



## 2025-2026 Student Handbook

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1900 Michigan Ave, Panama City, Florida 32405  
Telephone (850) 767-1428

### **Lucille Moore Elementary School Pledge:**

**I am a proud Patriot.  
I am changing my world by making smart decisions.  
I am maximizing my potential and celebrating my success.  
I treat others right and lead others to do the same.**

### **School Vision:**

**Empowering Students to make a positive difference.**

**This handbook Belongs to:**

**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Computer ID Log in:** \_\_\_\_\_ **Password:** \_\_\_\_\_

# LUCILLE MOORE ELEMENTARY

1900 Michigan Ave, Panama City, Florida 32405  
Telephone (850) 767-1428

## **CAMPUS HOURS**

Campus opens at 7:00 A.M. The school day for K-5 begins at 7:30 A.M. and ends at 2:15 P.M.  
Voluntary PreK hour are 7:30 – 10:45

## **DISMISSAL**

Students walking home must leave campus by 2:10 P.M. Parents/guardians pick up students at 2:00 P.M. Authorized persons that need to pick up students in a vehicle must utilize our car loop and have a current pick-up tag. **Only vehicles with authorized PARKING tags will be allowed to park and pick up their student(s).** For safety reasons, exceptions will be made for students in our autism and pre-kindergarten programs. Classroom teachers will provide details. Students on campus after dismissal/school hours must be under the direct supervision of a Lucille Moore employee that was previously made by the teacher and parent.

## **REGISTRATION**

Your child will ONLY be checked out to the authorized people that are identified by you in the Parent Portal System. Bay District Schools (BDS) has an online registration process. All parents must complete the online process each year. All school registration/updates must be completed through the Bay District Parent Portal website [www.bay.k12.fl.us](http://www.bay.k12.fl.us). To register, you MUST be signed up for Bay District Parent Portal and have a valid password.

## **ACADEMICS**

Your child's grades are available for your review at any time on the Bay District Parent Portal System by registering and logging in at <https://focus.bayschools.net/focus/>

**A=90-100**

**B=80-89**

**C=70-79**

**D=60-69**

**F=0-59**

## **ASSESSMENT PRINCIPLES AND PRACTICES**

1. The primary purpose of a grade is to communicate the level of standards mastery a student has achieved in a given subject.
2. **Formative & Summative Assessments** - Formative assessments are used for student practice and teacher feedback. Formative assessments will not be weighted higher than 5 percent. Summative assessments measure student achievement at the end of a unit, course, term, or year providing teachers with information for making final judgments about student mastery.
3. **Missing Assignments and Incompletes**- In Parent Portal, the term "Missing" will indicate any missing student work during the grading period. At the end of a grading period, any missing work will factor into the final grade as a temporary zero that will be adjusted once the student completes the assessment. If there are missing summative assessments during a quarter, the quarterly grade may be reported as incomplete until the student completes the required assessments and will show as an "I" in Parent Portal and on the report card.
4. **Zeroes** - The only situation in which a zero may be used is when a student has completed an assessment and demonstrated no mastery of the standard(s) on that assessment. Zeroes will not be used to indicate missing assignments.
5. **Communication of Behavior** - Communication of student behavior is done via teacher-initiated contact with parents/guardians during the grading period and via the conduct grade on the report card at the end of the grading period. Behavior will not factor into a student's grade.
6. **Retakes/Reassessments** - Teachers will provide students with multiple and various opportunities to demonstrate their level of mastery on grade level assessments.
  - a) Reassessments will be provided for summative assessments or parts of summative assessments if the summative assessment is divided up by standard. Reassessments occur during the school day unless teacher and student make other arrangements
  - b) The intent of a reassessment is not for students to get an "A." The intent of a reassessment is to provide students an additional opportunity to show standards' mastery. Prior to a reassessment the student is required to show appropriate evidence of additional learning as determined by the teacher. Examples of additional learning include peer tutoring, teacher tutoring, revising their work, practicing the skill in a given way, and other similar activities.
  - c) The reassessment will not be identical to the original assessment.

