

**Lynn Haven Elementary School
Student Handbook
2023-2024**



Eagle PRIDE

**Lynn Haven Elementary School
301 W. 9th Street
Lynn Haven, FL 32444
(850) 767-1456**

**Stacie Anderson
Principal
Stefanie Bohannon
Assistant Principal**

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WELCOME

The Lynn Haven Elementary School Parent and Student Handbook is your comprehensive guide to LHES. It contains details about important elements of our beautiful school, including our beliefs, schedules, rules, policies, programs, and services. Please read it through to gain a more complete picture of our school!

MISSION STATEMENT

At Lynn Haven Elementary School, we are committed to creating a safe, nurturing learning environment that inspires students to become lifelong learners and productive civic stewards.

VISION

At Lynn Haven Elementary School, we strive to be a model of continued academic excellence that prioritizes family, community, and patriotism. It is our vision that our students will soar in all of their pursuits.

IMPORTANT TELEPHONE NUMBERS

Lynn Haven Elementary School:

Main Office	(850) 767-1454
Fax	(850) 271-3685
Bay Base	(850) 767-1470
Cafeteria	(850) 767-1471
Registration or Parent Portal	(850) 767-1462

Note: If you receive a call from anyone at the school, our main office number will show on your phone. If you don't answer the call, the office has no way of knowing who was trying to reach you or why. Please listen to your messages as staff will leave a message as to why they were calling.

Bay District Schools:

Bay District Office	(850) 767-4100
Transportation	(850) 767-4495
Student Services	(850) 767-4311
Pre-K Office	(850) 767-4201
Safety and Security	(850) 767-4127

IMPORTANT WEBSITES

District: www.bay.k12.fl.us

School: www.facebook.com/lynnhavenelementary

Parent Portal: <https://focus.bayschools.net/focus/>

Online Payments: <https://osp.osmsinc.com/bay>

DAILY SCHEDULE

7:05 a.m.	Doors open; Buses arrive; Supervision in cafeteria or designated areas; breakfast begins
7:25 a.m.	1st bell; Pre K – 5th grade students go to classrooms, breakfast ends
7:30 a.m.	Tardy bell; Announcements (Students who are tardy must be signed in by parent@ office.)
7:40 – 7:45 a.m.	4th Special Area
8:30 – 9:20 a.m.	K Special Area
9:20 – 10:10 a.m.	1st Special Area
10:40 – 11:30 a.m.	2nd special area
12:20 – 1:10 p.m.	3rd special area
1:10 – 2:00 p.m.	5th special area
2:00 p.m.	Dismissal for all

STUDENT ARRIVAL AND DISMISSAL

School is in session from 7:30 a.m. – 2:00 p.m. Student supervision begins at 7:05am. No student may be dropped off prior to that time. Breakfast will be served 7:05-7:25. Students who wish to eat breakfast must proceed directly to the cafeteria. Students who are not eating breakfast at school should proceed directly to their morning waiting areas until the first bell rings.

Please notify your child's homeroom teacher of how your child will go home. Any changes to this normal routine must be submitted in writing. No changes may be made after 1:30pm.

Parents will be permitted to walk students to class for the first seven days of school. After that, parents must use the car loops for drop-off. Faculty members and Safety Patrol (Eagle Eyes) will be available to walk students to class who need help.

Student drop off and pick up locations:

Car Riders

10th Street- Building 5 (Pre-K - 1st)

9th Street- PE Pavilion (2nd - 5th)

Students may be dropped off between 7:05 am and 7:30am. During this time, students are NEVER to be dropped off anywhere but at the parent car loops for safety reasons. If you arrive at the school at 7:30 a.m. or later, please drop your child off at the front office and they will walk into the office for tardy check-in. All vehicles MUST have a Lynn Haven Car Tag displayed at all times. Each family is provided 2 car tags at the beginning of the year after each family completes the form and returns it to the school. These must be visible from your car's rear view mirror when picking up your child. If you do not have the required tag, you will be advised to park your vehicle and bring in a valid picture ID into the office to sign out your child. This procedure is in place for the safety of your child. The pick-up car tag indicates that the person driving the vehicle has permission to pick your child up from school. Car tags also allow staff members to keep the dismissal line moving in an efficient manner. Please follow staff directions in the car loops and be mindful of children as you pull through the loops.

Parent Walk-Up (Dismissal Only)

Students may be picked up on the 9th Street side exit between 2:00 pm and 2:15 pm. All parents at this location must stay in the designated lines and locations and MUST have a LHES issued Pick-up Car Tag. Each family is provided 2 Car Tags at the beginning of the year after each family completes the form and returns it to the school. These must be visible when approaching the parent walk-up dismissal area. If you do not have your tag, you will be sent to the front office to present a valid picture ID in order to sign out your child. This procedure is in place for the safety of your child. The pick-up car tag indicates that the person in line has permission to pick your child up from school. Car tags also allow staff members to keep the dismissal line moving in an efficient manner.

