



Lakeview Fundamental Elementary School
2229 25th Street South St. Petersburg, FL 33712
727.893.2139 Fax: 727.893.1359

Pinellas County Schools: www.pinellas.k12.fl.us
School Web Site: www.lakeview-es.pinellas.k12.fl.us

Tijuana Baker, Principal

Sheila Stenger, Secretary/Bookkeeper

STUDENT/ PARENT HANDBOOK

Revised June 5, 2019

PROGRAM STRUCTURE

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

The fundamental elementary school includes kindergarten through fifth, the middle school includes grades 6-8 and the high school is grades 9-12. A quiet, well-disciplined and structured learning environment is maintained. **All rules and policies are strictly enforced.** The fundamental school incorporates instructional methods and curriculum based on the Florida 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.**

***** Read and Review- 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 programs 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, ***including arrival and dismissal procedures. Our points of entry for arrival and dismissal- car circle or you may drop you child at the parking lot gate.*** Adhere to the **parent/guardian requirements concerning attendance** at Parent-Teacher Association (PTA), Parent-Teacher-Student Association (PTSA), School Advisory Council (SAC) or other approved meetings.

- Adhere to the Homework/Classwork Guidelines, and Discipline Guidelines –This includes individual classroom management plans that are aligned with fundamental policy.
- **Review and sign all homework assignments, sign and return documents to be returned the next day by the time of arrival to class. This includes the agenda for grades 1-5.**
- Understand that reassignment of a student to a district discipline program or expulsion will result in immediate removal from the school; no readmission will be considered.
- At elementary and middle school (except Thurgood Marshall) parents provide transportation to and from school and furnish transportation for any after school activities, including detention, unless activity bus transportation is otherwise provided. The district provides transportation to Thurgood Marshall Middle School for eligible students.
- Understand that if a family utilizes public transportation it is their obligation and responsibility to instruct the student concerning proper conduct on public transportation, as well as safety matters, including but not limited to, the differences between riding a school bus where vehicles will stop for loading and unloading and riding public transportation where vehicles do not stop when passengers are loading and unloading.
- Understand that if the school receives any complaints about the student's conduct on public transportation, disciplinary referrals could result in the student's removal from the school.
- 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."

Conferences

Conferences are required when necessary for the success of the student. Conferences concerning the student's progress in a fundamental school can, at times, be accomplished by telephone or electronic mail. When a person-to-person conference is deemed necessary for the success of the student, the parent/guardian is **required** to attend. At the elementary level, **parents must attend at least three face to face** conferences per year. Parents/guardians will receive notice requesting a person-to-person conference. Parents/guardians are required to sign up for the conference electronically via Sign Up Genius. If a parent/guardian does not attend a scheduled conference, the teacher will arrange a second conference. **If the parent/guardian does not attend the second scheduled conference during a grading period, it will be the parent or guardian's responsibility to see that the required conference takes place. If a required conference does not take place during a grading period, the parent or guardian will be referred to the Intervention 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 child.

Parent Meeting Responsibilities

Parents/guardians are **required** to attend one Parent-Teacher Association (PTA), Parent-Teacher-Student Association (PTSA), **or** School Advisory Council (SAC), **or** other approved

meeting per month each school year. The meeting dates are listed in this document, on the school calendar and in the student agenda. Notification of meeting dates and times are also sent home via informational flyers, via the electronic sign and through the use of recorded phone messages. When circumstances arise, which make it impossible for a parent/guardian to attend a required meeting, **a representative (18 years of age or older) may be sent.** **The representative may not be a parent or teacher at the school and may represent only one family.** The representative may be sent to no more than *two* meetings per year. (This is not available to families that are on probation for missed meetings.) **If a parent must exercise this option, they must notify the principal prior to the meeting. It is the parent/guardian's responsibility to make the representative aware of all obligations.**

Sign-in at meetings must be completed no later than 15 minutes after the scheduled start of the meeting as the sign-in cards are removed at that time. Meetings last approximately one hour (not to exceed 90 minutes) and parents are expected to be **present for the entire meeting.** ***Arriving late, leaving early, or failure of a parent/ guardian to sign in will result in the meeting being counted as unattended.*** Sign-in cards must be handed in by the individual who signed the card for that meeting.