**\*\*FOCUS/Parent Portal is the OFFICIAL grade and state assessment of record. THERE ARE NO PRINTED REPORT CARDS. All of your students' grades and other important information are recorded and accessible in the Parent Portal.**

**HOMEWORK:** School Board Policy states that “Homework is the purposeful extension of the school day providing the student with opportunities for development of good habits, education skills, individual responsibilities, self-direction, and creative expression.”

**RETENTION:**

The principal has the final responsibility to ensure that all district and state policies regarding the retention and promotion of students are followed in accordance with §1008.25, Fla. Stat.

These criteria are intended to be a minimum for retention:

1. Failure to achieve state standards
2. Overall achievement/performance in all academic areas
3. Failure to achieve district level proficiencies per School Board Policy 8.301
4. Attendance in accordance with School Board Policy 7.104.

Students who are retained, and students needing remediation or intensive instructional support, will be matched to strategic and intensive instruction/interventions based on screening, progress monitoring, and diagnostic assessments.

**Third Grade Mandatory Retention.**

Students with a reading deficiency, as identified by §1008.25(5)(a), not remedied by the end of Grade 3, as demonstrated by scoring a Level 1 on the statewide assessment test in reading for Grade 3, shall be subject to mandatory retention.

Such students shall:

1. be provided intensive reading interventions as specified in School Board Policy 8.301 to ameliorate the specific reading deficiency, as identified by a valid and reliable diagnostic assessment;
2. have the opportunity to complete a student portfolio or other alternative assessment;
3. be provided with intensive instructional services as identified by law;
4. be provided with a high-performing teacher as determined by student performance data and above-satisfactory performance appraisals

You can find more information or any updated information at any time at the following link :

[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Index&Title\\_Request=XLVIII#TitleXLVIII](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Index&Title_Request=XLVIII#TitleXLVIII)

**Parents/Guardians**

Canvas (Learning Management System)

Bay District Schools utilizes the Canvas Learning Management System (an online learning platform) for all students.

Canvas is a learning management system that provides a collaborative online environment that integrates instructional resources and learning assignments and assessments. Canvas is accessible from any device with internet capabilities.

Canvas brings students, teachers, parents, and administrators together within one communication platform.

Parents/guardians have one stop access to all of their child(ren)s' accounts with one log-in. Additional information about how to access your child's Canvas account through the Canvas.

**ATTENDANCE POLICIES (School Board Policy 7.104)**

Students are expected to be in school, to be on time, and to stay all day unless prohibited by illness or other serious crisis. Florida Law 232.01F.S. requires children ages 6-16 to be in regular attendance in school and holds parents accountable for meeting this requirement (232.09F.S.S).

Your child is in jeopardy of violating these statutes as indicated below:

- 5 or more absences (excused or unexcused) in a month
- 10 or more absences (excused or unexcused) in the past 90 days. Enforcement of school attendance 232.17 F.S. School Board Policy 7.10r; 7.105
- 15 or more unexcused absences in the past 90 days, Habitual Truant 39.01F.S.

An absence is defined as being more than 5 minutes tardy, leaving more than 15 minutes early, or missing more than a ½ day of school or class period. Criteria for approved absences as stated by the School Board include:

illness, medical care, death in the family, legal reasons, religious holidays, pre-approved family leave, or school sanctioned activities. Parents are required to justify each absence of the student within 24 hours of the absence with a written excuse to the school. If the above absences are found unexcused, you or your child may also be at risk for:

- Notification to AFDC: we are required to notify the AFDC office when recipients of AFDC are not attending school regularly. This could result in a reduction of benefits.