Bus and Day Care

New York Avenue Bus and Day Care Drop Off/Pick-up ONLY:

This area is reserved for bus/day care traffic only! Personal vehicles are not allowed on New York Avenue during arrival and dismissal times.

Bus Transportation

Bus Registration: Bus drivers will drop students off only at the address listed on FOCUS, which is pulled from Parent Portal. It is critical that parents update the address through Parent Portal to assure students are delivered to their correct bus stops. Changes may not be made after 1:30 p.m. Inquiries about bus routes or delays in bus arrivals should be directed to transportation at 767-4495. The school has neither the authority nor the responsibility for school bus routing or scheduling.

Walkers

Students who are listed as “walkers” must live within 2 miles of the school according to their address in FOCUS. These students must be able to leave school independently and walk all the way home safely unescorted. There are no exceptions to this policy for safety reasons.

STUDENT CHECK-OUT

Parents should report to the office with valid ID PRIOR to 1:30 p.m for student check-out when necessary. Students will not be checked out after 1:30 p.m. Please make every effort to schedule appointments after school hours. Should a student become ill enough to be sent home, parents will be contacted by our Pancare health tech, and your child will wait in the health room until you arrive at the office to sign them out and take them home. ID is always required. For field trips and special events (award ceremonies, etc.) teachers may have a special sign-out available to check your child out directly from the teacher.

COMMUNICATION BETWEEN HOME AND SCHOOL

At LHES, we strive to maintain communication through school and classroom publications:

- Please check your child's backpacks daily.
- LHES events and information will be posted on our [LHES Facebook](#) page the [LHES Dojo](#), and through Peachar (delivered to the email you provide in the Parent Portal).
- Parent Portal/FOCUS: This is the place to register or update all information regarding your child, emergency contacts, etc. This will also provide you online attendance, assignments, grades, behavior information, etc. Call the office if you need help with your Parent Portal account. Please keep your address and all phone numbers up-to-date. You must update this information for each child separately.
- Email: Another form of communication that parents and teachers may use. Please be sure your current email address is in the Parent Portal.
- Please allow teachers 24 business hours to return calls and emails.
- To request a meeting, please contact your child's teacher or the office.

EMERGENCY CONTACT INFORMATION

Working emergency contact numbers are required. Parents must provide a day, work, home and emergency contact phone number at time of registration, and updated as needed on Parent Portal/FOCUS for each child. These contact phone numbers may change due to moving, new job, child care arrangements, emergency contact individual may move, or other changes. In addition, the school should be informed if parents will be traveling and leaving their child in

the care of someone else. That person should be on your Parent Portal. A child may become ill or injured during the school day. A sick child belongs at home. Parents will be contacted by the school nurse if your child is sick or injured. Parents will enter at the front office and sign their child out (photo ID required). Children will only be released to individuals noted in Parent Portal/FOCUS.

BEHAVIOR MANAGEMENT

Students at Lynn Haven Elementary are expected to represent themselves and our school in a positive manner, both in school and out in our community. Each teacher will maintain a classroom management plan that will have rewards and consequences. Students who do not follow school-wide expectations may be written a minor or major behavior referral. Major behavior referrals are managed by the office. Administrators and their designees will assign consequences utilizing the guidelines contained in the Bay District Schools Discipline Matrix.

****All special school events and field trips are behavior incentives and students who have referrals, minor or major, may not be permitted to attend. The safety and learning enjoyment of all students is our primary concern for these events.****

School-Wide Expectations:

Prepared-I am ready to learn.

Respectful-I am polite and kind.

Independent-I keep my hands, feet, and objects to myself.

Dependable-I listen and follow directions.

Engaged-I work hard on the task at hand.

STUDENT RECOGNITION

At LHES, we celebrate success in academics and behavior in many ways. Some of the school-wide celebrations include:

- Academic Award Ceremonies
- Soaring Eagle of the Month
- Eagle Pride Recognition on ITV

PARENT INVOLVEMENT

Visitors/Guests

We invite you to attend our events! Information regarding events will be shared via newsletters, Dojo, and our Facebook page. Please carefully read the flyers and plan to pre-badge (come to obtain your Visitor's Badge at least a day prior but not more than 10 days prior) to all events. This process ensures that no one will miss their child's event waiting in line for a last-minute badge.

If you would like to volunteer in the classroom, please fill out the volunteer form and make arrangements directly with the teacher at least 24 hours before the volunteer time. Parents are not permitted to bring in items or come to visit without prior approval from the teachers.

For birthday cupcakes, donuts, etc. it will be served at the teacher's discretion and normally at lunchtime. These items may be dropped off for delivery to the classrooms. Please remember that we do not allow outside deliveries (such as flowers, food, etc.) or balloons on our campus at any time.

Please adhere to the Bay District Schools Visitor's Policy and Code of Civility at [Bay District Schools](#) while you are on campus.

