LAKEVIEW ELEMENTARY SCHOOL

STUDENT & FAMILY HANDBOOK



Mrs. Michelle Giddens, Principal
Mrs. Marissa Green, Assistant Principal

School Hours: 8:30 AM – 3:15 PM

7299 Hand Road
Sarasota, FL 34241
(941) 361-6571 Fax: (941) 361-6573

https://www.sarasotacountyschools.net/o/lakeview

GENERAL INFORMATION

SCHOOL HOURS

School hours are 8:30 AM – 3:15 PM.
School gates open at 8:15 AM and lock at 8:30 AM.
The warning bell rings at 8:25 AM. Students arriving after the 8:30 AM bell are tardy.
Dismissal begins at 3:00 PM.
Students who are not picked up by 3:15 PM will be sent to After Care where charges will apply.

OFFICE HOURS

School Office hours are 8:00 AM – 4:00 PM

IMPORTANT PHONE NUMBERS

Office:	941-361-6571
Cafeteria:	941-361-6575
Fax:	941-361-6573
Bus Transportation:	941-486-2141

SCHOOL WEBSITE

https://www.sarasotacountyschools.net/o/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.

SARASOTA COUNTY SCHOOLS
2026-2027 DISTRICT ACADEMIC CALENDAR

1960 Landings Blvd. Sarasota, FL 34231 Phone (941) 927-9000

JULY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6th - 10th - 240 Staff Non-Work Days
13th - 220 Staff Return

AUGUST 2026

SUN	MON	TUE	WED	THU	FRI	SAT
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3rd - 196 Staff Return
10th - First Day for Students, 186 Staff

SEPTEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6		8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7th - Labor Day - Students, All Staff

OCTOBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12*	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

9th - End of 1st Grading Period
12th - Professional Day - Students, 186 Staff

NOVEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25			28
29	30					

23rd - 27th - Thanksgiving Break - Students, 186, 196, 220 Staff
25th - 27th - Thanksgiving Break - 240 Staff

DECEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18th - End of 2nd Grading Period
21st - 31st - Winter Break - Students, All Staff

JANUARY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4*	5	6	7	8	9
10	11	12	13	14	15	16
17		19	20	21	22	23
24/31	25	26	27	28	29	30

1st - Winter Break - Students, All Staff
4th - Professional Day - Students, 186 Staff
18th - Martin Luther King Jr. Day - Students, All Staff

FEBRUARY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14		16	17	18	19	20
21	22	23	24	25	26	27
28						

15th - Presidents Day - Students, All Staff

MARCH 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12*	13
14	15	16	17	18	19	20
21	22	23	24	25	26*	27
28	29	30	31			

11th - End of 3rd Grading Period
12th - Professional Day - Students, 186 Staff
15th - 19th - Spring Break - Students, All Staff
26th - Mini Break - Students, 186, 196, 220 Staff

APRIL 2027

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16*	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

16th - Mini Break - Students, 186, 196, 220 Staff

MAY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27*	28*	29
30						

26th - Last Day for Students, 186 Staff
28th - Last Day for 196 Staff
31st - Memorial Day - All Staff

JUNE 2027

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11th - Last Day for 220 Staff

* Inclement weather makeup day if needed

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 strives to promote a safe, positive, and differentiated environment. Our dedication to innovative, individualized, lifelong learning empowers all students to achieve their personal best and confidently face the challenges of tomorrow.

MISSION STATEMENT

It is the mission of Lakeview Elementary School to create positive relationships and engaging academic opportunities to ensure high levels of learning for all students.



EXPECTATIONS FOR OUR SCHOOL COMMUNITY

STUDENTS

Show respect for people and property.
Will follow CHAMPS expectations in the cafeteria, media center, and on the sidewalks.
Keep hands, feet, and objects to self.
Use appropriate language.
Dress appropriately for school.
Come to school every day, all day, and 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.
Visibly 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.
Visibly wear your ID badge at all times.
Be on time.
Model school rules and procedures as written in the Lakeview Elementary School Staff Handbook.



Table of Contents

ATTENDANCE 8
TARDY TO SCHOOL / EARLY DISMISSAL 8
ABSENCE FROM SCHOOL 8
ABSENCES/MAKE-UP WORK 8
Reassigned Students 9
AFTER/BEFORE CARE SCHOOL PROGRAM 9
ANIMALS AT SCHOOL 10
ADVANCED WORK CLASSES (AWC) 10
ARRIVAL & DISMISSAL 10
Hanging Car Tags: 12
BICYCLES / SKATEBOARDS / ROLLERBLADES / HEELYS 12
BIRTHDAYS AND HOLIDAYS 12
BOOKS AND SUPPLIES 13
BULLYING AND HARASSMENT 13
BUS TRANSPORTATION 13
BUSINESS PARTNERS 16
CARE TEAM 16
CHANGE OF ADDRESS 16
CHAPERONES 17
CHECK-IN AND CHECK-OUT PROCEDURES 17
CLASS SIZE 17
CLASSROOM PLACEMENT 17
CLASSROOM INTERRUPTIONS AND SECURITY 17
CODE OF CONDUCT 18
COMPUTERS 18
CURRICULUM 18
CUSTODY PLAN 18
DISMISSAL 19
DRESS CODE 20
ELECTRONIC COMMUNICATION DEVICES 20
EMERGENCY PROCEDURES / DRILLS 21
FOCUS PORTAL 21
FAMILY SERVICES 21

FIELD TRIPS 22
FLORIDA ASSESSMENT OF STUDENT THINKING (FAST) 23
GRADING AND REPORT CARDS 23
HEALTH ROOM 24
HOME BAKED ITEMS 24
HOMEWORK POLICY 25
HONOR ROLL AND OTHER AWARDS 25
INSTRUCTIONAL PROGRAMS 26
MEAL PROGRAM (Food & Nutrition Services) 26
STUDENT INSURANCE 27
LNN (LAKEVIEW NEWS NETWORK) 27
LOST AND FOUND 27
LUNCH TIME 27
MEDIA CENTER 27
NEWSLETTER 28
PARENT TEACHER ORGANIZATION (PTO) 28
POSITIVE BEHAVIOR SUPPORT (PBS/CHAMPS) 28
PHYSICAL EDUCATION (P.E.) AND RECESS 28
REGISTRATION / WITHDRAWAL 29
QUESTIONS 30
RELIGIOUS & CULTURAL ACTIVITIES 30
S.A.C. (SCHOOL ADVISORY COUNCIL) 30
SAFETY PATROL PROGRAM 30
SCHOOL TELEPHONE NUMBERS 30
SAFETY & SECURITY 31
STUDENT ID BADGES 32
TEACHER CONFERENCE 32
TOBACCO FREE CAMPUS 32
GUM, TOYS, TRADING CARDS, ELECTRONIC DEVICES, ETC. 32
VISITING CAMPUS 32
WEBSITE and FACEBOOK PAGE 33
YOU!!! 33

ATTENDANCE

The Sarasota County School Board and Lakeview Elementary School are committed to maximizing the amount of time a student spends in the classroom in a positive learning environment. To help accomplish this commitment, the School Board has enacted rules to address tardiness, student absence, and work habits.

