

2018-2019
LAKEVIEW ELEMENTARY
SCHOOL
STUDENT AND FAMILY HANDBOOK



School Hours: 8:15 AM – 3:00 PM

**7299 Proctor Road
Sarasota, FL 34241**

(941) 361-6571 Fax: (941) 361-6573

<http://www.sarasotacountyschools.net/schools/lakeview/>

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LANCER PLEDGE

I am in charge of my learning and behavior.

I am respectful.

I am safe.

I am responsible.

I am the best Lakeview Lancer I can be.

SCHOOL COLORS

Blue and silver are Lakeview's official colors. Fridays are our Spirit Days when staff and students are encouraged to wear a Lakeview t-shirt or blue/silver or blue/white.

VISION STATEMENT

Lakeview Elementary School community believes learning occurs in a safe, positive and respectful environment. Our dedication to interactive, individualized, lifelong learning empowers students to lead successful lives and confidently face the challenges of tomorrow.

MISSION STATEMENT

Lakeview Elementary School provides students with a challenging curriculum in a nurturing environment, preparing them for a lifetime of decision-making and future success.

EXPECTATIONS FOR OUR SCHOOL COMMUNITY

Students

- Show respect for people and property.
- Walk quietly around campus.
- Keep hands, feet, and objects to self.
- Use appropriate language.
- Dress appropriately for school.
- Come to school on time and ready to learn.
- Obey all school and district rules and procedures as specified in the Lakeview Elementary School Student & Family Handbook and the School District Student and Family Handbook.

Parents and Legal Guardians/Visitors

- Check in at the main office.
- Wear identification tag obtained in the front office.
- Promote a safe and orderly environment.
- Monitor student work at home.
- Send student to school on time, well-rested, healthy, and ready to learn.
- Sign and return correspondence promptly.
- Follow all school and district rules and procedures as specified in the Lakeview Elementary School Family Handbook and the district Student and Family Handbook.

Staff

- Show respect for people and property.
- Model professional courtesy.
- Actively promote a safe and orderly school environment by monitoring and correcting inappropriate student behavior.
- Wear your ID badge at all times.
- Be on time.
- Model school rules and procedures as written in the Lakeview Elementary School Staff Handbook.

GENERAL INFORMATION

SCHOOL HOURS

School hours are 8:15 AM – 3:00 PM.

School gates open at 8:00 AM and lock at 8:15 AM.

The warning bell rings at 8:10 AM. Students arriving after the 8:15 AM bell are tardy.

Students arriving between 7:30-8:00 AM will be sent to the cafeteria.

Students in Grades K-2 are dismissed at 2:55 PM. Grades 3-5 are dismissed at 2:58 PM.

Students who are not picked up by 3:15 PM will be sent to After Care where charges apply.

OFFICE HOURS

School Office hours are 7:45 AM – 3:45 PM

IMPORTANT PHONE NUMBERS

Office: 361-6571

Cafeteria: 361-6575

Fax: 361-6573

Bus Transportation: 486-2141

SCHOOL WEBSITE

<http://www.sarasotacountyschools.net/schools/lakeview/>

Click on School Resources for Handbook, Clubs and other information.

SCHOOL CALENDAR

Check our school calendar under Upcoming Events on our website for a schedule of Lakeview's many activities such as field trips, PTO meetings, special events, and picture day.

DO YOU HAVE A QUESTION OR CONCERN?

- First: Always start with your child's teacher. You may send a note with your child to school, send an email or call the classroom before or after school. To find the teacher's email, please check the staff directory on our website. Please allow at least one full school day for a response to an email.
- Second: If you still have questions or concerns, please call the school and request to speak with the school guidance counselor.
- Third: If your questions or concerns remain unresolved, please contact the Principal or Assistant Principal for assistance.

SECURITY

The Sarasota County School District (District) has taken measures to increase the physical safety of children at Lakeview Elementary School, including installation of a fencing and gate system and implementation of an identification software system (Raptor). In addition, every school now has a full-time School Resource Officer. Lakeview Elementary has also implemented new procedures to enhance security and ensure students are only released to authorized persons. These procedures include the following:

- **Adults are not allowed on campus at any time without entering through the school office and obtaining a badge through the Raptor identification software system. This includes before and after school.**
- Everyone entering the school campus is required to provide a driver's license or official identification for scanning/entering into the District's Raptor identification system.
- Parents/legal guardians who want to walk their student to the classroom in the morning must obtain a badge in the office but will not be admitted on campus until the 8 AM bell.
- Parents/legal guardians who are taking their student out of school early for appointments must arrive at the office **before 2:30 PM to sign out the student.** Students will be called to the office but not until the parent/legal guardian has arrived at school so please allow extra time for this process.
- **Students will not be released to an adult not listed on the emergency release/contact section of the student's registration form or who does not possess the appropriate hang tag or identification as specified below.**

Emergency/Contact List

It is very important that parents/legal guardians complete and maintain an updated emergency/contact list through the school Registrar. Please make certain the school has current home, work, and cell phone numbers in case of an emergency, student illness, teacher concerns, etc. Be sure to include the contact information of any family members, neighbors or others who can be contacted and who are authorized to pick up your child in case of an emergency. It is very important that any changes to emergency/contact information be immediately submitted to the school in writing.

Anyone picking up a student must be on the student's emergency/contact list. **Students will not be released to anyone not listed on the emergency release/contact section of the Student Information System (unless they are in possession of the hanging car tag which is obtained in the school office).** If there is an emergency or situation in which a student is to be released to a person not on the emergency/contact list, the parent/legal guardian must provide a written note and/or contact the office with the person's name and authorization to pick up the student(s). This person must present state-issued identification at the time of student pickup.

Please note that address changes must be accompanied by acceptable proof such as a lease, utility bill or warranty deed. If living with others, an affidavit form must be completed to verify the student's address is within Lakeview's attendance zone.

