

# Lynn Haven Elementary School Student Handbook 2025-2026



Lynn Haven Elementary School  
301 W. 9th Street  
Lynn Haven, FL 32444  
(850) 767-1454

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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 schedules, rules, policies, programs, and services. Please read through it carefully 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 citizens.

## **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**

LHES Main Office (850) 767-1454

LHES Fax (850) 271-3685

LHES Bay Base (850) 767-1470

LHES Cafeteria (850) 767-1471

LHES Registration or Parent Portal/FOCUS (850) 767-1462

*Note: If you receive a call from anyone at the school, our main office number could 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.*

BDS Main Operator (850) 767-4100

BDS Transportation (850) 767-4495

BDS Student Services (850) 767-4311

BDS Pre-K Office (850) 767-4201

BDS Safety and Security (850) 767-4127

## IMPORTANT WEBSITES

District: [www.bay.k12http://www.bay.k12.fl.us/.fl.us](http://www.bay.k12.fl.us/.fl.us)

School: [www.facebook.com/lynnhavenelementary](http://www.facebook.com/lynnhavenelementary)

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

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

## DAILY SCHEDULE

### Bell Schedule:

7:05 am	Doors and gates open, supervision begins
7:25 am	Students report to classrooms
7:30 am	Tardy Bell rings, doors and gates locked, Instruction begins
2:00 pm	Doors and gates open for dismissal

### Lunch Schedule:

10:15 - 10:45	Kindergarten
10:30 - 11:00	2nd Grade
10:50 - 11:20	5th Grade
11:00 - 11:30	1st Grade
11:25 - 11:55	4th Grade
11:35 - 12:05	3rd Grade

### Special Area Schedule:

7:40 - 8:30	2nd and Jennings
8:30 - 9:20	1st and Chance
9:20 - 10:10	Kinder and Roark
10:40 - 11:30	3rd and Ryan/Favaloro
12:20 - 1:10	4th Grade
1:10 - 2:00	5th and Butler

## STUDENT ARRIVAL AND DISMISSAL

School is in session from 7:30am. – 2:00pm. 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 may not check students out after 1:30.

Parents will be permitted to walk students to class for the **first three days of school**. After that, parents must use the car loops for drop-off. Walk-up will be permitted at the 9th St. loop only. If you walk your student from the parking lot to that gate, you must cross the street with them and walk all the way to the gate. Faculty members and our Eagle Eyes, student safety patrol, will be available to walk students from the gate to class who need help.

## STUDENT DROP OFF AND PICK UP LOCATIONS

**\*\*Changes to dismissal and/or student checkouts may not be made after 1:30 \*\***

### Car Riders

**10th Street Car Loop "Little Loop": K - 1st and PreK Drop Off**

**9th Street Car Loop "Big Loop": 2nd - 5th and Walk Up/Walker Arrival**

Students may be dropped off between 7:05 am and 7:30 am. Please do not allow students to exit their car before the gates open for safety reasons. If you arrive at the school after 7:30, 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. More may be purchased using the form coming home in the back to school paperwork. These must be visible from your car's rear view mirror when picking up your child the entire time you are in the loop. 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 car tag indicates that the person driving the vehicle has permission to pick your child up from school. Car tags 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 outside of the music room after 2:00. All parents at this location must stay in the designated lines and locations and **MUST** have a Lynn Haven Car Tag. Each family is provided 2 car tags at the beginning of the year. Additional tags may be purchased. 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 Lynn Haven 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 After School Care Vans Drop-Off/Pick-Up on New York Ave.**

New York Avenue between 9th and 10th Ave. is CLOSED by the LHPD to personal vehicles during the arrival and dismissal times and is only used for bus and van drop-off and pick-up.

### **Bus Transportation**

Bus Registration needs to be completed before the start of school. The school has neither the authority nor the responsibility for school bus routing or scheduling. Students MAY NOT be dropped at any stop for any reason other than their normal stop as listed in Parent Portal. It is critical that parents update the address through Parent Portal to ensure students are delivered to their correct bus stop. 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 850-767-4495.

### **Walkers**

Students who are listed as “walkers” must live within 2 miles of the school according to their address in Parent Portal. 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. They may not be instructed to meet you somewhere off campus and will be directed to walk straight home.

## **RAINY DAY DISMISSAL**

**\*\*If we are under a severe weather warning, students will remain in their classrooms and no parents/guardians will be permitted to check students out during that time.**

**\*\*Please be advised that all parents who are changing their child's dismissal routes will need to contact the front office before 1:30.**

**\*\*During inclement weather, dismissal will take longer than usual. Please expect delays. Thank you for your cooperation and patience in advance.**

### **PK-1st Car Loop "Little Loop"**

All students will remain in the Building 5 hallway waiting area inside and will only be dismissed closer to the exit doors.

### **2nd-5th Car Loop "Big Loop"**

All students will remain in the PE pavilion waiting area (or gym depending on the weather severity) and placed in the cars under the awnings only.

### **Parent Walk-up**

Students will remain seated in the Building 1 hallway waiting area and be dismissed as usual.

### **Walkers**

Students will need to wait in the front office for a parent to pick them up if there is an active warning. Students may still walk home in rain, but not under a warning or lightning w/i five miles. .

### **Bus/Day Care**

All students will be escorted one bus/van at a time to release them as close to the awnings as possible.

