

# LEWIS SCHOOL

## 2018-2019



### Home of the Falcons

Mike Fantaski  
Principal

#### School Phone Numbers

Front Office	833-4130	Bookkeeping	833-4196
Fax Number	833-4197	Band Office	833-4290
Guidance	833-4132	Chorus Office	833-4296

[www.okaloosaschools.com](http://www.okaloosaschools.com)  
[www.okaloosaschools.com/Lewis](http://www.okaloosaschools.com/Lewis)

**This School Agenda Book belongs to:**

Name \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

**All Visitors to Our Campus Must Check In  
Through the Front Office with a Driver's License & Receive a Visitor's Pass**

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This agenda book does not cover every student or all Okaloosa District Policies. It is intended only as a reference source for some of the more frequently asked questions. For more specific rules and regulations refer to the following:

1. Okaloosa County Schools Code of Student Conduct Book
2. Policies and Administrative Regulations of Okaloosa County
3. State Board of Education Rules
4. Florida School Law

Good citizenship and responsibility are important and expected. Your citizenship is a contribution to our school image and our community. These rules are not made to confine you, but provide for the smooth flow of the day.

### Parent/Teacher Organization (PTO)

PARENTS, TEACHERS, and STUDENTS have an opportunity for involvement in the total school program at Lewis. An exciting ORGANIZATION, the PTO provides for cooperation, communication, and participation among all of the individuals who are involved in our school. Catch the spirit and get involved! You can help with many exciting projects to benefit our school. Become a "Falcon Fan": A PTO member for \$3.00 – A Silver sponsor for \$10.00 – A Gold sponsor for \$20.00

# ACADEMICS

## Academic Progress and Promotion Policies

A mid-nine weeks Progress Report will be furnished to 5<sup>th</sup> – 8<sup>th</sup> grade students at the mid-point of the nine weeks. A report card will be furnished at the end of each nine weeks for all students.

## Grading Policy

All nine-week grades will be determined by the following grading system:

<u>Letter/Numerical Grade</u>	<u>Grade Point</u>
A- 90-100	4.0
B - 80-89	3.0
C - 70-79	2.0
D - 60-69	1.0
F - 59 and below	0.0
I - Incomplete	

**GPA:** The average of a student's grades for the nine weeks. The GPA is obtained by adding the six grades together (A=4 B=3 C=2 D=1) and divide by six. Eligibility for extra-curricular activities is determined per the instructions set forth in the Okaloosa County Pupil Progression Plan.

**Promotion policy:** A middle school student must pass a total of 12 courses to be promoted to the 9<sup>th</sup> grade. These courses must include 3 levels of Math, 3 levels of Language Arts; 3 levels of Science; 3 levels of Social Studies; one semester of Physical Education. The P.E. requirement may be waived if a student is enrolled in a remedial course or is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement.

## Parent Access On-Line Student Grades

To monitor academic progress at any point during the nine weeks and obtain teacher comments and individual scores within a class, please access the Parent Portal.

The Parent Portal is a website designed to give parents and guardians the ability to monitor their child's performance at Lewis School from any computer with Internet access. All you will need is your child's student ID number. If you do not have a computer or Internet access, the computers in the Media Center are available for your use and we will assist you.

To access the Parent Portal, go to the school or district website to access grades online. This link is located on the school website under the parent icon on the left side of the page, then under the quick links menu. On the district site click the "Parent Portal" icon on the right side of the page. You will be instructed to enter your student's:

**ID: Your child's student number (10 digits)**  
**PIN: Last four digits of the student number**

Use the drop down bars to select individual class reports. For the sake of privacy, the child's name will not be seen on the PIV. Students should not give out PIN numbers or ID numbers to anyone other than their parents. Also be aware of the email notifications that can be set up.

## Schedule Change Requests

Any change in the classroom schedule for a student must be coordinated with the teacher, the parents, guidance, and/or Administration. Teachers are hired, materials are ordered and textbooks are purchased based on student course requests.



## Homework Policy For Students Who Are Absent From School

1. Students who will be absent for three or more days can request homework from their teachers. Parents may contact the guidance office to have this done.
2. Teachers must be given a 24-hour notice.
3. Work pre-assigned that was due the day the student is absent will be due the day the student returns to school.
4. Students who must miss a core class due to sports or extra-curricular activities should make prior arrangements with that teacher to make up work missed.
5. If homework is requested please respect the teacher and have it completed when student returns.

## Cheating Policy

First offense – zero on assignment, assigned 1 day detention.

Second Offense – Failure for 9 weeks, 1 day of STP.

