2017-2018

**Student Handbook**



***Welcome***

*Bay Point Elementary Magnet School has served the community for over 50 years.*

*We pledge to do our best to help your child experience academic, social, and emotional growth. As parent/guardian we hope you will work with us to make this an exceptional year.*

**Principal**

Sara DePerro

**Assistant Principal**

Randria Williams

**Magnet Coordinator**

Ciera Negretti

**Bay Point Elementary Magnet School**

5800 22nd Street South

St. Petersburg, Florida 33712

Phone: 727-552-1449 (dial “0” for the receptionist)

Fax: 727-552-1455

http://www.pcsb.org/baypoint-es

**Hours**

School Hours: 8:35 a.m. – 2:35 p.m.

Office Hours: 7:45a.m. – 3:30 p.m.

**Mission**

*Through our curriculum, we will facilitate learning by providing relevant, multidimensional learning experiences.  We will place a special emphasis on the integrated applications of mathematics, science, foreign language and technology to prepare students to function productively in our global environment.*

**Overview**

* Established in the fall of 1962
* At current location since 2000
* Magnet program initiated 1993 with emphasis on math, science, technology, Spanish
* Serves about 650 students
* School mascot: Florida Panther
* School colors: Blue and White

**Policy & Procedures**

*All students are bound by the Pinellas County School Code of Student Conduct*

*distributed to each student in the first day packet.*

**ANIMALS**

A child must have an administrator’s written permission to bring a live animal to school. Live animals are not permitted on the school bus.

**ATTENDANCE**

* Students are expected to be *in their classroom* from 8:35 a.m. to 2:35 p.m.
* All students who are tardy must report to the office with their parent for a late pass.

The State of Florida has laws in place regarding attendance that Pinellas County Schools and Bay Point Elementary must follow, including the definition of an excused absence, tardy, and early sign-out.

In addition, all students and parents are bound by the *District Application Program Parent/Student Commitment Agreement*, PCS Form 2-2882, which was signed by parents at the time of registration. For an in-depth understanding of our District Application Programs and processes, download the District Application Programs Procedures at:

<http://www.pcsb.org/Page/837>

For elementary students, it is the parent/guardian’s responsibility to make sure their student attends school daily and is on time. Too many absences, excessive tardies, and/or early sign-outs may result in a referral to the Intervention Committee (IC) and dismissal from the program.

It may also lead to the parent/guardian being referred to the Truancy Prevention Program (TIP) at the State Attorney’s office.

It is expected that parents write notes, or bring one from the doctor, with the date and reason for their child's absence. Merely “telling the teacher” does not constitute an excused absence.

Please review the Pinellas County Schools Code of Student Conduct, Student Attendance 5500.05 for complete information about what constitutes tardy, early sign out and absences.

If there is a persistent problem that makes it difficult to get your child to school, please contact our social worker or guidance counselor for help.

**BEFORE/AFTER SCHOOL CARE**

*Early Arrivals*

Students are NOT to report to school before 8:05a.m. There is no adult supervision until this time.

*Day Care*

Several private day-care centers in the Bay Point Elementary community will provide transportation in conjunction with before or after school care. The YMCA has a program on campus. For additional information about the YMCA call: 727-867-4099 or 727-895-9622.

**BUS RIDERS**

Arterial busing is available. Routes and times are set by the District’s Transportation office and families are typically notified over the summer. For further information call 727-587-2020.

* Confirm your contact and address information is correct in Focus so that you are directed to the appropriate bus stop.
* Be aware of the arrival times of the bus and be ready at the designated stop. Drivers make every effort to be on time, but the arrival window is 30 minutes before, or after the designated time.
* Children should learn their bus number and/or letter.
* After school, students should report directly to the bus loading area so as not to delay the departure of the bus.
* Make a plan with your child so that they know what to do if they miss the morning bus.
* The bus driver is responsible for the safety of students riding the bus to and from school. Students should obey the driver at all times. Any student who persists in disorderly conduct on a bus shall be reported to an administrator by the driver of the bus and may be suspended by an administrator of the school from being transported to and from school.
* Insurance laws prohibit other students from riding the school bus unless they are officially registered bus students. We cannot honor requests for students to ride the bus with a friend.

**CAFETERIA**

*Free Breakfast*

Free breakfast is available for all students starting at 8:05 a.m. Students planning to eat breakfast are to go directly to the cafeteria.

*Cafeteria Expectations*

Talk in a soft restaurant voice.

Raise your hand if you need something.

Eat only your food.

Always stay in your seat.

Use good table manners.