- Court action for truancy

If a prolonged absence is foreseen by the parent, a request can be made through the office that makeup work be gathered for the child and picked up in the office after 2:15. A request for makeup work is not necessary if the child is out only one day. For the protection of your child during the school day, students may not leave the school campus unescorted. If it is necessary for a child to leave school, parents must sign the child out in the office. Teachers will not release students unless notified that the child has been signed out in the office.

**Attendance/Absences** (Excused Absences, Tardies or Early Departures) 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 emergencies.
2. Illness of a 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 a licensed therapist.
5. Legal reasons.
6. Pre-approved family leave. Requests for family leave must be in writing and approved before the student is to be absent and must comply with the following criteria.
  - a.) The student must have a C average or higher in all classes for the grading period.
  - b.) It must be demonstrated that the leave cannot be taken during school breaks.
  - c.) The requested leave cannot be for more than five (5) days per school year and may not be during semester/term exam days and/or during state assessments.

**Unexcused Absences:** Unexcused absences are those absences that are not justified according to board policy. In addition, truancy, out of school suspension, expulsion, and/or skipping are considered unexcused absences. Please refer to Board Policy.

**Leaving School During the Day:** Once students arrive on campus, they are not permitted to leave the grounds without being checked out by authorized personnel. Students shall only be released to authorized person(s) as noted on Parent Portal. Bring your Driver's License/State Identification Card when you come to school. You will need it every time you check your student out and/or to come on campus. There will be no check outs after 1:30 unless it is an emergency (documentation must be provided).

**Signing Out/ Checking a student out:** See the Clerk in the front office to sign out your student during the school day. Students may not check themselves out and walk home. Please remember that you must have your license or identification card to check out a student. Please ensure that your Parent Portal information is kept current as this information will determine who can sign a child out.

**Make Up Work – Excused Absences:** Students are expected to make up all work missed during absences. Full credit will be awarded for the make-up of work missed during excused absences. It is the student's responsibility to contact the teacher within five (5) school days of the first day back to obtain make-up work up. All assignments announced in advance of the student's absence (including tests and exams) must be made up on the day the student returns to school. Teachers may choose to require a student on school or administrative leave to complete work assigned in advance of the leave.

**Make up Work – Unexcused Absences:** Students are responsible for making up all work missed, including tests and exams, during an unexcused absence. If the unexcused absence is due to a suspension of one to three (1-3) days, the student must contact his teachers for assignments upon return to class. Make-up work must be completed within five (5) school days. Parents/ guardians of students suspended for more than three (3) days are responsible for contacting the school by the end of the third day of suspension to obtain the missed assignments. All work must be completed and returned to the classroom teacher upon the student's return to school.

**Minimum Attendance:** A student may be in jeopardy of retention if he/she fails to attend school for at least 160 days in a school year.

**Illness of Students at School:** It is extremely important we have an up to date phone number where you can be reached in case of illness of your child. Please log on to the Parent Portal if/when you need to update emergency information. We appreciate having the name of a neighbor or family member who can pick up your child when you cannot. As names and phone numbers change, please keep your child's information updated through the Bay District Parent Portal.

**Schools will continue to follow current school board policy regarding attendance (School Board Policy 7.105).**

**SAFETY PRECAUTIONS DURING PANDEMIC 2.134**

**A. Policy**

The School Board recognizes the need for maintaining a healthy school environment and that controlling the spread of communicable diseases is essential to the well-being of the school community and to the efficient operation of the District. In the event of a declared public health emergency, including those involving communicable diseases, the Superintendent may, at his or her discretion, implement then-current guidance provided by the Centers for Disease Control and Prevention (“CDC”) and other relevant public health officials regarding the safe operation of schools and bring further requests or recommendations to the School Board at the next available meeting.

**B. Procedures Specific to the Global COVID-19 Pandemic**

The School Board is committed to operating its schools and facilities in a manner that is safe and conducive to learning. In the event that CDC guidance significantly changes, the School Board delegates authority to the Superintendent to modify compliance requirements in accordance with then-current guidance from the CDC and from local medical and public health officials and to bring further requests or recommendations to the School Board at the next available meeting. For more information please go to <https://www.bay.k12.fl.us/COVID%2019>.