TARDY TO SCHOOL / EARLY DISMISSAL

- Students will be allowed to enter their classroom at 8:15 am.
- Children entering the classroom after 8:30 am, second bell, are considered tardy and must report to the office to obtain a tardy pass.
- In order to respect the educational climate at Lakeview, it is our expectation that students are academically engaged from 8:30 am – 3:15 pm. Please make every effort to assist us in avoiding classroom interruptions. (Early or alternative dismissal plans should be in place before school starts each morning).
- Chronic tardiness may affect a student's academic performance.
- If the problem continues, a School Board social worker may be asked to make a home visit.

ABSENCE FROM SCHOOL

In order for a student's absence to be defined as "excused," a note must be sent electronically to the following e-mail address, 0471-attendance@sarasotacountyschools.net once your child returns to school. Sarasota County School Board Rule 7.103 defines the student absence policy in detail. An excused absence is defined as:

- Illness documented by parent/guardian or medical doctor
- Major illness in student's immediate family
- Religious holidays of a specific faith
- Pre-approved absences: Special situations (i.e. family emergency) must be pre-approved by the School Administration.
- Chronic absences can affect a student's academic performance.
- Letters will be sent to the parent/guardian of any student with excessive absences (9 per semester) and/or when attendance becomes an obstacle to academic success.

Unexcused Absences (SB 201.1)

- A student who has 15 unexcused absences within 90 calendar days is a habitual truant under state law. The student may be dealt with as a child in need of services under §984, F.S. In addition, the parent/guardian may be subject to criminal prosecution under §1003.24, F.S.
- Students will be afforded an opportunity to make up work for an unexcused absence. There may be some academic penalty in accordance with attendance policies and procedures.
- When students are late to school or leave school early without an adequate excuse, the tardy or early dismissal will be unexcused.

ABSENCES/MAKE-UP WORK

When a student has been absent, with a valid excuse, teachers will provide opportunities to complete missed assignments. Students will have make-up time equal to the number of days absent, to complete all assignments, per Sarasota County policy. The initiative for making up

missed assignments rests with the pupil under the teacher's guidance. (NOTE: School policy recognizes that if a student is sick, he/she is unable to work at their highest level. Therefore, make-up work will not be sent home prior to a student's return to school unless a student is absent for more than 3 days.) Family Vacations (SB 201.2)

Family vacations are not automatically excused absences are at the discretion of the principal or designee. Parents are encouraged to contact the school prior to family vacations.

Reassigned Students
Any student who receives excessive tardies and/or absences and is at Lakeview on reassignment, is subject to having their reassignment revoked, and the student returned to their districted school.

AFTER/BEFORE CARE SCHOOL PROGRAM

The Lakeview Before School Program is provided for the convenience of working families. Before School supervision and activities are provided in the cafeteria from 7:15 – 8:15 AM at a cost of $4.50 /child/day payable to Lakeview Elementary School. Students must be signed in daily by an adult in order to attend. All students MUST be registered for the program. The school is not responsible for students who arrive before 7:15 AM unless they are registered for before care.

The After School Program operates from 3:15 PM to 6:00 PM. If students are not picked up by 6:00 PM the late fee is $1/ minute. 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 $35 per family (non-refundable). Please contact Lakeview's After School Child Care Director, Kris Brown for more information Kris.Brown@sarasotacountyschools.net

Fee Schedule
Before and After-School Care
Elementary Schools
2026-27 School Year

A.M. Child Care	P.M. Child Care	If Reduced Lunch	If Free Lunch	Other Fees
$27.50: per child/week	1st child: $50.00/week 2nd child: $45.00/week 3rd child: $35.00/week	1st child: $42.50/week 2nd child: $37.50/week 3rd child: $27.50/week	1st child: $35.00/week 2nd child: $30.00/week 3rd child: $20.00/week	Late fees: $1.00 per minute

$35 Registration Fee

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 941.486.2199. Tuition is due on the 1st day of each month. Payments should be made through OSP online.

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

- Payment is due by the 5th of each month.
- $25.00 for all payments received after the 5th of the month.
- Tuition not paid by the 5th of the following month will result in suspension of your child(ren) from the program until past due tuition is paid.

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.

ADVANCED WORK CLASSES (AWC)

The AWC classes in grades 1–5 serve identified gifted students as well as other students identified as needing an accelerated curriculum. The need for an accelerated curriculum is determined using the Lakeview Elementary AWC scoring matrix, which includes multiple measures of student performance and achievement. Students earning the highest overall scores on the matrix will be considered for placement in the available AWC classrooms.
Each year, the AWC scoring matrix is used to determine which students demonstrate the greatest need for an accelerated curriculum. Because placement is based on the current year's data and the number of available seats, placement in an AWC classroom is **not guaranteed** based on placement in a previous year. The AWC selection and placement process described above is specific to Lakeview Elementary and is designed to ensure that placement decisions reflect the academic needs of our students while maintaining balanced classroom learning environments.
The Principal has the final authority regarding all AWC placement decisions. High expectations are maintained for students in AWC classrooms in the areas of academics, attendance, motivation, behavior, and leadership.

ARRIVAL & DISMISSAL

CHILDREN ARE NOT TO BE LEFT UNSUPERVISED ON SCHOOL GROUNDS. All students arriving on campus before 8:15 am and/or remaining at dismissal locations after 3:15 pm will be directed to the front office. If the student is registered for the Before/After School Care Program, he/she will be sent to the appropriate location. If the student is not registered, they will remain in the office, where parents will be notified, and fees will be applied. Classroom doors open at 8:15 am.