Pick up after yourself

*continued*

*Breakfast and Lunch Menu*

Students who purchase a cafeteria lunch may choose from a hot entree, cold sandwich or chef salad, with accompanying items such as fruits and vegetables. Students may purchase an entire meal, or just buy milk or juice. Menus can be accessed at the following District link:

<http://pcsb.nutrislice.com/menu/bay-point-elementary/lunch/>

*Meal Prices*

 Meal Prices Breakfast Lunch

 Student *Universal Free Breakfast* $2.00 *\**

 Adult $2.25 $3.50

\* Subject to change

*Payment Options*

Students may pay for lunch on a daily basis (please put lunch money in a labeled, sealed envelope). However, you are encouraged to open an account with the Cafeteria Manager and pay by cash or check. To do this you will need to go to the cafeteria and speak to the manager (Money cannot be collected in the front office.) Another option is to pay with a credit card online at: My School Bucks <http://www.myschoolbucks.com/>

*Lunch Loans*

County policy requires payment for all lunches. If a student forgets their lunch and is unable to pay for one that day a basic sandwich and milk or juice will be offered.

*Application for Free and Reduced Meals*

Families may pick up a form to apply for free or reduced meals from the cafeteria manager or may apply online at: Apply For Lunch <https://www.applyforlunch.com/>

*Family Table*

Family members are welcome to come to eat with their child during breakfast or lunch. Visitors are expected to present a driver’s license and sign-in in the front office. Meals may be purchased at the cafeteria. A special table has been set aside for this purpose.

**CELL PHONES**

Students may have cell phones on campus:

* The phone must be turned off and out of sight while on campus.
* If the phone is turned on, it may be confiscated.
* During testing, cell phones will be collected by teachers and returned to students before the end of the day.
* Lost, damaged, or stolen phones or electronic devices are the responsibility of the parent and not of Pinellas County Schools, Bay Point Elementary Magnet School or its staff.

In the event of an emergency, the parent/guardian should contact the front office. Do not call the student’s cell phone during school hours.

**CLASSROOM PROCEDURES**

Please attend Open House scheduled in the beginning of the yearto learn about classroom procedures and expectations from your child’s teacher. Expectations and management rules are also posted in the classrooms.

**CODE OF STUDENT CONDUCT – School Board / Pinellas County Schools**

The Pinellas County School Board has adopted a *Code of Student Conduct* which clearly sets forth expectations. A copy of the booklet is distributed to each student on the first day of school and is also available on the Pinellas County School website at https://www.pcsb.org/code

* Discuss the *Code of Student Conduct* with your child.
* Sign the acknowledgment page and return it to the school.

**COMMUNICATION**

Effective communication is possible only when all parties take some responsibility. Please check your child’s backpacks for newsletters and notes teachers may write in their agendas. The school offers a variety of ways to keep in touch:

* Student Agendas
* Biweekly progress reports
* Class Dojo
* School newsletter*, Broadcast*, printed monthly for each student

 and posted to school website.

* School website at: <http://www.pcsb.org/baypoint-es>
* Facebook: <https://www.facebook.com/pages/Bay-Point-Elementary-Magnet-School/373380342812191>
* *School Messenger* phone messages (please insure your phone number is correct in Portal)
* PCS Focus: <https://focus.pcsb.org/focus/index.php> (see instructions in back of this book)
* Notices on the marquee
* Fliers

*Parent Contact Information*

Parents are expected to submit to the office any change of home address and/or telephone number where they may be reached during the day in case of emergency. Parents must also update their information in Focus. Log in at [www.pcsb.org](http://www.pcsb.org) using your parent ID. If you have moved you must provide proof of residency (utility bill, etc.) at your new address.

*Conferences, Parent-Teacher*

During individual and student led conferences, parents and teachers may gain insight, understanding and information about the child. Cooperation from both parents and teachers is necessary for conferences to be an effective means of communication.

* Student-Led conferences will be held twice a year. Dates and times will be communicated via the student agenda or fliers.
* If you have a concern about your child’s progress, you may request a conference with 24 hour notice. You may send a note via the student agenda, email, or call the office to schedule one.

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**COMMUNICATION** *(continued)*

*Conferences, Parent-Teacher*

* Parents may not confer with teachers during teaching hours or morning duty due to student supervision needs.
* Parents have the right to observe their child’s class with 24 hour notice to the teacher and administration.

*Conferences, Parent-Administration*

The administration is available to support families. It is expected that parents first talk to the child’s teacher to resolve the situation. If an issue arises that remains a concern after discussions with the child’s teacher or is one that needs administrative review, please feel free to contact the Guidance Counselor, Assistant Principal, or Principal.

