

Lamarque Elementary
Family/Student Handbook
2025-2026



Natasha Forbus, Principal
Casie Lorimier, Assistant Principal
Caty Kozdemba, Assistant Principal
(941)426-6371

SCHOOL HOURS: 8:30 am – 3:15 pm

Students should arrive on campus at 8:00 a.m. to be ready for the beginning of the instructional day at 8:30 a.m. Students should be in their homerooms by the time the tardy bell rings at 8:30 a.m. Please be sure that you arrive on time! Students arriving before 8:00 a.m. and staying after 3:30 p.m. must be enrolled in our Before/After School Care Program.

ASSIGNMENT OF CHILDREN TO CLASSES

All class assignments are the responsibility of the principal and are made in consultation with the school counselors and the professional teaching staff. Each child is assigned to a teacher who is responsible for assuring balance and quality in the child's program and for communicating aspects of the program to families. To promote all aspects of children's growth and development, students are assigned to heterogeneous classes. Please note that assignments are tentative at the beginning of the school year. Families will be notified if a change in class assignment is made. Every effort will be made to help your child make the transfer as comfortable as possible.

ATTENDANCE

Regular attendance is a necessity for maximum school achievement. Classroom teachers maintain a daily attendance record for each student. Whenever a student is absent more than three consecutive days, the teacher will contact the family. If a student is absent more than five times in a month, school authorities will contact the family. Other related attendance matters are addressed below in detail. Please read these items carefully. We strongly encourage family support in helping Lamarque Elementary students develop good school attendance habits. Whenever a student is absent, the parent/guardian will receive a phone call from the school to confirm the student is absent for that day. Parents should report the student's absence in the FOCUS portal before 9:00 am. Upon the child's return to school, the parent/guardian must provide written justification within three days of their child's absence on a separate note –if they were unable to notate the absence in FOCUS. Excuse notes need to include: Student's full name, date(s) of absence, reason for absence, and parent/guardian's signature. Failure to send in a prompt excuse note will cause the absence to be recorded as "unexcused". Students are expected to attend school each of the 180 regular school days, however, it is understood that occasional absences will occur. Over nine excused absences per semester or eighteen in a school year for illness is considered excessive. Students whose absences for illness exceed these numbers are required to submit a doctor's note explaining such absences or tardies in order to excuse further absences. A student, who is absent from school for any reason shall be expected to make up the work missed. Make-up work must be completed within a time frame equal to the number of days absent.

Student Tardiness/Early Departure

Students are tardy if they are late to school (after 8:30 a.m.), late to class or if they leave school during the day for anything other than an "excused" reason. (excused reasons

include appointment with doctor, dentist, other medical reasons, etc.) Students must be present for 200 minutes during the school day or they will be marked absent. This means if a student arrives after 11:35 a.m. or leaves prior to 11:40 a.m. and does not return to school that day, he/she will be marked absent. Your excuse note indicating the reason will help us determine if the absence is excused or unexcused. A student late for any reason **MUST REPORT TO THE OFFICE WITH PARENT/GUARDIAN**. Parent/Guardian MUST sign student in. The office will adjust the student's attendance with a "T" for tardy to reflect the student being present, but tardy.

AWARDS ASSEMBLIES

At the end of each quarterly grading period, an awards assembly will be held. Families of those students receiving awards will be notified by the teacher regarding the date and time of the assembly.

BEHAVIOR/CONSEQUENCES:

Student expectations will be taught throughout the school and students will be held accountable to exercise consideration and respect for others. Students will be expected and required to follow rules made in each classroom for the purpose of fostering a desirable learning atmosphere in the school. No student will be permitted to bully other students, disrupt school programs, or create an unsafe situation. When a student fails to cooperate in following the rules, we will work through the steps of our Behavior Plan. Depending on the incident, a student will receive counseling and a warning, a time-out from the activity, and/or a reflection session. In cases of repeated or serious misbehavior, administration will contact parents/guardians to discuss more serious disciplinary measures. Usually, by working together in early stages of a behavior problem, school personnel and parents/guardians can prevent the necessity of more drastic disciplinary measures.

