

PURPOSE OF THE PARENT/STUDENT HANDBOOK

The information contained within this handbook is to provide parents and students with operational and procedural aspects for Pasadena Fundamental. The handbook provides policies and procedures for families that are above and beyond the requirements listed within the Pinellas County Student Code of Conduct, District Application Program Guide, and District Policies. Families that accept a seat at Pasadena Fundamental agree to adhere to the information within this handbook.

DISTRICT MISSION

Educate and prepare each student for college, career and life.

DISTRICT VISION STATEMENT

100% Student Success

SCHOOL MISSION STATEMENT

Pasadena Fundamental School is a school of choice that creates a safe, fundamental learning environment where faculty, staff, parents, and community work in partnership to foster highest student achievement.

FUNDAMENTAL SCHOOL 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. Participation by parents/guardians is also a requirement.

The fundamental elementary school includes kindergarten through fifth grade. 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 the Florida State Standards and Pinellas County Schools Student Expectations. Pasadena delivers 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.

Please note: All of the following guidelines included in this handbook are subject to change based on the District's safety recommendations. DRAFT

PARENT/GUARDIAN RESPONSIBILITIES

The parents/guardians will:

- Read the *Pasadena Fundamental Parent/Student Handbook* with your student.
- Read and sign the *Pinellas County Schools Fundamental Elementary School Parent/Guardian Commitment Agreement for each student*.
- Sign, return, and show your support of the standards in the *Code of Student Conduct and Pasadena Fundamental Parent/Student Handbook*.
- Sign any warning and/or detention notices and give them to your student to return to the teacher the following **school day by 8:30 a.m.** (Signing indicates that you have viewed the document but does not indicate agreement, **all “Sign & Return” documents must be signed.**)
- Attend all required meetings as part of your commitment to the program.
- Meet with each student's teacher for 3 parent/teacher conferences each school year (after the 1st, 2nd, and 3rd marking period).
- Review each homework assignment with your student and sign (full signature, no initials) the agenda book/assignment sheet and any other documents, as directed by your student's teacher.
- Provide additional academic assistance for your student as requested by the teacher.
- Notify the school within **48 hours** when your student is absent or leaving school early. **This may be done in writing or via email by clicking on the “Report Student Absence” link on the top of our website.** (<https://www.pcsb.org/pasadena-es>)
- Abide by all safety procedures. **No cell phone use in the car line.**
- Check your student each day before school to see that the dress code is being followed.
- Furnish a suitable study area at home.
- Notify your student's teacher of any condition that would prevent the student from participating in school activities.
- Keep your contact information current by changing your address, email and/or phone number online in the Student Reservation System (SRS), when a change occurs. Provide two or more phone numbers for use in case of emergency.
- Make sure that your student arrives at school on time and in their seat (8:30 a.m.) and is picked up on time each day (by 3:00 p.m. daily, unless enrolled in an after school activity).
- Promptly repay any lunch or breakfast monies loaned to your student.
- Communicate to the teacher any concerns you may have regarding the program or personnel.
- Sign-in at the front office to obtain, and wear a visitor's identification tag. **This is mandatory.**

STUDENT RESPONSIBILITIES

All fundamental school students are expected to adhere to all rules and regulations stated in the *Code of Student Conduct*.

- Behave in a safe and orderly manner.
- Observe the school dress code.
- Be on time to class and in his/her seat. School begins at 8:30 a.m.
- Copy accurately and completely assignments in the agenda.
- Be responsible for completing and turning in homework daily.
- Be responsible for taking notices and warnings/detentions home and returning warnings/detentions, signed by the parent, the following school day.
- Refrain from bullying, fighting, harassing, intimidating, threatening others, using profane language or gestures.
- Speak courteously to all adults and children; observe good manners at all times.
- If riding a bicycle to school, a helmet must be worn and the bicycle should be walked on and off campus (no riding the bicycle on campus).

Classrooms will not be interrupted during the school day to deliver any items dropped off after the 8:30 a.m. bell, with the exceptions of lunch.

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ABSENCES

Notify school personnel of your student's absence prior to the end of the school day of the absence, if possible and provide written, or email notification within 48 hours of the student's return to school. Otherwise, the absence will be unexcused. The note, or email must explain the reason for the absence and the date(s). This may be done in writing or via email by clicking on the "Report Student Absence" link on the top of our website. (<https://www.pcsb.org/pasadena-es>)

Students who have been absent five (5) days or more in a grading period may be required to bring in a doctor's note for each absence. A student absent for 5 continuous days **without any written notice (or emails) or principal's knowledge and/or a pattern of absences** will be referred to the Child Study team and reported to the State Attorney's Office.

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.

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))

ACADEMIC AWARDS (For 3rd-5th Grades)

There are two achievement lists completed each grading period.

- **PRINCIPAL'S LIST** - This is a list of students who received all A's in achievement in academic subjects and who achieve all E's, V's, and S's in grades for conduct, work habits and effort, Physical Education, Art and Music.

- **HONOR ROLL** - This is a list of all students who received all A's and/or B's in achievement in academic subjects and who achieve all E's, V's, and S's in grades for conduct, work habits and effort, Physical Education, Art, and Music.