*Phone Calls - Teachers*

* Teachers are not able to receive phone calls while class is in session. You may leave a message with the school receptionist who will pass it on to the teacher.
* Teachers will return your call within 24-48 business hours. When leaving a message, please indicate the best time to return your call and the nature of your call.
* Teacher emails are available via the school website: Choose *Faculty* – *Faculty List.*
* Send in a note or include one in your child’s agenda.

*Phone Calls - Students*

* Students are NOT permitted to receive personal phone calls on campus. Student messages will be screened for their protection.
* Students may use the office phone in case of an emergency only. (Calling home to change plans after school for social reasons or extra-curricular activities does not constitute an emergency.)
* Please teach your child to leave a message on your phone in the event they do not reach you so that you know why the school number shows up on your phone.
* Student cell phones must be off while they are in school. Please call the office if you need to get a message to your child.

**DISCIPLINE**

*Classroom Management*

Teachers work with students to develop a class goal and classroom management plan that aligns to the magnet commitment agreement. Students must agree to:

* Come to school daily prepared to learn
* Always try to do their best in schoolwork, magnet activities, and behavior
* Participate in all class and magnet program activities
* Treat themselves, the school, and others with respect
* Exhibit pride in the overall quality of their work
* Work cooperatively with their classmates
* Develop positive behaviors that promote the best possible learning environment
* Obey district, school, and bus rules

*Bullying*

Students are encouraged to speak with their teacher or the guidance counselor if they feel threatened in any way. Students are also encouraged to use the district’s bullying report form located at [www.pcsb.org](http://www.pcsb.org) under “Students”.

**DISMISSAL AND GOING HOME INSTRUCTIONS**

It is expected that you pick up your child on time at dismissal at 2:35 p.m. Staff is not available to supervise after school.

Car Riders

* Please respect the staff members who are posted at duty locations.
* Parents who pick up children in cars are to use the south driveway and follow designated traffic lanes.
* Model good behavior for students and cross only with a guard at designated areas.
* Do not pull around other cars as you may miss seeing a small child.
* Please post student’s last name and grade in the passenger side of your windshield.
* Only right turns out of the parking lot are permitted during dismissal.
* Do not leave cars unattended blocking the drive lanes.
* Please refrain from parking in the lot during dismissal unless you have a scheduled teacher conference.
* At no time should you pick up students in the bus circle. The bus driveway will be blocked off for buses only during arrival and dismissal times.
* If you are late picking up your car rider (after 3:00 p.m.) you will need to sign your child out of school through the office.

Walkers and Bicycle Riders

* Students should go directly home using planned safety routes when school is dismissed.
* If children walk, encourage them to leave the school grounds immediately and to walk with friends in designated walking paths.
* No walking across the bus circle area.

Bus Riders

* Students should report directly to their designated area after the bell so they do not hold up the bus.

After-Care

* YMCA children go directly to the cafeteria.
* Other programs will advise parents as to how they convey students to their destination.

*Kindergarten*

Students in Kindergarten dismiss a little earlier. Your classroom teacher will let you know about those procedures. If there is an older sibling at BPE, that student will be given a specific location for them to be picked up. Then they both proceed to the regular car circle.

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**DISMISSAL AND GOING HOME INSTRUCTIONS** *(continued)*

*Change in Going Home Instructions*

If you need to change your child’s usual going home routine, be sure to notify the teacher and front office in writing prior to 2:00pm. Calls made during the day will be posted on the school’s televised system, but advanced notice will help prevent misunderstandings. Please do not wait until the last minute to call in a change because students may miss the message as they change classes.

*Early Sign Out*

Please do not schedule appointments that conflict with the school day. Signing a child out early is treated the same as a tardy because it interferes with class time. If this is unavoidable, the student must bring a note from home with the time, date and parent signature on it. This note should be shown to the teacher involved upon arrival in morning.

If an emergency occurs and you must come for your child before school is dismissed, please come directly to the office.

* Park in the south parking lot to avoid the bus circle in the front of school. The buses will not move out of your way if you become blocked in.
* Students will not be dismissed from the classroom until you arrive on campus and have signed them out.
* Positively no student is to leave the school grounds at any time without permission from the office staff.
* Students will be released only to individuals named on clinic cards so make sure you have included the names of any adults (18 or older) whom you trust on the card. Students are only dismissed from the office.
* Adults must be prepared to show photo ID when picking up a student.

**DONATIONS**

*Adopt-A-Class*

Families may adopt a class to support activities and great ideas. You may choose to adopt your child’s classroom teacher, as well as any of our programs like art, library, music, science lab, Spanish, technology or PE. Some employers will match contributions so you may want to check with your company about its policy.