**Protecting Instructional Time and Limiting Classroom Interruptions**

We want to ensure the success of every Patriot. In order to ensure the best possible learning environment, it is crucial that we protect instructional time and keep classroom interruptions to a minimum. Calls to change transportation home need to be reserved for emergency situations only. We want to ensure all of our students arrive at their proper after school destination safely. It is difficult to communicate last minute transportation changes to the teachers at the end of the school day. Planning in advance and letting your child and your child's teacher know prior to the start of the school day of any changes, will help limit classroom interruptions and ensure safe dismissal. If there are any changes that occur a note is required from the parent to the teacher stating the changes. Calls will not be transferred to the classroom during instructional time. If you need to schedule a conference with your child's teacher, you may leave a message with the front office or email the teacher directly. The teacher will return your call at their earliest convenience during non-instructional time within 48 hours.

**TRANSPORTATION**

Students may be dropped off in the morning beginning at 7:00am. Student drop off and pick up is PROHIBITED in the parking lots and the bus loop between before 7:25am and after 2:00pm. This will be strictly enforced. You must use the car loop. After 7:25am please check your student in at the front office. Please do not drop your child off if the bell has rung and there is no adult supervision on duty. After 2:20pm any students still on campus will be picked up in the front office. Please do not park in the parent pick-up line and leave your vehicle; this holds up traffic and becomes a safety concern.

**Bicycles:** Bicycles must be parked in the designated bicycle storage area. The school is not responsible for the security of bicycles stored in the area.

**Bus Discipline Guidelines:** – Per District Matrix Bus Rules:

1. Follow directions at all times
2. Sit in your seat with both feet on the floor
3. Keep hands, feet and objects to yourself
4. speak in a quiet, respectful voice
5. No swearing, pushing, eating, teasing or fighting on the bus

**Bus Stops:**

The Bay District School Board provides buses and drivers for the transportation of students. Bus stops are set by the School Board and not by the bus drivers or the school. Please discuss the following with your child: (1) arrive at the bus stop five (5) minutes before bus time, (2) stand off the side of the roadway while awaiting the bus, and (3) obey the driver at all times. If you have questions or concerns regarding the transportation of your child, please feel free to call the school at 767-1428, or transportation at 767-4494.

**Car and Bus Transportation Changes:**

If you know you have a change in your child's PM transportation (change to car rider or bus rider), please send a note and/or email the teacher to relay the message. We know that sometimes there are last minute changes that cannot be helped, but it is disruptive to the students and teachers when we have to contact them regularly about these changes. If you must call in a change, please call prior to 1:00 pm so we will have time to get the message to your child.

## **BEHAVIOR EXPECTATIONS**

Lucille Moore Elementary is a Positive Behavior Support (PBS) School, which gives stakeholders a new way to think about behavior. PBS is based on understanding why problem behaviors occur (the behavior's function) PBS is the application of evidence-based strategies and systems to assist schools to increase academic performance, increase safety, decrease problem behavior, and establish positive school cultures.

PBS provides a positive and effective alternative to the traditional methods of discipline. PBS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. PBS is consistent with the Individuals with Disabilities Education Act, which advocates the use of positive behavior interventions and school-based disciplinary strategies that reduce or eliminate the need to use suspension and expulsion as disciplinary options.

**Restorative Practices** - Lucille Moore Elementary also utilizes the principles of Restorative Justice within our school wide behavior expectations. Restorative Justice guides students to (1) accept and acknowledge responsibility for their offenses, (2) to the best of their ability, repair the harm they caused to others or their surroundings, and (3) develop a positive social ties to the school community”

It is the policy of the School Board that there shall be zero tolerance of misbehavior of all kinds. Schools and teachers may develop individual rules and disciplinary practices which supplement the School Board rules but do not conflict with those rules. Discipline should be applied after consideration of the eventual effect on the behavior of the student and should promote improved conduct. Students shall be subject to the provisions of this policy while attending school or on school premises, at any school function, or on any school sponsored transportation. Parents, legal guardians or adult students will be financially responsible for any damage to school property. A student's academic grade shall not be reduced as a disciplinary measure.

