

LAKE MAGDALENE ELEMENTARY SCHOOL STUDENT HANDBOOK

SCHOOL VISION STATEMENT

At Lake Magdalene, every student can excel!

SCHOOL MISSION STATEMENT

We will provide a safe, dynamic environment that promotes innovation and accountability.

ACCESS TO CAMPUS and CLASSROOMS

We are a closed campus to protect the safety of our students and staff. Parents are not allowed to walk their students to class after the first day or eat lunch with their student.

While we will be a closed campus to ensure the safety and security of our LME Manatees, we will be holding events throughout the year that allow parents to engage with the school community.

ATTENDANCE POLICY

Florida State Law requires that a student to be in attendance every school day except for personal illness. It is required by law that parents explain the cause of the child's absence or tardiness. If your child is ill and cannot attend school, please call the attendance line, (813) 975-7625 before 9:00 a.m., explaining the absence. If a student is absent from school excessively, a doctor's note may be required to explain/excuse subsequent absences.

BREAKFAST/LUNCH PROGRAM

Breakfast is served daily from 7:10 – 7:35 a.m. Our school board has approved **FREE BREAKFAST AND LUNCH TO ALL STUDENTS AT LME.** All students are invited to participate in our program. To have enough time to eat and be in their classroom by 7:40 a.m., students participating in the free breakfast program need to be on campus no later than 7:35 a.m. After grabbing breakfast from the carts, children will report directly to their classroom.

BULLYING

The following is an excerpt from the District's policy on bullying:

Bullying is a form of aggression and occurs when (one or more) person(s) who perceive(s) a power imbalance, willfully subject(s) another person (victim), whoever they may be, to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which result(s) in the victim feeling oppressed (stress, injury, discomfort) at any school site or school board-sponsored activity or event...students who engage in such conduct shall be subject to a range of punishment to include verbal or written reprimand, in-school or out-of-school suspension, change of placement, and/or expulsion.

Examples of bullying include (but are not limited to) specified physical actions, verbal expressions, and infliction of emotional distress. All individuals have the right to report any incident(s) of bullying without fear of reprisal or retaliation. School District personnel are responsible for investigating and taking corrective action to prevent bullying at any school site or school-sponsored activity and must do so with proper regard to the need for confidentiality and the safety of the victim and/or any individual(s) who report any incident(s) of bullying. Consequences for anyone found guilty of engaging in bullying are specified in the District Handbook.

Victims of bullying are encouraged to take the following actions:

- Clearly tell the bully(ies) to stop.
- Don't ignore the incident. Immediately report the incident to someone at school, seek peer mediation, and/or tell your parent/guardian.
- If the bullying continues after you have clearly told the bully(ies) to stop, make a written record of the incident including the date, time, witness(es) and parties involved in the incident, and share this immediately with a responsible adult.
- Avoid being alone with the person(s) who have bullied or attempted to bully you in the past.

The following guidelines are offered to minimize the risk of being accused of bullying:

- Keep your hands to yourself.
- Remember that NO ONE has the right to harm another person in any way.
- Think before you speak.

- Immediately apologize if you accidentally say or do something that has made another person feel oppressed.
- Report all incidents of bullying behavior you have witnessed to appropriate school personnel.
- Don't touch anyone without his or her permission and especially in an inappropriate way.
- Don't keep interacting with a person after he/she has perceived your behavior toward them as being "inappropriate" and has clearly told you to "Stop".
- Don't make remarks that may cause another person to feel "oppressed" (stressful, scared, and intimidated).

BICYCLES

Bicycles should be walked on school grounds. Bicycle racks are available to house students' bicycles. Students should chain and lock their bikes to ensure their safety. The school cannot be responsible for lost, stolen or damaged bicycles. No scooters, shoe skates, or skateboards are allowed on campus.

CHANGE OF ADDRESS/TELEPHONE

It is extremely important that every student has an up-to-date address, home telephone number and emergency numbers on his or her record card kept in the office. If any of these items change during the school year, the office should be notified immediately.