*Classroom Wish List*

Teachers are often in need of incidental items such as tissues, sanitizer, ziplock bags, and copy paper and would welcome and appreciate these donations.

*School donations*

Donations are accepted for the school as a whole. These could go toward purchasing technology (computers, Kindles), books, or even landscaping. Please contact the principal or the Family & Community Liaison for more information if you are willing to contribute in this manner.

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**DONATIONS** *(continued)*

Other ways to help the school include:

* Collecting *Box Tops for Education* throughout the year. These are found on some office supplies and General Mills products. If you register at their site, you may also earn cash for the school when you shop online via their portal at [www.btfe.com](http://www.btfe.com)
* Another portal site is [www.SchoolStore.com](http://www.SchoolStore.com) where a portion of the proceeds will be donated to the school. You will receive more information in the fall.
* Recycling ink cartridges and cell phones with us
* Designate Bay Point Elementary at Target and Office Depot

**DRESS CODE / UNIFORM**

Students are required to adhere to the dress code outlined in the Pinellas County Schools Code of Student Conduct, Policy 5500.04. In addition, Bay Point Elementary has a mandatory uniform policy as part of participating in the program. Uniforms are required every day except as noted. If a child is sent to school out of uniform **parents will be called to bring a change of clothes**.

**Bottoms**

* Solid khaki/tan or navy blue (free of writing and designs)
* Shorts, skirts, jumpers or long pants
* No denim (jeans) material

**Tops**

* Solid navy blue or white, short or long sleeve, polo-style with collars

(free of writing and designs)

* Bay Point Elementary School logo T-shirts sold by the PTA

Order forms available in the office or online at: [www.bpepta.org](http://www.bpepta.org)

* White or navy blue turtlenecks are allowed in the winter months

**Sweatshirts and Sweaters**

* Solid navy blue or white sweatshirts or sweaters for use in classrooms
* Non-uniform jackets may be worn to and from school, but not in the classrooms

**Shoes**

* Shoes must enclose the foot and heel. Shoes must fit properly so that the student may be safe participating in daily Physical Education classes and other school activities.
* No sandals, high heels, flip flops, roller skates, skate shoes, or bedroom slippers.

**Special Days**

Students may be out of uniform (but still must comply with district dress code) on:

* First Friday of the month
* School activity/spirit days identified by the administration

**DRILLS AND EMERGENCY PROCEDURES**

Fire drills, lock downs and tornado drills are held on a regular basis. Each drill is treated as an actual emergency situation. Procedural instructions are housed in each room of the facility and must be followed. Although speed is important in any such procedure, of greater importance is orderliness and the ability of all students to be given directions and proceed in a safe manner.

* The fire alarm is one long signal. Students remain outside the building or assigned area until an all clear signal is given.
* During lock down procedures, *no one will be allowed to enter or exit* the buildings.

**FIELD TRIPS**

As a part of the educational program of the school, pupils are taken on various instructionally-based field trips during the year supervised by their teacher.

* Permission forms must be completed and signed by the parent and returned to the school by the due date indicated for a student to attend the field trip.
* Students who do not return a signed permission form by the due date will remain behind on campus. Faxed forms will not be accepted.
* Some venues require fees and the cost will be indicated on the form. Please try to send in exact change with the permission form.
* Because the school is billed in advance for admission fees and bus charges, it is often not possible to provide a refund if a student is unable to attend.
* Students who consistently choose to behave inappropriately may be denied the privilege of attending the field trip unless accompanied by a parent for their safety.

*Chaperones and Drivers*

* Pinellas County Schools requires chaperones and field trip drivers to be registered volunteers. Further, anyone with unsupervised contact with students must be fingerprinted and have Level II clearance. This includes anyone who drives or in cases where volunteers supervise students divided into groups after disembarking from a bus.
* The volunteer registration process may take up to three weeks but you may expedite the process by registering at any time throughout the year in advance of a trip.
* Chaperones should model respectful behavior for the teacher in charge, and to the field trip host. Speak to the teacher if a student poses a particular problem.
* Chaperones should not view field trips as private outings with their child. You are helping to supervise several students. Do not bring students into gift shops or pull them away from the main group without the express knowledge and consent of the teacher.
* Chaperones may have to pay admittance fees. Drivers are responsible for tolls and gas charges.
* Drivers should be aware they are personally liable for traffic accidents. There is no blanket district coverage and drivers must carry adequate insurance.
* The *Field Trip Vehicle Information* Form (PCS Form 3-2719) for proof of insurance must be on file in the office prior to transporting any student in a privately owned/operated vehicle.
* No drivers under the age of 18 are permitted.

