

PASADENA FUNDAMENTAL ELEMENTARY SCHOOL  
PARENT/STUDENT HANDBOOK  
2025-2026



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**DISTRICT MISSION**

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

**DISTRICT VISION STATEMENT**

100% Student Success

**SCHOOL MISSION**

To create a positive learning environment with high expectations, where students, families, and faculty work in collaboration for 100% student success.

**School Website:**

<https://www.pcsb.org/pasadena-es>

**District Application Procedures:**

<https://www.pcsb.org/dap>

**Student Code of Conduct:**

<https://www.pcsb.org/code>

**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.

Updated 07.14.25

## PARENT/GUARDIAN RESPONSIBILITIES

### FUNDAMENTAL ELEMENTARY SCHOOL PARENT/GUARDIAN COMMITMENT AGREEMENT

Fundamental schools are schools of choice and membership in fundamental schools is a privilege. Fundamental schools are designed for students who work best where expectations are clearly defined. Participation by parents/guardians is also a requirement. Students may be returned to their zoned school for failing to comply with the fundamental school policies as outlined in the Parent/Student Handbook and the School Board approved Procedures for District Application. Each parent/guardian is required to sign and comply with the following agreement for each child attending a fundamental school. As the parent/guardian of a student in this fundamental program, a student's continued enrollment in a fundamental school depends upon the cooperation of parents/guardians in this educational philosophy. Fundamental school parents/guardians and students are expected to comply with all the following commitments:

- Sign the parent/guardian commitment agreement affirming, in writing, that they will abide by all policies, procedures and rules of the school as a condition of enrollment.
- Understand that fundamental schools are designed for those students who excel in a structured learning environment.
- Understand that continued enrollment in this school depends on cooperation and compliance with all fundamental policies and procedures.
- Adhere to the parent/guardian requirements concerning attendance at Parent-Teacher Association (PTA), Parent-Teacher Student Association (PTSA), School Advisory Council (SAC) or other approved meetings.
- Attend parent/teacher conferences, when requested.
- Adhere to the Homework/Classwork Guidelines, and Discipline Guidelines.
- Review and sign all homework assignments and agenda book.
- 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.
- Provide timely transportation to and from school and furnish transportation for any after school activities, including detention. 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 students conduct on public transportation, disciplinary referrals could result in the students removal from the school.
- 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."

*Additionally, signature on this agreement demonstrates you are committed to support the following policies which are fully outlined in the Parent/Student Handbook and the School Board approved Procedures for District Application:*

- 1. To be present and on time to the mandatory meetings and sign in.*
- 2. To have your child adhere to the elementary fundamental school dress code.*
- 3. To review, sign and return all nightly homework.*
- 4. To attend at least three parent/teacher conferences each school year.*
- 5. To have your child follow the fundamental school disciplinary practices.*
- 6. To provide all transportation to and from school in a timely manner.*
- 7. To read the Parent/Student Handbook and support the policies and procedures contained within.*

## **PARENT MEETINGS RESPONSIBILITIES (SAC AND PTA) EVENTS**

Parents/guardians must attend **eight (8) mandatory** PTA or SAC parent meetings/events during the current school year. Parent meetings dates and times will be held at the locations listed below, unless otherwise updated by the school. Please make sure that you arrive early enough to find a parking place, sign in and are seated and ready to begin the meeting. Meetings will use a QR code to verify attendance. 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 below for explanation of representatives. **Additional meeting/event credit opportunities may be available throughout the school year.**

### **GENERAL MEMBERSHIP MEETING CREDITED ACTIVITIES**

**July (participating families will earn meeting credit for the month of November by attending a July event)**

**29** Fundamental Parent University, 9A or 6P

**31** Yard Work party, 8A- 10A

#### **August**

**20** Open House Required Parent Meeting

(530P-615P Grades 1, 3, 5 and 630P-715P Grades K, 2, 4)