****The procedure for unattended meetings is as follows:**

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

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 District Application Programs. Failure to honor this agreement may result in the student's removal from the school.**

Homework/Classwork / Sign and Return Documents

Homework and classwork are integral components of the fundamental program. At the elementary school level, homework is assigned to all students at every grade level for a minimum of **four** days a week. All homework and sign and return documents must be signed by the parent or guardian and returned by the **time the student arrives** the following school day as stated on page 1 and 2 of this document. 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/detention policy will be enforced.*** Please be aware of the individual teacher policies for each class. **If a student**

receives a warning/detention notice for incomplete or missed homework, the notice and completed homework must be returned the next day. It is critical that you are aware of the expectations of your child’s teacher and classroom procedures and all fundamental policies. Homework will not be given on PTA nights.

General Membership Meetings

Parent meetings are scheduled twice per month in the months of Oct., Dec., and March. In the months of Aug./Sept., Nov. Jan., Feb., and May only **one** meeting is scheduled. There are no meetings in the month of April. Meetings are held both at Lakeview and other locations. Information regarding the meetings, such as the time and the location of the meeting, will be provided in the school calendar, telephone messages, flyers, and newsletters. **Please note that meeting days and times may be subject to change;** ample notice will be given if a meeting date is rescheduled.

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

Signing in and remaining for the entire meeting is **mandatory.** **For meeting attendance to count, you must attend and sign in.** Meetings will begin promptly at their scheduled time. Cards must be picked up no later than **fifteen minutes** after the start of the meeting. **Parents are required to be in attendance until the meeting is over.** Meetings last approximately one hour. Sign-in cards will be collected at the end of the meeting; be sure to turn in your card at that time.

Tentative PTA and SAC Dates for 2019/2020 are:

	<u>PTA</u>	<u>SAC</u>
Aug. /Sept	9/5/19 Open House	(Joint PTA and SAC)
October:	10/8/19 Fall Festival	10/17/19
November:	11/19/19 Thurgood Marshall Middle School	(Joint PTA and SAC)
December:	Winter Concert Date and Location TBA	12/12/19
January:	1/14/20- Mid-term Open House	(Joint PTA and SAC)
February:	Dining With Dolphins Date and Location TBA	(Joint PTA and SAC)
March:	3/10/20 Spring Concert Boca Ciega High School	3/26/20
April:	No PTA or SAC meetings	
May:	5/12/20 Jump-Up	(Joint PTA and SAC)

If a parent does not attend a SAC or PTA meeting in a given month, **they may not make up the meeting by attending two meetings the next month.**

DRESS CODE GUIDELINES

DRESS AND GROOMING RULES: Students are expected to dress appropriately to reflect pride in one's self and school. Students violating the dress code will be sent to the office to call their parents/guardians and request a change of clothing. The student may be issued an infraction notice for violation of the dress code policy. Repeated violations may result in a referral to the schools' Intervention and Appeal Committee. Any exception to the dress code policies must be approved by the school administration. The principal shall have the final decision regarding the enforcement of the student dress code. **We also expect parents to use good judgment in their attire while volunteering in the building.**

All students' clothing must be worn in the manner in which it was designed to be worn; pants and skirts must be worn at waist level. Student dress and grooming shall be neat and clean. Prohibited are hairstyles and colors, and other fashion styles, which are disruptive to the school environment or educational process. **The fundamental elementary school has dress requirements, which are in addition to the *Code of Student Conduct*.** Students must adhere to the following dress code:

Students should wear:

- Shirts, blouses, sweaters
- Jeans, pants, slacks- **leggings only if the top/shirt covers appropriately- top may not be shorter than 3 inches above the knee**
- Uniform shorts (from a designated vendor such as Cherokee, French Toast, At-Class, In-Design, etc.) that are khaki or navy blue in color. Cargo shorts – (uniform or non-uniform - are not acceptable.)
- Shorts, skirts, or dresses **may NOT** be shorter than **three inches above the knee**
- **Closed toed shoes that are appropriate P.E. classes- For example- sneakers/athletic shoes**
- Sweaters or jackets when desired
- Students must wear socks, tights, peds or stockings

Students may NOT wear

- Sleeveless shirts, tank tops, sleeveless dresses or sleeveless blouses
- Pants shorter than ankle length (unless they are approved shorts)
- Jeans or pants that have **holes or tears on knees, front, back, or other strategically placed locations**
- Shorts longer than knee length. Cargo shorts of any type are not acceptable. (not uniform)
- Bare-midriff dresses, blouses or shirts
- See-through shirts or blouses, halter dresses or "tops" with spaghetti straps
- Skorts, culottes or divided skirts
- Backless shoes, thongs or sandals
- Hats, sunglasses and bandanas (indoors)
- Clothing which displays profanity, sexually suggestive phrases, alcohol, tobacco, drugs, or advertisements for such products or other phrases.

Agenda

The agenda is the primary source for parent/ teacher communications. Students in grades 1-5 will be issued an "agenda" planner book. **A parent or guardian must sign the agenda nightly.**

Pre-signing or signing the agenda in the morning if left at school the night before is not permitted. This defeats the purpose of the nightly home/school communication and may result in an infraction. In the event that the parent is out of town – the parent will need to alert the teacher/principal of the situation and who will be signing the homework /agenda for the duration of parent absence. This is for special situations only and not for random days.

FUNDAMENTAL SCHOOL DISCIPLINE

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

Discipline Guidelines

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

If warranted, a detention may be given prior to any warning.

Detentions

The progressive steps include:

1. *First* written warning is sent to parent. (Warnings may be sent home because of homework or unsigned agenda infractions, misbehavior, failure to return a "sign and return document" class work not being done or dress code violations.)
2. *Second* written warning is sent home to parent. (Warnings may be sent home because of homework or unsigned agenda infractions, misbehavior, failure to return a "sign and return document" or class work not being done.)
3. *Third* written warning is sent to parent. (Warnings may be sent home because of homework infractions, misbehavior, or incomplete classwork, or failure to return a "sign and return" document.)

4. If infractions continue to occur, detentions will be given to the student. Warning, detention, 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. Failure to serve a detention will result in an additional detention. Parents are required to provide transportation for student detentions. 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
2. Time Out
3. Detention
4. Counseling with Student
5. Monitoring Behavior
6. In-School Suspension
7. Out-Of-School Suspension
8. Referral to the Intervention and Appeals Committee
9. Referral to School Staffing/ SBLT Team

Office referrals

- Are cumulative throughout the year.
- Three office referrals will result in a referral to the Intervention and Appeals 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 Appeals Committee.

INTERVENTION AND APPEAL COMMITTEE

Each fundamental school has a school-based Intervention and Appeals Committee (IAC). The purpose of this committee is to review and enforce cases which include but are not limited to severe or repeated discipline infractions, continued lack of compliance with homework and/or class-work policies, failure to follow the dress code, parental absences from PTA/SAC meetings, parental non-attendance at required conferences and tardies which are defined as late drop off (arrival) or pick up (dismissal). The IAC may recommend alternatives and

Interventions for improvement, recommend probation with stipulations or dismissal 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.