**Please refer to Bay District Schools' Code of Student Conduct and Discipline Online.**

<https://www.bay.k12.fl.us/uploads/CODE%20OF%20STUDENT%20CONDUCT%20AND%20DISCIPLINE.pdf>

## **Textbooks and Media/Technology Material**

ChromeBooks, textbooks, library books, and other school materials are loaned to pupils by the Bay District School Board. If these articles are lost or damaged, students **will be required to pay for them.**

## **Care of School and Personal Property**

We try to instill students' pride in the appearance of their school. Students must not mark on school furniture, walls, ceilings, floors, or equipment with pens, pencils, markers, or any other instruments. Students must not tamper with fire alarms, fire extinguishers, plants, trees, or any other electrical system in the school. Anyone who willingly destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency. Students are cautioned not to bring large amounts of money, radios, cell phones, tablets or cameras to school. The school is **not liable** for damaged electronics. If a student wears glasses or watches, we ask that the student take responsibility for the care of them. Students should not leave money or other valuables in the desks. We are not responsible for any damaged or lost items.

## **Bullying:**

Expectations of Bay District School Board in regard to bullying (Policy 7.207) The School Board expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

1. The School Board prohibits the bullying of any student or school employee:
  - a. during any educational program or activity conduct by the District;
  - b. during any school-related or school-sponsored program or activity or on a District school bus;
  - c. through the use of any electronic device or data while on school grounds or on a computer system, or computer network of the District. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section;
  - d. through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a District school bus; or
  - e. while the District does not assume liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and

the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate, which may include the use of the School Resource Officer.

2. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior,
3. Student rights shall be explained as outlined in this policy and in the Student Code of Conduct.
4. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in this policy and in the Student Code of Conduct.

**Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students. It is also the unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by a student or adult that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individuals school performance or participation; and may involve but is not limited to:**

1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public or private humiliation
10. Destruction of property

This definition is inclusive of, but not limited to, behaviors which are motivated by the victim's sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socioeconomic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background, or any such traits the harasser attributes to the victim based upon the harasser's perception of the victim. Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectric system, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

**Cyberbullying** - also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

### **Non-Discrimination**

No person shall on the basis of race, ethnicity, color, religion, sex, gender, gender identity, sexual orientation national origin, disability, age, genetic information, pregnancy, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to harassment or discrimination under, any educational program or activity or work environment. This practice shall apply equally to students, employees, applicants for employment and all persons having business with the School Board. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. The following person has been designated to handle inquiries regarding non-discrimination policies:

<https://safe.bayschools.net/>

This website gives students an instant, virtual, and completely anonymous way to share their concern with the right people to help someone!

<https://getfortifyfl.com/Tip.html>

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials.

### **CAMPUS CRIME STOPPERS**

IT'S YOUR SCHOOL...IT'S YOUR CHOICE

"Students and their parents are encouraged to help ensure the safety and security of our campus. Show that you care... report incidents and prevent danger. Tell an administrator or call "CAMPUS CRIME STOPPERS-----785-TIPS."

### **CELL PHONE POLICY (School Board Policy 7.211)**

Bay District Schools is committed to aiding students and staff in creating a 21st century learning environment. Students and staff will now be able to access our wireless network with their personal mobile devices (laptops, netbooks, tablets, smartphones, etc) during the school day, **with classroom teacher approval**, students may use their own devices to access the internet and collaborate with other students. In order for students to participate they must have a signed AUP form on file. Students in violation of this policy or classroom procedures will have their device confiscated. Only a parent or guardian may pick up the device after confiscation. If a student's device is confiscated more than once, disciplinary action will occur. Refusal to relinquish a cell phone or other electronic mobile devices will result in a 3 day suspension. If a student brings a device, that student is responsible for its safe keeping.