**26** SAC Meeting at Pasadena 6P

#### **September**

**4** PTA General Membership Meeting at Madeira Beach Fundamental K8, 6P

**16** SAC Meeting at 6P

#### **October**

**7** SAC Meeting at Pasadena 6P

**14** PTA Spirit Night

**23** PTA Fall Family Night/Book Fair at Pasadena 6P

#### **November**

**18** PTA Spirit Night

#### **January**

**6** SAC Meeting at Pasadena 6P

**13** PTA General Membership Meeting at Madeira Beach Fundamental K8, 6P

#### **February**

**4** SAC Meeting/ Parent University at 6P

**17** PTA Spirit Night

#### **March**

**3** SAC Meeting at Pasadena 6P

**5** PTA Family Night/Book Fair at Pasadena 6P

**24** PTA Spirit Night

#### **April**

**7** SAC Meeting at Pasadena 6P

**16** PTA General Membership Meeting at Madeira Beach Fundamental K8, 6P

**24** PTA Panther Pride Night

**\*\*All dates and events are subject to change. Parents will be notified when changes occur. Additional opportunities for meeting credit will be available throughout the school year.**

**Volunteer in the Café-2 volunteer hours=one meeting credit.**

**Volunteer with PTA -2 hours within the same month for meeting credit that month.**

**(All dates and locations are tentative and subject to change. Communication will be emailed to each family confirming location of the PTA events.)**

**Lack of attendance at parent meetings would normally 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.

## ARRIVAL AND PICK UP SAFETY PROCEDURES\*

**SAFETY FIRST!!!** To keep our students safe, cones will be placed 3 feet away from the curb to allow room for doors to open. This means that cars will not be permitted to pass in the carline. Parents must circle around if their student is not ready to keep the carline flowing.

*\*Additional updates or changes will be reported on an ongoing basis. Students may not have rolling backpacks due to safety concerns.*

### MORNING DROP-OFF

- **We strongly encourage all students to use the car line for drop-off. Due to safety, parents are not permitted to congregate outside of our entrances and exits.**
- Student drop-off begins at 8A. Students may not be on campus prior to this time, unless enrolled in R Club. Children are supervised from 8A- 820A on the covered court.
- Students can eat breakfast in the cafeteria from 8A- 820A
- Carline dropoff occurs ONLY inside the designated coned off areas of the school parking lot and ONLY at numbered stations (1 -7).
- Keep the flow of traffic moving through carline by remaining in your car.
- Students should exit and enter your car from the passenger side.
- There is no parking permitted in front of the office and students may not be dropped off in front of the office.
- NO cell phone use of any kind while in the car line.
- Do not drop off students at the crosswalk on 72<sup>nd</sup> Street. (students are to be walked across the street)
- The car line area during arrival and dismissal is for students loading/unloading cars only. Please do not park in the spaces next to the PE court to pick up or drop off students.
- Follow all traffic rules and be courteous to the neighbors and businesses surrounding the school. (Cars are subject to towing, at the owner's expense.) **PLEASE DO NOT BLOCK NEIGHBORS' DRIVEWAYS.**

### AFTERNOON DISMISSAL

- **We strongly encourage all students to use the car line for pick up. Due to safety concerns, parents are not permitted to congregate outside of our entrances and exits.**
- Please inform your teacher how your student should be dismissed. (i.e. R Club, car rider, after care van/bus, walker)
- If your student is designated as a walker, you will receive a form to fill out designating them as a daily walker.
- Walkers will all be released by "all call" starting at 240P (72<sup>nd</sup> Street is not another carline to drive up and pick up)
- Walkers will walk out of the gate, unsupervised, off campus, as a designated walker. Walkers will cross 72<sup>nd</sup> Street at the crosswalk. We will not have a student to parent handoff unless through carline. (This includes the crosswalk on 72<sup>nd</sup> Street). Walkers remaining after 2:50P will be sent to wait in the car line.
- **Students who need to be signed out early, must be picked up no later than 2P.**
- Be on time. The school day ends at 240P. At 310P, any student remaining will be marked tardy, and notification will be sent home with the student.
- If your student is involved in an after-school activity, they 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, they should be **picked up no later than 310P.**, including walkers.
- Display a school provided name sign with the student's name printed clearly on dashboard or visor on passenger's side of car. **Keep sign in view until the student is in the car.**
- Parents must circle around in the carline if the student is not ready, to prevent holding up the line.
- The car line area during arrival and dismissal is for students loading/unloading cars only. Please do not park in the spaces next to the PE court to pick up or drop off students.
- After dismissal and after-school activities have concluded, all students should either be in aftercare or off campus.