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

The Principal, who is not a committee member, selects the members of the IAC. The IAC shall be composed of a minimum of three teachers (selected with faculty input) or other school personnel and three parents. Efforts will be made to have a community representative. A majority of the members must be present to conduct the meeting and render a recommendation. The IAC 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. Only the committee members will vote. Decisions will be based on a majority vote. The proceedings will be held in strict confidence. To maintain confidentiality for fundamental school students each Intervention and Appeal 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 the school's Intervention and Appeals Committee, I understand that I will have access to confidential information and agree to maintain confidentiality of all student records and information."

A referral to the Intervention and Appeal Committee occurs when a student receives a total of three warnings and four detentions during any infraction period or a referral to the Intervention and Appeals Committee will take place upon the fourth detention in an infraction period. Infraction dates for 2019/2020 are:

Infraction Period #1 -8/14/19-10/11/19

Infraction Period #2 -10/15/19-12/20/19

Infraction Period #3 -1/7/20-3/13/20

Infraction Period #4 -3/24/20-5/29/20

Referrals to the Intervention and Appeal Committee may also be made when:

- A student receives excessive detentions
- A student is tardy six times in a grading period
- A student receives three office referrals
- A student receives one suspension or work detail
- A student commits a serious violation of the Code of Student Conduct
- A parent does not meet parent requirements
- A parent misses three of the required parent meetings
- It is requested by 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 Appeals Committee will make an official recommendation to the principal which include:

- No action
- Monitoring
- Probation
- Dismissal

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.

A school administrator will meet/call or provide in writing to the parent/guardian within 48 hours of the IAC meeting the conditions, duration of the probation, and proposed interventions. An agreement will be explained and signed by the student and the parent/guardian. 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.

Appeal Process

Parents have the right to appeal a school decision. An appeal must be made in writing within 48 hours of parental notification with new or additional information. Parents can contact the principal for additional information on this process.

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.

Return to a District-Assigned Elementary School

Violation of the Fundamental Elementary School Agreement will result in the student being automatically and immediately dismissed from Lakeview Fundamental. If a student leaves a fundamental school for any reason, the Lakeview Data Management Technician will immediately contact Student Assignment to determine the new school placement 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 requirement.

If the Intervention and Appeal Committee recommends removal of a student from the school, the removal may be delayed only in instances when the removal takes place immediately preceding a holiday, standardized testing, or other instances approved by the school administration. Students who are removed from the school for any reason may not reapply to any fundamental school or re-enter under sibling or employee priority.

Withdrawal

A parent or guardian must provide written notification of their child's withdrawal from Lakeview. If you are planning to withdraw, please notify our front office. We will prepare information for you to take to the new school. In January of the school year we will ask each parent if they are planning to remain at Lakeview for the following year. This procedure allows us to determine potential vacancies in grades 1-5.

GRADING AND PROMOTION

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

The **Pupil Progress Report** (student report card) is distributed four times a year in kindergarten through 5th grade.

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 letter grades for each subject. In kindergarten, no grades are given. A checkmark is used to denote if the student is performing successfully on a scale of 0-4. In grades 1 and 2 students receive coding grades and in grades 3-5, progress is communicated through the use of letter grades. Families are encouraged to go on Portal to check on their child's grades.

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

E, V, S, N, U Coding *This coding is used for 1st Grade, 2nd Grade, Art, Music, PE, Work Habits, 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*

A, B, C, D, F Coding In fundamental schools grades 3-5, the following codes will be used when determining grades in Reading, Writing, Mathematics, Social Studies, Science and Health:

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

Student Honors Criteria

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

P.E. Policy: Participation in physical education is required for all students. A student will be exempted from P.E. 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 requesting an exemption from P.E. due to a cold or other minor illness.

Financial Obligations: Any student who has a financial obligation (lost or damaged library and textbooks) can be withheld from field trips, assemblies, and special activities. As a consequence, for a financial obligation a detention will be issued to the student. If the obligation is paid prior to the date of the detention, the detention will be voided.