CIVILITY

The vision statement of the School District of Hillsborough County regarding civility reads as follows:

In order to provide a safe, caring and orderly environment, the School District of Hillsborough County expects CIVILITY from ALL who engage in school activities. Mutual respect, professionalism and common courtesy are essential qualities that ALL need to demonstrate in promoting an educational environment free from disruption, harassment, bullying and aggressive actions."

Unacceptable behaviors under this policy include:

- Behaviors which interfere with or threaten to interfere with school activities.
- Using loud offensive language or profanity
- Intimidating, harassing, bullying, or inappropriate displays of temper
- Threatening verbal or physical harm
- Threatening, abusive, or obscene telephone conversations, written communication, electronic mail, or voice mail

Students, parents and District personnel all have the right to report any incidents of unacceptable behavior to a school district employee who will follow established District procedures for review and resolution of the reported incident.

CLASSROOM & BIRTHDAY PARTIES

The School Board permits the school to offer two (2) classroom parties per year. **Birthday parties for students are not permitted at school.** however, if you would like to send a **store-bought** edible treat to be shared with the class during lunch you may do so. Please coordinate this with your child's teacher.

CLASSROOM ENVIRONMENT/STUDENT BEHAVIOR

The classroom environment must be safe and well-disciplined so that all children have the opportunity to learn. If your child continually disrupts the classroom after the teacher takes the necessary steps to help him/her regain appropriate control, then you may be called to pick him/her up. In order to provide your child and the other children in the classroom with a safe, positive learning environment, we are concentrating on our discipline procedure for this year. You will receive a letter from your child's teacher listing the individual class rules, the consequences if they are broken and the rewards for positive behavior. Students must realize that at school, appropriate behavior is expected at all times, and that certain behaviors will not be tolerated, such as fighting, stealing, and being disrespectful or disobedient.

Rules are posted and reviewed in each classroom, so those students know the behavior expected in the classroom. Every effort will be made to assist children in learning and maintaining appropriate behavior. When a student is sent to the office for disciplinary reasons, a report is made, and you will be informed by phone or in writing. Teachers will contact you by phone or in writing if there are any concerns regarding academic progress, work habits, or classroom behavior. Communication and cooperation between the home and school will provide your child with the best chance of school success and alleviate many problems. **Remember, YOU are a valuable member of the team working for what is best for your child!**

COUNTY BUS TRANSPORTATION AND FOOD SERVICE PHONE NUMBERS

Use the numbers below for questions in these two areas:

Transportation: 975-7620 School Food Service: 558-1099

Concerns regarding bus stops should be addressed to the call center at 982-5500.

CONFERENCES AND VISITATIONS

Conferences with teachers will be arranged prior to or after the student day, and during the teacher's planning time. A class will only be interrupted in an emergency. We encourage parents to volunteer in the classroom by making prior arrangements with the teacher, but please understand that the teacher's full attention will be on the students in the classroom and conversations regarding individual student progress should be saved for a scheduled conference time. **All Screened Volunteers must go through the main office to sign in and obtain a visitor's pass, and only parents who have pre-arranged with the teacher will be allowed to proceed to the classroom.**

DAD'S CLUB

Lake Magdalene has an active Dad's Club which meets at 7:00 p.m. on the first Thursday of each month @ Skipper's Smokehouse. Our Dads assist PTA, fund special projects around the school, tutor students, and sponsor several family activities and a golf tournament each year. They support their children's education in every way possible. Find out more at www.lmedadsclub.org!

DISMISSAL

School dismisses at 1:55 p.m. each day, **except on Mondays, when we dismiss at 12:55 p.m.** If you pick your child up from school, please be prompt in doing so. In the event your child is to go home with another parent (or another child) on a particular day, BOTH sets of parents need to communicate these plans to the school in writing. Students will go home as regularly planned unless a change in dismissal is received in WRITING. Except in an emergency, we cannot accept any changes in dismissal over the phone. Children may not ride a different bus to go home with another child.

DOGS

Dogs are not to be on school grounds. Service animals are permitted.