### TARDY

A student is considered tardy if she/he is **not in their seat** at 8:30A., not picked up by 3:10P, or not picked up 10 minutes beyond 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, they are still expected to arrive at class on time. Excessive tardiness will result in an inquiry of the reasons for these acts. The following is the procedure implemented for consistent tardiness.

- If a student is tardy four (4) times during a grading period, a letter of concern will be sent home, for both excused and unexcused.

- If a student is tardy two (2) additional times (excused or unexcused) 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 excused or unexcused reasons.

### PARENT-TEACHER CONFERENCES

Conferences are required for the success of the student. Conferences concerning progress in a fundamental school can, at times, be accomplished by telephone or email. When a person-to-person conference is deemed necessary, the parent/guardian is required to attend. **Parents must attend at least three parent/teacher conferences each school year.** Parents/guardians will receive a written notice from the teacher requesting a person-to-person conference. **Failure to attend a mandatory conference will result in a referral to the Intervention and Appeal Committee.** 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.** The school may require a parent or guardian to attend additional conferences based on the academic and/or behavioral progress of their student.

### REPORT CARD/ INFRACTION PERIOD DATES FOR 2025-2026

#### • **END OF REPORT PERIOD ARE:**

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

#### • **MID TERM PROGRESS REPORT DATES ARE:**

- |                      |                  |
|----------------------|------------------|
| • September 10, 2025 | February 6, 2026 |
| • November 13, 2025  | April 24, 2026   |

#### **REPORT CARD DISTRIBUTION IS:**

- |                  |               |
|------------------|---------------|
| October 23, 2025 | April 2, 2026 |
| January 15, 2026 | May 28, 2026  |

### STUDENT RESPONSIBILITIES

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

- Follow Pasadena P.R.I.D.E. guidelines.
- Observe the school dress code.
- Be on time for class and in their seat when school begins at 830A
- Copy assignments accurately and completely 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; always observe good manners.
- 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 exception of lunches.

### DRESS CODE

Students are expected to dress appropriately to reflect pride in oneself and school, and to avoid social fads and disruptions to the school learning environment. The following expectations are in addition to the Pinellas County Student Code of Conduct.

#### SCHOOL-WIDE DRESS CODE

- Khaki, black or navy-blue traditional "chino" style **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, black or navy-blue traditional "chino" style **uniform** joggers or pants, fitted at the natural waistline and worn no shorter than ankle bone in length.
- Solid khaki, black or navy-blue **uniform** skirt, 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 that reflects the clothing manufacturer or brand is acceptable. The logo should be less than two inches in diameter.
- Any **solid-colored** uniform dress, with no designs or patterns; a small logo that 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 sleeves) both shirts must be a solid color.
- Students may wear jeans **if** they are wearing a Pasadena t-shirt.
- Students may wear jeans **if** they are wearing a Defend A Friend t-shirt.
- Athletic shoes (with rubber soles), with any style socks; Tights in any solid color
- Solid colored leggings under dresses or skirts only
- Any color/pattern jacket may be worn.

#### **NO STUDENT MAY WEAR THE FOLLOWING**

- Cargo or carpenter shorts/pants, capris, culottes, split skirts, denim shorts, athletic shorts or pants, sweatpants or any form of redefined shorts
- Form fitting leotard/spandex type clothing, tight knit pants, clinging pants or leggings/jeggings are not allowed unless proper outer garments cover to mid-thigh length or longer (i.e. worn under a skirt/dress)
- No garments that are see-through or mesh
- Shirts that show a child's midriff when both hands are raised or that have sayings/images that are deemed inappropriate.
- Blouses, shirts, or dresses which are tank tops, halter tops, spaghetti straps, sleeveless, or low cut in front or back.
- 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, or shoes without back strap.
- Clothing with holes, tears, any type of fraying, or are oversized.
- Hats, other head coverings, or sunglasses may only be worn during outside P.E. activities and may not be worn during any portion of the regular school day without the expressed permission of the principal.