ABSENCES AND ATTENDANCE

Attendance

Regular and punctual attendance is vitally important to a student's success in school. Florida law requires regular school attendance, and it is the responsibility of the parents/legal guardians to ensure that their child attends school daily.

The School District considers a student who has 15 unexcused absences within 90 calendar days as a habitual truant under state law. Parents/legal guardians may be asked to conference with

school staff and participate in efforts to remediate the situation. Parents/legal guardians may also be asked to provide a physician's statement. If unexcused absences continue, truancy procedures may be initiated. Students attending Lakeview on reassignment may be reassigned to their districted school for chronic tardiness or absences.

Absences

Whenever a student is absent, a parent/legal guardian will receive an automated Connect Ed message at home or work. When a student returns from being absent from school, parents/legal guardians must send a written note to the child's teacher covering all the days the student was absent. Otherwise, the absence will be unexcused. Lakeview students on reassignment may be reassigned to their districted school if it is determined they are chronically absent. Students are responsible for making up the missed work. Please contact your child's teacher to obtain directions regarding missed work.

Arrival

Schools begins promptly at 8:15 AM. The school entrance gates open at 8:00 AM and are locked at 8:15 AM. Students may arrive at 7:30 AM and go directly to the cafeteria to wait for the 8:00 AM school bell. If a parent/legal guardian wants to walk with a child to the classroom, they must obtain a badge at the front office and wait for the 8:00 AM bell. Parents/legal guardians needing to drop their child off before 7:30 AM must enroll in the Before School Care program which opens at 7:00 AM.

Tardy - Arrival after 8:15 AM.

All school gates are locked at 8:15 AM. Students who arrive after 8:15 AM, must enter through the school office to obtain a tardy pass. Parents/legal guardians must come in to the office and accompany students who are in grades K-3. Students in Grades 4-5 do not have to be accompanied but still must come into the office for a tardy pass before going to the classroom.

Chronic tardiness will impact a child's performance in school so please make arrangements to ensure your child arrives at school on time. Lakeview students on reassignment may be reassigned to their districted school if it is determined they are chronically tardy.

Dismissal

Students in Grades K-2 are dismissed at 2:55 PM. Grades 3-5 are dismissed at 2:58 PM. Parents/legal guardians must inform teachers in writing of their child's normal after school dismissal routine as well as any permanent or temporary changes. The after school dismissal routine should indicate one of the following:

1. Pick-up at the flagpole – Parent, legal guardian or designee will park on school grounds and wait for dismissal at the school flagpole in front of the school office. Parents must show the hanging car tag to the teacher in order for the child to be released to him/her.
2. Car Rider – Students in Grades 1,3 or 5 will be picked up on the Bent Tree (south) side of the school. Students in Grades K, 2 and 4 will be picked up on the Lake Sarasota (north) side of the school. For families with children in multiple grades, car rider pick-up will be on the side for the grade of the youngest sibling. Hanging car tags must be displayed on the rear view mirror to pick up students in car line.
3. After Care – Registered students will be walked to the cafeteria by staff. Students must check in to After Care before attending school clubs.
4. Bus Rider –The District's website, www.sarasotacountyschools.net, includes information about all bus routes and stops. The District Transportation Department may be reached at 486-2141.
5. Bike rider or Walker

Students who are not picked up at dismissal (no later than 3:15 pm) or after scheduled after-school activities will be escorted to the After School Child Care program where a fee may be charged. We

encourage parents/legal guardians to register their children for the After Care program at the beginning of the school year in case there are emergencies that delay their child being picked up after school on time

Hanging Car Tags

- Parents, legal guardians or designees who are picking up students at the flag pole or car line should have the Lakeview hanging car tag on display to expedite student pickup.
- This tag is obtained in the school office by bringing in a state-issued identification. The person being issued the tag must also be listed on the student's emergency/contact information.
- Parents/legal guardians may provide this hang tag to others who are authorized to pick up the student. Parents, legal guardians or designees without the car hang tag will have to go to the school office with identification and obtain a badge after confirmation they are on the student's emergency/contact list. If the person picking up the child does not have a car hang tag and is not on the student's emergency/contact list, a parent will be contacted for approval.

Driving On School Grounds

Parents, legal guardians & visitors driving on the school grounds must abide by the following rules:

- Drive slowly and carefully while on campus, using only designated lanes, entrances and exits.
- Do not pass other vehicles in the car drop-off/pick-up line.
- Pull forward in the car line to first vacant fence opening.
- Pick up students in designated areas only.
- Allow student to exit/enter vehicle at curb side only.
- Unless your child needs help with the seatbelt, remain in your vehicle in the drop-off/pick up line.
- Park in designated parking spaces, not unlawfully along the yellow-painted curb which is a fire lane, and use designated crosswalks.

Students who are not picked up at dismissal (no later than 3:15 pm) or after scheduled after-school activities will be escorted to the After School Child Care program where a fee may be charged. We encourage parents/legal guardians to register their children for the After Care program at the beginning of the school year in case there are emergencies that delay their child being picked up after school on time.

Changes to Dismissal Routine

It is imperative that you send a written note to your child's teacher should you need to make a change (temporary or permanent) to his/her normal after school dismissal routine. We will not make a change in his/her normal routine unless we have written confirmation from a parent/legal guardian. Please allow at least one school day for a teacher to receive a change in routine via email. Only in the case of an emergency should parents/legal guardians call the office to change their child's after school routine. Please note that children may not ride any bus other than the one that has been assigned to them without a written note from the parent/legal guardian to the homeroom teacher.

Early Dismissal/Release of Students

Due to conflicts with the regular dismissal process, students who need to leave school early should be picked up no later than 2:30 PM. Parents/legal guardians must send a note to the student's teacher indicating the day and approximate time they will be picked up and whether they will be returning to class. Please note students will not be called to the office for pickup until the parent/legal guardian has arrived at school and signed them out. Please allow extra time for the early dismissal process.

AFTER AND BEFORE SCHOOL CHILD CARE PROGRAM

Lakeview has an after and before school child care program for students registered at our school. These programs are available every day that school is in session.