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*Chaperones and Drivers (continued)*

* Drivers must comply with all state laws regarding air bags, seat belts, and car seats. All occupants must use a seat belt at all times, one occupant for each seat belt.
* Some vehicles are not allowed including trucks, jeeps, convertibles, motorcycles. Please check with the school if you have a question about a particular vehicle.
* Students should not occupy the front seat where a vehicle has a passenger-side air bag.
* All vehicles must be registered, insured and in good working order as determined by school personnel. The principal has the authority to prohibit any vehicle from use for transportation of students at any time.
* Drivers should not make any stops when transporting students (gas, drive-throughs, etc.) Escort students back to their classroom upon your return to campus.
* Please contact our Family & Community Liaison if you have any questions or concerns.

**GRADING POLICY**

*Grading Scale*

Kindergarten - Performing Successfully:

Most of the time Some of the time Seldom Never

Grades 1st – 2nd | Grades 3rd – 5th

E – Excellent performance in classroom work/behavior | A 90-100

V – Very Good performance in classroom work/behavior | B 80-89

S – Satisfactory performance in classroom work/behavior | C 70-79

N – Needs Improvement in classroom work /behavior | D 60-69

U – Unsatisfactory work in the classroom work/behavior | F below 60

*Student Honors*

Perfect Attendance

Students in grades kindergarten through five are eligible for perfect attendance awards for any grading period in which they have no absences or tardies.

Honor Roll

Students in grades three through five who receive no grade lower than a “B” in academic subjects and who achieve all E’s and S’s in grades for conduct, effort, work habits, handwriting, physical education, art, and music are eligible for the honor roll.

Principal’s List

Students who meet all honor roll requirements, and have no grade lower than an “A” in academic subjects, are eligible for the Principal’s List.

Students will not be eligible for Honor Roll or Principal’s list if “U’s are received.

*Achievement Testing*

All students will be assessed using the District Assessments. Students in grades 3-5 will be administered state-wide tests.

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**GRADING POLICY** *(continued)*

**HOMEWORK**

Homework is a written or oral work assignment given by the teacher and completed by the pupil at home. The staff recognizes the importance of home help in the development of study habits and basic skills of learning. Reading daily with your child is essential for his/her success.

Pinellas County Schools offers *Homework Hotline* at 727-547-7223. It is typically available Monday through Thursday from 5:00 to 8:00 pm.

**INTERNET USE**

Computers and access to the Internet supports learning and enhances instruction. The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The student is expected to follow all guidelines outlined in the *Network/Internet Acceptable Use Agreement* (PCS Form 2-2695) which was signed by each student and parent upon registering.

**INTERVENTION COMMITTEE (IC)**

*Elementary Magnet Procedures for Possible Removal from the Program*

It is expected that all students in a DAP program will successfully complete the program. An Intervention Committee (IC) established by the school administration, reviews cases, suggests interventions that will increase student success, and recommends probation and makes decisions regarding removal from the Program. Specific Expectations and processes related to removal from District Application Programs are contained in the DAP Procedures which can be found on the Pinellas County Schools website at: http://www.pcsb.org/Page/837

**LOST AND FOUND**

Neither Pinellas County Schools, Bay Point Elementary nor its employees are responsible for lost or damaged items. Students are strongly discouraged from bringing valuables, including jewelry and electronic devices, to campus.

Label all articles (jackets, lunch boxes, etc.) to help us return items to the owners. Those articles not claimed in lost and found are sent to a local charity every four weeks.

**MAGNET COMMITMENT AGREEMENT – Pinellas County Schools**

Bay Point Elementary is a magnet school with a focus on math, science, technology and foreign language. All parties (students, parents and faculty) are expected to sign and adhere to the *District Application Program Parent/Student Commitment Agreement* (PCS Form 2-2882) to attend Bay Point Elementary.

 A signed copy must be on file in the school office and a copy is retained by the family. This agreement clearly outlines all expectations for parents, students and faculty so please review it carefully with your child. Failure to adhere to the agreement may result in the student being brought before the Intervention Committee and may lead to dismissal from the magnet program. Students who are dismissed in this manner will not be allowed to return.

**MEDIA CENTER**

The media center is an extension of the classroom and a specialized area where resources and enrichment activities are housed for the benefit of the students and staff. The book collection contains many fine fiction and non-fiction books and reference materials.

Each student will be responsible for materials checked out. Florida law states that teachers and librarians will collect from the pupil, parent or guardian, the value of the books which the pupil may have lost or damaged.