**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 may 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).

### **HOMEWORK**

**Homework will be assigned daily to all students at every grade level.** Purposeful homework and classwork are integral components of the fundamental program. In school-within-a- school fundamental programs, homework and classwork guidelines are applicable in designated fundamental classes.

At the elementary school level, purposeful homework is assigned to all students, unless specified otherwise in their IEP/504 plan, for at least four days per week. Recommended durations for purposeful homework are as follows: 10 minutes for kindergarten, 10 minutes for 1st grade, 20 minutes for 2nd grade, 30 minutes for 3rd grade, 40 minutes for 4th grade, and 50 minutes for 5th grade, in addition to dedicated reading time.

All homework must be completed, signed by a parent or guardian, and returned by the beginning of the following school day. Students who miss a homework assignment, complete the wrong assignment, submit an incomplete assignment, or fail to have a parent signature will be subject to the progressive steps outlined in the detention policy. A maximum of two warnings per missed assignment will be issued (refer to Discipline section) "Study time" and recreational reading may be included along with written assignments in these time limits.

**All homework must be complete and signed and returned, with a signed agenda, to the classroom teacher by 830A 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. **The student should attempt all homework. If they cannot answer a question, the parent should write a note and sign.** 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 their parent/guardian,** obtain a parent/guardian signature and return documents by 830A the next school day. **Failure to return the signed notice by 830A 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 310P.** 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.

It is the student's responsibility to obtain the missed work. The number of days allowed to make up the work shall be equal to the number of days the student was absent. In cases where the grading period ends before make-up work can be completed due to absences, an "I" may be recorded for the grading period grade. The "I" can be converted to a letter grade once the number of make-up days allowable in policy have been granted for the completion of make-up work.

**Make-Up Work:** After an absence, a student must arrange with the teacher for any make-up work. Students have the same number of days they were absent to make up their work.

**Agenda:** The agenda is the primary source for parent/teacher communications. For kindergarten students, a parent or guardian must sign the folder nightly. For students in grades 1-5, a parent or guardian must sign the agenda nightly. Students will be provided with an agenda but will have to purchase a new one for \$5.00, should theirs be lost or damaged. The agenda will be maintained in the original context (i.e., no pages torn out, folded back, or spiral binding removed).

### **COMMUNICATION BETWEEN HOME AND SCHOOL**

It is part of the fundamental school agreement, which each student and parent/guardian signs, that he/she will deliver all school communications to his/her parent/guardian. The parent/guardian should expect to assist students in getting into the habit of delivering all papers and communications by regularly inspecting book bags and setting this expectation for their child. The school/teachers will see that all communications are prepared and sent home. Students are accountable for delivering all communications on the day they are received.

Failure to sign an infraction form or any form of written communication will result in an infraction if not returned the next school day and can lead to an IAC referral. Pasadena Fundamental School communicates with parents/guardians in the following ways:

1. Notice of homework/classwork/behavior infraction
2. Notes in the agenda/planner from teachers/staff
3. Parent/guardian signatures on tests and quizzes graded D or F and N or U (primary grades)
4. School communications to parent/guardian
5. Canvas
6. Grades/notes will be in PCS Focus for Parents and can be accessed at any time
7. Report Cards
8. Parent/guardian conferences (telephone or in person) including positive contacts
9. School newsletters
10. Marquee
11. PTA meetings
12. SAC meetings
13. Email
14. School website/social media
15. FOCUS messenger

### **CELL PHONES AND OTHER WIRELESS COMMUNICATION DEVICES**

Wireless communication devices are devices that have the ability to receive and/or transmit any communication without a cable connection, which may include, but is not limited to, cell phones headphones, earbuds, and tablets. This definition also includes any current or emerging wireless handheld technologies or portable information technology systems developed for similar purposes.

All students must store wireless communication devices, headphones and earbuds in a designated area, except when otherwise directed by a teacher. For purposes of this policy, the designated area is a non-visible secure location, such as the student's locker, backpack, purse, or pocket.