The Before School Program is open from 7:00 AM to 8:00 AM at a cost of \$4 per child per day. The cafeteria is open 7:30 AM – 8:00 AM at no cost for parents/legal guardians needing to drop their child off before school. The After School Program is open from 3:00 PM to 6:00 PM. The fee schedule is listed below, including reduced fees for students who are on the free or reduced lunch program.

The Registration fee for the Before and After School Child Care program is \$25 per family (non-refundable). All parents/legal guardians are urged to register their students even if they do not anticipate using the program regularly. This will provide a safety net for your children in case there is an emergency or unexpected event which prevents them from being picked up immediately after school. This will also provide the program with all emergency contact information for the student. Please contact Lakeview’s After School Child Care Director, Kris Brown, for more information.

Districtwide Fee Schedule 2018-2019 School Year

After School Child Care	Reduced Lunch	Free Lunch	Other Fees
1 st child - \$8.00/day 2 nd child - \$7.00/day 3 rd child - \$5.00/day	1 st child - \$7.00/day 2 nd child - \$6.00/day 3 rd child - \$4.00/day	1 st child - \$6.00/day 2 nd child - \$5.00/day 3 rd child - \$3.00/day	Late fee \$1.00 per minute Unregistered Student - \$25

- Requests for Free or Reduced Lunch prices must be accompanied by a letter confirming eligibility obtained from the School District Food and Nutrition Services office which can be contacted at 486.2199.
- **Tuition is due on the 1st day of each month.**
- Payments should be made through either PayPal or check – no cash payments, please.

Lakeview’s After School Child Care program’s late payment policy is as follows:

- \$25.00 for all payments received after the 15th of the month.
- If the 15th falls on a weekend or holiday, the tuition payment is due the work day prior to the 15th.
- Tuition not paid by the 15th of the following month will result in suspension of your child(ren) from the program until past due tuition is paid.

AGENDA BOOKS

The agenda book is part of Lakeview’s instructional program. Unless the teacher specifies otherwise, it is expected that third, fourth, and fifth grade students and their parents/legal guardians will use it as a tool to plan for academic success. It is intended to help students develop the life skills of planning ahead, managing time, and meeting deadlines. This book should accompany the student to all classes and be reviewed daily by teachers, students, and parents/legal guardians. The first book is provided free of charge. If a replacement is needed, a fee of \$2.00 will be charged.

ANIMALS AT SCHOOL

Although we are a pet-loving group, dogs or other pets (other than therapy/service dogs) are not permitted on campus, including pets being carried. For the safety of our students, please do not allow pets, leashed or unleashed, to exit your vehicle when bringing your child to school or picking him/her up at the end of the day. Even the gentlest of animals can respond unpredictably when small children become excited.

AR - ACCELERATED READER POLICY

The Accelerated Reader Program is a computerized learning information system developed by Renaissance Learning for use in the school setting. The program provides opportunities for students to practice reading skills suitable for their reading level. PTO generously provides rewards for AR achievement.

- In grades 2-5, a student not earning the required number of AR points will receive an “N” in Work Habits Effort. AR expectations start fresh each quarter.
- Once an AR test has been taken, that score may not be deleted from a student’s AR records. Retakes are not permitted.

BICYCLES / SKATEBOARDS / ROLLERBLADES / HEELYS

Students are required to register their bikes and have a permission slip signed by a parent/legal guardian. Violations of safety and behavior guidelines will result in bike-riding privileges being revoked.

- Students riding their bikes to school must wear a safety helmet, as required by law. Student without a helmet will not be allowed to leave the school with their bike. Parents/legal guardians may be contacted if their student arrives at school without a helmet. Parents/legal guardians may bring the helmet to school or they will have to pick up their student at dismissal, if the student does not have a helmet.
- For safety reasons, bicycles are never to be ridden on school grounds.
- Bikes should be parked in designated areas.
- Students are encouraged to lock their bike, as the District will not be responsible for lost or stolen bikes.

Skateboards and roller blades are not permitted on campus. Heelys (shoes with built-in wheels) are not to be worn at school.

BIRTHDAYS AND HOLIDAYS

Students may celebrate birthdays and holidays throughout the year. These occasions provide opportunities for social interaction, celebration of our diverse culture as we contrast and compare customs, and a study of history as we investigate the background of various holidays. Each teacher will determine the guidelines for these celebrations, keeping in mind food allergies and the importance of healthy treats/snacks. Parents/legal guardians must make prior arrangements with the homeroom teacher before arriving at school with balloons, treats, etc. Per Florida law, homemade food is not allowed to be distributed at public schools (see Home-Baked Goods section).

BOOKS AND SUPPLIES

Textbooks, manipulatives, and other instructional materials are supplied by the school. Additionally, each grade level provides a list of supplies specific to its needs. Textbooks are checked out to each student. Parents/legal guardians are financially responsible for all materials loaned to students, including library books. Replacement prices are determined by the State of Florida (FS 1006.42). A portion of Lakeview’s instructional materials (paper, crayons, etc.) is purchased from donations.

BULLYING AND HARASSMENT

It is the policy of the Sarasota County School District that all students and employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying (including cyberbullying) and harassment of any type. Taking the district’s policy one step further, Lakeview has chosen to notify parents/legal guardians if their child

is the alleged victim or the alleged perpetrator of bullying. The district's policy on bullying and harassment, including definitions, is available on Lakeview's website.

BUS TRANSPORTATION

The District provides transportation for kindergarten students whose residence is greater than one mile from the school and for students in Grades 1-5 whose residence is two or more miles from school. Should you [wish to discuss a concern or have a question related to the bus, bus driver, routes or to report an unsafe practice, please contact the District Transportation Department directly at 486-2141.

The State of Florida is a "No Fault" state and injuries sustained by your child while on a school bus are covered under your Personal Injury Protection (PIP) coverage provided by your personal automobile policy. Please contact your automobile insurance carrier to report all injury claims.