Lakeview has a structured dismissal that allows staff members to safely and orderly transport bus riders, walkers, bike riders, car riders, and aftercare students to their destinations. The school must be notified, IN WRITING, when dismissal or after school arrangements are to change.

UNLESS IT IS AN EMERGENCY, PLEASE DO NOT CALL THE OFFICE TO CHANGE AFTER SCHOOL ARRANGEMENTS. For the safety of our students, parent/guardians should not arrive on campus to pick up their children before 2:30 pm and should remain in their vehicle adhering to the prescribed parent pick-up procedures currently in place.

Bike Riders/Walkers: Any child designated as a bike rider or walker must have a "Rider/Walker Authorization Form" completed and on file with the classroom teacher. Authorization forms can be obtained from the classroom teacher and will be kept for the duration of the school year.

Students in grades K-5 MUST have an adult present and showing the dismissal hang tag with the child's name and grade displayed to be released from campus as a walker.

Students in grades K-1 will be asked to wait at the designated (Lake Sarasota or Bent Tree) crosswalk area until an approved adult/sibling arrives to accompany the Bike Rider/Walker unless specific dismissal directives have been provided in writing on the authorization form from the parent/guardian.

Students in grades 2-5 are allowed to be dismissed from the walker gate without an adult present if the parent/guardian has completed the authorization form allowing permission for this release.

"A bicycle rider or passenger under 16 must wear a bicycle helmet that is properly fitted and fastened securely upon the passenger's head by a strap, and that meets the federal safety standard for bicycle helmets, final rule, 16 C.F.R. part 1203)."

Car Riders: Those students traveling via automobile are to utilize the assigned Parent Pick-Up/Drop Off area. PLEASE reference the prescribed procedures that are provided during the school year.

- Parents/Guardians are to remain in their vehicle
- Use a single, curbside line only for drop off and pick up.
- Car rider name tags must be clearly displayed in windshield and a photo I.D. available o Drivers without a car tag will be asked to park and report to the office to show ID and contact information will be verified before a child will be released.
- Obey all posted traffic signs.
- Refrain from cell phone use while in the parent loop.
- Be cooperative and courteous to staff and other drivers.
- LVES is a Smoke-Free campus.

Assigned Parent Pick-Up /Drop Off areas:
K-2-4 = Lake Sarasota Car Loop
1-3-5 = Bent Tree Car Loop

All families MUST have a hang tag with your child's grade and name visible in order to pick your child up in the car line. If you do not have this tag you will be invited to visit the front office where you will show your ID to receive a hang tag.

Early Dismissal: Because instruction occurs until the end of the school day, early dismissal should only be for emergencies. If an early release is needed, a note should be sent to the teacher in the morning, who will forward it to the office to hold until dismissal time. For safety and accountability reasons, STUDENTS ARE NOT TO BE DISMISSED FROM SCHOOL BETWEEN 2:30 pm AND 3:15 pm unless prior arrangements have been approved.
Parent/Guardians picking up the student must report to the main office and present a photo I.D. Students will be called to the office for dismissal once photo I.D. has been verified. Written permission must be granted for students to be released to anyone other than parent/guardian or emergency contact on record.

Severe Weather Dismissal: To ensure the safety of all students, severe weather dismissal procedures will be implemented if severe weather arrives. Please know this will delay our dismissal process, and buses may be late to bus stops. If your child rides a bike or walks to school, they need to know in advance what to do if there is severe weather at dismissal time. This will help avoid confusion and prevent your child from becoming anxious over the situation. We will make every effort to notify families via text and/or email when our severe weather is being executed.

Hanging Car Tags:
Parents, legal guardians or designees who are picking up students either from the car line, walker sidewalk or biker area 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.

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 will be required to bring the helmet to school, or they will have to pick up their student at dismissal.
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). Also, any invitations to parties or other off campus events must include all classmates. If guest lists are limited, invitations must be distributed off campus.

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. Headphones are a supply list item on each grade's list. 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 Sarasota County School District and Lakeview Elementary that all students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The district will not tolerate bullying and harassment. As defined herein, it is prohibited, and disciplinary action will be taken. Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or unreasonable interference with the individual's school performance or participation. For additional information/report: https://www.sarasotacountyschools.net/o/scs/page/bullying-prevention

BUS TRANSPORTATION

The district asks that families pre-register to use the school bus. Students who qualify for transportation will be assigned a bus stop. Parents are encouraged to review their child's transportation plan in FOCUS.

How to Register for School Bus Transportation

Registering for school bus transportation is part of the school registration or re-registration process.

During registration, families are asked whether they are requesting school bus transportation:

- **Selecting "Yes"** captures your request and sends it to the Transportation Department for assignment.
- **Selecting "No," "N/A," or leaving the question blank** is treated as not requesting transportation, and your student will not be assigned to a bus.

Viewing Bus Assignments for the 2026–27 School Year

All school bus assignments for the 2026–27 school year will be released at close of business on

July 2, 2026, and will be available through My Ride K-12. Families must have My Ride K-12 access to view assignments. Instructions for signing up for My Ride K-12 are available now one the student tracking app page.
https://www.sarasotacountyschools.net/o/scs/page/parenttrackingapp

If No Bus Assignment Is Displayed

If you completed registration or re-registration and no bus assignment is displayed in My Ride K-12 on or after July 2, you must select the ***"Register for a Bus" button below***. Complete, and submit the form to ensure your request is properly recorded in the transportation system. The **"Register for a Bus"** option will be available starting June 1, 2026.
Families who register using this process will receive confirmation once the request has been processed by the Transportation Department.

- Students who will NOT be riding a bus should NOT complete a pre-registration form.
- ESE students who require special transportation as listed on an IEP do NOT need to complete a pre-registration form.
- System.
- Unregistered students waiting at the bus stop without a parent or guardian will be transported to school. The parent or guardian will be responsible for picking the child up from school until the child is registered and assigned a bus stop.