Elementary school students must keep wireless communication devices in the off position throughout the instructional school day, and while participating in a school-sponsored activity on or off campus. Students are permitted to use their wireless communication devices

after the end of the instructional school day, if needed to communicate with parents regarding the coordination of transportation. Headphones and earbuds are not allowed during the instructional school day or while participating in a school-sponsored activity on or off campus, unless otherwise directed by a teacher. When allowed, headphones and earbuds are restricted to minimal volume, only to be heard by its user. Due to school safety concerns, one ear must remain free of the accessory at all times during authorized use.

## **DISCIPLINE POLICY**

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

**Class Discipline:** Each teacher maintains a positive behavior support plan. These plans are communicated to parents at the beginning of the school year. In addition, the following steps are taken when a student commits infractions of policies regarding behavior, homework, or classwork unless addressed in their IEP or 504.

**WARNINGS AND DETENTIONS:** Warnings may be sent home because of homework, infractions, misbehavior, incomplete classwork, or failure to return a "sign and return" document.

The progressive steps include:

1. First written warning is sent to parent.
2. Second written warning is sent to parent.
3. Third written warning is sent to parent.

If infractions continue to occur, a detention may be issued or in lieu of detentions, the principal may require a parent conference after the fifth warning given unless addressed in their IEP/ 504 plan. If detention is given, parents will be given an advanced notification of 48 hours (2 business days) prior to the assigned detention. Students are expected to serve detention on the assigned date. 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 four detentions during an infraction period.

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 and homework
- Excessive 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



**Electronic Device Violations will result in the following consequences:**

1. Verbal warning to the student.
2. An infraction and a phone call to parents reminding family of policy.
3. A detention and device held by Administration for pickup by parent/guardian during office hours.
4. Continued violations will result in referrals and loss of phone privileges at school.

**AFTER A DETENTION IS ISSUED**

**A detention will not be excused for any reason and must be served on the assigned 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 830A will result in another detention.** Students are expected to arrive for detention on time. If a student arrives at 245P 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, they 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. Kindergarten detentions will be held in a Kindergarten classroom. All other grade level 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. Additional reasons for student referrals to the Committee may include but are not limited to:**

- Upon receiving a third office referral in a school year (elementary school)
- Upon receiving one suspension
- Upon serious violation of the Code of Student Conduct
- At the request of an administrator

**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.

**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/Counseling with student
4. Monitoring behavior/In-school suspension
5. Out-of-school suspension
6. Referral to the Intervention and Appeal Committee
7. Referral to school staffing/school based leadership team.

Office referrals are cumulative throughout the year. Three office referrals will result in a referral to the Intervention and Appeal Committee (IAC). Each additional office referral will result in another referral to the Intervention and Appeal Committee. Severe infractions, as determined by the principal, will result in immediate referral to the Intervention and Appeal Committee.

**BULLYING**

The Florida Department of Education defines bullying as: *"Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal or physical behavior, including any threatening, insulting or dehumanizing gesture, by student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation, and may involve, but is not limited to: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of property."* A policy is in place for the investigation, reporting, and resolution of bullying behavior on the Pasadena Fundamental campus which can be found at: <https://www.saysomething.net>.

## SEE SOMETHING, SAY SOMETHING

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

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

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

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

How To Submit an Anonymous Tip

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

## 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.

For students with disabilities (IEP, 504 plan, or suspected disabilities) who engage in disruptive behavior, the school must follow standard procedures, including behavioral interventions, FBAs, PBIPs, and IEP meetings as needed. At six demerits, the Case Manager will initiate a parent conference with all teachers to review and determine if new interventions need to be implemented. In severe cases, a manifestation determination may be needed before referring the student to the IAC.

Before referring a student with a disability (an IEP, a 504 plan, or is identified as or suspected disability) to the IAC for probation or dismissal, a manifestation determination review must be conducted to determine if the behavior is a manifestation of the student's disability. If it is determined to be a manifestation, appropriate interventions must be implemented, and the student should not receive further infractions for the same behavior. Students with disabilities cannot be placed on probation or dismissed for behaviors that are a manifestation of their disability, though they can be for behaviors that are not.