Note: If a student receives all A's or all A's and B's, but has an N or U in conduct, he/she will not receive Principal's List or Honor Roll certificate.

ARRIVAL AND PICK UP SAFETY PROCEDURES*

SAFETY FIRST!!! In order to keep our students safe, cones will be placed 3 feet away from the curb to allow room for patrols to open doors. This means that cars will not be allowed to pass in carline. Parents must circle around if their student is not ready because it will hold up the line. **Additional updates or changes will be reported on a monthly basis.*

MORNING DROP-OFF

- Student drop-off begins at 8:00 a.m. Students may not be on campus prior to this time unless they are a morning patrol, have prior approval or are in R Club.
- Children are supervised from 8:00 a.m. - 8:20 a.m. in a designated area.
- Students are to remain in their assigned area until the 8:20 a.m. bell rings.
- Car-line drop off occurs **ONLY** inside the designated areas of the school parking lot and at locations where patrols are located.
- Do not drop off students in front of the office or at the side of the parking lot by the playground and PE field.
- **NO** cell phone use of any kind while in the car line
- Parents/guardians, with or without students, cross the carline path using the crosswalk only.
- Pedestrians using the crosswalk have the right of way.
- Do not drop off students at the crosswalk on 72nd Street.
- When parking off campus and walking your student, students must be accompanied by a parent/guardian and walked to the front pedestrian gate. Students may not cross the street by themselves.
- There is no parking in front of the office.
- Follow all traffic rules and be courteous to the neighbors and businesses surrounding the school.

AFTERNOON DISMISSAL

- Be on time. The school day ends at 2:30 p.m. At 3:00 p.m., any student remaining at the car line will be marked tardy and notification will be sent home with the student.
- If your student is involved in an after school activity, he/she should be picked up no later than 10 minutes after the end of the activity or a tardy notification will be sent home with the student.
- If your student is not involved in any after school activity, he/she should be **picked up no later than 3:00 p.m.**
- For carline, display a large clear sign with the student's name on dashboard or visor on passenger's side of car. Keep sign in view until student is in the car.
- Parents must circle around if their student is not ready to prevent holding up the line.
- If students need to put items in the trunk, parents/guardians should park in a parking space instead of driving through the car line.
- For walkers, display a large clear sign with the student's name and a staff member will call your student to the walker gate.

BEFORE AND AFTER SCHOOL CARE

The **R' CLUB** program is available for before and after school care. It is provided for Pasadena students only. The student hours are 6:30 a.m. to 8:20 a.m. and from 2:30 p.m. to 6:00 p.m. There is a fee for these services. If you are interested in this program, you may reach the R'Club staff in the morning from 6:30 a.m. to 8:30 a.m. or after school from 2:00 p.m. to 6:00 p.m. at 343-2086 or the R'Club main office at 578-5437. Please note that the drop-off and pick-up location is in the back of the school.

CAFETERIA PROCEDURES

Each student has a cafeteria account. Money can be deposited as prepayment into the account; the balance will decrease with the purchase of each breakfast and/or lunch. **Prepayments (onsite payments) are due in the cafeteria any morning no later than 9:00 a.m. No prepayments can be accepted during lunch.** Make checks payable to Pasadena Fundamental. Please include student's name on the check.

My School Bucks offers parents/guardians a convenient, easy, and secure way to make prepayments using your bank account or your Visa or MasterCard debit or credit cards, (<http://www.myschoolbucks.com>). Please note that My School Bucks charges a fee for this online service.

You are not required to have Level 2 clearance to have lunch with your student but will need to have an escort while on campus. Level 2 volunteers will act as escorts during the school day, for parents who do not have Level 2 clearance, but wish to have lunch with their student on the designated day.

BREAKFAST

A nutritional breakfast may be obtained each morning from 8:00 a.m. – 8:20 a.m. It is the student's responsibility to finish breakfast and be in class on time. If the student is not on time to class, a tardy will be assigned. If a student finishes breakfast before 8:20 a.m. he/she must go to their assigned area and wait for the 8:20 a.m. bell to ring.

LUNCH

A nutritional, balanced lunch may be purchased in the cafeteria or students may bring a lunch from home. Students bringing a lunch from home need to pack all supplies for lunch (i.e. spoon, fork, and napkins). Milk, snacks, and water may also be purchased separately. Students may not bring any type of knives with their personal lunch. Students will eat with their classroom during their assigned lunch time. Classes may have an assigned order which will be alphabetical by last name or as assigned by the staff.

If students borrow for lunch, the money is expected to be paid by the following school day. A negative balance letter will be given to a student when a "borrow" occurs. If payment is not received, a second letter will be a sign and return. Subsequent letters will be given until payment is received.

FREE LUNCHES

Free or reduced lunch status may be obtained by completing the necessary online application available at www.applyforlunch.com. Online application must be submitted each school year, within 30 days of the first day of school.