Bus Conduct

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.
Each parent is responsible for supervising their child(ren) at the bus stop. Parents unable to uphold this responsibility should make arrangements for another adult to provide this very necessary supervision. One suggestion is to rotate supervision among the adults in your community.
Students should not arrive at the bus stop until it is nearly time to board the bus. Parents should walk their children to the bus stop approximately 5 minutes before the bus is scheduled to arrive. Parents should remain with their children until they load the bus and the bus departs.
Fights or other serious problems arising at bus stops due to lack of or inadequate supervision will be reported to the local police. Disagreements at the bus stop are often carried onto the bus and to school and prove detrimental to a safe and orderly environment. We are concerned for the safety of our students and want only their well-being. Your cooperation is necessary and appreciated.
Inappropriate behavior on the bus will be reported to the parent and school administrators. Should a student have a problem on the bus, the driver will first seek resolution with the parent through a bus misconduct report. This report should be signed by the parent and returned to the driver on the morning following receipt of the notice. Parents should take these notices seriously and address them appropriately with their child since these notices preempt a formal discipline referral.
If bus misconduct is serious (i.e. fighting) and needs immediate action, or persists after parent notification, the driver will complete a formal discipline referral. A school administrator will investigate the report and take appropriate disciplinary action. Since safety of all students is a critical issue, bus privileges may be lost in serious or persistent cases of inappropriate behavior.
Should you wish to discuss a concern related to the bus, a concern about a bus driver, or note an unsafe practice, please contact the Transportation Office directly at 486-2141.

An Integrated Student Drop Off Information Form is available from your child's bus driver for parents to not grant permission for their child to be dropped off without parent supervision. In this case, your child would be returned to school and participate in Lakeview after school. Parents will be responsible for the Lakeview After Care fee.

Bus Rules and Guidelines

Each student is responsible for adhering to the bus guidelines in order to maintain the privilege of riding the bus. Students who ride the bus should follow three (3) basic rules:

1. Remain seated and facing the front.
2. Keep your hands to yourself.
3. Talk to your neighbor using an appropriate noise level.

- Cell phones and/or electronic devices may not be used on the school bus.
- Students may not "save" places for others in the bus stop line or on the bus.
- Fighting, profane language, name calling, and destruction of property cannot be tolerated. Such behavior will result in immediate action and probable loss of bus privileges.
- No food or drink may be consumed on the bus.
- Students must remain seated inside the bus at all times. Students 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.
- Students are to board and depart only at their assigned bus stop and only at their assigned times. Students may not ride the bus home with a friend due to space limitations.

The bus driver is in charge of the discipline on the bus. The driver has the authority to assign seats as determined necessary.

Bus Discipline Procedures

The bus driver oversees discipline on the bus and has the authority to assign seats as necessary.

- Students are to board and depart only at their assigned stop. Due to space limitations, students may not ride the bus home with a friend.
- When boarding the bus, students are expected to scan their student ID card or enter their student N# on the pin pad to record student attendance on the bus.
- Families are encouraged to register for the bus using the following link: https://app.smartsheet.com/b/form/019e3bbc517270d3b8df5b6c82d6d59a
- Fighting, profane language, name calling, and destruction of property will not be tolerated. Such behavior WILL result in immediate disciplinary action.

At the bus stop:

- Parents/Guardians are responsible for supervising his/her children until the bus loads and departs.
- Fights or other serious problems at the bus stops due to lack of inadequate supervision will be reported to the local police.

Since the safety of our students is a critical issue, the Sarasota County Schools Transportation Department has set the following policy:

- Inappropriate behavior on the bus will be reported to the parent/guardian and school

administrators. Should a student have a problem on the bus, the driver will first seek resolution with the parent through a bus misconduct report which should be signed by the parent/guardian and returned to the driver the morning following receipt.

- Should misconduct be serious and need immediate attention, or persists after parent/guardian notification, the driver will complete a formal discipline referral. A school administrator will investigate the report and take appropriate disciplinary action as follows:
- 1st referral - student will receive a verbal reprimand, parents will be notified by mail/phone and a copy of referral placed in permanent record
- 2nd referral - student will be suspended from riding the bus for 1-3 days*
- 3rd referral - recommendation of suspension from bus transportation for 3 days*
- 4th referral - recommendation of suspension from bus transportation for 5 days*
- 5th referral – recommendation of suspension from bus transportation for 10 days*
- 6th referral – recommendation of suspension for remainder of semester
- 7th referral – recommendation of suspension for remainder of school year *Depending on severity of incident

Should you wish to discuss a concern related to the bus, please contact the Transportation Department directly at 941-486-2141.

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.

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 Instructional Facilitator.

CHANGE OF ADDRESS

It is the responsibility of the student and his or her parent/guardian to notify the office of any changes of address, phone number, or child-custody status to ensure that the district has accurate and up-to-date information. Parents/guardians must provide the school with a phone number where they can be reached during the school day. Parents are strongly encouraged to create an account in the Family Access Portal and update information within. It is accessible under the parents and students tab on the Sarasota County Schools website.

http://scs.focusschoolsoftware.com/focus

CHAPERONES

Anyone desiring to chaperone a field trip, or volunteer at Lakeview Elementary School in any capacity, must have prior approval. This is accomplished by signing into the Community Involvement portal on the computer located in the school office. This system has been put in place as a safety feature. It permits us to keep track of who's on campus, if they have been screened by the FDLE, and how we might better use the services they provide. Level I screening is required for ALL chaperones and volunteers. Level II screening (fee based) is required to chaperone an out-of-county field trip or in-county field trip where students will be with chaperones not under the teacher's direct supervision. Teachers assign chaperones for academic-related field trips, organizing duties and responsibilities for student supervision.

CHECK-IN AND CHECK-OUT PROCEDURES

Our primary concern is for the safety and welfare of our students; therefore, we ask for your support in strictly enforcing the following rules pertaining to check-in and check-out procedures.

• Students who arrive after 8:30 a.m. must report to the front office WITH THEIR PARENT in order to secure a "Tardy Pass" to get into the classroom. Please do not send a child in on his or her own.
• If your child has an appointment and needs to be dismissed from school early, a parent or guardian must come to the Front Office to sign the child out. Classroom teachers MAY NOT release students without first being notified by the Receptionist.
There are NO dismissals after 2:30 pm.

