

Margaret K. Lewis School

"Home of the Eagles"

203 N East Avenue Panama City, Florida 32401
Office: 850-767-1792 Fax: 850-767-1795

Lori Hast
Principal
hastll@bay.k12.fl.us

Deborah Dixon
Assistant Principal
dixon dj@bay.k12.fl.us

August 12, 2020

Dear Students and Parents/Guardians of Margaret K. Lewis School,

Welcome to the 2020-21 school year! On behalf of the faculty and staff of Margaret K. Lewis School welcome back and know that this will once again be a great year!

On the pages that follow you will find our Parent/Guardian - Student Handbook. This document is developed to help our parents/guardians and students to be aware of information needed to access our school, be aware of school procedures and answer a variety of questions parents or guardians may have about their child's school. However, we also know that there are times when you may need to contact us to ask a question, obtain assistance or let us know how you perceive our school is doing. Know that we welcome that feedback and are anxious to hear from you. Our email addresses have been included at the top of this letter. Please use this as a reference should you need to contact either of us during the school year.

As we did last year, we will be using the Parent Portal as a means of sharing pertinent information with parents or guardians. MKL parents/guardians are encouraged to come by the school to register for Parent Portal and to use it often as a means of staying informed about your child's progress in school.

Parent(s)/Guardian(s) are welcome to contact or visit MKL for assistance. As the school administrative team, we will work diligently to help and assist you in support of your child's education.

Sincerely,

Lori Hast
Principal

Deborah Dixon
Assistant Principal

ARRIVAL AND DISMISSAL FOR STUDENTS

The student day begins at 8:30 am and ends at 2:30 pm. **(PLEASE NOTE THIS IS AN ADJUSTED TIME AND DIFFERENT FROM LAST SCHOOL YEAR)** Students may begin arriving on campus no earlier than 8:00 am and any parents/guardians picking up their child from school must do so by 2:45 pm.

STUDENTS PICKED UP: Parents may pick students up at 2:30 p.m. at our Parent Pick-up area. Parents ARE NOT to go to classrooms to collect their child(ren). Teachers/Staff Members are busy supervising students and making sure that they make it home the correct way. He/she will not have time to hold “mini” conferences concerning your child. Please make an appointment with the teacher if there is a need to discuss your child. That way, the teacher can give you the **total attention** that you deserve. Any student leaving class before 2:30 must be checked out through the office. Please do not ask to sign a student out during the final few minutes of the day. Students are sometimes already in route, going to buses, or returning from special areas. **Do not call ahead and ask that your child be brought to the office prior to your arrival.**

GOING HOME A "DIFFERENT" WAY: All students will be sent home according to the normal routine established by the parent at the time of registration. To make a change in this procedure, the parent **MUST** send a **dated note** requesting a change; such as, change of bus, different person picking up the child, etc. For the safety of your children, we cannot rely on a student to correctly share dates and times for changes. If a different person is picking up your child, **please make sure that you have listed their name in Parent Portal as having permission to pick up your child. They must also show a photo I.D.. We will not let children leave with someone who is not listed.**

STUDENTS CHECKED OUT FROM CLASS: Parents checking their child out of class before dismissal time **must** report to the main office to sign the child out. **Do not go to the classroom to pick up your child (teachers will not release a student from the classroom). Always be prepared to show a photo ID when checking out a student.** Students are released **ONLY** to those persons that have been listed in Parent Portal by the student’s parents or legal guardian (legal guardian status requires formal papers to be filed in the student’s cumulative folder). No one other than the parent/legal guardian, who registered the student, may change information. Teachers are instructed **NOT** to release children to persons coming to the classrooms. This provision is made for the protection of your child and his/her classmates. If you are sending someone to pick up your child(ren), whose name is listed in Parent Portal, make sure and tell them that we will need their I.D.

ATTENDANCE

Florida law requires children, ages 6-18 years old, to maintain regular attendance in school and holds parents accountable for meeting this requirement. If a student is absent from school, the parent/guardian is required to notify the school within three (3) school days regarding the reason for the absence. Students exhibiting excessive patterns of non-attendance will be referred for truancy investigation and enforcement.

VOLUNTARY DRESS CODE

School is a place of learning and students are expected to dress accordingly. Personal cleanliness and hygiene is very important and required. Understanding and following established voluntary dress code procedures are important life skills for students. Students and parents/guardians will be notified of any clothing deemed inappropriate.

In keeping with the belief that dress code compliance is an important life skill, MKL School will implement its flexible dress code for students. This code was developed by our School Advisory Council.

Students are asked to follow the dress code unless medical conditions or other situations warrant exclusion from it.