Book fairs are held each year to support the media center. These funds are used for books, library materials, classroom technology, and special events such as author visits and literacy field trips. Kindles are available for student use in the classroom and have been loaded with age appropriate books.

**MEDIA RELEASE**

During the school year, Pinellas County Schools may produce, reproduce, broadcast or publish student names, likenesses and/or voices on multiple media formats, including but not limited to:

* WPDS-Ch. 14
* Written publications
* District websites
* School websites
* Teacher websites

Parents/guardians signed Media Release Form (PCS Form 1-3067) upon registering for school. If the parent/guardian wishes to rescind this permission, he or she may do so at any time with written notice. Unless rescinded, this permission will remain in effect in subsequent years.

**MEDICAL**

*Clinic*

* Parents will be notified if their child comes to the clinic for any reason**. It is imperative that you keep parent and emergency contact numbers up-to-date.**
* In the case of a serious accident, the parent/guardian will be notified by phone. If the parent/guardian cannot be reached, paramedics will be contacted to render aid.
* If a child is ill, it will be necessary for parents to make arrangements to pick them up as soon as possible.
* Do not send a child to school if they have a fever (oral temp 100.5 or greater), vomiting or diarrhea, 2 or more times within a 24-hour period. For additional information about when to keep your child home refer to the *School Health Guidelines for Exclusion* by calling School Health Services at 727-588-6320.

*Prescription Medications*

Parents are highly encouraged to work with the physician to develop a schedule so that the necessity for taking medications at school will be minimized or eliminated. Please be aware that when the child is pulled out of class, his/her schedule is disrupted, and there is no health professional on duty to observe the effects of the medication.

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**MEDICAL** *(continued)*

*Prescription Medications*

Parent/guardians must sign the appropriate Pinellas County School form for any treatment to be administered during school. The student’s name, name of medication, dosage, and special instructions must correspond with the information on the prescription label. For inhalers, specific instructions should include time of day of usage and time allowed between usages.

The parent or guardian will assume the major responsibility in working with the school and physician/dentist in providing:

1. Parent/guardian signatures and instructions on authorized Pinellas County School forms.
2. Medication in an original, prescription labeled container, including physician’s instructions.
3. School personnel is informed of any side effects or complications which may result from the medications.

NO permission will be taken over the telephone for any medication including Tylenol/aspirin.

*Administration of Medication by School Personnel*

School personnel, authorized by the principal and trained by the Senior Community Health Nurse, may assist students who must take prescribed medication during school hours.

*Self-Medication by Students*

Approval for self-administration of medications shall be written by the physician under “Special Instructions” on the administration of medication form. The purpose of this provision is to protect the student in cases of drug reactions.

*Delivery of Medication to School*

Medication must be brought to school via the parent/guardian. Parents should arrange for a separate supply of medication for school. It is the parent’s responsibility to pick up unneeded medication as soon as possible and to collect any unused medication at the end of the school year.

**PARENTAL ADVOCACY PROGRAM**

The District’s Parental Advocacy Program assists families of students in Pinellas County by serving as a bridge between parents and schools. The program provides support to parents when responding to concerns about: Advancement, Retention, Discipline, Suspension, Expulsion, Special Needs of Students, Other Educational Concerns. More information may found at [www.pcsb.org](http://www.pcsb.org).

**PARENT EXPECTATIONS**

Parents/guardians of a student in this magnet program must agree to:

* ensure that my child attends school consistently and on time
* provide a home environment that encourages my child to learn
* oversee completion of all school assignments
* support participation in all magnet activities
* communicate with my child's teacher(s)
* talk to my child about his/her school activities on a regular basis
* encourage my child to read at home
* try to volunteer time at my child's school
* show respect and support for my child, the teachers, and the school
* assist the school in developing positive behaviors in students
* communicate with my child's teacher(s), which may include signing my child's agenda book
* support the activities of the PTA and volunteer programs
* support all school policies and procedures

**PARTIES – SNACKS - CELEBRATIONS**

Parties, including birthday celebrations, are not a part of the school program and take away from instructional time. Further, Pinellas County Schools wellness guidelines restrict the number of times non-nutritional foods may be served to students throughout the year to two (2) days. These two days are determined by the school.

Please check with your child’s teacher before sending in any snacks for the class. Keep in mind:

* Non-nutritional snacks or treats are not permitted. Please check the District website for allowable foods.
* All food for the class must be purchased through a store or bakery.