### **FIELD TRIPS/TRAVEL**

Before a student may participate in a school-sponsored activity away from campus, a signed parental/guardian permission slip and a notarized medical release form, if required, must be on file at the school. Each student will be responsible for giving these forms to the teacher sponsoring the trip. It shall be the responsibility of the principal of the school or his/her designee to provide chaperones for each scheduled trip and to see that the chaperones are properly instructed in the rules governing transportation prior to departure with special emphasis on behavior and safety rules. No money will be refunded for school field trips. Students on field trips are subject to all school rules and policies. Students are required to return from an event by the same method and with the same group.

### **SCHOOL VOLUNTEERS**

Volunteering contributes to the quality education of our students and is also a rewarding experience for volunteers. Volunteers are an important part of our school. Volunteer jobs can be done at home. If you would like to volunteer for our school, please complete and submit a volunteer application for a background check to the front office. A new application must be completed each school year.

### **FUNDRAISING PROJECTS AND SOLICITATIONS**

Students/parents/guardians will be responsible for the monetary value of all school fund-raising items. Students may not bring items to school for resale. Students may not solicit funds or participate in fund-raising drives under school sponsorship during school hours. Solicitation of merchants for school projects, materials, advertising or funds will not be permissible without prior permission from the Bay County School Board, the Principal, and the Superintendent.

### **MONEY POLICIES**

We do not accept checks. Cash is accepted and many purchases can be paid for online. Please note that there will be a small fee associated with online payments.

### **GUN-FREE SCHOOL ZONE**

Pursuant to Bay County School Board Policy 2.116, all Bay District Schools are gun-free school zones. Students, parents, employees, and visitors shall not possess, discharge, or attempt to discharge a weapon on any facility owned by the School Board. Those who do so are subject to recommendation for expulsion, loss of employment, and/or referral to law enforcement for further legal action.

### **LOST AND FOUND**

A lost-and-found location is in the cafe. Turn in all "found" items to the Main Office immediately. Any unclaimed items will be donated to Goodwill.

### **LUNCHES AND LUNCH ROOM**

To help ensure that students have ample time to eat, please work with your child regarding learning their lunch number. This knowledge facilitates getting through the lunch line in a more expedient manner. Students will sit with their class during lunch. Parents/Guardians who wish to come eat lunch with their student must be in focus and have a valid ID to come on campus, passports are not accepted. If a Parent/Guardian decides to eat with their student, they can only eat with their student and they must sit in the designated area at the picnic tables outside at the amphitheater.

### **MEDICATIONS**

School personnel may not administer **ANY** medication, including over the counter medication, to students without a "Permission to Administer Medication" form signed by the parent/guardian and a physician. Forms are available in the Main Office. For safety reasons, students may not keep any medicines in their possession. All medication shall be kept in the Health Room. Students will be allowed to carry and self-administer epi-pens, metered dose inhalers & pancreatic

enzyme supplements with parental and physician authorization (Age appropriate). Sharing or allowing others to use these items may result in disciplinary action and a possible recommendation for expulsion from school.

**LICE:** Please refer to Board Policy.

**BED BUGS AND OTHER PESTS:** Please refer to Board Policy

### **PARENT/GUARDIAN CONFERENCES/PHONE CALLS**

Parents/Guardians who wish to set up a conference with their child's teachers should contact the teacher. Teachers are granted 24 hrs. notice before meeting with parents/guardians. Additionally, the school guidance counselor is available to: (1) answer questions about the programs at the school, (2) review your child's progress, (3) interpret standardized test scores, (4) discuss special programs, or (5) meet with you about other concerns regarding your child.