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 PLACEMENT

Placement of students in their academic classrooms is of the utmost importance. A tremendous amount of time is spent creating classrooms that support the needs of all students while maximizing learning. Specific teacher requests will not be accepted. Note: Student placement is considered tentative for the first ten days of school. Our student population may occasionally grow beyond the state-mandated student-teacher ratio. In such cases, an additional class may be formed with a new teacher which will require moving students from the overcrowded classes to the new class. Parents will be notified if a change in the class assignment is needed. Every effort will be made to help your child make the transition as smooth as possible.

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 and/or Apps such as Apptegy Thrillshare Alerts. Teacher email addresses can be found on the Lakeview website. Teachers will generally respond within 24 hours. Responses may take longer during

weekends, holidays, or district breaks. 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.

CODE OF CONDUCT

At the opening of school all students will receive information about school rules from their teachers and through a "Code of Student Conduct". This document may be accessed at: https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/4647/Scs/8f5914f2-9cfe-44b8-8d0a-28ce1dbf945f/2026_SY_CSC_Edits_Elementary_6-26-2025.pdf?disposition=inline

Parents are expected to review this information with their children at the start of the school year. The Code of Conduct as well as the policies and procedures at Lakeview are expected to be followed on the school campus. Children who repeatedly violate the rules are referred to the guidance counselor, administrative support team, assistant principal or principal and an appropriate consequence may be administered in accordance with the Sarasota County Code of Student Conduct. Some violations of school rules are so severe that they may require out-of-school suspension. If the behavior is not only a breach of school rules but a violation of the law, students will be referred to the appropriate law enforcement agency. This does not preclude disciplinary action by the school as well.

COMPUTERS

The school district is providing access for staff and students to the Internet via computers. The benefits for staff and students to such information access are obvious. However, with this privilege comes responsibility. Although district staff monitor use, on a global network, it is impossible to control all access. The district believes that the valuable information available on the worldwide network far outweighs the potential problems. The county provides a firewall (a blocker) to help prevent students from visiting inappropriate sites. Students are trained to go to MySCS where appropriate sites have been loaded for student access and use.
If any user violates any of these provisions, his or her access to electronic information services will be terminated. Willful violations will lead to disciplinary action, and if a criminal offense is committed, the user will be prosecuted per State Statute 815.04. NOTE: The student assigned the network account, is responsible at all times, for its proper use. The school district does have the right to review the contents of any and all email and other files created and stored on school district equipment.

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.

CUSTODY PLAN

The safety and security of our students is always a priority at Lakeview. With regards to custody issues, we are following the School District Guidelines which specify that both parents have access to their child's information unless there is a court order specifying otherwise. School

personnel will contact the District Office for guidance and direction in handling custody issues. If both parents are listed on the birth certificate, then both parents have full access to their child(ren). School personnel will not be placed in the position of negotiating parent disputes regarding the release of their children. We want school to be a safe haven for all children. Before any request is made to restrict information and/or release a student to an authorized person, a parent must provide a copy of the custody papers which will become a part of the student's cumulative record. This will assist us in ensuring that the child(ren)'s rights are not violated. Teachers will accommodate parent requests for duplication of information if a student splits time with parents so both parents have equal access to homework, assessment information, report cards, school-wide events, etc. Please note that in the event a parent is contacted, school personnel will call the parent who is listed in the number 1 position in FOCUS.

DISMISSAL

*See also ARRIVAL & DISMISSAL section on page 9 & 10

Parents must inform teachers of their child's after school routine. This includes aftercare, the child's bus number, car rider, walker or other arrangements.
It is important that you inform your child and the school of what to do in case of an emergency. This
includes what to do during a thunder/lightning storm or inclement weather. Students will not be released to any adult that parents have not listed on the emergency release section of the student information panel; therefore, please ensure that you notify the office of updated release information.

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.

Walkers

Students will use either the Lake Sarasota sidewalk or the Bent Tree sidewalk when assigned as a walker for dismissal.

Aftercare

Students will be escorted by the assigned classroom teacher to their designated grade level area

for aftercare. Upon arrival the students will be signed in by the staff member.

Bus Transportation

Students will be escorted by assigned staff to the bus loading area.

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

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

ELECTRONIC COMMUNICATION DEVICES

https://www.sarasotacountyschools.net/o/scs/page/538-student-use-of-electronic-devices

Student use of electronic devices (5.38) A student may possess electronic devices which are designed to receive and send and electronic signal or store digital data during the school day only under the following stipulations:

Elementary students will have any and all devices (smart phones & smart watches) silenced, put away, and not used at all times. They will not be asked to use their personal devices for instructional purposes.

Students may never use electronic devices on school property or at a school sponsored activity

to access and/or view inappropriate Internet websites, including those that are blocked to students at school.
During testing students may not possess any electronic or recording device(s) at their desk, clipped to their belt, in their pocket, or anywhere within reach, even if the device is turned off or the student is not using it. If a student is found to be in possession of any electronic device during testing, his or her test must be invalidated.
Students may not access TikTok, any successor platform, or any other platform on the prohibited list as stated by the Florida Department of Management Services on any device, including privately owned devices, when connected to district- or school provided internet.
Possession of an electronic device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise 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/guardian as defined by Florida statute.
The student who possesses an electronic device is responsible for its care. The school board is not responsible for preventing theft, loss, damage or vandalism to electronic devices brought on to its property.

EMERGENCY PROCEDURES / DRILLS

Students practice monthly drills in case of a critical incident including fire, lockdown, severe weather, or emergencies. A Lockdown indicates that the school is in full lockdown. A Secure Perimeter means that the school is in a limited lockdown. A Shelter-In-Place means that students are to take cover due to severe weather. If a parent or visitor arrives on campus during a drill, please remain in your vehicle until an "all clear" has been given. In the event of any emergency, students will be kept at school until notification from the District 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 messages from the Superintendent and/or the Principal. 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.

FOCUS PORTAL

All registrations and re-registrations will be completed via the "FOCUS" Portal. Each parent/guardian is required to sign up for a family access portal account. This allows you access to up-to-date student information including attendance, report cards, and other important information. It will also provide the District's database with an email address to allow your child's teachers to email you. Please register by going to http://scs.focusschoolsoftware.com/focus (your child's N# is required).