As educators, we have an obligation to assist and guide students who exhibit disruptive or disrespectful behavior. To do this, parental cooperation is extremely important. The school will make all reasonable efforts to keep parents/guardians informed regarding challenging behavior and/or negative attitudes expressed by their children. In turn, we expect that parents/guardians will follow-up on our reports and support our efforts to promote a desirable learning atmosphere. We value your partnership and want to work together on our shared goals of teaching positive and prosocial behaviors. Please sign and return any discipline report sent home. (See Appendix A for detailed Behavior Plan)

Bullying:

Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance, and that is repeated over time. Bullying includes actions such as threats, spreading rumors, physical or verbal attack, and excluding someone from the group. **We hope to address conflicts and negativity right away before anything escalates to the level of bullying. We request your help in teaching students to "tell someone at home**

AND someone at school” if someone or something is bothering them so we can address it immediately.

Anyone can report bullying or harassment by talking to an administrator or by completing a Bullying and Harassment Report (found at www.sarasotacountyschools.net) and returning it to an assistant principal, principal, or department administrator. This form can also be submitted anonymously.

This report will be followed up on immediately. If you feel you or another student/employee is in IMMEDIATE danger, call the contacts below or the police at 911. HOTLINE (Reporting): 1-877-7BE-BRAVE SCHOOL SAFETY AND SECURITY (24 Hrs): 941-966-SAFE CAMPUS AFTER HOURS Our campus is a closed campus and may not be used for any reason after school or during the weekends. This includes the playground area and P.E. fields.

CELEBRATIONS:

Any baked goods being provided for student celebrations during the school day must be store bought. Home baked goods are not allowed to be served to students. We would like to encourage healthier snacks in lieu of those filled with sugar. Student birthdays may be celebrated in the classroom. Flowers and balloons cannot be delivered to students in their classroom. Please keep these gifts for home.

CLINIC:

Children may request a visit to the clinic if their health needs cannot be addressed in the classroom. You will be contacted if your child has a health problem that needs your immediate attention. Otherwise, children will remain in the clinic with periodic checks until ready to return to class. A Health Room slip is sent home notifying you each time your child visits the Health Room. If you are contacted and requested to pick up your child due to illness, it is imperative that the student be picked up as soon as possible. **Please do not send your child back to school until the child is completely well and has been fever and symptom free without medication for 24 hours.**

If there is an emergency, it is **URGENT** that we have ACCURATE phone numbers where we may contact you or someone else who has your permission to care for your child. Your child's annual school registration contains vital pieces of information that we must be completely filled out. Please contact the clinic if any health or medical information changes during the school year.

Head Lice

These are the steps we take if a case of head lice is identified:

1. All siblings of the infected child are screened.
2. The infected child is sent home with an informational letter relating to pediculosis capitis (head lice). Absence due to head lice is an excused absence.

3. Each child returning to school after being excluded for head lice must be accompanied by a parent/guardian and report to the school clinic. The child will be reinspected and if free of head lice will be permitted to return to class.

4. Link to Policy: Head Lice | Sarasota County Schools

<https://www.sarasotacountyschools.net/schoolhealth>

- If the oral, tympanic, or temporal temperature is **100.4° F or higher, or axillary is 99° F or higher, the student may not remain at school.** Call the parent to come and take the student home. (If a tympanic thermometer is used, it must be set on oral mode). Sick students are to remain at home until at least 24 hours after there is no longer a fever (without the use of a fever-reducing medicine).
- Students with a fever, vomiting, and/or diarrhea are to remain at home until illness-free for at least 24 hours without the use of medicine.

Medications at school:

Whenever possible, give medications at home. School personnel will administer approved medications to students during the school day when it is necessary to help the child stay in school.