Each student is responsible for maintaining appropriate conduct on the bus and adhering to the bus guidelines in order to maintain the privilege of riding the bus. The bus driver is in charge of the discipline on the bus. The driver has the authority to assign seats if necessary. Since the safety of all students is a critical issue, bus privileges may be lost in serious or persistent cases of inappropriate behavior.

Please note that students are not allowed to ride home with other students on the bus unless a written note has been provided and signed by the parent and initialed by the homeroom teacher. This note must specify the name of the student that rides the bus, the name of the student riding along and the bus stop they will be exiting. The note must also indicate the name and phone number of a parent for both children who may be contacted to confirm the arrangements. If this information is not provided in writing, the student cannot be allowed to ride the bus with another student.

Other rules for bus riders include the following:

1. Children may not "save" places for others in the bus stop line or on the bus. This frequently causes unnecessary disagreements and fighting.
2. Fighting, profane language, name calling, and destruction of property cannot be tolerated. Such behavior will result in immediate disciplinary action and probable loss of bus privileges.
3. No food or drinks may be consumed on the bus.
4. Children must remain seated inside the bus at all times. Children should not get up or trade seats once the bus is in motion nor should they extend their arms or head outside the windows or in the aisle.
5. Students are to board and depart only at their assigned bus stop and only at their assigned times.
6. Students may not ride the bus home with a friend due to space limitations.
7. Large objects that cannot be held in the student's lap or interfere with seating safety of others are not permitted.
8. Students may not extend arms, heads, etc. outside the windows or in the aisles
9. No items may be tossed or thrown.

Bus Stops

Parents/legal guardians are responsible for supervising their child(ren) at the bus stop until the bus loads and departs. Parents/legal guardians unable to supervise their child(ren) must make arrangements for another adult to provide supervision. Fights or other serious problems arising at the bus stops due to lack of or inadequate supervision will be reported to local law enforcement.

Bus Disciplinary Process

1. Inappropriate behavior on the bus will be reported to the parent/legal guardian and school. This report should be signed by the parent/legal guardian and returned to the driver on the morning

following receipt of the notice. Parents/legal guardians should take these notices seriously and address them appropriately with their child(ren) I.

2. If bus misconduct is serious (i.e. fighting) and needs immediate action or persists after parent/legal guardian notification, the driver will complete a formal discipline referral. A school staff member will investigate the report and take appropriate disciplinary action.
3. Bus privileges may be lost in serious or persistent cases of inappropriate behavior.

BUSINESS PARTNERS

Our business partners provide valuable support to Lakeview School. Whenever possible, please patronize our wonderful business partners. If you would like to be a business partner, please contact the PTO Business Partner chairperson.

CARE TEAM

Students experiencing academic or behavioral concerns may be evaluated by Lakeview's CARE (Children At Risk in Education) Team. Parents/legal guardians will be involved in the entire process. An explanation of the referral process may be obtained from our ESE Liaison.

CLASS SIZE

Should enrollment be lower/higher than projected after school begins, loss/addition of personnel may require a change in teachers or class placement. This will require some students to change teacher and/or classroom. Should this become necessary, parents/legal guardians will be notified and all efforts will be made to ensure a smooth transition. Class changes may also be required during the school year.

CLASSROOM INTERRUPTIONS AND SECURITY

Our goal is to protect instructional time for student and teachers. Rather than interrupting the classroom, parents/legal guardians should communicate with teachers via email. Teacher email addresses can be found on the Lakeview website. Please allow at least one school day for a response from the teacher. Please note that students cannot be allowed in the classroom without the teacher present. If a student needs to retrieve personal items, the teacher must be present for the security of student information, school equipment and the personal belongings of others.

CONNECT ED

The District's NTI ConnectEd phone system was created to enhance student attendance, emergency contacts, and community outreach. Periodically, important messages from the District and/or Lakeview's principal, Lisa Wheatley, will be sent to keep parents/legal guardians well informed. Automated messages will also be sent to parents and legal guardians when a student is absent from school. Please ensure the school has correct phone numbers and email addresses in order to receive these important messages.

CURRICULUM

The staff of Lakeview is dedicated to enabling all students to learn through the implementation of the District's standards-based curriculum which are aligned with State requirements. Resources to help you learn more about these standards are on both the District's website. The Assistant Principal can also assist you with curriculum questions.

DRESS CODE

Philosophy

Lakeview's dress code is in keeping with the District's established guidelines for student dress. Our goal is to promote a focused, learning environment. It is the responsibility of each Lakeview student to honor the dress code which is part of Lakeview's Work Habits policy (see Grading section). Students are expected to wear clothes which are not:

- Distracting – Diverting attention away from learning
- Dangerous – Risking health or safety to the student or others
- Disruptive – Inappropriate, unacceptable or unnecessary

Guidelines

1. Hemlines may not be shorter than 3" above the knee.
2. Cheer shorts are not allowed.
3. Tops must be long enough to allow bending and/or reaching without showing skin.
4. Bare midriffs, halter tops, and spaghetti straps are not allowed.
5. Underwear may not be exposed nor show underneath sheer fabric.
6. All students must wear fully-enclosed shoes that are secured to ensure safe participation in such activities as recess and P.E.
7. Jewelry and other accessories that could cause injury or distract from the learning process are prohibited.
8. Clothing with references to drugs, profanity, vulgarity, violence, sex, gangs, weapons, tobacco, alcohol, or discrimination is prohibited.
9. Caps, hats, and bandanas must be removed inside the school building.
10. Hair color and styles must not detract from the learning process.

Rain: Parents/legal guardians are encouraged to purchase an inexpensive rain poncho to keep in your child's backpack in the event of unexpected rain.

Spirit Day: Friday is Lakeview Spirit Day! Students are encouraged to wear blue and white or Lakeview t- shirts to show their spirit each Friday!

EMERGENCY PROCEDURES

Fire, severe weather, evacuation, and lockdown drills are conducted regularly. In the event of any emergency, children will be kept at school until notification from the Superintendent's office.