FAMILY SERVICES

Reports to the Department of Child Protective Services (1-800-96-ABUSE)
What does Florida law require?
Florida Statute (F.S.) 39.201 requires that any person who knows or has reasonable cause to suspect that a child is abused, abandoned, or neglected, shall report such knowledge or

suspicion to the Department of Children and Family Services (DCF).
Mandatory Reporters: Although every person has a responsibility to report suspected abuse or neglect, some occupations are specified in Florida law as required to do so. These occupations are considered "professionally mandatory reporters". Per Chapter 39, school teachers, other school personnel, social workers, or other professional childcare workers are mandatory reporters.
Failure to Report: Section 39.205, F.S. states, a person (mandatory reporter) who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is in violation of the law.
Law Enforcement's Role: During an investigation, a law enforcement officer, or authorized agent of DCF may choose to interview the child at the school. The officer or authorized agent is authorized to remove the child from any public or private school. The school official shall not deny law enforcement the right to interview a child. Additionally, school officials may not deny law enforcement the right to transport a child to an appointment deemed necessary for the furtherance of the investigation.
Notification and Inquiries: The law enforcement officer is responsible for notifying the child's legal guardian of the child's removal from any public or private school. The school is not responsible for notifying the child's legal guardian of the removal; neither before, at the time of, or after the removal. If the legal guardian desires information related to a complaint of child abuse, that person needs to contact the DCF Services and/or the applicable local law enforcement agency.

FIELD TRIPS

Field trips are part of the regular school curriculum. Permission is obtained in advance. Teachers will send notices home announcing field trips and requesting chaperones. In order to chaperone, you must be a district approved volunteer. Volunteer registration is available in the office and must be updated yearly. 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.

Loss of Privileges – As a consequence of repeated behavior infractions, school-based teams can determine appropriate loss of privileges which include but are not limited to extracurricular activities (sports and clubs), attendance at sporting events and/or school dances, field trips, and other identified school events. Please reference the following statutes for more information: 4.40, 5.80, FSS 1006.15

School Field Trips are scheduled intermittently throughout the school year and are driven by the curriculum of a given grade level. Should a parent/guardian be requested or asked to volunteer to chaperone a field trip they must be a Level Two approved volunteer prior to the event. This can be accomplished by completing a background check and fingerprinting through the Sarasota County Schools district office (at own expense). Chaperones are role models for our students and must follow all behavior and dress code expectations while acting in this capacity. 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 ASSESSMENT OF STUDENT THINKING (FAST)

The Florida Assessment of Student Thinking (FAST), which includes VPK through grade 10 Reading and VPK through grade 8 Mathematics assessments, will be administered as a progress monitoring assessment, which students will participate in three times per year. B.E.S.T. assessments that are not part of the FAST progress monitoring program include grades 4–10 Writing and end-of-course (EOC) assessments in Algebra 1 and Geometry.
Learning, preparation, and practice testing take place throughout the school year. Parents/legal guardians play an important role in student success with the FAST 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).

Grades K and 1 only will use a Performance Standards Grade Key based on student mastery of the State 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.

Grades 2-5 will receive academic grades. The academic grade represents the achievement made on mastery of grade level content. The designation included on the quarterly report card will indicate the student's progress towards mastery of State standards predominately for that level.

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.

- 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.
- Maintenance of an agenda book/homework folder
- All students in grades 2-5 are expected to maintain an agenda book/homework folder.
- Completion of assignments and turned in on time
- Assignments and homework are expected to be completed and turned in on the due date.
- Appropriate dress for class
- Please refer to the section on Dress Code.
- 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.

- Time in class devoted to appropriate task
- Students are expected to pay attention, participate and stay on task in the classroom.

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.

Tardiness (unless a medical excuse is provided)

Students are expected to be in their classrooms ready to learn when the bell rings at 8:30. Students not in their classrooms at 8:30 will be marked tardy.

HEALTH ROOM

Lakeview has a health room that is staffed by an LPN and is available to students who become ill or are injured at school. Families will be notified of visits to the school Health Room through the FOCUS Parent Portal. Parents/guardians are encouraged to regularly monitor the portal for health room notifications and updates regarding their child. Students will not be sent to the Health Room for minor symptoms. Parents/Guardians will be notified and requested to pick up students with sickness, head lice or injury. In the event a parent/guardian cannot be located, every attempt will be made to reach listed emergency contacts. Contact information must be updated regularly by parents.

https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/4647/Scs/b0477ce6-98cd-4feb-9a69-8a3a4255bf8f/School_Health_Basics_Brochure_-_English.pdf?disposition=inline

• Children with a temperature of 100.4° or higher will not be allowed to remain in school and must be fever-free without medication for 24 hours prior to returning to school.
• Students with head lice infestation will not be allowed to attend school until treatment with an effective pediculicide has been completed. The Health Room Aide examines all students upon their return to school to ensure that no lice are present.
• Students who require an injury assistive device must have the Orthopedic Injury Assistive Device Authorization Form completed and signed by a physician and given to the Health Room.
School personnel will give medication to students only when the following conditions are met:
• A serious or chronic health condition exists and failure to take medication could jeopardize the student's health.
• A Medication/Treatment Authorization Form must be signed by the parent/guardian for the medication to be given to your child at school.
• A written prescription from your physician is on file (this is required by law for all medication given in school).
• Medication must be in the original prescription container with the child's name, name of the medicine, dosage, and times to be given.
• Non-Prescription (unopened only) and prescription medication MUST be delivered by the parent to the Health Room.
• Children are not permitted to transport any medication, including cough drops.

HOME BAKED ITEMS

The Health Department has determined that foods prepared in a private home shall not be used, sold or offered to students or staff. Any food items intended to be shared with students or staff

must be commercially prepared and packaged with all ingredients listed on the product label.

HOMEWORK POLICY

Homework is a time for skill practice, enrichment, or more in-depth attention to a given unit of study and can contribute greatly to the learning process for every child. Teachers are responsible for assigning homework corresponding with the course content as well as the maturity level and needs of individual students.