PRICES

Breakfast = No Charge Full Paid Lunch = \$2.00 Free or Reduced Lunch = No Charge Extra Milk = \$.50

CAMPUS OBSERVATION

If an observance of a classroom is desired, the principal and classroom teacher must be notified at least 24 hours in advance. Although we encourage parent visitation, we may restrict the time in the classroom due to the necessity of continuing the instructional routine.

CELEBRATIONS

During the year, some classes may have activities to celebrate student success. School Board food guidelines and policies dictate that only store-bought and packaged food may be served at the classroom celebrations. However, the packaged food must also follow the PCS Wellness Guidelines for elementary schools. These guidelines are posted here: <https://www.pcsb.org/Page/26421>.

We do recognize birthdays in our school, unless instructed otherwise. However, we do not have birthday parties. Items such as cupcakes, donuts, unhealthy treats, luncheons, flowers and balloons are not permitted for student celebrations. If you wish to purchase cookies or ice cream cups for the entire class during their lunch period, please fill out and turn in (to the cafeteria manager) a “Celebration Treat Order Form” located on the school’s website and please give one week’s notice to order ice cream. (<https://www.pcsb.org/domain/2119>) **Please also note that party invitations may not be distributed at school.**

CLINIC

Any student who becomes ill or injured at school is sent to the school clinic. The student’s temperature will be taken and if no fever exists, he/she may be asked to go back to the classroom and return to the clinic if he/she continues to feel ill. If a fever is recorded or body fluid is lost due to sickness or injury, the parent/guardian will be contacted. If a student is seriously ill, or injured, the parent/guardian will be notified immediately. **It is extremely important that the school have correct home, cell and work telephone numbers on file in order to contact someone in case of emergency.**

A clinic card must be on file for each student. Phone numbers must be written on the clinic card and updated as needed. It is imperative that the school be informed of any health problems that a student may have. All accidents should be reported immediately to the teacher or office and a Student Injury Worksheet will be completed.

- Students having, or suspected of having, a communicable disease or infestation (i.e. lice) 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 five excused days for each infestation of head lice. Students on field trips and students who attend alternative to suspension programs are not considered absent.

Please refer to the Pinellas County School Health Services brochure located in the front office and at <https://www.pcsb.org/Page/315> for additional information.

COMMUNICATION TOOLS

AGENDAS/FOLDERS

Thanks to our PTA, each student is given an agenda book/folder. These tools are designed so that the student can write homework assignments, notify parents of important events, keep a record of school functions, project dates, etc. Parents can also use the agenda/folder to communicate with teachers. Agendas are supplied to every student in grades 1-5. Agendas may look different by grade level but will serve the same purpose. Kindergarteners use folders. If a student loses or damages the agenda book, he/she will be responsible for replacing the agenda book at a cost of \$5.00.

SCHOOL MESSENGER

The School Messenger system allows the school to record time-sensitive voice notification messages, emails, and text messages (in an emergency) to parents/guardians in a matter of minutes. It is extremely important for parents/guardians to provide changes in phone numbers and email addresses in a timely manner to ensure the delivery of these messages. Parents can log into the Student Reservation System (SRS), to make these changes.

FOCUS FOR PARENTS

PCS Focus is an online tool which allows parents of students in grades 1 – 5 to view: grades, attendance records, discipline records, etc. To reset your password, please visit the front office, in person, with valid proof of identification. If available, please also provide an active email, students’ first and last name and his/her student ID #.

NEWSLETTERS

In addition to a monthly PTA newsletter and a weekly “Moody’s Message”, a school newsletter will be posted on the school’s website each marking period. A hard copy of the PTA Newsletter may also be provided by PTA.

DISCIPLINE POLICY

Behavior, class work and homework infractions will be handled by the classroom teacher/administrator. The infractions may include but are not limited to:

- Physical aggressiveness, inappropriate physical contact and hands on behavior.
- Disruptive behavior to self or others (i.e. gossip, slander, unkind/hurtful remarks about another person, including the use of the internet)
- Homework incomplete and/or not turned in on time
- Classwork incomplete and/or not turned in on time
- Not returning detention notices the following day, signed by the parent
- Not returning "sign and return" papers the following school day, signed by the parent (Signing indicates that you have viewed the document but does not indicate agreement, **all "Sign & Return" documents must be signed.**)
- Not serving detention on the assigned day
- Missing parent signature on any sign & return document, including agenda
- Dress code violations
- Excessive tardiness
- Forgery
- Cafeteria misconduct

The above infractions **will** result in one of the following consequences:

- Warning
- Detention
- Parent Contact
- Counseling with student
- Monitoring behavior
- Referral to the Problem Solving – Response to Intervention/Instruction Team (PS/RTI)
- Time Out
- Out-of-school suspension
- Referral to the Intervention and Appeals Committee

INFRACTIONS: WARNINGS AND DETENTIONS

Infractions are an integral part of the progressive discipline process. Warnings and detentions will be given if any infraction of our school procedures is noted. During an infraction period, a student is given three (3) written warnings using the (Warning/Detention Notice) before a detention is assigned. **A detention assignment will not be excused for any reason and must be served the following school day that the student is in attendance. Failure to return a parent/guardian signed detention notice the following day that the student is in attendance and by 8:30 a.m. will result in another detention.** Students are expected to arrive for detention on time. If a student arrives at 2:35 p.m. or later, another detention will be issued for a missed detention and the student will be sent immediately to carline. The student will have to serve two detentions, one for the original infraction and one for the missed detention. If the student goes home sick, he/she may serve the detention the next day with no penalty. If the student is picked up early for an appointment on a day that they are to serve detention, the missed detention is **unexcused** and will result in a second detention. All detentions are held in the media center. **A referral to the Intervention and Appeals Committee (IAC) occurs when a student receives a total of three warnings and four detentions during any infraction period.**

When infractions occur, the following steps are taken:

- First infraction - a written warning is sent to the parent.
- Second infraction - a written warning is sent to the parent.