Tops (Blue, Yellow, Gold or White):

1. Polo/golf shirt with collar and buttons or
2. Collared dress shirt with sleeves (no cap sleeves) (underarm must be covered) or
3. Turtlenecks, T-shirts - **all tops must be unaltered**
4. School approved T-shirts (club, spirit, etc.) - **unaltered**
 - Maximum of 3 color (any shade of blue and any shade of yellow)
 - Club and activity shirts not in school colors must be a nationally recognized school sponsored organization.
 - Must be a solid school color except for school approved shirts
 - Small manufacturer's trade mark is acceptable
 - Must be appropriately fitted
 - Students may layer their tops; however, all visible tops must be in the designated colors.

Bottoms:

- Bottoms can be black, khaki, navy blue or blue jeans
- Bottoms must be appropriately fitted and seated at the waist
- Large pocket style shorts may be worn.
- No hip huggers, no holes, and no overalls (6-12 only)
- No shorts, skirts or dresses shorter than five inches (5") above the knee caps as measured standing up, (students may wear jumpers)
- Dresses with sleeves (underarm must be covered) must be one of the school's chosen colors and a solid color
- Small manufacturer's trade mark and minimal embellishments are acceptable

Shoes:

- Closed toes and closed backs
- Sandals with back or back strap
- No bedroom shoes

HEALTH

Head Lice and Nits/Bed Bugs: the following circumstances require exclusion from school

- a) Live Head Lice. Any student with live head lice shall be temporarily excluded from attending school. Students with live head lice may not participate in school sponsored activities, or ride the school bus until the student has received treatment for head lice.
- b) Nits at the base of the hair follicle. Any student with nits at the base of the hair follicle will be temporarily excluded from school. Students with nits at the base of the hair follicle may not participate in school sponsored activities, or ride the school bus until the student has received treatment for head lice.

To be readmitted to school the student must be free of head lice and nits at the base of the hair follicle. When returning to school the student must be checked by the school nurse or designee. The parent must be present. The student may remain at school only if they are found to be free of head lice and nits at the base of the hair follicle. Final readmission decisions shall be made at the principal's discretion.

If the student is found to still have head lice or nits at the base of the hair follicle, the school nurse or designee shall contact the student's parent to discuss continued treatment.

The school principal or his/her designee shall investigate the absence of a student who is absent from school in excess of three days because of head lice or nits at the base of the hair follicle.

BED BUGS AND OTHER PESTS: Any student infested with bed bugs or other pests shall be excluded from attending school, participating in school sponsored activities, and riding the bus until the student has received treatment for bed bugs and other pests. To be readmitted to school the student must be free of bed bugs and other pests. The student must be checked at school by designated school personnel and the parent or legal guardian must be present. The school principal or his/her designee shall investigate the absence of a student who is absent from school in excess of three days because of bed bugs or other pests.

Illness

Students with a temperature of 100 degrees or more will be sent home. Students vomiting or having diarrhea will be sent home. These symptoms are indications of possible contagious illnesses. For the protection of others, parents/guardians must keep ill students at home and seek medical advice from their family medical provider. Students must be free of fever, diarrhea or vomiting before he/she may return to school. **PLEASE SEE COVID 19 PROTOCOL.**

Medicine at School

The **only legal** manner in which medicine, prescription or non-prescription, (such as, aspirin and medicated cough drops) can be housed at school is for a physician to complete the **"Permission to Administer Medication"** form which is available at **all** medical offices. An adult should deliver this completed form, along with the medicine, to the school office. **At no time should children personally carry medicine to or from school.**

NEWSLETTERS & SOCIAL MEDIA

Electronic newsletters are sent home bi-weekly. You can sign up to receive these newsletters by submitting your email address to hastll@bay.k12.fl.us. Important dates, notice of upcoming events, special recognitions of students, etc., are featured in the newsletters. Please read them and go over the information with your child(ren). You can also stay updated with the latest information about our school at our Facebook page. Like us at Margaret K. Lewis School.

PARENT PARKING

Parking for visitors and parents has been reserved in front of the school on East Avenue. Please note that it is **illegal** to park **within 30 FEET either side of the crosswalk.** We do not want your school visit to be spoiled by the police issuing a parking ticket for illegally parking directly in front of the school. (no parking on a yellow curb)

REPORT CARDS AND PROGRESS REPORTS

Report cards are sent home at the end of each nine weeks. **Progress reports** are available on the Parent Portal at the midpoint of the nine weeks grading period.