In keeping with the District's instructional goals, the following guidelines shall be used for assigning homework tasks:

- Meet the needs of the individual student
- Result in learning and reinforcement
- Be assigned with sufficient time for a student to obtain any resource that is needed or required
- Not to be assigned as a disciplinary measure
- Be reasonable in length of time for completion of the assignment
    - o General recommendation is 10 minutes per grade level (i.e., 30 minutes in 3rd grade)
- Homework will not be assigned on the day of a religious observance
- Make up work as homework: When a student has been absent, with a valid excuse, teachers will provide opportunities to complete missed assignments upon return. Per Sarasota County Policy, students will have make-up time equal to the number of days absent to complete all missed assignments. The initiative for making up missed assignments rests with the pupil under the teacher's guidance. Parent/Guardians will be notified when students choose not to complete homework assignments.

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.

"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 (Student of the Month)
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.

INSTRUCTIONAL PROGRAMS

English 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. If you want to know more about our program, contact our ESOL Dept. at 941-361-6571.

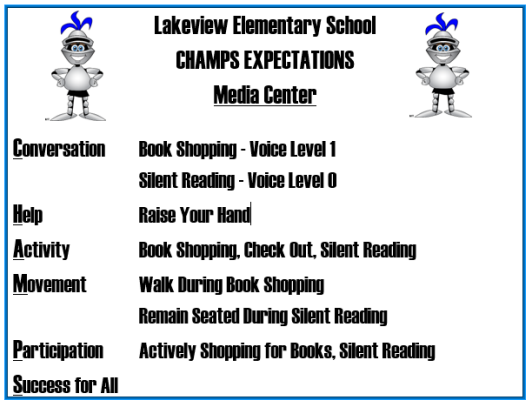
Exceptional Student Education (ESE)
Lakeview offers services to the exceptional student including programs for gifted, specific learning disabilities, emotionally handicapped, speech-language, physical and mental handicaps. ESE programs are available including educational screening, evaluation, and individualized educational services. If you want to know more about ESE screening, contact our Exceptional Student Education Instructional Facilitator, at 941-361-6571.

MEAL PROGRAM (Food & Nutrition Services)

Lunch is available daily and the cost includes milk (milk also may be purchased separately). Breakfast is available beginning at 8:15 AM. Cash or check meal payments should be placed in a sealed envelope and marked with the student's name, PIN # and homeroom teacher. (Please include student name on the face of your check). All monies should be given to the homeroom teacher in the morning as students are not permitted to carry money into the cafeteria at lunch time.
You can also make your child's lunch payments, set up automatic lunch payments and receive low balance alerts at MySchoolBucks.com or call (855) 832-5226. You can view your child's cafeteria balance and food purchases on this site. Please note: there will be a convenience fee for ONLINE payments you make to your child's lunch account.
Free/Reduced Lunch Program: Applications must be completed each year for a family to be considered for free or reduced lunch. Family eligibility may occur through a decrease in family income, increase in household size, unemployment, eligibility for WIC or other financial factors.

We encourage EVERY family to complete an application. Online applications can be completed at home or privately at the school's front office. Please visit: https://scsfr.sarasota.k12.fl.us/fma/. Any questions regarding the lunch program may be directed to the Food Service Manager at Lakeview Elementary.

STUDENT INSURANCE



• Student Accident Insurance: The Sarasota County School District provides the opportunity for all students to purchase a Student Accident Insurance Plan. Enrollment forms are sent home during the first few weeks of school and is also available to any new student enrolling during the school year. The purchase of these insurance programs is strictly voluntary, and the cost of the plan is paid by parent or guardian of students.

• Student Medical Coverage (other than Student Accident Insurance): The Sarasota County School District has no provision, either insured or otherwise, to make routine payments of medical expenses for students injured as the result of accidents. It is assumed that all parents/guardians of students have made provisions to meet the financial responsibility of paying medical costs incurred by their child.

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).

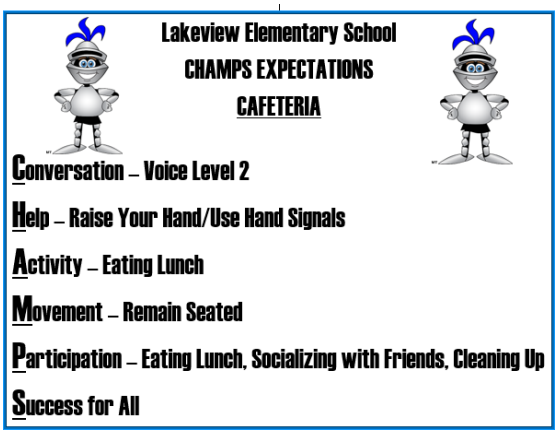
LOST AND FOUND

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. Our Lancers are expected to follow the CHAMPS expectations when in the cafeteria:



Parents/Legal Guardians

We invite parents/legal guardians to enjoy lunch with your child(ren) outdoors at the picnic area. All lunch visitors must enter the office to obtain a badge. 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 front office prior to the end of the lunch period.

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. Students in K-1 may have a total of two books checked out at a time.

Grades 2-5 students may have a total of three checked out at a time. It is the responsibility of parents/legal guardians to return media materials or reimburse the school.

Students are expected to follow the Media Center CHAMPS expectations during their time in the Media Center.

NEWSLETTER

Lakeview Lancer Gazette is our monthly 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).

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. All PTO Board meetings are open to the public. There is no PTO membership fee. Please email lakeviewptopresident@gmail.com to be involved!

POSITIVE BEHAVIOR SUPPORT (PBS/CHAMPS)

Everyone shares in the responsibility of behaving in a manner that makes Lakeview Elementary a school where there are high expectations and people are valued. At the opening of school, all students will receive information about school expectations and the Sarasota County Schools "Code of Student Conduct". Parents are expected to review this information with their children. PBS Expectations at Lakeview are based on the CHAMPS model:

C-Conversation, H-Help, A-Activity, M-Movement, P-Participation and S-Success

What is PBIS?

PBIS is the application of evidence-based strategies and systems to assist schools to improve academic performance, increase safety, reduce bullying behaviors, decrease problem behavior, and establish positive school cultures. PBIS is a school-wide program that is explicitly taught to all students in a way that fits with schools' cultural values. Data is collected and used to guide the implementation of PBIS and evaluate outcomes.

Here at Lakeview we use Lancer Loot to recognize and reward students who are demonstrating positive behavior throughout campus.