- Only FDA-approved prescription and over-the-counter medications are allowed to be administered by school personnel.
- A Medication/Treatment Authorization Form (M/TAF), signed by a physician and parent, must be provided, and medication must be stored and administered in the manner described below. See the forms section of the School Health Services Manual for a current Medication/Treatment Authorization Form at Medication/Treatment
- An M/TAF is needed for EACH prescription.
- The M/TAF is valid for the current school year only.
- The parent needs to pick up medication at the end of the school year or if the medicine is discontinued. Medication that is not picked up will be discarded.
- Medication must be in the original prescription or unopened over-the-counter container labeled with the child's name, medication name, dosage, and times to be administered.
- A parent must deliver the signed M/TAF and medications directly to the school health room or assigned school employee so that medications can be accepted and counted.
- Homeopathic remedies are not FDA-approved and will not be administered by school personnel.
- Dietary supplements are not approved by the FDA for use as drugs and will not be administered by school personnel.
- Controlled narcotic medications for severe pain management are not administered in the school setting. Because these medications are known to cause decreased coordination and decreased levels of consciousness, they present learning and safety issues that can be dangerous to students.

- Treatment equipment such as nebulizers and glucometers must be supplied by the parent. An M/TAF signed by a licensed health care provider and the parent must be on file along with a signed notarized affidavit. Both forms are only valid for the current school year.
- When wheelchair, crutches or other temporary assistive devices are needed, they must be supplied by the parent. The school will need an Orthopedic Injury Assistive Device Authorization Form signed by the licensed health care provider and parent. This form is only valid for the current school year. See the Forms Chapter of the School Health Services Manual for the form.

COMMUNICATION:

Lamarque staff communicates with families in several ways:

- **Thrillshare Rooms** is our new district-supported communication tool for teachers, coaches, club sponsors, and more. Thrillshare Rooms facilitate two-way communication between teachers and their students/parents, automatically providing translations as needed. Rooms will be the exclusive platform for classroom communications, ensuring student data security and privacy.
- **Flyers** – Please check your child’s backpack for letters and other notifications.
- **Lamarque’s Website** - <https://www.sarasotacountyschools.net/o/lamarque>
- **Focus Parent Portal** – This is a district web site where you will register your child, review your child’s grades & report cards, and where you will be able to update your family’s contact info. Every parent/guardian will need to create a portal account.
- **Social Media** – Please “like” and follow our school on Facebook!

FIELD TRIPS:

Throughout the year, students are permitted to take field trips to further their academic studies and to allow active participation. All bus rules apply when students are on field trips. These rules are reviewed with all students during our bus safety drills.

Parents/guardians may be asked to chaperone these trips. Parents/guardians interested in being a chaperone **MUST** be an approved volunteer. For insurance purposes, we cannot allow younger siblings to accompany their parents on field trips.

HEALTH SCREENINGS

Every year a vision screening is conducted for all kindergarten, first and third grade students. A hearing screening is conducted for kindergarten, first grade and new to State of Florida.

HOMEWORK

In general, homework is considered to be a time for skill practice, enrichment, or more in-depth attention to a given unit of study or subject area. Sharing learning with the family at home can contribute greatly to the learning process. Parental support in seeing that all homework is completed on a regular basis is requested. Homework will **not** be part of your student's grade.

LOST AND FOUND

Each year, all elementary schools accumulate large numbers of items in "Lost & Found". Parents/guardians are requested **to label all items such as coats, sweaters, lunch boxes, book bags, etc.**, and any other items your child might lose or misplace. Please encourage your child to inquire about lost items. Lost & Found items such as eyeglasses, wallets, etc., will be kept in the office. Parents/guardians are encouraged to inspect the Lost & Found, as it is a good place to locate lost or missing articles of clothing. Teachers are not responsible for your child's belongings.

LUNCH/CAFETERIA

FREE AND REDUCED-PRICED LUNCHES

Application forms for free or reduced-priced lunches are available online at sarasotacountyschools.net/departments/fns. **Everyone must re-apply and be approved each year within the first 20 days of school to continue to receive this benefit.** If you need assistance to complete your application, please stop by the main office or see our Cafeteria Manager. Specific criteria regarding family size and income are used to determine eligibility for free or reduced benefits. All of the necessary information is contained in the application. We encourage you to complete the application online as soon as the school year begins. If your financial status changes, you can apply at any time during the school year.

Breakfast

Lamarque offers free breakfast to every student. Students must arrive prior to the tardy bell at 8:30, and they can pick up their breakfast as they enter the school.

Menus for Lunch

School lunch menus are planned to provide students with one-third the recommended daily dietary allowances to include food choices they like and will eat. Lunch components include: meat/meat alternate; two or more fruits and/or vegetables; enriched bread/bread alternatives; and milk. Daily menus are published each month and are available online as well as posted in the school.