If a student's behavior is determined not to be a manifestation of their disability, they are referred to the IAC. If placed on probation and the probation is violated, another manifestation determination review is required before recommending dismissal. A manifestation determination review is not needed for referral to the IAC for removal from the program due to parental non-compliance.

The IAC shall recommend alternatives and interventions for improvement, recommend probations with stipulations, and removals from the program. This committee is not authorized to reinvestigate situations but must accept the validity of administrative decisions regarding incidents. This committee is the first level of appeal regarding a student's removal from the program.

**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 his/her 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 chair input). Efforts will be made to have a community representative. Teachers on the committee must not have the student on their roster. A majority of the members must be present to conduct the meeting and render a recommendation. The Intervention and Appeal Committee members will serve a renewable one-year term.

The committee will meet on a regular, predetermined basis or when requested by the principal/designee. Though not a member of the committee, the principal will be available to answer questions and participate in deliberation but will not vote. Only the committee members will vote. Decisions will be based on majority vote and reported to the principal. The proceedings will be held in strict confidence.

To maintain confidentiality for fundamental school students each Intervention and Appeals Committee parent representative must annually sign to show their compliance with the following statement:

“I understand that under the Family Educations Rights and Privacy Act and Florida Statutes, student records are confidential. As a member of this school’s Intervention and Appeals Committee, I understand that I will have access to confidential information and agree to maintain the confidentiality of all student records and information, including student evaluation records and personally identifiable information contained therein.”

#### **REFERRAL TO THE INTERVENTION AND APPEAL COMMITTEE**

A student/family will be referred to the Intervention and Appeal Committee for violations of the fundamental agreement. Reasons for student referrals to the Committee include but are not limited to:

- Excessive detentions or tardies
- Upon receiving a third office referral in a school year (elementary school)
- Upon receiving one suspension or work detail
- Upon serious violation of the Code of Student Conduct
- Parent not meeting parent requirements
- Parent missing three of the required parent meetings
- At the request of an administrator

Parents/guardians will be notified at least five business days before a scheduled IAC meeting that the student has been referred to the Intervention and Appeal Committee. Meetings will be held as scheduled. Parents/guardians may address the committee for up to ten minutes but will not be present during deliberations. Meeting minutes will be kept, excluding deliberations, and parents may access the portion referring to their child and submit an addendum. Schools may provide a conference report immediately after the meeting. The IAC will make a report with recommendations to the principal. If probation is recommended, the conditions for the student's continuation in the fundamental school will be specified.

A school administrator will communicate with the parent/guardian within 72 hours (3 business days) of the IAC meeting to outline probation conditions, duration, and proposed interventions. The probation agreement will be explained and signed by the student and parent/guardian. Agreements may carry over to the next school year if needed. A copy of the agreement will be given to the parent/guardian during the meeting, mailed, sent home in the student agenda, or emailed within three business days. Failure to agree to or violation of the probation agreement will result in immediate removal from the program.

The principal will make the final decision based on the committee’s recommendations and other relevant information. If removal from the program is recommended, it will occur at a time to minimize instructional disruption, such as the end of a semester. Students removed from the school may not re-enter any fundamental program at the same level or under sibling/employee priority at the same level. They may apply to a fundamental school at the next level (middle or high).

If a student is referred to the IAC and the parent/guardian withdraws the student to avoid the IAC process, the withdrawal will be considered automatic removal from the program. The student will be ineligible for readmission to any fundamental school at the same level but may apply at the next level (middle or high).

\*\* For specific details, please visit the PCSB website at [District Application Programs / District Application Programs \(pcsb.org\)](https://www.pcsb.org/District-Application-Programs) 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 10 minutes (middle/high school) or 20 minutes (elementary school). Only committee members may be present during deliberations. The final decision of the principal will be forwarded to the parents within 48 hours of the meeting.

Students awaiting an appeal will be permitted to remain in the program 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 program. This process will be coordinated by the principal. The parent may, however, continue the appeal at the district level.

## **DISTRICT LEVEL APPEALS**

Students removed from a fundamental program may appeal the decision of the Intervention and Appeal Committee within 48 hours of notification to the Fundamental School District Appeal Committee by contacting (in writing) the appropriate Area Superintendent's office. This appeal only addresses whether or not proper procedures were followed in making the final decision to dismiss. There will be no further investigation of the incident(s) that led to dismissal although the facts may be reviewed.