DRESS CODE

Students are expected to adhere to the Hillsborough School District Dress Code. Please see the Student Handbook for specific information regarding appropriate dress for school. A copy of this handbook can be found online at hillsboroughschools.org/o/hcps/page/student-conduct-and-support. Please note that parents of students who do not comply with the Hillsborough County dress policy will be called and asked to bring appropriate clothing. We are a mandatory uniform school.

EARLY ARRIVALS

Children are NOT to arrive at school earlier than 7:10 a.m.
There is no supervision by school personnel available before 7:10 a.m.

EARLY SIGN-OUTS

Children are expected to remain at school; however, any student who must leave school prior to dismissal time to see a doctor, dentist or for illness, etc., must be released through the school office. Children will only be released to individuals who are on the emergency card, those individuals must provide state or country issued photo identification at the time of sign out. Teachers are not authorized to release students from the classroom without notification from the office. **No student sign-outs will be permitted after 1:25 p.m. (12:25 p.m. on Mondays).**

EMERGENCY PROCEDURES

Please be aware that if we must evacuate the building for any reason, communication to parents may be interrupted temporarily. Please be assured that children will be well supervised in a safe area until such time as it is safe to return to the building. In addition, we are required to have emergency drills on a monthly basis, and we thank you in advance for your cooperation and understanding when these drills cause any inconvenience.

GUIDANCE PROGRAM

The purpose of the Guidance Program is to help each individual student achieve his/her highest level of growth and development mentally, emotionally and socially. The counselor conducts classroom guidance lessons for all children. Typical topics for lessons are: friendship, responsibility, feelings, families, careers, and choices. Small group guidance sessions focus on a particular topic that will be helpful to a select group of children. Topics may include: school success, getting along with others, improving self-concept, anger control techniques, problem solving, and family concerns. Individual counseling is also available to students. A student can request an appointment with the counselor at any time. Parents may also request an appointment with the counselor to discuss a concern relevant to his/her child.

HEAD LICE

It is county policy that a child will be excluded from school when the student is found to have head lice and/or nits. The school takes special precautions and checks student's hair on a continual basis. If you, the parent, will also check regularly, this will help. If you do notice this condition, please contact the school. Before a student may return to the classroom, after being excluded for head lice and/or nits, **he/she must be accompanied by an adult in our office to be checked and given a clearance note for the teacher. There are only three (3) excused absences for head lice for the school year.**

HEALTH REQUIREMENTS

Florida's School Health and Immunization Laws require students to have immunizations and a physical examination prior to admission to school. Children should be immunized against these diseases: Diphtheria, Pertussis (Whooping Cough), Tetanus, Polio, Measles, Mumps, Rubella and Hepatitis B. The school principal shall require acceptable proof of age, a physical no more than one year old containing dates of inoculations, for all children desiring to be admitted to Kindergarten or First Grade.

LOST AND FOUND

Please label your child's belongings (coats, sweaters, lunch boxes, water bottles, etc.) so that it will be easily identified if misplaced. LOST AND FOUND articles are placed in the cafeteria. After a reasonable time, unclaimed clothing and articles will be discarded or donated to charity.

MEDICAL INFORMATION

In case of illness or accident at school, it is very important that the school have your child's correct address and emergency phone number as well as the signed **Parent/Guardian Consent for School Health Services**. Parents are notified immediately in case of accident or when a child is ill. No child may remain at school with fever. The student will be isolated until he/she can be taken home. If medication must be administered at school, a parent or guardian must sign the appropriate form giving the health aide permission to administer the medication. We cannot administer the medication without this form. An adult must bring all medications to the school clinic. All Medication to be administered by school personnel **MUST** be received and **COUNTED** at the time of receipt and stored in its original container. **PLEASE DO NOT SEND CHILDREN TO SCHOOL WITH MEDICATION.**

This policy requires some time for the parent who must count it in the office, so please leave yourself enough time to accomplish this with one of our staff members. We CANNOT administer medication if this procedure is not followed. Please be sure we have a working phone number in the event we have any questions or concerns. Emergencies do develop!

MONEY/CHECKS

All money sent to school should be placed in an envelope with the child's name, teacher, amount of money enclosed, and the purpose for which it is intended, written on the outside of the envelope.