Lunch Charges

Parents/guardians are responsible for ensuring their children have the correct amount of money for lunch each day. Online payments with myschoolbucks.com are now available. If

you have any questions, do not hesitate to contact the Food & Nutrition Central Office at 941-486-2199. Please send in your child's lunch money for the week or make advance payments online at myschoolbucks.com. Students are responsible for giving any lunch money to their teacher in the morning.

If you send the lunch money to school with your child, please put it in an envelope with the student's name, pin number, teacher's name, grade level and indicate how much money is for each account (i.e. \$20 for lunch and \$5 for snacks = a check for \$25)

Lunch with Your Child

We request that parents refrain from coming to school to have lunch with your child during the first two weeks of school to allow students to adjust. After this time parents/guardians may come in to have lunch with their child. Due to our large enrollment, parents will need to sign out your student and use the designated tables on our outdoor patio area. When you have finished lunch, please sign student back in at the office. Parents/guardians may not invite other students to sit with them.

Lunchroom Behavior Expectations

R – Voice level 1 to 2

O – Keep your area clean

A – Use kind words

R – Stay in your seat

S – Eat your own lunch

MEDIA CENTER

The Media Center is an extension of the classroom, and operates under the open media center concept as recommended by the Department of Education in Florida School Library Media Program: A Guide to Excellence. Our goal is to provide a current and well-rounded collection under the guidance of our media aide who works with our teachers to take advantage of the “teachable moment,” whenever it may arise. The number of items a student may check out varies on a sliding scale, depending on grade level and the student's own level of responsibility. In effect, each child chooses the number of items that may be checked out within the range of grade level by choosing to be responsible returning them on time. A reminder list is sent to classes each week showing items which books have been out for two or more weeks. At this time, the items should be returned or renewed. Any lost or damaged items must be paid for. Please encourage your child to be very careful with library books, not to leave them in places for younger siblings or pets to damage.

The help of volunteers is essential to enable our Media Center and media aide to most effectively serve the diverse needs of our staff and students. Volunteers assist with circulation, repair, and many other daily tasks. Please contact the media aide if you would be interested in helping to provide the fullest possible service for your child and other Lamarque students.

MONEY BROUGHT TO SCHOOL

Please help your child understand his/her responsibility in caring for money brought to school. Also, please send only the amount needed for the day to avoid problems of loss. We encourage and recommend that money for school related items be sent in a sealed envelope with the child's name, grade, teacher and purpose. Extra money should not be brought to school.

Positive Behavior Intervention & Support (P.B.I.S.)

PBiS is a schoolwide systems approach used to establishing positive student culture and individualized behavior supports necessary to create a safe and effective learning environment for all students. Please refer to our Schoolwide expectations in the appendix located at the end of this handbook.

PERMISSION TO GO HOME WITH ANOTHER STUDENT

Students will not be permitted to call home in order to make after school arrangements to visit a friend. All arrangements should be made in advance.

PHYSICAL EDUCATION

All students are required to participate in physical education and expected to wear appropriate clothing (including sneakers). If, for medical reasons, a student is unable to participate, a written explanation from parent/guardian is required. A parental request may be honored for a maximum of 5 days. If a student must be excused for a longer period of time, a written explanation from a physician is required. Students excused from P.E. classes for longer than 5 days must present a written physician's release before being readmitted to class.

PUBLIC ACCIDENTS

If a member of the general public is injured on District property, a Public Incident Report (Form #043-87-FIN) should be completed immediately and sent to the principal.

REGISTRATION/RE-REGISTRATION/WITHDRAWAL

Registration: PreK through fifth grade students must register on-line at www.sarasotacountyschools.net. All new students must have evidence of birth, immunization (680), school physical, and proof of residence. For any student entering a Florida school for the first time, the health physical exam MUST be done by a health professional licensed in the State of Florida or licensed where the examination was performed. It must be a full-systems physical, indicating examination of the body parts and functions along with any special conditions that warrant special consideration for the student and must be written in English. It must be signed and dated by a licensed physician and must have the address and phone number of the office on the form. Children must be five years old on or before September 1 to be eligible for Kindergarten registration.