- Third infraction – a written warning is sent to the parent.
- If infractions continue to occur, detentions are given to the student.
- A referral to the Intervention and Appeals Committee (IAC) occurs when a student receives a total of 3 warnings and 4 detentions during any infraction period.

INTERVENTION AND APPEALS COMMITTEE (IAC) **

Each fundamental program has a school-based Intervention and Appeals 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 class work policies, excessive tardiness (excused and unexcused combined), failure to follow the dress code, parental absences from parent 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 school. This committee is not authorized to reinvestigate situations but must accept the validity of administrative decisions regarding incidents. This committee is the first level of appeal regarding a student's removal from the school. **A referral to IAC occurs when a student receives a total of three warnings and four detentions during any infraction period.** Parents/guardians will be notified at least five days prior to the scheduled meeting that the student has been referred to the Intervention and Appeals Committee. Meetings will be held on a 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 student. Parents are permitted to submit an addendum to the official minutes.

The principal, who is not a committee member, selects the members of the IAC. The IAC shall be composed of a minimum of three teachers (selected with faculty input) or other school personnel and three parents (selected with SAC and PTA input). Efforts will be made to have a community representative. Though not a member of the committee, the principal will be available to answer questions and participate in deliberation but will not vote. Only the committee members will vote. Decisions will be based on majority vote. The proceedings will be held in strict confidence.

The Intervention and Appeals Committee will make an official recommendation to the principal for probation or for the student's removal from the school. 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 school. The final decision will be made by the principal based on the committee's recommendation and other relevant information.

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 (and copy of the agreement) will be sent home with the student as a "sign and return" document that is to be returned the next school day. Probationary agreements may be carried over to the next school year if necessary to meet the terms of the agreement.

If the committee recommends removal from the program, the removal may be delayed only in instances when the removal takes place immediately preceding a holiday, standardized testing, or other instances approved by the school administration. Students who are removed from the school for any reason may not reenter any fundamental program at the same level or re-enter under sibling or employee priority 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 the same level. Students may apply to a fundamental school at the next level (middle or high).

** For specific details, please visit the PCSB website at <https://www.pcsb.org/Page/17243> and refer to the District Application Procedures.

APPEAL PROCESS

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 that 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.

OFFICE REFERRALS

Office referrals are given for **severe infractions such as but not limited to: having a weapon, drugs or other dangerous items, threats of any kind, sexual context, and inappropriate language or continual repetitive violations** and are handled by the school's administration. Office referrals are cumulative throughout the year. Three office referrals during the school year will result in a referral to the Interventions and Appeals Committee (IAC). Severe infractions (as determined by the principal) will result in immediate referral to the IAC committee.

DRESS CODE

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

KINDERGARTEN, FIRST, SECOND AND THIRD GRADE DRESS CODE

- Khaki or navy blue **uniform** shorts, fitted at the natural waistline and worn no lower than the bottom of the knee or higher than three inches above the knee
- Khaki or navy blue **uniform** pants, fitted at the natural waistline and worn no shorter than ankle bone in length
- Solid khaki or navy blue **uniform** skirt or dress, the length worn no higher than three inches above the knee front and back (shorts may be worn under if covered by skirt or dress).
- Any **solid** colored t-shirt, collared shirt, or blouse, with no designs or patterns. A small logo which reflects the clothing manufacturer or brand is acceptable. The logo should be less than two inches in diameter.
- When layering shirts (long sleeve under short sleeve) both shirts must be a solid color.
- On Fridays, students may wear solid colored jeans **if** they are wearing a Pasadena t-shirt.
- On Wednesdays, students may wear solid colored jeans **if** they are wearing a Defend A Friend t-shirt.
- Athletic shoes with an adjustable closure (i.e. laces or Velcro) with socks or tights in any solid color
- Solid color leggings under dresses or skirts only

FOURTH AND FIFTH GRADE DRESS CODE

- Collared shirts, t-shirts, blouses or sweaters
- Pants and jeans, fitted at the natural waistline and worn to the bottom of the ankle bone in length
- Khaki or navy blue **uniform** shorts, fitted at the natural waistline and worn no lower than the bottom of the knee or higher than three inches above the knee
- Dresses and skirts with the length no higher than three inches above the knee front and back
- Sneakers with socks or tights; leggings under dresses or skirts **only**