The Elementary Wellness fact sheet may be found at: <http://pcsb.org/Page/802>

**PHYSICAL EDUCATION (PE)**

Participation in physical education classes is required of all students unless a doctor’s certificate is filed with the school stating valid reasons why the child cannot take part. A doctor’s note applies to an excuse for more than three days. A note from the parent will be accepted to excuse a child temporarily. Hats are permitted for PE only with a written parent request.

**PICTURES**

Individual and class pictures will be made of your child during the school year. Students are required to wear their school uniform for their name tag photo and class picture day. They may change their outfit for individual pictures that are being purchased. Pictures may be purchased by families from the company contracted taking the photographs.

**Pinellas County School Board Policy Manual**

The Policy Manual contains the regulations and rules set forth by the School Board that are used to govern the daily activities of the school system. A copy of the manual is available for public review in the school Media Center.

**RELIGIOUS HOLIDAYS**

No field trips or after-school activities may be scheduled on days and/or evenings of days designated as Special Observance Days. Any major activity, grade or exam should not occur on these days. Please refer to the District calendar for a complete, up-to-date list.

**SCIENCE FAIR**

All students at Bay Point Elementary participate in the science fair. Students in grades K – 2 will do a class project with their teacher. Those in grades 3 -5 will work on individual or small group projects. The science fair project counts toward their grade.

**SMOKING ON SCHOOL GROUNDS**

Florida legislation and School Board Policy prohibits smoking in any educational facility or on school board property. Please do not smoke while in the car circle.

**STAFF LOUNGE**

The staff lounge is for employees to enjoy a private break. Non-employees are not allowed in the staff lounge.

**STUDENT RECORDS**

An active record of each child’s progress is kept at school. The school record is retained in the district central records office after withdrawal or graduation. The major items found in a permanent record are: factual information (name of parents, birth date, address, etc.), grades earned, attendance record, physical and immunization records, and standardized test results.

The Family Rights and Privacy Act is a federal law to protect the accuracy and privacy of your child’s educational records. All personal information concerning a child or a child's family shall be considered confidential.

Student achievement and ability records shall be interpreted in conference upon request from the parent or guardian.

**STUDENT ACTIVITIES**

A number of extracurricular activities are offered and information will be sent out in the fall. Please be mindful of the days and pick up times should your child participate.

**SUPERVISION OF STUDENTS**

All students will be under the direct supervision of the teacher. On occasion, adult staff members may be asked to watch students. Volunteers may not supervise students.

**TEXTBOOKS**

* Textbooks are loaned to students free of charge, however students are responsible for lost or damaged books.
* Courses are to be taught using current, state-adopted textbooks.
* Fines may be assessed for lost and damaged textbooks.

**TRANSFERS/WITHDRAWALS**

If it is necessary for your child to withdraw from Bay Point Elementary during the school year, please notify the office as soon as possible. With early notification, we can prepare all necessary records for the school your child will next attend. This will make the transition easier for you and your child. All library books and textbooks must be returned before you leave.

If you choose to apply for a different magnet or a fundamental program during the application period but were not immediately accepted you will be asked to make a choice at the end of the school year to either remain at Bay Point and come off the wait list for the other program, or to withdraw from Bay Point to stay on the other program wait list.

**VISITORS**

* Visitors are our guests and are expected to follow School Board policy (including dress codes) when on campus.
* Visitors may only enter through the office. Do not open side gates and doors to allow someone to enter.
* All visitors on campus must first sign-in in the front office using their driver’s license and receive a visitor’s pass/badge. Do not sign in the volunteer log when visiting.
* Family members are welcome to have lunch with their own child during their regular lunch time. From time to time, families may be invited on campus for special events and presentations.
* Visits should not interrupt the regular classroom procedure in any way and should avoid unscheduled visits to the classroom.
* Extended visits require administrative approval.
* Should a problem arise with a student please bring it to the attention of the staff and do not approach the student.

**VOLUNTEERS**

Any non-paid person working at Bay Point or chaperoning on a field trip is classified as a volunteer. This includes classroom assistants, guest speakers, chaperones, tutors, and mentors.

All persons MUST be registered before working as a volunteer in any capacity. If you are interested in becoming a school volunteer contact the Family & Community Liaison. The application (PCS Form 2948-A) will take approximately 3 weeks for the background check. Those who will have unsupervised contact with students must also be fingerprinted (Level II).

Volunteers log in the computer at [www.pcsb.org](http://www.pcsb.org) using their assigned username (begins with “v.”). The estimated hours should be entered in to the computer when they arrive on campus.