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 and P.E. 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:

- Child's original, certified birth certificate with a seal.
- 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.
- Certificate of Immunization (Form 680/681).
- Proof of a school physical examination no more than 12 months prior to registration.
- Parents/legal guardians may also need to provide documentation establishing legal custody of the child
- 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:

- Notify the Lakeview Registrar.
- Return all textbooks to the teacher.
- Return all library books/materials to the media center.
- Make certain all lunch charges have been paid in full.
- Make certain all child care fees have been paid in full.
- 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.

QUESTIONS

1. Contact your child's teacher. Frequently, a conference or a sharing of information/concerns will answer the question.
2. If concerns remain unresolved, contact the school at 941-361-6571 and request to speak with a school counselor.
3. If your questions/concerns remain unresolved, contact the school administration for further assistance.

RELIGIOUS & CULTURAL ACTIVITIES

Individual classes and grade level teams may hold traditional seasonal parties. Parties may include the recognition of an event of cultural or social importance. If a parent strongly objects to their child's use of instructional materials that include certain symbols, or participation in a school or class activity, please notify the classroom teacher in writing. Any parent willing to assist the classroom teacher with activities such as these or would like to recommend the recognition of other cultural activities, please submit your suggestion to the teacher in writing. If you have any questions, the classroom teacher will be glad to assist.

S.A.C. (SCHOOL ADVISORY COUNCIL)

The purpose of the School Advisory Council is to enhance school site decision making, to serve in an advisory capacity to the principal regarding school improvement, to assist in the preparation and evaluation of the School Improvement Plan, and to provide input on the budget and use of School Improvement funds. All meetings are open to the public and are publicized in advance. Meetings are held quarterly, nominations are held annually, and minutes are posted on the school and district websites.

SAFETY PATROL PROGRAM

The safety patrol is comprised of fifth graders and operates as a support system for school rules. Teacher recommendation as well as 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.

SCHOOL TELEPHONE NUMBERS

Office 941-361-6571
Fax 941-361-6573
Lakeview After Care. 941-361-6654
Cafeteria 941-361-6575
Bus Transportation 941-486-2141

It is important that the office has your correct address and telephone numbers (home, work, and cell). Should you move during the school year or your telephone numbers change, please notify the school office immediately. The school must have a telephone number where parents can be reached during the school day in case of illness or injury of your child. It is also important to list the telephone number of a neighbor, friend, or relative who may be called in case of an emergency if we are unable to reach either parent.

SAFETY & SECURITY

Working toward a safe and orderly school environment requires the awareness and practice of various emergency/crisis drills. Staff and students are made aware of Fortify Florida for reporting possible safety concerns. https://getfortifyfl.com/. Staff and students are also trained on the procedures on how to respond to crisis drills in a safe and orderly manner. Throughout the school year, the campus will practice responding to the following codes and drills:

- FULL LOCKDOWN
- HEIGHTENED SECURITY/LIMITED LOCKDOWN
- EVACUATION & FIRE
- SEVERE WEATHER

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 are taking their student out of school early for appointments must arrive at the office before 2:30rny 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 changed in FOCUS.

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, along with a form of identification via e-mail or print, 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.

STUDENT ID BADGES

In accordance with Sarasota County Schools requirements, all registered students are required to wear a student identification badge while on campus. At the beginning of each school year, every Lakeview student will be issued an RF-ID student badge for daily use.
Students are expected to wear and appropriately care for their ID badge throughout the school year. If a badge is lost, damaged, or becomes unusable due to improper care, a replacement badge may be purchased for $5.00.
We appreciate families partnering with us to help students develop the routine of wearing their ID badge each day. Student identification badges are an important part of our school's safety, security, and daily operational procedures.

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 or during arrival in the mornings.

TOBACCO FREE CAMPUS

The use of tobacco products, including but not limited to cigarettes, smokeless tobacco, and e-cigarettes, is prohibited on school grounds.

GUM, TOYS, TRADING CARDS, ELECTRONIC DEVICES, ETC.

Gum, trading cards, electronic games, electronic music devices, fidget spinners, and other toys that may be a distraction to the learning environment, are not permitted at school. Should one of these items be brought to school, it may be confiscated and stored in the front office where a parent may pick it up. Students who bring gum to school or are found chewing gum during the school day will be asked to dispose of it. We appreciate the support of our families in helping us maintain a positive learning environment for all students.

VISITING CAMPUS

Visitors are welcome to visit campus for prearranged meetings, conferences, and volunteer opportunities. Visitors may also access campus to escort their student to the classroom during a designated time window during the student arrival and lunch visitation.

ALL visitors to the school are required to:
- Park only in approved parking spaces in the parking lot
- Use designated crossing areas when walking through the parking lot
- Report to the front office to sign in and present a valid driver's license or official state/military photo identification card to be scanned by the district-approved visitor management system
- Be listed on the student contact list to obtain an approved visitor's badge
- Wear (clearly displayed) visitor badge while on campus
- Exit campus through the front office to sign out and be scanned out of the visitor management system

Visiting During Student Arrival

Visitors that are escorting students to the classroom door for arrival should adhere to the following:
- Designated time for walking students to class is 8:15 am – 8:30 am
- The Lakeview student must be with the visitor to access the campus

• The visitor must be on the approved contact list
• Escort student(s) directly to the classroom door, visitors may not enter the classroom during this time
• Exit campus before the 8:30 am bell

To maintain the efficiency of our campus morning routines and to preserve valuable instructional time at the start of the day, we ask that families refrain from extended conversations with the teacher at the classroom door. Our staff is accessible and available to provide family communication by email, phone calls, and scheduled conferences.

WEBSITE and FACEBOOK PAGE

We encourage all the Lakeview families to access and review the Lakeview website and Facebook page on a regular basis. They are fast and easy reference tools that can keep you informed of what is happening at school.

Please visit us at:
https://www.sarasotacountyschools.net/o/lakeview
https://www.facebook.com/LakeviewElementarySCS

YOU!!!

You make the difference! The partnership between home and school can help your child reach their full potential. A few ideas on how the home environment can support success in school:
• Provide a suitable space for study and homework
• Praise your child for any work they show you
• Communicate with the school/teacher regularly
• Participate in school activities with your child
• Limit/Monitor TV & video games; replace with exercise, healthy meals, and adequate sleep

Thank you for your support, interest, and involvement. TOGETHER, we can make this a successful year!