Annual Re-Registration: In preparation for the following school year, annual re-registration is done by completing and signing an electronic re-registration form. Parents must complete as soon as possible. Please complete a FOCUS Parent Portal and re-registration will be complete. Your child will not be given a teacher assignment for the following school year until the re-registration form is completed electronically.

Withdrawal Procedures

If a student moves or must withdraw from school during the year, the parent/guardian should notify the office at least one week prior to the student's last day. The school will provide a withdrawal form for the student. When the completed form is returned to the Registrar and all obligations (media, cafeteria, and childcare fees or fines) are satisfied, the Registrar will complete the withdrawal process. If you have moved out of your school district and wish to remain at your current school, you must complete a student reassignment form to remain at the current school. This form can be found on the district website under school choice. On-Line Link:

<https://www.sarasotacountyschools.net/o/scs/page/school-choice>

RELEASE OF STUDENTS DURING SCHOOL DAY

Procedures are followed to ensure the safety of children who are released early during the day. **WE WILL NOT ACCEPT ANY CHANGES TO DISMISSAL OVER THE TELEPHONE!**

- 1) Written parental permission should be sent to the teacher stating the requested time of release.
- 2) The parent must come into the office and sign for the child. Children will remain with the teacher until parent, or another adult arrives. At that time the office will notify the teacher to dismiss the student.
- 3) Children may not leave the school grounds during the day unaccompanied by an adult.
- 4) PLEASE NOTE THE FOLLOWING: Students will only be released to individuals listed in the Focus portal. You MUST present your ID. We may need to call the parent to check if there is any confusion. Our intent is only to protect your child.
- 5) Parent/Guardian requesting a student be released early MUST ARRIVE BEFORE 2:45 P.M. STUDENTS WILL NOT BE RELEASED FROM CLASS BETWEEN 2:45 AND 3:15 P.M.

REPORT CARDS

Report cards will be in your family's FOCUS Portal.

SCHOOL ADVISORY COUNCIL(SAC)

SAC is made up of parents/guardians, staff and community members. This group advises and makes decisions that affect the staff and students. Members will discuss parent/guardian and teacher concerns along with developing the School Improvement Plan, examining that school's needs assessment and advising the Principal on budget and staffing concerns. Elections are held every two years for new members to SAC.

STUDENT ACCIDENTS

If a student has an accident that results in an injury, the employee responsible for the student must have the student report to the Clinic immediately. For severe injuries, the employee should contact the Clinic or office for assistance. The employee in charge when the accident occurred is responsible for completing the Student Accident Report (Form #032-84-FIN). This form is located in the Clinic. The completed form must be sent to the principal the same day. The seriousness of the accident shall be determined by the principal or his/her designee. Should an accident or injury occur at a school sponsored activity, outside of the school day, the employee responsible for the activity is also responsible for completing the Student Accident Report.

TELEPHONE USE BY STUDENTS

Children may not make telephone calls during the school day, except in cases of emergency and/or by request of the teacher. Any after school arrangements need to be made and clarified before student leaves home in the morning, ALL students are expected to leave all electronic devices in their backpack with the ringer and all notifications turned OFF.

TRANSPORTATION

Bicycle Riders / Skateboards / Rollerblades Expectations

1. Students must wear a safety helmet, as required by law.
 - a. Students without a helmet will not be allowed to leave the school with their bike/skateboard. Parents/guardians will be contacted if their student arrives at school without a helmet. The parent/guardian may bring the helmet to school or they will have to pick up their student at dismissal, if the student does not have a helmet.
2. Park and lock bicycles in the fenced area and go directly to your classroom.
3. Never tow others on your bicycle.
4. Bicycle riding on school walkways can be dangerous and is not permitted when pedestrians are present.
5. Walk bicycles across the street.
6. Don't play with, or disturb other children's bicycles
7. Bicycle riders must observe the same rules and signs as automobiles.
8. Always ride your bicycle on the right hand side of the street (with traffic, not against).
9. We may ask children who cannot obey these safety rules to keep their bikes at home.
10. Roller blades are not permitted on campus.
11. Heelys are not to be worn at school.