## **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 remain pending.** 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>) or by sending an email directly to [PasadenaFund.Absence@pcsb.org](mailto:PasadenaFund.Absence@pcsb.org). 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 letter shall be sent to the parent or guardian, and a referral will be made to the schools Child Study Team for a student who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90 calendar day period.

### **EXCUSED ABSENCES**

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))

### **UNEXCUSED TARDY**

A tardy is not excused if it does not meet the criteria listed within the Excused Absences section. Examples of an unexcused tardy include:

- Oversleeping
- shopping trips
- pleasure trips
- car problems (ex: flat tire, no gas, car won't start)
- heavy traffic
- returned for forgotten items

Habitual tardiness is unacceptable and unfair to other students because instruction is interrupted every time a late student arrives. Individual schools may develop school-based consequences for tardy students.

### **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. Numerous incidents of early release are unfair and disruptive to other students whose instruction is interrupted when a student leaves early. Every three unexcused sign outs within a grading period will count as one unexcused absence. The office will not call students prior to your arrival. After 2pm, no early sign outs are permitted.

### **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 630A- 820A and from 240P-6P. 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 630A-830A. or from 2P- 6P at 727.343.2086 or the R'Club main office at 727.578.5437. **Please note that the drop-off and pick-up location is in the back of the school on 71<sup>st</sup> Street.**

### **CAFETERIA PROCEDURES**

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

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 document and an infraction may occur if not returned. Subsequent letters will be given until payment is received.

Only Level 2 screened parents/guardians can have lunch on campus with their student. An email must be sent to the classroom teacher 24 hours in advance notice. Parent/guardian will meet the student at the outdoor courtyard picnic tables (weather permitting) for lunch.

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.

### **BREAKFAST** (Free for the 2025/26 school year)

A nutritional breakfast may be obtained each morning from 8A – 820A. It is the student's responsibility to finish breakfast and be in class on time. Breakfast will be served in the cafeteria. If the student is not on time to class, a tardy will be assigned. If a student finishes breakfast before 820A they will remain in the cafeteria or go to the covered court and wait for the 820A bell to ring. All students must be in their classroom seat at 830A when the bell rings.

### **LUNCH** (\$2.25 for a student lunch)

A nutritional, balanced lunch will be provided in the cafeteria, or students may bring lunch from home. Students bringing lunch from home need to pack all supplies for lunch (i.e. spoon, fork, and napkins). Milk, snacks, and water may be purchased separately. Students may not bring any type of knives with their personal lunch. Students will eat with their class during their assigned lunch time. Classes may have an assigned seat which will be numbered.

### **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. **Please also note that party invitations may not be distributed at school.**

### **CLINIC**

Any student who becomes ill or injured at school will be assessed by our school nurse or a trained staff member. The student's temperature will be taken and if no fever exists, they may be asked to go back to the classroom and return to the clinic if they continue 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 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.

### **EXCLUSION CRITERIA BASED UPON SIGNS AND SYMPTOMS**

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 and/or folder. These tools are designed so that the student can write homework assignments, notify parents of important events, and 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, they will be responsible for replacing the agenda book at a cost of \$5.00.

#### **FOCUS MESSENGER**

The school can send 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 K – 5 to view: grades, attendance records, discipline records, reset your password, etc. Log on to the Pinellas County website using <https://focus.pcsb.org> . Username is your full and valid email address or your p.parent username.



## SCHOOL WEBSITE

Up to date messaging will be found on the school website.

Website: <https://www.pcsb.org/pasadena-es>

## 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 they 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 their teacher's name is on the check. If paying with cash, please send EXACT change in an envelope with student's and teacher's name. No change will be given.**

## 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
- Personal Injury Protection (PIP) \$20,000

## 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 being used for transportation of students at any time.

## OTHER PROHIBITED VEHICLES

The use of any multipurpose vehicle with a wheelbase of 110 inches or less-that is 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 (i.e. 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 2 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 1 registered and approved volunteer, must be escorted to and from their destination, and in line sight of a school employee or another Level 2 volunteer.** To register as a Level 1 volunteer, please fill out an on-line volunteer application form. Level 2 clearance requires fingerprinting at the cost of the volunteer. (See front office for a list of fingerprint vendors).