The school does not accept checks; however we do accept money orders made payable to Lake Magdalene Elementary

MOVING TO ANOTHER SCHOOL

If you move out of our attendance area, please notify the school office at least one day prior to your departure. It is understandable that emergencies arise and one day notice cannot be given. When this occurs, contact the front office as soon as possible.

PEDESTRIAN SAFETY

To further ensure the safety of students and adults on campus, it is recommended that no individuals walk through the parking lot at any time. Under no circumstances will students be allowed to cross a parking lot without being accompanied by an adult. Please use sidewalks and crosswalks provided for your safety.

PHYSICAL EDUCATION

All students are expected to participate in physical activities. Students are not excused from such classes without a written statement from a doctor. Students are required by law to have 150 minutes of physical education each week. Please ensure students wear appropriate shoes (closed-toed every day / NO CROCS) on days they are scheduled for P.E.

PUNCTUALITY TO SCHOOL

ALL STUDENTS MUST BE IN THEIR CLASSROOMS BY 7:40 A.M. to avoid being marked tardy. It is very important for children to develop the habit of being punctual. If your child is late they should be escorted into the office for a tardy slip. Tardiness is recorded on the student's record and will cause a child to miss valuable learning time. **It is the parent's responsibility to ensure that their child arrives to school on time.**

PTA

The PTA is a vital part of the Lake Magdalene community. Membership, attendance, and active support help all of us to better understand and help our children. General meetings are scheduled periodically during the school year. Newsletters announcing the dates and times will be sent home. More information can be found online at <http://lkmagpta.org>

RAINY DAYS

On rainy days, dismissal will follow the usual schedule. Students must have a clear understanding of what to do in the event of rain at dismissal time if it changes their plans (i.e., walkers). Please sit down with your child and discuss your plan for what children should do in case of rain. If lightening occurs at dismissal, walkers will remain at school until conditions are safe.

SCHOOL HEALTH SCREENING

School Health Services Program conducts health-screening activities at various times during a child's school experience. Screening activities occur on a schedule dependent on guidelines established by the Department of Children and Families and local school health personnel. School health screenings may include the following activities: vision screening, hearing screening, measurement of height and weight, dental screening and screening for hypertension-high blood pressure. **If you do not want your child to participate in these screenings, the Withhold Consent for School Health Services must be completed.**

SCHOOL SAFETY PATROLS

Safety Patrol members will be on duty to guide and assist students where traffic and other hazards exist. Please instruct your children to obey Safety Patrol members, as this will add to their safety and the safety of others.

SCHOOL SPIRIT DAY

Each Friday students are encouraged to show their school spirit by wearing our school colors of blue and white, or Lake Magdalene spirit shirt. Students may wear jeans only on Fridays.

WEAPONS, TOY GUNS, DANGEROUS INSTRUMENTS

Please refer to the Parents Handbook for county policy on weapons. Nothing that resembles or could be considered a weapon may be brought to or made on school grounds, on school buses or at school bus stops. This includes toy guns, water guns, or knives of any kind.

WIRELESS COMMUNICATION and OTHER ELECTRONIC DEVICES

The use of wireless communication devices (cell phones, smart watches AND wireless headphones) is always prohibited during the instructional day, unless expressly directed by a teacher, staff, and/or administrative staff. Wireless communication devices (WCD) will remain on silent in the student's backpack, lunchbox, purse, pocket, or out of sight while the student is on school property or in attendance at a school function.

Prohibitions: Recording, photographing, transmitting, or posting images/videos of students or staff without permission is prohibited. Devices are not allowed in restrooms and locker rooms.

Technology guidelines during Assessments: Follow district and state rules and procedures regarding testing. Students must not disturb or speak to any other student, look at anyone else's test or provide assistance with another student's test. Students must not have access to the use of a device such as cell phone, headphones, smartwatch, Bluetooth devices, or any other device that could record, or transmit, even during breaks. Students must not discuss specific test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.

Thank you in advance for supporting the procedures we have put in place at Lake Magdalene. They are designed to protect your child's physical safety and their learning environment!

We send a weekly Sunday Night Text. If you do not get them, please contact the office.