GRADING SCALE:

A = 90 – 100 **B** = 80 – 89 **C** = 70 – 79 **D** = 60 – 69 **F** = 59 and below
E = Exceeds **S** = Satisfactory **N** = Needs Improvement
U = Unsatisfactory **I** = Incomplete

(Please see your child's report card's "Academic Achievement Key" for further explanation)

SCHOOL MEALS

Breakfast and lunch are served daily. Breakfast is served from 8:00 a.m. to 8:30a.m.

We are SO excited to announce that we've been approved for FREE breakfasts and lunches for our students for 2020-21 school year!!!

We know this will be a big help for many of our families and we're thrilled to be able to do this for our students.

Reduced price breakfast \$0.00
Reduced price lunch \$0.00

Elem. breakfast \$0.00
Elem. lunch \$0.00

Secondary breakfast \$0.00
Secondary lunch \$0.00

Adult breakfast \$2.00
Adult lunch \$3.50

Fast-food lunches and breakfasts (McDonald's, Hardees, Burger King, etc.) are not acceptable substitutes for pack lunches or breakfasts.

TEXTBOOKS, LIBRARY BOOKS, AND OTHER MATERIALS

Textbooks, devices, library books, and other school materials are loaned to students by the state of Florida and the Bay County School Board. If these articles are lost or damaged, students are required to pay for them. Students are then responsible for the ownership of these books and

their return. Students are not to loan books to others after checking them out from the library. If they do, and the books are then lost or damaged, the student originally checking them out retains responsibility for paying for the missing books or any damage they may receive.

TITLE I

MKL is a Title I funded school. Title I is a federal program that provides educational assistance to students. This assistance is offered in an effort to increase each student's chances for academic success. The eligibility and funding is based on the number of students qualifying for free or reduced lunch.

Our School Improvement Plan is developed after analyzing student data and getting input from teachers, staff members, parents, and community members. Your input is very valuable to us. Please call the office today or email hastll@bay.k12.fl.us if you would like to join our School Advisory Committee or have a suggestion on how we can improve our school – 767-1792.

SPECIAL NOTICES

Request to transfer

If an academic need arises and a parent desires to request a transfer for his/her child from one teacher to another, the following process will be used:

1. Parent initiates the request for a teacher transfer using the FOCUS form online.
2. The principal schedules a parent-teacher conference (required attendance by the parent and teacher and facilitated by the principal) to discuss the parent's concerns.
3. The principal renders a decision on the transfer request within two weeks of the form being received.

Request to transfer from an out-of-field teacher

If a parent desires to request a transfer for his/her child from one teacher to another for out-of-field reasons, the following process will be used:

1. Parent initiates the request for a teacher transfer using the FOCUS form online.
2. The principal schedules a parent-teacher conference (required attendance by the parent and teacher and facilitated by the principal) to discuss the parent's concerns.
3. The principal renders a decision on the transfer request within two weeks of the form being received.

Student Participation in the Pledge of Allegiance

Florida HB 7029, signed into Law by Governor Rick Scott on April 14, 2016, amended Florida Statute 1003.44 by spelling out requirements. In accordance with the law, upon written request from the student's parent/guardian, Bay District students may be excused from participation in the Pledge of Allegiance.

Updated provisions, effective July 1, 2016, from the FL Statute 1003.44 include:

- When the national anthem is played, students and all civilians shall stand at attention, men removing head coverings except those worn for religious purposes.
- The Pledge of Allegiance is defined:

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

- The Pledge of Allegiance shall be rendered by students standing with the right hand over the heart.
- The Pledge of Allegiance shall be recited at the beginning of the day in each public elementary, middle, and high school in the state.
- Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. 1006.07(2) that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.
- When the pledge is given, non-exempt students must show full respect to the flag by standing at attention, men removing any headdress, except when such headdress is worn for religious purposes.

If you would like your student to be exempt, please contact your child's school directly. The school will advise you how to proceed with your written request.

RECORDS Annual Notice Regarding Public Education Records

Pursuant to Florida law and School Board Policy 7.304, adult students and the parents or guardians of a student under age 18, currently or formerly in attendance in the Bay District School system, shall have the following rights with regard to public education records maintained by the District.

- **Right of access.** The right to review and inspect student records, including the right to reasonable requests for explanation and interpretation of the records, and the right to obtain copies of said records. The District shall presume that either parent of a student has a right to inspect their child's records unless the District has been provided with a legally binding instrument of court order which provides to the contrary.
- **Right to privacy.** The right to privacy with respect to personally identifiable records held on each student, whether a current or a former student.
- **Right to waiver of access.** The right to allow another party access to all personally identifiable student records.
- **Right to challenge and hearing.** The right to challenge the content of any record which the parent, guardian, or adult student believes to be inaccurate, misleading or a violation of their privacy.