### **POSSESSION OF UNAUTHORIZED ITEMS**

The following items are prohibited: do-rags or other similar headgear, bandanas, rubber bands, radios, mp3 players, toys, stuffed animals, baby bottles, shaving cream, Mardi Gras beads, sunflower seeds, perfumes, colognes, fireworks (including poppers), silly putty, silly string, white out correction fluid, markers, skates, or CD's, electronic games, or any expensive or personal items that may be stolen and/or disrupt class. No insect or animal, living or dead, may be brought to school. Any items which may identify gang affiliation are strictly forbidden. Any contraband will be confiscated and held for a parent to pick up.

**Tobacco Products/ Matches /Lighters:** Tobacco products, matches and/or lighters are strictly prohibited. Students found in possession will be subject to administrative action and referred to the SRO for violation of state statute.

**Possession or use of Alcohol or Drugs:** Anyone using or in possession of drugs or alcohol on the school campus, or during a school sponsored trip or activity, will be suspended, referred to the SRO, and may be recommended for expulsion. The student may be prohibited from participating in any extracurricular activity (including athletics, cheerleading, Student Council, band or choral groups, or any other Lucille Moore) for the remainder of the school term. Please help us by checking your child's backpack to ensure that they are not bringing inappropriate items to school.

### **SCHOOL RESOURCE OFFICER**

The School Resource Officer (SRO) assists in the orderly operation of the school and other school-related activities. Students who threaten or batter others, fight, steal, vandalize property, or break any other laws may be referred to the SRO for possible criminal charges.

### **TELEPHONE USE**

The office telephone is for official business only. Students may use the phone **only in cases of emergencies and with permission**. Plans for after-school activities (club meetings, tutorials, transportation arrangements, etc.) should be made prior to school.

### **SCHOOL VISITATION POLICY**

In order to promote campus safety, we require all visitors and parents to report to the front office and receive a visitor's badge prior to reporting to any location on campus. Visiting relatives and friends may not attend school with students. Parents and visitors will be screened upon presenting any of the following forms of identification at the front office:

1. A state-issued driver's license or identification card (all 50 states)
2. A United States Military identification card
3. A consular identification card issued by the government of Mexico
4. A United States Permanent Resident Card

Any other form of identification including **passports** must be screened by the District's Safety and Security office. An appointment should be made with that office by calling 767-4127 to expedite this procedure. The school will be notified by that Department once an individual has been cleared to visit campus.

**Pets - No pets are allowed on campus unless they are certified service animals.**

### **STUDENT DRESS CODE AND GROOMING 7.209**

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. In order to promote safety, personal hygiene, academic well-being, and moral development, students shall be expected to comply with reasonable requirements relating to dress, grooming, and personal appearance. Students are expected to come to school dressed appropriately with proper attention having been given to personal cleanliness, grooming, and neatness of dress. The following is the dress code for grades K-12 except students at Margaret K. Lewis and Tom P. Haney Technical Center. The dress code policy applies from the time the student arrives on campus until the end of the school day and at all school

activities during the school day. Exceptions may be made by the principal for field trips or other special activities (examples: Honors and Awards ceremonies).

**Tops:**

- Collared shirts should have no more than the top two buttons unfastened and must be in the schools designated color (Red, Royal/Navy Blue, and White) or grey.
- Crew neck t-shirts in a school designated color (Red, Royal/Navy Blue, and White) or grey are permitted. A small logo is permitted. School spirit, club, and athletics t-shirts are also allowed.
- Shirts do not have to be tucked in.
- Shirts must be long enough to ensure that no midriff is visible with raised arms.
- Tube tops, tank tops, and halters of any style are prohibited.

