack that can spill and damage the computer.
- Do not eat and drink around your laptop. **Laptops should NOT be used during the lunch period.**

### LAPTOP DO'S:

- Keep food and drink away from my laptop
- Use my laptop with clean, dry hands
- Use my laptop for schoolwork only
- Log off when I leave my laptop
- Carry my laptop with two hands
- Power my laptop off and unplug headphones before I store it
- Keep my laptop charged

### LAPTOP DON'TS:

- Write or draw on my laptop casing
- Lift or carry my open laptop from the screen
- Close the laptop with pencils, pens or even paper between the screen and keyboard Download ANY programs
- Allow others to use my laptop
- Share my username or password
- Leave my laptop on the floor

Review date: June 4, 2024