In the unlikely event that severe weather should cause the school to open late, close or dismiss early, (i.e. hurricane), information will be announced over the radio and television stations as well as through automated ConnectEd messages from the Superintendent and/or Principal Lisa Wheatley. It is the responsibility of the parents/legal guardians to monitor the radio and television stations when weather is questionable. Plan arrangements for your child(ren) now should such an event occur. If school must close early, our school will follow your child's normal after-school routine unless you have given us specific instructions otherwise.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Students in grades K-5 whose primary spoken language is other than English receive support as needed from their classroom teacher who is trained in this area. Services vary with the level of English proficiency. Please contact the school's ESOL Liaison for more information.

EXCEPTIONAL STUDENT EDUCATION (ESE)

Lakeview offers services to the exceptional child including programs for gifted, specific learning disabilities, emotionally handicapped, occupational/physical therapy, and speech-language. ESE programs are available including educational screening, evaluation, and individualized educational services. If you have an ESE child or if you want to know more about ESE screening, please contact our ESE Liaison.

FAMILY ACCESS PORTAL – STAY CONNECTED!

The family access portal allows parents and legal guardians to check attendance, view report cards and Florida test scores and other class information as well as email teachers. Parents and legal guardians can stay connected by establishing an account through the Family Access Portal at <https://parentportal.sarasotacountyschools.net/>.

FIELD TRIPS

Field trips are part of the regular school curriculum. Students are expected to:

1. Return permission slips and fees promptly;
2. Stay with their class/chaperone at all times;
3. Follow bus rules and procedures;
4. Dress for the occasion; and
5. Model positive Lakeview behavior.

Permission forms must be signed and fees paid or the student may not participate in the activity. Signed permission slips and fees are submitted to the student's teacher.

Parents/legal guardians may accompany students on field trips as chaperones by first applying as a volunteer in the school office (see Volunteer section). Upon completion, this is considered Level 1 approval to be a chaperone. Some field trips (i.e., Legoland, Busch Gardens) require chaperones with Level 2 clearance. Level 2 clearance is conducted for a fee by the District's Department of School Safety & Security and includes fingerprinting and a criminal background check. Please note that chaperones who bring siblings on a field trip are not considered chaperones. Neither they nor the siblings may ride the field trip bus.

FLORIDA STANDARDS ASSESSMENT (FSA)

The Florida Standards Assessments (FSA) is a suite of State reading, writing and math tests designed to measure student performance in meeting the Florida Standards in English Language Arts (ELA) and Mathematics from elementary school through graduation. Lakeview students and teachers in the 3rd, 4th and 5th grades take the FSA exams in the spring. Learning, preparation and practice testing take place throughout the school year. Parents/legal guardians play an important role in student success with the FSA by reinforcing reading, writing and math skills all year.

GRADING AND REPORT CARDS

Report Cards

Sarasota County Schools has nine-week grading periods. Children who have been in attendance for at least 20 days of a nine-week period will receive a report card. Report cards are available online for parents/legal guardians who have set up an account through the Family Access Portal at <https://parentportal.sarasotacountyschools.net/> (see Page 13).

Kindergarteners receive a standards-based report card to assess their progress with the Florida Standards. On the report card, there are four Performance Grades which reflect the student's growth toward mastery of the end-of-year standards: 1 (Beginning), 2 (Progressing), 3 (Meets Standards), 4 (Exceeds Standards). It is very normal for a child to receive 1's and 2's in the first few

grading periods. By the end of the year, the expectation is that the student will meet (3) or exceed (4) mastery of the standards.

First graders also receive a standards-based report card to assess their mastery of the Florida Standards. The Grade 1 report card uses both the Performance Grades (above) and Academic Grades (A, B, C, D, F). For first graders, Academic Grades will only be provided in the 2nd and 4th grading periods and reflect a cumulative score for the 1st and 2nd grading periods and the 3rd and 4th grading periods, respectively.

Work Habits

Every Lakeview student in Grades 2-5 will be graded in Work Habits and Work Habits Effort. The Work Habits form will be sent home each quarter with any student who fails Work Habits and/or receives an “N” or “U” in Work Habits Effort. Work Habits in grades K and 1 are assessed as Responsibilities of the Learner. The Work Habits grade is the homeroom teacher’s decision.

The Work Habits grade considers the following specific areas:

1. Unexcused absences
Students are expected to be in school each day to maximize their learning. A written explanation is required in order for an absence to be excused.
2. Tardiness (unless a medical excuse is provided)
Students are expected to be in their classrooms ready to learn when the bell rings at 8:15. Students not in their classrooms at 8:15 will be marked tardy.
3. Prepared with required work tools
Students are expected to bring pencils, pens (if appropriate), paper, books, and any other materials as requested by their teacher on a daily basis.
4. Maintenance of an agenda book/homework folder
All students in grades 2-5 are expected to maintain an agenda book/homework folder.
5. Completion of assignments and turned in on time
Assignments and homework are expected to be completed and turned in on the due date.
6. Appropriate dress for class
Please refer to the section on Dress Code.
7. Attitude of cooperation with staff and students
Students are expected to follow school and classroom rules and to show a cooperative, positive attitude with their teacher and fellow students.
8. Time in class devoted to appropriate task
Students are expected to pay attention, participate and stay on task in the classroom.

A total of 17 or more tallies in any combination of the eight Work Habits areas within one grading period will result in failure of Work Habits. Teachers can provide additional information on student progress, performance and grades. As always, our goal is to keep parents/legal guardians informed and supportive of student progress.

HEALTH

Lakeview has a health clinic that is staffed by a health clinic aide and is available to students who become ill or are injured at school. Student medication, including over-the-counter medication, can only be dispensed by the clinic after completion of required documents signed by a parent and a physician. The required form can be obtained from the clinic; most physicians’ offices also have the form. Please note that the clinic aide is not a nurse and treatment is limited to ice packs and band aids.