Student records are maintained at the school the student currently attends or, in the case of former students, the school last attended. The procedures for exercising the aforementioned rights are explained in further detail in the School Board Policy 7.304, copies of which are in each school office, the District offices at 1311 Balboa Avenue, and via the Internet at www.bay.k12.fl.us/district/policy.

Religious Expression Bill (SB 436) - Students in Florida's public schools cannot be punished for including religious materials in their coursework, and that they may pray at school during non-course time. It further states that school employees also may participate voluntarily in religious activities that are initiated by students before or after the school day.

Annual Notice Regarding Student Surveys

The district shall cooperate with the federal government and state agencies such as the Florida Department of Health in conducting student surveys. These surveys shall be conducted anonymously and shall contain no personally identifiable information from or on any individual student. Parents shall be notified of upcoming surveys that reveal information concerning one or more of the following items:

- political affiliations or beliefs of the student or of the student's parent;
- mental and psychological problems of the student or the student's family;
- sexual behaviors or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or student's parent; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

No student shall be required to participate in such surveys if the student's parent objects in writing to the student's participation. Parents shall have the right to inspect any such survey instrument before the survey is administered or distributed if the request is made within a reasonable period of time.

Parents shall be notified annually at the beginning of each school year of this policy and the notice shall include approximate dates during the school year when any such survey is administered.

Bay District Schools Annual Notice Regarding Disclosure of Student Directory Information

STUDENT RECORDS, STUDENT SURVEYS, DIRECTORY INFORMATION & ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY STUDENTS:

The Family Educational Rights and Privacy ACT (FERPA), the Protection of Pupil Rights Amendment (PPRA), Florida law and Bay District School Board Policy afford parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the students education records. (FERPA, PPRA), (§1002.22, §1001.41 Fla. Stat.), (School Board Policy 7.301.7.404)

I understand I will receive through the Bay District Schools Parent Resource Guide:

- Annual notification of my right to inspect and review my child's educational records
- Annual notification of my rights regarding administration of student survey's
- Annual notification of the categories of information designated as directory information

The Bay District School **PARENT RESOURCE GUIDE** may be accessed at my child's school website and at the Bay District Schools website, www.bay.k12.fl.us Paper copies of the Bay District Schools Parent Resource Guide are available upon request at schools or by calling 850-767-4311. Parents and students should read this guide carefully. Note: The electronic edition of the Parent Resource Guide is the latest edition. It replaces earlier electronic and printed editions.



Florida Department of Health COVID-19 EXCLUSION GUIDANCE Decision Tree for Symptomatic People in Schools & Child Care Programs

To protect the safety and health of students and staff, school officials will send home, or deny entry, any student, visitor or staff member with **any** symptoms of illness. For symptoms consistent with COVID-19, please reference the exclusion criteria below to determine when individuals may return to the school.

Symptoms of COVID-19 may include but are not limited to: fever (100.4°F or higher), cough, shortness of breath, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting and diarrhea. ([Always check CDC's website for the most updated list of symptoms.](#))

| | | | |
|--|---|--|--|
| Individual has been clinically evaluated | Individual has been clinically evaluated | Individual has been clinically evaluated | Individual has not been clinically evaluated |
| <p>Received laboratory test for COVID-19</p> <p>IF POSITIVE: The local county health department will provide instructions to the person and household contacts about when it is safe to return to work/school.</p> <p>IF NEGATIVE: Stay home until you have had no fever for 3 days, AND respiratory symptoms have improved (e.g. coughing, shortness of breath), AND other symptoms have improved, AND 10 days have passed since symptoms first appeared.</p> | <p>COVID-19 diagnosis without lab test</p> <p>If at all possible, contact your local county health department or medical provider to get tested. Stay home until you have had no fever for at least 3 days, AND respiratory symptoms have improved (e.g. coughing, shortness of breath), AND other symptoms have improved, AND at least 10 days have passed since your symptoms first appeared.</p> <p>Siblings and household members also stay home for 14 days.</p> | <p>Alternate diagnosis or laboratory confirmed condition (e.g., norovirus, hand/foot/mouth)</p> <p>Follow provider directions, treatment, and return guidance.</p> | <p>If experiencing symptoms of COVID-19</p> <p>Contact your local county health department or your medical provider to get tested. Stay home until you have had no fever for at least 3 days, AND respiratory symptoms have improved (e.g. coughing, shortness of breath), AND other symptoms have improved, AND at least 10 days have passed since your symptoms first appeared.</p> <p>Siblings and household members also stay home for 14 days.</p> |

Updated 7/13/2020