SCHOOL HOURS

Attendance, Arrival and Dismissal Procedures

Children are expected to be on time and at school every day. Students are to be dropped off in the car circle or parents may park and walk their child to the gate. Students participating in a before school enrichment activity will require you to park in the parking area and walk your child into the school. Afterschool enrichment activities will also require you to park and enter through the front office providing the activity is completed by 3:30. Any afterschool enrichment activities that end after the office is closed will have a different pick up procedure. This will vary based on the activity. Those hosting the activity will provide families with the pick-up procedure that is specific to their afterschool program.

All students may begin arriving on campus at 8:00 A.M. and shall report to their line-up area by you dropping them off at the car circle (**See car circle diagram**) or gate. Students may enter their classrooms at 8:20 A.M. We recommend that your student arrive by 8:20 so that they are seated and ready to learn promptly at 8:30 A.M. The tardy bell will ring at 8:30 a.m. Children who are not in the classroom at the 8:30 bell will be considered tardy.

All students will be dismissed at 2:40 p.m. **If a child is serving detention or attending an afterschool enrichment activity, he or she should be picked up promptly after the detention ends at 3:10 p.m. or at the designated end time of the enrichment activity. Siblings not attending the afterschool enrichment or detention are to be picked up at the regular time. Please limit early pick ups to those that are truly necessary.**

*******If your child is attending a morning activity prior to the regular school start time you will need to walk your child into the office. Dropping your student off at the main entrance prior to the tardy bell is against policy. These policies are for safety reasons. ***** Also, unless written notification or telephone notification is received by the school, it is the school's expectation that students will go home the same way each day. Please remember to also alert your afterschool care provider if there is a change.**

As per the Code of Student Conduct

Absence Policies

An absence is excused if:

- The student is ill.
- An immediate family member (parents, brothers, sisters, grandparents or anyone living in the home or a close relative) is ill.
- Death in the immediate family of the student.
- Religious holiday of the student's faith – requires a parent's note before the absence.
- Religious conferences, or workshops (only two days) – requires a parent's note before the absence.
- Subpoena or forced absence by any law enforcement agency.
- A major disaster as decided by the administration.
- Any absences, including those for field trips or other parental requests as judged appropriate by the principal. Parent must request approval in writing from the principal before the absence.

Parents must make contact with the school when their student will be absent for any reason. If your child is ill, please notify your child's teacher. If a parent has not made contact with the school, either by phone, e-mail or in writing, the absence will be considered unexcused. **Florida Statute 1003.26 requires the principal or his designee to contact the student's parent to determine the reason for the absence if it is considered unexcused.**

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. **Every three (3) unexcused early sign outs within a grading period will count as one unexcused absence.**

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:

- A. The student is ill or injured.
- B. There is a major illness in the student's immediate family (this means parents, brothers, sisters, grandparents, or others living in the home).
- C. There is a death in the immediate family.

- D. The student attends religious instruction or there is a religious holiday in the student's own faith.
- E. 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.
- F. 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.
- G. The student has a scheduled medical or dental appointment.

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

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. Work made up after an unexcused absence (such as out- of-school suspension) may be dropped a letter grade.

Tardy Policies

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

Students remaining at car line fifteen minutes after the end of the school day will be escorted to the front office. Any student participating in an after-school activity must be picked up at the end of the scheduled activity, or they will also be tardy.

Before and After School Care

The R'Club operates in the Lakeview Fundamental cafeteria from 6:30 a.m. until 6:00 p.m., Monday through Friday. Please call the program director at (727) 327-6243 for more information.

CAFETERIA & FOOD POLICIES

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 rather than pay each day; they

must do so before the school day starts and not during the actual lunch period. Free or reduced-price lunches are available to students who apply and who qualify. Student lunches are \$2.75, 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 may eat with their children at tables outside of the cafeteria. If you choose to eat outside of the cafeteria, policy does not allow for other students to join in during this special time you have set aside to have lunch with your child. **Parents/Guardians may bring outside lunches, such as fast food restaurants, etc., for *their child only*, to eat during the designated lunch period (not during designated class time). Parents/Guardians may not bring food for other students.**

It is the expectation that students are to use appropriate manners while eating lunch and that their behavior is to reflect those that would be used if they were dining at a restaurant. Make sure that your student understands that the school's staff provides them with a safe and clean dining environment and that the students are responsible for picking up and disposing of all food and related items properly.