NO STUDENT MAY WEAR THE FOLLOWING

- Ø Cargo or carpenter shorts/pants, capris, culottes, split skirts, denim shorts or any form of redefined shorts
- Ø Tight jeans, “skinny jeans”, “jeggings”, tight knit pants, clinging pants or leggings (unless worn under a skirt/dress) and can be no shorter than ankle bone in length
- Ø Shirts that show a child’s midriff when both hands are raised or that have sayings/images that are deemed inappropriate
- Ø Blouses, shirts, or dresses which are tank tops, halter tops, spaghetti straps, sleeveless, or low cut in front or back
- Ø See-through, mesh, or spandex garments
- Ø All non-athletic shoes, such as sandals, thongs, flip-flops, shoes with wheels, spikes, cleats, clogs, boots or shoes that appear boot-like, croc-style shoes, slip-on shoes, or shoes without back strap
- Ø Clothing with holes, tears, any type of fraying, or are oversized
- Ø Prohibited are hairstyles and colors, and other fashion styles, which are disruptive to the school environment or educational process

For safety and prevention of overheating, it is a recommendation from the Physical Education staff, that students (boys and girls) with longer hair and bangs, wear a wide headband, hair tie, hat, or visor to keep their hair out of their eyes and off their neck.

Students who come to school wearing inappropriate attire will be sent to the office to call a parent/guardian for acceptable clothing and will receive a Dress Code Violation. On the third violation, a Warning/Detention Notice will be given and for each additional dress code violation thereafter. After **three** dress code Warning/Detention Notices in an infraction period, the student will be referred to the Intervention and Appeals Committee (IAC).

EARLY SIGN OUT

After 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. Numerous incidents of early release are unacceptable and unfair to the other students whose instruction is interrupted each time a student leaves early. Every three (3) unexcused early sign outs within a grading period will count as one unexcused absence. **The office will not call students prior to your arrival. After 2:00 p.m., there are no early sign outs permitted.**

FIELD TRIPS

Field trips will be held as enrichment activities to teaching units studied in school. Parents must sign their student’s permission slip before he/she can participate in any trip. Each field trip will require a separate permission slip. If the field trip requires a fee, **please make sure your student’s name and his/her teacher’s name is on the check or EXACT change is submitted.**

FIELD TRIP VEHICLE INFORMATION

All field trip drivers must complete the Field Trip Vehicle Information Form – (PCS Form 3-2719). The information provided in that document will be verified by a school representative and maintained in the school file. In order to complete that form, field trip drivers need to present their vehicle insurance card. The minimum insurance coverage required for private passenger automobiles used for school-related transportation is:

- Bodily Injury Insurance (BI) \$10,000/20,000
- Property Damage Insurance (PD) \$10,000.00
- Personal Injury Protection (PIP) \$20,000.00

FIELD TRIP GUIDELINES

The Pinellas County School Board Policy for the use of private vehicles on field trips states:

- No motor homes, pickup trucks, motorcycles or vehicles having a soft or open-top (e.g. convertibles or Jeep-type).

- All vehicles must be registered, insured, and in good working order as determined by school personnel.
- The principal has the authority to prohibit any vehicle from use for transportation of students at any time.

OTHER PROHIBITED VEHICLES

The user of any multipurpose vehicle with a wheelbase of 110 inches or less that required by federal motor vehicle standards to display a rollover warning label may not be used. The key is to look for the rollover-warning label on the visor! If in doubt – don't allow!

- Any vehicle that has had its suspension, tires, body, seating, bumpers. Etc., altered from its original design specifications.
- Any vehicle that has had any safety device removed, disabled or altered (e.g. airbags, seatbelts/harnesses).
- Any vehicle in an obvious state of disrepair or shows signs of neglect, lack of maintenance, etc.

All parents driving on field trips must be a Level II registered and approved volunteer by the Pinellas County School System Volunteer Services, no less than 2 weeks prior to the field trip date. To chaperone, the parent must at least be a Level I registered and approved volunteer, must be escorted to and from their destination and in line sight of a school employee or another Level II volunteer. To register as a Level I volunteer, please fill out a volunteer application form located in the front office. Level II clearance requires fingerprinting at the cost of the volunteer. (See front office for a list of fingerprint vendors)

Level II volunteers driving children on field trips are expected to adhere to all Field Trip Guidelines listed. Always look out for the children in your car. It is especially important that drivers have a list of children in their car, and they check to be sure all children are in the car for the return trip. Any parent/guardian driving children on a field trip or chaperoning on a field trip, will **refrain** from using cell phones. This is strictly a safety and liability issue. **Siblings may not be brought along when a parent/guardian attends a field trip.** While driving to or from a field trip, no stops should be made unless the stop was preplanned and all of the drivers are making the same stop. **SEAT BELTS ARE MANDATORY.** Children 12 and under should not ride in a front seat equipped with passenger air bags.