Bus Expectations for All Transported Students

1. Students will conduct themselves in an orderly manner at the stops before and after school.
2. Stand off the roadway while waiting for the bus. Parents/guardians should model safe expectations with children.
3. Upon the driver's signal, cross roadway immediately, ten paces in front of the bus.
4. Always remain in your seat while bus is moving.
5. Keep your arms and head inside the windows.
6. Unnecessary conversation with the driver is dangerous.
7. Use inside voices
8. The driver is in full charge of the bus students. Students must obey the driver.
9. The driver will assign student seats. Seats may be reassigned if necessary to promote order.
10. Students must be on time: the bus cannot wait for those who are tardy. (It is suggested that students arrive at their bus stop five minutes before scheduled arrival of bus.)
11. No eating, drinking or chewing gum is allowed on the bus.
12. Profane or obscene language or gestures are prohibited
13. Large objects, including band instruments, that cannot be held in the student's lap or that interfere with seating safety of others, will not be permitted.
14. Animals, snakes, frogs, etc.(dead or alive), glass containers, sharp objects, balls, bats, cutting instruments, fireworks, and any similar items are not allowed on the bus.
15. No object is allowed to be placed in the aisle or in the way of the emergency exit or the front door.
16. PENALTY: For violating these rules, a student may be reported by the driver to the school principal who must implement specific disciplinary procedures as outlined by the Sarasota County Board policy; which could result in suspension of bus riding privileges.

Change in Mode of Going Home

- All changes in how a student will go home should be made prior to the student leaving home in the morning. Teachers will check for notes/instructions at the beginning of the day, but they cannot be responsible for monitoring changes throughout the day.
- These changes must be sent in writing to the student's teacher and signed by the parent/guardian. If a change occurs during the day, a signed request must be emailed to our Front Desk Receptionist by 1:45 p.m. with a copy of the custodial parent/guardian's driver's license. All emails must be verified by phone to make sure they were received.
- Email link for dismissal changes: marybeth.forman@sarasotacountyschools.net
- Changes over the phone or text will NOT be accepted.
- In case of an extreme emergency (such as an accident, serious illness, etc.) and a transportation change is necessary, the parent/guardians must have the child's pin# (the number the child uses for lunch and media) and speak to an administrator in order to make a change.

- This procedure is being put in place for the safety of your child and to eliminate the confusion caused by frequent last-minute changes.

Parent Pick Up/Drop Off

1. Please follow the designated route for parent pick-up/drop-off. If you do not live close enough for your child to walk or ride a bike, please use the parent pick up/drop off for your child's safety. Students who are being dropped off or picked up by car need to use the parent pickup line.
2. Do not drop students off before 8:00 a.m. If you need to drop off your child prior to 8:00 a.m., you must enroll your child in Before Care. There will be no supervision of students prior to 8:00 a.m.
3. Students are not to be dropped off or picked up at the back of the school.
4. All early dismissal of students must be done prior to 2:45 p.m. We will not dismiss students from their classrooms between 2:45 and 3:15 p.m. If you have an appointment which requires your child to be dismissed at this time, please pick them up prior to 2:45 p.m.
5. Students are dismissed at 3:15 p.m. If you are unable to pick up your child before 3:45 p.m. they will be sent to our After Care Program and you will be charged for the day.
8. If you are volunteering at the school, please conclude your time prior to 2:45, or continue through until 3:45 p.m., after dismissal is finished.
9. Students should exit out of their car from the door closest to the sidewalk.

Student Walker Expectations

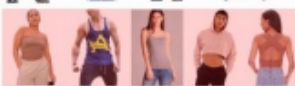
1. Students are to walk home and should not be picked up in a vehicle on a side street.
2. Stay out of the road.
3. Do not go through vacant lots or lawns of other homeowners.
4. Do not talk to strangers
5. Keep hands and feet to yourself.
6. No fighting, hitting, etc.
7. Look for crossing guards to cross street.
8. Respect crossing guards/other staff members
9. Walk across streets with the crossing guards, where posted.
10. No teasing or bullying others.
11. Do not take another student's backpack or personal property.
12. Walk directly home from school – do not stop or go to a friend's house without parent/guardian permission. (Parents/guardians – please notify school if your child is going to another student's home after school.)