Level 2 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 involving the student.
- c) Or has a medical condition that necessitates, and exception as evidenced by appropriate documentation from a health care professional.

## GRADING AND PROMOTION

All students receive a report card each grading period. E, V, S, N, and U are assigned to grades 1-2. Letter grades of A-F are assigned in grades 3-5 with a grade of C intended to be average. These grades reflect actual achievement. Conduct and work habits are also graded in elementary grades. Our curriculum is interdisciplinary and based on Pinellas County Student Expectations, which are derived from the Florida Standards. The *Pupil Progress Report* (student report card) is distributed four times a year to all students in grades K-5.

The Pinellas County Elementary Pupil Progress Report identifies the child's day-to-day performance (progress in the classroom on daily work assigned). This information can be found in the grades for each subject. In Kindergarten, no grades are given. A rating of 1-4 is used to denote if the student is "Performing Successfully" or "Not Yet". In grades 1-5, progress is communicated using letter grades.

### Schools Grades:

The following codes will be used when determining grades in Language Arts (Reading and Writing), Mathematics, Science and Health.

#### Grades 1-2:

- E Excellent
- V Very Good
- S Satisfactory
- U Unsatisfactory

#### Grades 3-5:

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

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

E = Excellent/performance in classroom work or behavior

V = Very Good/performance in classroom work or behavior

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

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

### **ACADEMIC AWARDS (For 3<sup>rd</sup>-5<sup>th</sup> Grades)**

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

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

## LOST AND FOUND

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

## MEDICATION

**Please call the front office to schedule an appointment with the School Nurse to drop off your student's medication.** School personnel may not administer any medication (prescription or over the counter) to any student without having an official authorization form signed by both the doctor and the parent/guardian on file in the school office. Such forms shall indicate the kind of medication, quantity, time to be administered and 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.



## 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, regarding 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.

## 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 representatives 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 meetings are open to all members of our school community. Items that may be important to a stakeholder may be brought to SAC meetings during open agenda or presented to a SAC member and they will present the information to SAC.

## SCHOOL PRIDE

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

## 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.** Please allow three weeks for approval before beginning a volunteer activity.

All new volunteer applicants must complete a [volunteer registration form](#) online 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 sight of a PCSB Employee or Level 2 volunteer. **EVERY VOLUNTEER, whether volunteering on or off campus, needs to be Active and Approved before volunteering in any capacity.**

**RETURNING VOLUNTEER** - If you are 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.

Returning Volunteers must reactivate in the volunteer system each school year in order to be an active volunteer on campus. Using the Google Chrome Browser got to: <https://focus.pcsb.org/volunteer> using a **Laptop or desktop computer only.**

- Login with your volunteer username and password (For example:(v.smithj) and (Smith1970)
- Answer the questions and click “I agree”

This will activate your volunteer status for the school year.

**NEW VOLUNTEER** (Level 1) Applicants must register in the Online application – **Using a desktop or laptop only.**

[www.pcsb.org/volunteerregistration](http://www.pcsb.org/volunteerregistration).

Replacement Badges – volunteers who lose their level 2 badge should follow this procedure. Bring an exact \$3.00 check or money order payable to Pinellas County Schools to the front office. Do not send cash. Once the badge is printed it will be sent to Pasadena Fundamental to be given to you.

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.

## **LEVEL 2 VOLUNTEERS**

- **Volunteers must be approved in the volunteer system before obtaining a Level 2** fingerprint screening. The list of screening vendors is available at the front office.
  - 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 where you volunteer 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.
- All Level 2 volunteers **MUST** wear their Level 2 photo ID badges 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.
- All volunteers will need to log their volunteer hours by logging into the volunteer system.

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 log your volunteer hours using the <https://focus.pcsb.org/volunteer> If you do not know the user ID and Password please contact Ashley Daly, the Family & Community Liaison, at Pasadena Fundamental. Her email is [Daly@pcsb.org](mailto:Daly@pcsb.org).

## **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