CHILD SEAT RESTRAINT GUIDELINES (CAR SEATS)

If the child is 5 years of age or younger, provide for protection of the child by properly using a crash-tested, federally approved child restraint device. However, the requirement to use a child restraint device does not apply when a safety belt is used as required in s.316.614(4)(a) and the child:

- a) Is being transported gratuitously by an operator who is not a member of the student's immediate family
- b) Is being transported in a medical emergency situation involving the student
- c) Or has a medical condition that necessitates an exception as evidenced by appropriate documentation from a health care professional

GRADING AND REPORT CARDS

Fundamental schools will utilize the grading system of Pinellas County Schools. 1st and 2nd grades will utilize the letter codes E, V, S, N and U. Kindergarten will have a standards report card using a point scale.

The letter grades A, B, C, D and F will be used in the areas of specific curricular achievement for grades 3-5. Percentages for letter grades are as follows:

- A = 90-100%**
- B = 80-89 %**
- C = 70-79 %**
- D = 60-69 %**
- F = 0-59 %**

NA = Not assessed at this time or other expectations are necessary before working on this skill.

The letter codes E, V, S, N and U will be used for the areas of Art, Music, Physical Education, conduct, and work habits and effort. These areas are marked as follows:

- E - Excellent**
- V - Very Good**

- S - Satisfactory
- N - Needs Improvement
- U - Unsatisfactory

Individualized notices will be given to the student to be taken home when his/her work is unsatisfactory and/or a failing grade for the marking period is probable. Areas of concern in work habits and conduct will be noted. **Before and/or after school tutoring will be provided at the discretion of the classroom teacher and dependent on the needs of the student.**

REPORT PERIOD DATES FOR 2018-2019

Infraction Period #1 – August 13, 2018 – October 12, 2018 (44 days)

Infraction Period #2 – October 15, 2018 – December 21, 2019 (44 days)

Infraction Period #3 – January 8, 2019 – March 7, 2019 (41 days)

Infraction Period #4 – March 18, 2019 – May 29, 2018 (51 days)

HOMEWORK

Homework will be assigned daily to all students at every grade level. Primary grades (K-2) assignments should take approximately half an hour to complete. Intermediate grades (3-5) assignments should take approximately 45-60 minutes. “Study time” and recreational reading may be included along with written assignments in these time limits.

All homework must be complete and signed agendas returned to the classroom teacher by 8:30 a.m. the next school day. Review each homework assignment with your student and sign (full signature, no initials) the agenda book/assignment sheet and any other documents, as directed by your student's teacher. If a student misses a homework assignment, does the wrong assignment, turns in an incomplete assignment or fails to have a parent/guardian sign the agenda book or any sign and return document, it will result in the student receiving an infraction (Warning/Detention Notice). An infraction can be issued to students who do not completely and accurately copy assignments in the agenda.

It is the student's responsibility to show any documents to his/her parent/guardian and should be signed by the parent/guardian and returned by 8:30 a.m. on the next school day. **Failure to return the signed notice by 8:30 a.m. of the next school day will result in another infraction.** If the completed homework is not returned with the infraction, an additional infraction may be issued. Students are permitted to return to the classroom to retrieve homework, agenda books, etc. **no later than 3:00 p.m.** Students and/or parents may NOT enter the class in the **morning** to retrieve homework/agenda/etc. If a student is absent, they may make up homework after returning.

LOST AND FOUND

Lost and found is maintained by the front office. Parents and students are urged to routinely check lost and found. The unclaimed articles will be donated to charitable organizations. Please mark jackets, sweaters, and other items of clothing and lunch boxes with your student's name to aid in identifying them.

MEDICATION

School personnel may not administer any medication (prescription or over the counter) to any student without having on file in the school office an official authorization form signed by both the doctor and the parent/guardian. Such forms shall indicate the kind of medication, quantity, time to be administered and the termination date. These forms are available from the school office. It also needs to be understood that no student may administer any form of medication to themselves without proper authorization (i.e. asthmatic medicines). **Children are not allowed to carry any medications on their person or in a backpack.** (i.e. cough drops, aspirin, etc.) Any student using an inhaler in the classroom must have written permission from the parent/guardian and doctor. Head lice checks will occur when reports of outbreak come to the office. Random checking will be the first order and if any evidence of lice is found, classroom checks may follow.

PARENT MEETINGS

Parents/guardians must attend eight mandatory parent meetings during the current school year. Parent meetings are held the second Tuesday of each month at the locations listed below unless otherwise informed by the school. They begin promptly at 7:00 p.m. unless a different time is listed below or otherwise informed by the school. Please make sure that you arrive early enough to find a parking place, obtain the signature card and are seated and ready to begin the meeting by 7:00 p.m. sharp. The attendance/sign-in cards will be removed at 7:15 p.m. **If parents/guardians have not picked up the attendance card or leave early, the attendance for that meeting will not count.** The parent meetings will not exceed 90 minutes. Parents/guardians have the option to send a representative to two of the meetings. Please note that once a family has been placed on probation, sending representatives is no longer an option. See the “sending representatives to meetings” section for explanation of representatives.