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. Siblings may not be brought along when a parent volunteers.

Student birthdays may be celebrated with a small, healthy snack. Please follow School Board food guidelines. Luncheons, gift bags, flowers and balloons, etc. are not permitted for birthday celebrations. Please note that party invitations may not be distributed at school. Your PTA directory contains phone numbers and information that will enable a parent to invite students to their child's party. Deliveries of flowers, balloons and the like for holidays/celebrations are discouraged if deliveries occur the item will be held in the office until dismissal and not allowed in the classroom.

STUDENT INFORMATION

Illnesses or Accidents

Any child who becomes ill or injured at school is sent to the school office. If a child is injured or not well enough to return to the classroom, the parent/guardian will be notified immediately to pick up the child. It is extremely important that your correct home, business and cell telephone numbers are on file in the office so that the school may be able to contact someone in the case of an emergency.

Medication

School personnel may administer medication **only** if an official authorization card is completed and on file. Prescribed medication must be in a labeled, original container from the pharmacy.

The parent must sign the authorization card. All over the counter medication must have a prescription and be in the original sealed container when received at school. Children may not bring or take any medication on their own. This includes cough drops. Medication will not be given to any student without an authorization card on file. If you need a medication card, please visit our office and request a card to be completed while you are in the office. Medication cards can no longer leave campus.

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. If a parent comes to the school during this period, we ask that you immediately check in with the office. If you wish to pick up your child you must sign them out in the office. You may not pick up students in your carpool unless you are cleared through the office. This procedure is in place so we can provide the safest possible environment and keep track of all students.

Return to Classroom after Dismissal

A student may **only** return to his or her classroom for prescription items (such as eyeglasses or hearing aids after dismissal, and must be accompanied to the classroom by a staff member. **Students or parents may not return to class to retrieve agenda, homework, books etc.**

Lost and Found

We maintain a place in our teacher's workroom for lost and found items. Frequently we place items in bins for children to look through. It is the student's responsibility to check the lost and found area. Each grading period all lost and found items will be donated to charity.

PARENT INFORMATION

Class Visits

Parents are always welcome to visit Lakeview Fundamental. Please notify the classroom teacher of the class you wish to visit at least 24 hours in advance. Teachers are frequently in meetings or preparing for the day/next day in the mornings and the afternoon. Teachers are generally not available for impromptu conferences.

All visitors are **required to first sign in at the office**, show a valid photo i.d., and wear a visitor's pass issued by the office. All visitors will be escorted to their destination unless a Level 2 badge is visible.

Non-Lakeview students may not accompany their parents during school visits or when parents are volunteering.

Pets may be brought to school for demonstrations which are part of the established curriculum. All pets must be in cages. Approval from the principal is required before any pets are brought to school. At drop-off and pickup, pets must be kept inside the vehicle the entire time.

Volunteers

Volunteering, as with class visits, must be arranged with the teacher at least 24 hours in advance. Anyone wishing to volunteer must be registered with Pinellas County Schools prior to volunteering at Lakeview. Registration forms are available in the front office. Every volunteer must sign in at the school office and wear a visitor's pass during the visit. All volunteers will be escorted to their destination unless a Level 2 badge is visible. Volunteers may not bring non-Lakeview students to school when they are volunteering.

School Advisory Council (SAC)

The SAC is composed of parents of Lakeview Fundamental, teachers at Lakeview 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 the SAC members.

SAC serves as a resource to Lakeview Fundamental 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 Lakeview parents on a self-nominating basis. Election of members is held at the first SAC meeting of each school year.