SCHOOL ADVISORY COUNCIL (SAC) AND PARENT-TEACHER ORGANIZATION (PTO)

The School Advisory Council (SAC) and Parent-Teacher Organization (PTO) are elected educational committees composed of parents, school employees, and other community stakeholders. The SAC and PTO schedule joint meetings periodically. All parents and relatives of students are encouraged to become members and supporters. Your involvement and membership are greatly appreciated. Feel free to contact the office if you have questions or would like to help. Please join us in making this school year our best yet at Lynn Haven Elementary School!

FIELD TRIPS

Field trips of educational interest will be arranged by the teacher at various times. In order for children to participate, all required permission forms must be signed by the parent or guardian and returned to the child's teacher. Payments for field trips will be online beginning the 23/24 school year. Students who have behavior referrals, minor or major, may not be permitted to attend.

Chaperones may be allowed depending on the trip and teacher discretion. Chaperones must agree to the following:

- Siblings (including babies, toddlers) will not be permitted to attend. Please honor this special time for you and your child if you are able to chaperone.
- Complete a Volunteer Application for the current school year.
- Overnight field trips Chaperones must be cleared through the BDS Safety and Security office with fingerprinting and a background check. Please allow at least **two weeks** for this clearance to process. There is a fee for this.
- Chaperones may only ride on the bus if it is a bus that has been chartered for overnight.

DRESS CODE

For up to date dress code, see the current Bay District School Board Policy at <http://www.bay.k12.fl.us/>. Students who are not dressed appropriately will be asked to change into clothes from our closet at school or parents will be contacted if nothing is available for your child to change into at school. Please especially check the length of shorts and dresses prior to your child leaving the house.

HEALTH SERVICES

Medication at School

Any medicine to be distributed at school (prescription or non-prescription, even aspirin and cough drops) must have a "Permission to Administer Medication" form completed by the parent and physician on file in the school office for the current school year. The completed form and the medicine must be delivered to the health tech by an adult. All medication must be in a pharmacy labeled container with the name of the student and the time and amount to be taken. Unclaimed medication is disposed of at the end of the school year.

Illness

If your child is found to have a temperature of 100.4 degrees or greater, you will be required to pick up your child. Students are required to be fever-free for 24 hours before returning to school. If your child vomits at school, you will be called to pick your child up. They may return after they are symptom-free for 24 hours. **Students who have a fever or have vomited are not permitted to attend Bay Base or ride the bus home and must be promptly picked up.**

Head Lice and Nits

Board Policy Chapter 7.302

Head Lice and Nits. 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.

ATTENDANCE

Parents are responsible for ensuring that children attend school regularly and on time. It shall be the responsibility of the parents or legal guardians to notify the school in writing within three days of any absence that should be excused according to Bay District Schools Attendance Policy. Please call the school by the next school day after the absence regarding the reason for each absence that was not pre-approved.

Excused Absences

- For an absence to be considered as excused, documentation must be filed with the principal's office within three (3) days of the absence. Excused absences, Tardies or Early Departures may be given for the following reasons:
 1. Death in the family or other bona fide family emergency.
 2. Illness of student. A written statement from a physician that the student is under the supervision of the physician and that the student's condition justifies the number of days absent may be required after a total of five (5) days of absences (absences do not have to be consecutive).
 3. Appointments for medical or dental care (physician's statement required.)
 4. Visits to licensed therapist.
 5. Legal reasons.
- Pre-approved family leave. Requests for family leave must be in writing and approved BEFORE the student is to be absent (forms are located in the office) and must comply with the following criteria:
 - The student must have a C average or higher in all classes for the grading period.
 - It must be demonstrated that the leave cannot be taken during school breaks.
 - The limit for requested leave cannot be for more than five (5) days per school year.

Unexcused Absences

Unexcused absences are those absences where no required documentation was provided and are not justified according to the rules of this policy by the parent

or legal guardian. In addition, truancy, and/or skipping are considered unexcused absences.

Late Arrivals/Tardiness

Students must be inside the classroom by the end of the final bell, which is 7:30am. The teacher will determine if a tardy is excused or unexcused according to BDS Policy. Students who leave school more than 15 minutes before the end of the school day will be given a Late Absence. Chronic tardiness and Late Absences will be investigated by a designated school representative.

FIRE DRILLS AND BUILDING EVACUATIONS

Florida state law requires schools to hold monthly emergency drills. Evacuation routes are posted clearly in each room and rehearsed.

REPORT CARDS

Grades are assigned according to mastery of Florida BEST Standards and follow the BDS Assessment Principles and Practices Manual. You may track your child's progress through Parent Portal. Report cards will be available on Parent Portal and are published quarterly, at the end of each nine-week grading period.

Teachers at LHES will send home a copy of the grading policy for each grade level at the beginning of the year for parent signature.

LOST AND FOUND

Please label personal items with your child's name so that they might be easily returned to them. Also, please check our lost and found periodically for any missing items. We donate all unclaimed items at the end of each nine weeks.

LUNCH PROGRAM

For the 23/24 school year, all students will receive free breakfast and lunch at LHES. Please continue to apply for free/reduced lunch each year in order to prepare for this program to end. You can apply at <https://www.myschoolapps.com//>

STUDENT 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 a written request by his or her parents, 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.