PARENT MEETING DATES 2018-2019

August 23rd (Back to School Night at Pasadena-see below)
Grades 1, 3, 5 @ 5:30-6:15 p.m. Grades K, 2, 4 @ 6:30-7:15 p.m.
September 11th at Boca Ciega High School
October 19th (Family Night at Pasadena starting at 5:30 p.m.)
November 13th (Parent University at Pasadena-see below)
Grades K, 2, 4 @ 5:30-6:30 p.m. Grades 1, 3, 5 @ 6:45-7:45 p.m.
January 15th at Boca Ciega High School
February (Parent Survey to count as meeting credit)
March 22nd (Family Night at Pasadena starting at 5:30 p.m.)
April 9th at Boca Ciega High School

Lack of attendance at parent meetings will result in the following steps:

1. After the first missed meeting, a warning letter will be sent home.
2. After the second missed meeting, a letter will be sent placing the family on probation. Once a family is placed on probation, a representative may not be sent to any meetings.
3. After the third missed meeting, the family will be referred to the Intervention and Appeals Committee for possible dismissal from Pasadena Fundamental.

SENDING REPRESENTATIVES TO MEETINGS

If circumstances arise which make it impossible for a parent to attend a parent meeting, a representative may be sent. **If a parent must exercise this option, they must inform the principal in writing prior to the meeting.** A representative is defined as any adult, 18 years or older. A representative may not represent more than one family. A teacher or another parent at the school may not be a representative. Representatives may be sent to no more than two meetings each year. It is the parents' responsibility to make the representative aware of all obligations, including arriving on time, signing in on time, and staying until the meeting has been dismissed. If a family has been placed on probation, a representative may not be sent to the parent meetings.

PARENT RIGHTS REGARDING EDUCATIONAL RECORDS

According to Florida statutes, the PARENT or GUARDIAN of a student attending public school (or a student 18 years or older) SHALL BE ENTITLED TO SPECIFIC RIGHTS of access, waiver of access, challenge and hearing, and privacy, with regard to records and reports relating to such student maintained and used by the school. This RIGHT EXTENDS TO ANY AND ALL OFFICIAL RECORDS, files, and data directly related to the student such as identifying data, academic work, achievement records, test scores, psychological test, and health data. The parent or guardian has the right to a list of these records, to be shown the records, to have the records interpreted and to have copies made (THE COST TO BE PAID BY THE PARENT OR GUARDIAN).

In addition, the PARENT OR GUARDIAN HAS THE RIGHT TO WAIVER OF ACCESS to confidential letters or statements and has the right to challenge and have a hearing regarding content of reports or records. The RIGHT OF

PRIVACY protects student records which are personally identifiable from being released without written consent of the parent or guardian, except to official school-related organizations. THE RIGHT OF PRIVACY DOES NOT RELATE TO THE PUBLISHING AND RELEASING OF GENERAL PUBLIC DIRECTORY INFORMATION. Parents or guardians who wish directory information to be withheld shall notify the school in writing to that effect.

PARENT-TEACHER CONFERENCES

It is mandatory for parents/guardians to attend at least three face-to-face parent/guardian, teacher conferences per school year. The purpose of the parent conferences is to discuss the progress of the student. The classroom teacher will set up a procedure for signing up for conferences. Please watch for information regarding procedure. Additional conferences may be held at the request of the parent or teacher if the need arises. Please request conferences in writing. **Teachers are not able to hold impromptu conferences.** If a parent/guardian schedules a conference for a particular time and is unable to attend, please notify the teacher before the scheduled time. **It is the parent's responsibility to reschedule the missed conference.**

If a required conference does not take place during the teacher's designated conference period, the parent or guardian will be referred to the Intervention and Appeals Committee. Failure to attend a mandatory conference will result in a referral to the Interventions and Appeals Committee. The school may require a parent or guardian to attend additional conferences based on the academic and/or behavioral progress of their student.

PETS

Unless permission has been obtained from the Principal, pets are **NOT** to be brought on campus at any time (including before and after school).

SCHOOL ADVISORY COUNCIL

A School Advisory Council (SAC) will be a standing group of representative parents, community people and staff members. The school advisory committee is responsible for researching the school's program and needs, the school budget, the School Improvement Plan and giving input to such items as suggestions to the principal. The SAC will operate under its set of by-laws. The SAC is open to all members of our school community, however **meeting credit is only provided to SAC members.** Items that may be important to a stakeholder may be brought to SAC meetings during open agenda or presented to a SAC member and he/she will present the information to SAC. The SAC meetings for the 2018-2019 school year will be in the media center (or Art Room) on the dates as follows:

September 4th	January 8th	April 2nd
November 6th	March 5th	

SCHOOL PRIDE

The school colors are blue and yellow. The mascot is the panther. Spirit days are held every Friday, students are encouraged to wear the school colors and/or a school t-shirt.

SCHOOL STORE

A school store containing basic school tools, (i.e. pens, pencils, paper, erasers, etc.) will be available to students during designated times before school. Any proceeds from the school store will be used for buying items for the school and restocking the store.

TARDY

A student is considered tardy if he/she is **not in his/her seat** at 8:30 a.m., not picked up by 3:00 p.m., or not picked up 10 minutes after an after-school activity has dismissed. A student who arrives tardy to school must be walked in and signed into the office for a tardy slip before going to class. If a student eats breakfast in the school cafeteria, he/she is still expected to arrive to class on time. Excessive tardiness will result in inquiry of the reasons for these acts. The following is the procedure implemented for consistent tardiness.