Parents/legal guardians are advised not to send children to school who have the symptoms listed below as the student will be sent home:

- Fever above 100° F

All children with a temperature of 100° or higher will not be allowed to remain in school. Children must be fever-free for 24 hours prior to returning to school.

- Severe sore throat
- Diarrhea
- Undiagnosed rash
- Vomiting
- Bad cough
- Active head lice

Students with head lice will be sent home immediately until treatment for removal of live lice has been completed. Upon returning to school, students sent home with head lice must be re-checked in the clinic before being allowed to return to class. Students are re-checked for two consecutive days and then again in 10 days.

Clinic Visits

- If a child has gone to the clinic and cannot return to the classroom within a reasonable length of time, a parent, legal guardian or designee listed on the student's emergency contact list will be called to pick up the student from school.
- If a child needs to be sent home, the parent, legal guardian or designee listed on the student's emergency contact list will be called to pick up the student from school.
- Parents/legal guardians will receive a copy of the health room referral.

The health room does not diagnose; however, in the event the child appears to have a contagious health problem such as lice, ringworm, pink eye, scabies, or another communicable illness/disease, the parent or legal guardian will be notified and arrangements must be made for the student to be picked up as soon as possible. The student will be readmitted to school when the condition has cleared up or with a written physician's notice that the case is under treatment and no longer contagious. This is School Board policy; no exceptions are possible.

Medication

Whenever possible, medication should be given at home. School personnel will give medication to students only if the following conditions are met:

- A serious or chronic health condition exists and failure to take medication could jeopardize the student's health as documented by a physician.
- For all prescription and non-prescription medication, the Medication/Treatment Authorization Form must be completed, signed by the parent or legal guardian and the prescribing physician (including for non-prescription medication). The student's physician must give written authorization and explanation of the necessity for the medication to be given during the school day. This form must be given to the clinic health aide by the parent or legal guardian.
- Prescription medication must be delivered by the parent or legal guardian in the original prescription container with the child's name, name of the medicine, dosage and times to be given.
- Non-prescription medicine must be delivered by the parent or legal guardian in the original, unopened container with the child's name, directions for dispensing and dosage. No over-the-counter (nonprescription) medication will be given without a written statement from the physician.

Food Allergies

If your student has food allergies, please work closely with the school health staff to coordinate services with the Food Service department. Please note that documentation from a doctor is required before a food allergy may be noted in a student's food service record.

Florida Kidcare Program

Children 18 years or younger who do not have health insurance may be eligible for coverage under the Florida KidCare Program. Parents/legal guardians can apply online at www.floridakidcare.org or call 1-888-540-KIDS (5437). Florida KidCare includes free, subsidized and full-pay options based on family income and household size. The Sarasota County Health Department also offers many services for children and families. Please call the Sally and Sam Shapiro Babies and Children Medical Center at 941.861.1400.

Homebound Instruction

In cases where extended illnesses, injuries, or other health problems prevent a child's attendance at school for an extended period of time, home teaching can be provided without charge to the student. Should such a situation develop for your child, contact our ESE liaison or guidance counselor for more information.

HOME BAKED GOODS

According to Florida law, food prepared in a private home shall not be used, sold, or offered to the public by a food service establishment. Schools are included in the definition of food service establishments in section 381.0072 of the Florida Statutes. Baked goods prepared at home are not allowed to be distributed to students. The only exception to this law is if the private home has been licensed by the Health Department.

HOMEROOM CHANGE

Our placement team considers each student's personality and academic needs when choosing the very best homeroom placement. The Placement Request Forms are also considered in making assignments. If you are concerned about your child's current homeroom, please contact the Principal or Assistant Principal.

HOMEWORK

It is expected that all students will complete homework and turn it in on time. Homework assignments are not optional and are carefully planned by the teacher to be meaningful and enhance learning. Teachers will contact parents/legal guardians when students habitually do not complete homework assignments in a timely manner.

HONOR ROLL AND OTHER AWARDS

Lakeview Elementary continually recognizes and encourages academic excellence and positive behavior. Rewards, recognition certificates, and awards may be issued by individual teachers in addition to the following schoolwide recognitions:

"A" Honor Roll Award Grades 2-5 (quarterly)

- All "A's"
- At least one "O" in art, music, or P.E.
- No "U" in any specials class
- No "N" or "U" for any effort grade
- No "N" or "U" for effort on Lakeview's Work Habits form

"A/B" Honor Roll Award Grades 2-5 (quarterly)

- Any combination of "A's" and "B's" "O's" or "S's" in art, music, or P.E.

- No “U” in any specials class
- No “N” or “U” for any effort grade
- No “N” or “U” for effort on Lakeview’s Work Habits form

Lakeview Lancer Award (quarterly)

- Exhibited good citizenship.
- Followed all school and classroom rules.
- Got along well with others.
- Received no “U”, “N”, “D”, or “F” on report card.
- No “N” or “U” for effort on Lakeview’s Work Habits form
- Received no more than 4 tardies on the report card.
- Received no more than 2 “N” on Responsibilities of the Learner report card.

Improvement Award (quarterly)

- Criteria varies within each homeroom.

Accelerated Reader (quarterly)

- Criteria varies by grade level.

Lancer Loot

- Positive behavior rewarded schoolwide and by homeroom.

SCHOOL INSURANCE

School insurance is available to parents/legal guardians through an independent company. The school does not handle claims and all dealings are between parents/legal guardians and the insurance company directly. Information on school insurance is sent home the first day of school and is available in the office. Certain conditions apply. Since the school is not responsible for payment of accidental injuries, it is important for parents/legal guardians to be insured in the event that an accident should occur.

LNN (LAKEVIEW NEWS NETWORK)

LNN is our schoolwide closed-circuit daily broadcast. It is produced by our fifth graders. To become and remain an LNN crew member, students must pass Work Habits, have a “B” average, few tardies/absences, S, G, O, or E overall behavior/effort grades (including Work Habits and Specials).