* Sign in on the computer and the log sheet. Put on a volunteer tag.
* Volunteer hours include anything done for the school at home or off campus, including PTA and SAC meetings. These hours are reported to the district and state.
* Volunteers are not to handle confidential student information (grading papers, filing, etc.) unless they have viewed the short Confidentiality Video offered by the district. If you are asked to work in this capacity please contact the Family & Community Liaison.

**PARENT-TEACHER ASSOCIATION (PTA)**

****The Parent-Teacher Association fosters an equal partnership of parents and teachers working together to benefit our children. We ask that all parents make every effort to become involved with PTA by participating in and volunteering at one of their many events.

**Bay Point Elementary**

**Magnet School**



General membership meetings are held throughout the school year. Meeting dates will be posted on-line and in the school newsletter.

PTA website: http://www.bpepta.org

Facebook: https://www.facebook.com/pages/Bay-Point-Elementary-PTA/153952011294066

Twitter: http://Twitter.com/bpepta\_stpete

**SCHOOL ADVISORY COUNCIL (SAC)**

SAC membership is comprised of parents, staff and community. This committee meets only once a month and members are required to attend all meetings. SAC is an advisory board to the school that reviews the school curriculum, procedures, policies and programs. It is involved with the development of the School Improvement Plan (SIP).

The SAC committee also acts as an advocate for the improvement of existing programs as well as the development of new ones. If you are interested in serving, please contact the principal.

**ALL PRO DAD**

All Pro Dads meet for breakfast in the school cafeteria once a month. Dads are asked to rsvp so that we can insure there is enough food for everyone. More information is available at: http://www.allprodad.com/3578

**PCS Focus** at https://focus.pcsb.org/focus/index.php

PCS Focus is a secure website which allows you to access your child’s information.

Parents may view their child’s:

* Attendance
* Schedule

Do you know your Parent Portal ID?

User Name: p. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Upcoming assignments and test dates
* In-progress grades, test/quiz scores, homework grades, and project work
* Final grades, GPA & class rank
* Discipline/referrals
* Demographic information
* Medical information
* Important school messages, announcements, and upcoming school events
* School calendar showing meetings and upcoming assignments
* Alerts concerning your child’s attendance since your last log in
* Teachers’ direct email links

The same username and password is used to make an address change or reservation.

One account will allow a parent to see all their children’s information regardless of the school they attend by changing the student’s name at the top right of the site.

Parents may go to any school to request a username and password. Keep the information in a safe place (many put it in their cell phone) so that you are able to access the system. If you lose it, please understand staff is unable to look up the password and it will have to be reset each time.

**Volunteer Password**

Volunteer Password

User Name: v.\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registered volunteers also are assigned a password beginning with “v.” It is used to record volunteer hours that are reported to the District.

User names are typically:

v.last name first initial of first name (*e.g. v.smitha)*

Password: Last name (capitalize first letter) Year of birth *(e.g. Smith2013)*

Student Password

User Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Password**

Students receive a password to log into various programs. You may wish to record it here as well.

Parking and Traffic Flow

**Please do your part to help us dismiss in a safe and orderly fashion!**

Drivers

* Use the South Lot to pick up and drop off your children (except for Kindergarten, who should use the North Lot during dismissal in the afternoon)
* Do not drive in the bus circle at the front of school during drop off and dismissal
* Put your child’s name on a card in your windshield
* Pull all the way forward
* Make a right turn out of the school to keep traffic flowing
* Be respectful of school personnel and follow their directions

Park

* Park in the South Lot only. Buses will block your exit and will not move if you are in the bus circle after 1:50 p.m.
* Do not park your car in the drive lanes
* Cross at the cross walks and follow the instructions of staff

**Notes**

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**PINELLAS COUNTY SCHOOLS - VISION**

**100% Student Success**

**PINELLAS COUNTY SCHOOLS – MISSION**

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

**The School Board of Pinellas County**

Linda S. Lerner - Single Member District #6
Carol J. Cook, Single Member District #5
Peggy L. O’Shea, Chairperson - At Large District #3
Eileen Long - Single Member District #4
Joanne Lentino - At Large District #1
Terry Krassner - At Large District #2
Rene Flowers – Vice Chairman, Single Member District #7

*The mission of the Pinellas County School Board is to provide the best opportunities for all students to succeed by adopting policies that ensure continual improvement of highest student achievement, safe learning environment and effective efficient operation.*

**Superintendent of Schools**

Michael A. Grego, Ed.D.

**Area Superintendent, Area 3**

Robert Poth 727-588-6000

**Pinellas County Schools**

301 Fourth Street SW

Largo, Florida 33770

727-588-6000

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

*The School Board of Pinellas County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, sexual orientation or disability in any of its programs, services or activities.*