## 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 (musical performances, 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 backpack daily.
- **Your child's teacher will communicate regarding behavior at least weekly and regarding grades/academics at least monthly.**
- LHES events and information will be posted on our [LHES Facebook](#) page, [Class Dojo](#), and through Peachjar (delivered to the email 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 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.



## STUDENT BEHAVIOR

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 and attendance incentives. Students who have referrals, minor or major, or poor attendance may not be permitted to attend. The safety and learning enjoyment of all students is our primary concern for these events.\*\***

## SCHOOL-WIDE EXPECTATIONS FOR ALL STUDENTS

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. We will NOT be able to make badges on the day of events. If you have obtained a BDS badge (Level 2 background check and fingerprinting) for the 25/26 school year, you do not have to RAPTOR as long as your plastic BDS badge is visible at all times.

If you would like to volunteer in the classroom, please fill out the volunteer form and make arrangements directly with the teacher. New permission slips are required for anyone coming to interact with students and we need about two weeks to get those home, signed, and returned prior to your visit. Therefore, volunteers who are not Elevate Bay will be very limited.

### **Lunch Visits**

We love lunch visitors, but need you to be aware of the lunch procedures: Outside lunch for you and your child only may be brought in during his/her designated lunch time and is prohibited during holiday lunches. Anyone eating lunch must be listed in Parent Portal. Parents/lunch visitors must eat with their child only at the designated tables for visitors or outside in the porch seating area. You may not invite other children to eat lunch with you and your child.

If you make arrangements with the teacher prior to an event such as a birthday, cupcakes, donuts, or other individual, easy-to-serve treats can be dropped off in the office. They will be served at the teacher's discretion (normally at lunchtime, recess, or end-of-day). Please remember that we do not allow outside deliveries (such as flowers, food, etc.) or balloons on our campus at any time. Please do not bring a cake and expect the teacher to cut and serve.

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 during the year. 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 only. All field trips at Lynn Haven Elementary are behavior and attendance incentives. **Students who have behavior referrals, minor or major, or absences in excess of 15 days will not be permitted to attend.**

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

Chaperones may be allowed depending on the trip and teacher discretion. Chaperones must be listed on field trip permission forms in advance and may not show up without being on the form. If you chaperone a field trip, you must agree to the following:

- All chaperones and field trip attendees must be cleared through the BDS Safety office with fingerprinting and a level 2 background screening. **Please allow 60 days for this clearance process and be aware there is a fee of \$85.**
- **Siblings (including babies, toddlers) will not be permitted to attend field trips.** This is a safety issue. 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.
- Chaperones may only ride on the bus if it is a bus that has been chartered for overnight.

## **DRESS CODE**

Starting with the 25/26 school year, a form for dress code violations will be issued when a dress code violation occurs at Lynn Haven Elementary. There will be consequences for repeat violations which may include detention and in-school suspension time in accordance with the BDS Discipline Matrix.

For up-to-date information on the dress code please visit <https://bay.k12.fl.us/dresscode>

## **CELL PHONE POLICY**

In accordance with Bay District Schools Cell Phone Policy, Lynn Haven Elementary will continue our “Off and Away” policy we already have in place. All cell phones will be off and away in a backpack (not pockets) for the entirety of the time students are on campus. Any cell phone or other connected device found in use during the school day will be confiscated and placed in the front office for parent pick-up. Any parent picking up a student cell phone must be listed in Parent Portal.

## **HEALTH SERVICE**

### **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 unless it is for OTC headache) must be delivered to the Pancare Health Tech by an adult listed in Parent Portal. All prescription 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.

Medications carried by a student that are OTC and for headaches must also have a form on file and the student may only carry what they are responsible for taking that day in the correctly labeled container. Please see the Bay District School Board Policy for more information on students carrying OTC headache medicine.

### **Illness**

Please see the Handbook for School Health available on the Bay District Schools Website [www.bay.k12.fl.us](http://www.bay.k12.fl.us) for detailed information regarding illness procedures. Students who have signs and symptoms that may indicate the beginning of a communicable illness including fever of 100.4 or greater, vomiting, rash, diarrhea, sore throat, etc will be sent home and may return after they are symptom-free for 24 hours or with a doctor’s note clearing the student to return to class depending on the situation. **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

Please refer to the Handbook for School Health on the Bay District Schools Website [www.bay.k12.fl.us](http://www.bay.k12.fl.us) for detailed information regarding procedures for Head Lice and Nits. Any student with live head lice, or nits at the base of the hair follicle, shall be temporarily excluded from attending school. Students with live head lice, or 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.

**When returning to school from head lice, 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

**\*\*Lynn Haven Elementary field trips are behavior and attendance incentives. Students who have behavior referrals, minor or major, or absences in excess of 15 days may not be permitted to attend.\*\***

Please visit the Bay District Schools Website for the most updated information and BDS Board Policy regarding attendance including excused, unexcused, family leave, tardies, early check-outs, and procedures for providing documentation. **Most importantly, communicate with the school as soon as possible to let us know what is going on when your child is absent. Brittany Rogers and Dawn Calhoun are your school contacts for attendance issues.**

## FIRE DRILLS AND BUILDING EVACUATIONS

Florida state law requires schools to hold emergency drills. Evacuation routes are posted clearly in each room and rehearsed. We practice a variety of drills including severe weather, shelter in place, lock-downs, and fire.

## 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. They will also communicate grades monthly.

## LOST AND FOUND

Please label personal items with your child's name so that any misplaced items can be quickly returned to your student. 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 25/26 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.

Thank you for taking an active role in your child's education!