LOST AND FOUND

Student names should be placed or written on all clothing, backpacks, lunch boxes, and other items that are brought to school. Every year, we send a great number of items to a local charity because they have not been claimed. If an item is missing, a lost and found area is maintained in Lakeview’s cafeteria. Please remind your child to check this area if something has been lost.

LUNCH TIME

Students

Lunchtime is an important part of the school day. Positive social interaction helps to build good character and strong life skills. Our Lancers are expected to:

- Enter and exit the cafeteria in an orderly manner.
- Talk softly to the person in front of or beside you but not behind you.
- Stay in your seat and raise your hand if you need help.
- Eat your own food and use proper manners at all times.

- Be quiet when the lights are out.
- Clean the table and the floor under the table and wait for your teacher to dismiss you.
- Deposit waste and contents of your tray into trash cans.
- Place empty tray in the dish room window.
- Wait quietly at exit door for your teacher.

Parents/Legal Guardians

We invite parents/legal guardians to enjoy lunch with your child(ren) in the cafeteria or at one of our picnic areas. All lunch visitors must enter through the office to obtain a badge and be announced to staff monitoring the cafeteria doors which are kept locked at all times. If a parent/legal guardian wants to use one of the picnic areas, the office sign-out form must be completed to indicate the location on campus where lunch with the student will be. Students should be returned promptly to the cafeteria or classroom prior to the end of the lunch period.

MEALS

Breakfast and lunch are available to all children:

- Breakfast - \$1.00
- Lunch = \$2.25
- Milk = \$.50

For those who qualify, free or reduced prices are provided upon approval of an application to the District's Food and Nutrition Services office. Parents/legal guardians may apply electronically using the link for Free and Reduced Lunch on the School Menus webpage on the District website.

Parents/legal guardians are encouraged to pay for meals by the week or month. Payments can be made at the pay window outside the cafeteria on the Bent Tree side of school. Please include the student name and homeroom teacher. Electronic payments can also be made as indicated below. Please note that there is a transaction fee of \$1.95 for each payment.

1. Log onto www.myschoolbucks.com. Register a child with his or her student six-digit identification number, which is the student's N number without the N.
2. Using a debit or credit card, put money into the student's account. Parents/legal guardians can control their child's meal choices, review purchases and fund multiple students at the same time.
3. When the account gets low, parents/legal guardians will be notified through ConnectEd, the district's phone messaging system.

Parents/legal guardians are encouraged to provide milk, water or other healthy beverages instead of soda for breakfast, lunch, or snack. Our food service manager is available at 361-6575.

MEDIA CENTER

The goal of the media center is to support and enrich the classroom curriculum and provide a student-centered facility that promotes lifelong literacy.

Media Center Hours

Staff: 7:45 a.m. until 3:15 p.m.

Students: 8:30 a.m. until 3:00 p.m.

The media center is closed during lunch time and Tuesday afternoon.

Student Behavior

Students are to come to the media center with a purpose and are expected to follow the Teach-To expectations.

- Individual students, with a media pass, may return and/or check out books whenever the media center is open.
- Reference materials may not be checked out by students.
- K-1 students may have a total of two books checked out at a time.
- Grades 2-5 students may have a total of three (including overdue books) checked out at a time.
- It is the responsibility of parents/legal guardians to return media materials or reimburse the school.

NEWSLETTER

Lakeview Lancer is our school newsletter and can be found on our webpage. It is also sent electronically to each Lakeview family's email address that is set up through the Family Access Portal on the school district's website (sarasotacountyschools.net). Our newsletter editor email is lakeviewlancer@gmail.com.

PARENT TEACHER ORGANIZATION (PTO)

Lakeview School has an active PTO that enhances our school in many ways. Throughout the year, parents/legal guardians will receive information asking for your involvement and assistance. Working meetings of the PTO Board take place in the Media Center on the first Friday of each month at 8:15 a.m. All PTO Board meetings are open to the public. There is no PTO membership fee. Please email lakeviewptopresident@gmail.com to be involved!

Friends of Lakeview

Any family or individual can join "Friends of Lakeview" with a monetary donation of \$25 or more. Contributions can go directly to your child's class, the media center, any specials class, PTO, or wherever you choose. Donations are tax deductible and donors will be recognized in the newsletter. Checks should be made payable to Lakeview PTO.

PHYSICAL EDUCATION (P.E.) AND RECESS

All students will experience physical activity daily. Safety is always the prime consideration when children are playing. There shall be no physical contact between students at any time, including during physical education and recess. No situation or activity that poses a hazard will be permitted.

Playground safety rules and regulations will help to reduce the risk of accidents. P.E. staff will teach, practice, and reinforce the playground rules.

Excuse from Physical Education (PE)

If a student is unable to participate in P.E. due to a medical problem, a note must be signed by the parent/legal guardian requesting that the child be excused from P.E. class and sent to the homeroom teacher. Unless a parent/legal guardian specifically requests in writing otherwise, the student will attend and observe the P.E. class to benefit from both fresh air and class instruction. A request in excess of five days may require a doctor's statement with a clearance date to resume activity.

REGISTRATION / WITHDRAWAL

Registration

Per Florida Statute 1003.21, children who become five years old on or before September 1st are eligible for kindergarten. Children six years old on or before September 1st are eligible for the first

grade, provided they have successfully completed kindergarten at a school from which the district accepts transfer of academic credit. Please note there are NO exceptions to this Florida law.

All new student registration and returning student re-registration begins online at www.sarasotacountyschools.net. After completing the online process, parents/legal guardians of students who are new to the District will need to provide the following documents to the school:

1. Child's original, certified birth certificate with a seal.
2. Acceptable proof of address: a signed lease, FPL bill or water bill which includes your name, address and current date. If living with others, a notarized Address Verification Affidavit must be submitted.
3. Certificate of Immunization (Form 680/681).
4. Proof of a school physical examination no more than 12 months prior to registration.
5. Parents/legal guardians may also need to provide documentation establishing legal custody of the child
6. Any information available from previous school such as report cards, transcripts or student participation in special programs.