Dress Code



Lamarque Elementary Student Uniform Policy

Lamarque Elementary is a non-uniform school that adheres to the Sarasota County Schools dress code policy. Students are expected to wear appropriate attire that does not disrupt the learning environment and ensures health and safety. Non-compliance of these guidelines will result in a notice of concern.

Mandatory	For ALL students PreK-5 th grade
Shirts & Tops	SHIRTS & TOPS   Straps must be minimum of 1 inch No low-cut tops No see-through clothing Gap below armpit must not be larger than 3 inches Clothing must cover the mid-riff when standing naturally
Skirts, Dresses & Shorts	SKIRTS, DRESSES & SHORTS   Must be worn above the hips Rips are allowed below mid-thigh No excessively short skirts, shorts, or dresses that at any time expose underwear or body parts in an indecent or vulgar manner
Jeans, Pants & Leggings	JEANS, PANTS, LEGGINGS & EXPOSED UNDERGARMENTS   No exposed undergarments No pajamas or slippers Rips are allowed below mid-thigh
Shoes	Sneakers or tennis shoes with laces or Velcro that covers the top of the foot. NOT allowed: boots, sandals, flip-flops, heels, crocs, open-toed shoes, wheelie shoes. **Students wearing shoes other than sneakers or tennis shoes will NOT be able to participate in PE or recess activities.
Friday - School Spirit Day	Lamarque Spirit shirts are encouraged on Fridays. Spirit shirts can be purchased at the School Store.
Accessories	Caps and hats must be removed in school buildings. Not allowed: bandanas, makeup, bangles or gel bracelets, large dangle hoop earrings or other jewelry that could cause injury or disruption
Donations	Gently used clothing donations are accepted at the front office. Please ensure that clothing is free of rips and stains.

VISITORS – MESSAGES

All visitors (parents, school volunteers, and non-school personnel) entering the school for any reason must first report to the school office and obtain a visitor's pass. We use the RAPTOR System, which is used throughout Sarasota County Schools to register all visitors. RAPTOR helps track visitors, contractors, and volunteers at our school, thus providing a safer, more monitored environment for the students.

If you are visiting during arrival and walking your student to class, please adhere to the following.

- Designated time to walk students to class is 8:15 to 8:30am.
- Visitor must be on approved contact list and wear an id badge/sticker
- Walk with student to classroom door.
- Students will enter classroom to begin getting ready for the day.
- Exit campus before 8:30 bell.

To maintain the morning routine and preserve instructional time, we ask that families refrain from engaging in conversations with teachers at the classroom door. Staff is accessible for family communication through email, phone call, or scheduled conferences.

When visitors, volunteers or contractors check-in, or parents/guardians come to pick up students, they will be asked to present a valid state issued ID for entering into the system. The system has the ability to provide alerts on people who may jeopardize the safety of the campus.

Student visitors from other schools and friends or relatives of Lamarque Elementary students are not permitted to attend classes during the regular instructional day. Important messages, materials, etc., for students and teachers should be brought to the office. You are not able to take them directly to the classroom. The office staff will see that they are delivered at the appropriate time. Our intent is to minimize disruption in the classroom instructional environment.

VOLUNTEERS

Volunteers are always needed at Lamarque Elementary School. For the safety of our students, all applicants go through a background check by the Florida Department of Law Enforcement. This process may take up to six (6) weeks for approval. If you would like to support the school with volunteer hours, please contact our volunteer coordinator. You can sign up in the main office on the volunteer computer. Each year, you need to sign up again to maintain Lamarque volunteer status. The volunteer office and surrounding areas including hallways should stay clear so that others may enter the Volunteer office without difficulty. If a meeting place is needed to coordinate an activity, inform the office staff and a more suitable place will be made available if possible. In the morning, please allow students to enter through the front doors first unless you are needed before 8:00 a.m.

ACKNOWLEDGEMENT OF STUDENT HANDBOOK

This page is to be signed and returned to your child's teacher

I have carefully reviewed my child's Lamarque Elementary Parent/Student Handbook.
I am aware that I should refer to this handbook with any questions I may have.

_____ STUDENT NAME PRINTED

_____ PARENT NAME PRINTED

_____ PARENT SIGNATURE