- If a student is tardy 4 times during a grading period, a letter of concern will be sent home.
- If a student is tardy 2 additional times during that **grading period** (for a total of 6), a referral to the Intervention and Appeals Committee (IAC) will be made. The committee will meet to discuss the problem.

UNEXCUSED TARDY

A tardy is not excused if it does not meet the criteria listed within reasons why a tardy will be excused. Examples of an unexcused tardy include:

- oversleeping
- Car line is backed up
- Car problems
- Returned for forgotten items

VOLUNTEERS/MENTORS/TUTORS

Volunteers will play an important part in the various programs of the school. **In accordance with *Jessica Lunsford Act* and the *Marjory Stoneman Douglas High School Public Safety Act*, all volunteers must be registered with the county office before being allowed in the classrooms or on campus as volunteers.** The necessary approval form is in the office or you can download Volunteer Registration form from the school's website under the "Site Shortcuts" section. Please allow three weeks for approval before beginning a volunteer activity.

All new volunteer applicants must complete a volunteer registration form and provide a Government Issued ID to the school they wish to volunteer at. The Family & Community Liaison at the school will process your application in the volunteer system. A **Level 1** (National Background Screening at no cost to the volunteer) will be processed by the District Office of Strategic Partnerships. Please confirm with the Family & Community Liaison at the school if additional **Level 2 screening** is a requirement for volunteering. When the applicant has been Level 1 background checked approved they will receive an email with the volunteer's user ID and password to log their volunteer hours in the volunteer system.

Volunteers are required to sign in at the front office, and wear a volunteer name tag while on campus or at a school sponsored event. All Level 1 volunteers will be escorted to and from their volunteer destination and will be in line site of a PCSB Employee or Level 2 volunteer.

If you're a returning volunteer you do not **need to complete another volunteer registration form. If your child is attending a new school please contact the Family & Community Liaison at the new school and ask to have your volunteer profile connected to the school.**

If volunteers are unsupervised with students or the school requires an additional level of screening (**fingerprint screening processed through the FBI/FDLE - Federal Bureau of Investigation and Florida Department of Law Enforcement**) please follow the Level 2 process below.

- **Volunteers must be approved in the volunteer system before obtaining a Level 2** fingerprint screening. The screening vendors are listed on the Pasadena website.
 - Volunteers will need to bring a Government Issued ID, and provide a social security number to the vendor.
- The fingerprint results will be sent to the Office of Strategic Partnerships within 5 business days. The volunteer's profile will be updated to Level 2 upon receipt of the results. Please contact the school you volunteer at to confirm your profile has been updated to Level 2.
- The Family & Community Liaison will give you an authorization form to acquire your Level 2 photo ID badge.
- Please wear your Level 2 photo ID badge when on the school campus or school sponsored events.
- Level 2 screenings are valid for five years. All level 2 volunteers will need to be rescreened prior to/or after the five year expiration date if you wish to continue volunteering in an unsupervised capacity.

If you have been fingerprinted by your employer, please ask your HR Department to provide the screening results, or an email confirming you were FBI/FDLE screened, the date of the screening and that you're a current employee to the [Office of Strategic Partnerships](#) for review and approval.

Please continue to log your volunteer hours. Use the Google Chrome browser <https://focus.pcsb.org/volunteer> – if you do not know the user ID and Password please contact Becky Woodyard the family & community liaison at Pasadena Fundamental. Her email is woodyardr@pcsb.org.

WEAPONS OR OTHER DANGEROUS ITEMS

Standard operating procedures will be as follows:

- Any student apprehended with a loaded or unloaded gun which could be capable of discharging a projectile, including but not limited to pellet guns and BB guns, will be referred to the Superintendent for expulsion. This prohibition against firearms on campus includes the possession of a gun or the storing of a gun in a school facility or on school grounds and at any school sponsored functions.
- Any student apprehended with a facsimile of a firearm or weapon (toy, replica, etc.) or using the same in a threatening manner shall be subject to a major suspension and/or expulsion.

WITHDRAWALS

A parent/guardian must provide written notification to the office if their student is being withdrawn from Pasadena Fundamental.

If a student leaves a fundamental program for any reason, the school will immediately contact the Student Assignment Office to determine the new school placement and notify the family of the new school assignment as soon as possible to avoid any lapse of instructional time. Students who leave a fundamental program are assigned to their zoned school or another nearby school if a zoned seat is not available based on school capacities and the Florida constitutional class size requirements.

Students who move out of Pinellas County lose their seat in a fundamental program. 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 may the student who moved, if on an approved SAP, remain in the school.

CONTACT INFORMATION

Donita O. Moody, Principal
District Website
Pasadena Website
Facebook
R'Club on campus
R'Club main office

(727) 893-2646
<http://www.pcsb.org>
<http://www.pcsb.org/pasadena-es>
<http://www.facebook.com/PasadenaFundamentalElementarySchool>
(727) 343-2086 (6:30 a.m.-8:30 a.m. and 2:00 p.m.-6:00 p.m.)
(727) 578-5437

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