The person registering the child must make the school aware of any health problems that require special attention. The school must also be provided a list of emergency contacts (including work, home and cell phone numbers) who are also authorized to pick up the student if necessary.

Withdrawal

If it is necessary to withdraw your child from Lakeview School, there are important steps to follow:

1. Notify the Lakeview Registrar.
2. Return all textbooks to the teacher.
3. Return all library books/materials to the media center.
4. Make certain all lunch charges have been paid in full.
5. Make certain all child care fees have been paid in full.
6. Return all musical instruments.

After these steps have been completed, parents/legal guardians will be given a withdrawal form to take to the new school. The new school will request the student's records from Lakeview Elementary.

RELIGION

The following is a clarification of the District's policy on religion in schools:

1. All celebrations, programs, multi-media presentations, and assemblies will have secular and educational purposes and effects.
2. Concerts, shows, and other programs will include a balance and variety of composition of both secular and religious nature, especially when the program occurs at a season with religious association.
3. Any music or art which has instructional value may be used in classrooms and extra-curricular activities, provided the central purpose is secular and instruction and appreciation of the music or art occurs. No music or art may be presented for a religious content.
4. Parties held to celebrate a religious holiday are not generally permitted, however, traditional seasonal parties may be held.

SAFETY PATROL PROGRAM

The safety patrol is comprised of fifth graders and operates as a support system for school rules. Work Habits scores are considered when choosing students for safety patrol. If you have a question or concern regarding a patrol-related issue, please speak directly to our safety patrol faculty advisors.

STAFF LOUNGE

Children are not permitted in the staff lounge at any time.

TEACHER CONFERENCE

Parents/legal guardians are encouraged to set up a conference early in the school year with teachers. This allows parents/legal guardians to learn about teacher expectations and the teacher can learn more about your student. Please make arrangements for any conference by email, note, or telephone before or after class. Please do not ask teachers to discuss your child's progress during class time.

TECHNOLOGY

Students are responsible for the acceptable and unacceptable use of computer and electronic information services as defined below.

Acceptable Use

Acceptable use of computers and computer electronic services are activities which support learning and teaching in Sarasota County.

Unacceptable Use

Unacceptable uses of computers and computer electronic services include:

1. Using network access to destroy information that belongs to others.
2. Using profanity, obscenity, or other language which may be offensive to another user. This includes cyber bullying.
3. Copying personal communication to others without the original author's permission.
4. Copying software or other copyright-protected materials in violation of copyright laws.
5. Using the network for any illegal activity, private business purposes, or accessing inappropriate Internet sites.
6. Spreading computer viruses deliberately or importing files from unknown sources.
7. Use of any computer or program in any manner other than which it was intended.

Student Use of Personal Electronic Devices (School District Procedure)

A student may possess electronic devices (e.g., cellular telephones, smart phones, tablets and other devices designed to receive and send an electronic signal or store digital data) on school property provided that during the school day the electronic devices remain powered off and concealed from view. The student who possesses an electronic device is responsible for its care. The School District is not responsible for preventing theft, loss, damage, or vandalism to electronic devices brought onto its property.

Students may not use personal electronic devices on school property or at a school-sponsored activity to access and/or view web sites that are blocked to students at school. In special circumstances with permission from a teacher or administrator, a student may use an electronic device for communicating.

The requirement that electronic devices must be turned off will not apply when using the electronic device for an educational or instructional purpose with the teacher's permission and supervision. Students may not possess any electronic or recording device(s) at their desk, clipped to their belt, in their pocket, or anywhere within reach during testing, even if the device is turned off or the student is not using it.

Violation of Electronics Policy

Possession of an electronic device by a student is a privilege, which may be forfeited by any student who fails to abide by this policy or engages in misuse of this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the electronic device. If the electronic device is confiscated, it will be returned to the student's parent/legal guardian as defined by Florida Statute. If a student is found to be in possession of any electronic device during testing, his or her test must be invalidated.

TIME TO TEACH POSITIVE BEHAVIOR PLAN

Lakeview has implemented the Time to Teach program in order to establish a positive learning environment for teachers and students. Time to Teach is a research-based initiative where students are taught, with regular reinforcement, what is expected of them and how to translate those expectations into appropriate behaviors. Our approach to student behavior is proactive, progressive and fair. The teacher is able to teach and all students are able to learn.

TOYS

Toys must remain at home or be kept in backpacks until permission is given for them to be removed.

VOLUNTEERS/CHAPERONES

Lakeview Elementary is proud of its large number of volunteers working with staff and students. Our dedicated volunteers are one of the reasons Lakeview Elementary is an "A" school. District policy requires that all volunteers and chaperones be approved. This is accomplished by applying to be a volunteer on the computer located in the school office. Even if you are an approved volunteer at another District school, you must apply to be a Lakeview volunteer at our school.

The volunteer application is screened by the Florida Department of Law Enforcement (FDLE). This approval process can take up to two weeks at which time you are considered approved as a Level 1 volunteer. Volunteers who enter an email address during application should receive an email when they are approved (check spam).

Volunteers do not work with confidential matters concerning students, staff members, or other parents/legal guardians. Approved volunteers must sign in and out through the volunteer computer in the school office to record their visit and log their hours. Volunteers are allowed to add hours after-the-fact also. Volunteers must also obtain a name badge through the office each day.

Level 1 volunteers may also chaperone most field trips. Level 2 clearance might be required for major field trips such as those to Legoland and Busch Gardens where parents/legal guardians are responsible for watching small groups of students without a teacher present. Level 1-approved volunteers may apply for Level 2 background screening by making an appointment for fingerprinting at the School District Department of Safety and Security (927-9000, ext. 31132). The cost is \$38 and is non-refundable. Volunteers will not receive notice when they are approved for Level 2. Please contact the Volunteer Coordinator to verify your approval.