**Bottoms:**

- Bottoms must be one of the three school colors (Red, Royal/Navy Blue, and White) or from the standard color palette (khaki, navy blue, black or grey).
- A small logo (three inches or smaller) and minimal embellishments are permitted.
- Bottoms, including jeans, must not have holes, rips or tears.
- All bottoms must be appropriately fitted and seated at the waist.
- Joggers that are fitted at the waist and ankles, and adhere to the standard color palette are permitted. Joggers made of sweatpants material are not allowed.
- Shorts should come to the mid-thigh in length.
- Leggings are permitted only when worn under a skirt, dress, shirt, or jumper that is at least mid-thigh length.
- Pajama pants, sweatpants, low-rise, and hip-huggers are not permitted.
- Belts are not required, but if worn, must be in loops.

**Shoes:**

- Shoes must be worn at all times.
- Shoes must have closed toes.
- Closed backs or shoes with back straps appropriately fitted are allowed.
- No bedroom shoes, flip flops, shower shoes, slides, beach footwear or shoes with wheels are permitted.

**Other:**

- Dresses and skirts are allowed, but solid colors only - no patterns or graphics. A small logo is permitted.
- The underarm and shoulder areas must be covered - no tank top or halter dresses allowed. If dresses with spaghetti straps are worn, a school-approved shirt must be underneath.
- Jumpers are allowed to be worn with a dress code compliant shirt underneath.
- Outerwear must be worn over dress code compliant clothing.
- Coats and jackets can be any color, but no graphics.
- No trench coats.
- Scarves must be worn around the neck - no bandanas.
- Jewelry that can be used as a weapon (spikes or chains) is not allowed.
- The following miscellaneous clothing items are also permitted: uniforms for nationally-recognized organizations (e.g. JROTC, FFA); costumes for school activities; accommodations for religious beliefs; hats/sunglasses for outdoor use; special programs requiring unique dress standards; reasonable accommodations for special needs upon a parent's written request.

**Discipline for violating this policy shall be as follows:**

- First and second offense consequences are: notification of parent or guardian; change of inappropriate attire;
- Consequences for subsequent offenses may include one or more of the following at the discretion of the principal:
  - a.) notification of parent or guardian;
  - b.) change of inappropriate attire;
  - c.) one to three days of in-school or out-of-school suspension; or
  - d.) three days after school detention, if available.
- The fourth and subsequent offenses are willful disobedience which will result in further disciplinary action, which may include out of school suspension or expulsion;
- Any absence resulting from a violation of the Student Dress Code will be considered an unexcused absence.

### **Prohibited Attire at all Schools**

While on school grounds during the regular school day, students are prohibited from wearing clothing that exposes underwear or body parts. Students should avoid attire that seriously distracts from the learning environment, is considered to be disruptive or could present a health or safety problem. Any interpretation of the dress code that is required of this policy shall be the responsibility of the principal of each school. The Superintendent is authorized to make the final decision regarding the interpretation, application and enforcement of this policy and to make certain that it is being uniformly applied and enforced at each of the schools within the District.

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.

### **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/guardian, 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 child to be exempt, please contact your child's school directly. The school will advise you how to proceed with your written request

### **Out of Zone**

Please know that if your child is attending LME "Out of Zone" they must maintain good attendance and have no disciplinary problems. Should attendance or discipline become a problem, Administrations will seek to have the "Out of Zone" privilege revoked.

### **Parent Request for Student Transfers/Request to transfer from an out-of-field teacher**

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. Parents initiate 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.

### **ADDITIONAL POLICIES AND POLICY AMENDMENTS**

As a member of Bay District Schools, Lucille Moore follows the Bay District School Board Policy Manual. A more complete listing of Bay District policies may be found on the District web page located at: <http://www.bay.k12.fl.us>. Lucille Moore policies may be changed as deemed necessary by the school administration.

**Policies, procedures and information outlined in the Student Handbook may be subject to change at the Principal's discretion based upon updates and requirements dictated by federal, state, and local officials.**

**The electronic edition of the School Board policy is the latest edition. It replaces earlier electronic and printed editions.**