# ATTENDANCE

Attendance is directly correlated to student achievement. For middle school a student who is not in class **for at least one-half of the class period shall be counted as absent.**

We encourage daily attendance and punctuality. The School Messenger automated software call system will be used to notify parents of any absences reported by each student's Advisory teacher. The system will call the home phone number and will deliver the message in real time or leave a message on the answering machine. Notifying the front office that your student will be absent is not required, you will still receive the phone call.

**1. EXCUSED ABSENCE** – Personal sickness or death in the family and the observance of established religious holidays (but they must be counted absent on all school records). Students with excused absences should bring a note or doctor's excuse to the office before 9:00 a.m. Please ensure that the student's full legal name, parent name and phone number are on the note

**2. UNEXCUSED ABSENCE** – Any absence not included in the above definition. (No work will be allowed to be made up for an unexcused absence including suspension and truancy.) Student with unexcused absences, including suspension and truancy will not be allowed to make up work.

### 3. MAKE-UP POLICY –

- A. Any student with an excused absence will be allowed up to five (5) school days after the absence to complete make-up work. It is the student's responsibility to obtain makeup work.
- B. Between the fifth (5<sup>th</sup>) and eighth (8<sup>th</sup>) absence (excused or unexcused) per semester in any class period, the parent will be notified of the absences.
- C. When a student accumulates a total of nine (9) excused or unexcused absences in any class period per semester, no makeup work will be allowed without a doctor's excuse. A letter will be sent to the parent or legal guardian notifying them of the necessity for a doctor's excuse, an excuse from an official agency, or principal's review form. In addition, this letter will notify the parent or legal guardian of the consequences of any additional absences.
- D. After the fifteenth (15<sup>th</sup>) absence per semester in any class period, no makeup work will be allowed. The student can still pass the class, if at the end of the semester he/she has a passing grade.
- E. After the fifteenth (15<sup>th</sup>) absence per semester in any class period, the student's parent or legal guardian can appeal for an administrative review for permission to make up missed work.

## Truancy

**Students with five (5) unexcused absences in a calendar month or ten (10) unexcused absences in a 90 day calendar period will be reported as truant (Florida Statute 232.17). Parent or legal guardian will be notified by letter from Lewis School and reported to school board authorities.**

## Checking Students In or Out

**Students will not be released to anyone except parents or their authorized representatives (written certification required) during school hours.**

### Checking In –

1. When a student will not be in their seat at 7:30 they will be considered tardy and **MUST** check in at the front office.
2. If your student is tardy they **MUST** be accompanied into the front office by a parent/guardian to be checked in.
3. If your student is tardy they **MUST** enter the school through the front door, do not drop them off anywhere else, this is considered a safety issue.

### Checking Out –

1. We will require written documentation of the custodial parent to (1) change a child's bus, or (2) allow someone else to pick up your child from school. If that request is not in writing, the request will not be honored.  
**There can be no exceptions to this policy.**
2. All check-out requests by phone will be denied. We must enforce this rule in order to safeguard all of our children.
3. We encourage parents to update the list of contacts that may or may not pick up students during school hours.
4. Anyone checking out students must show a valid picture I.D.
5. Children being checked out will not be called out of class until the parent or authorized representative has arrived at the front office.

**Please make all efforts to refrain from checking students out after 1:30**

All visitors to Lewis **must** have a Driver's License to be on campus. Visitors must check in with the front office and should not be in classrooms without prior permission.

## CAFETERIA

1. A balanced lunch and milk program is provided in the school cafeteria and available to students. Lunches may be purchased in advance. Student's full name and pin number should be included with payment.
2. Applications for free and reduced lunches will be given to all students during the first few days of school. Additional lunch applications will be available from the secretary in the guidance office.
3. The Constitution of the State of Florida does not allow school districts to extend credit using tax payers dollars. Meals will not be sold to students on a credit basis.

## DISCIPLINE

At Lewis we believe that **A DISCIPLINED, ORDERLY ENVIRONMENT PROMOTES LEARNING. We also believe that students are responsible for their own actions at all times.** During the course of the school year, students who do not exhibit self-discipline can expect to be corrected so that the on-going process of education for all students can occur. Parent involvement that encourages appropriate behavior is crucial to a student's success.

Student discipline at Lewis School is handled at the lowest level consistent with the offense. Therefore, most discipline is handled in the classroom with student/teacher interaction or student/teacher/parent interaction. However, a persistent offender or a serious infraction of the rules will be referred to the discipline administrator immediately.

Lewis School adheres to the Okaloosa County School District Discipline Matrix, which includes a variety of corrective measures. Recurring or disrespectful behavior may require more stringent measures. In these instances the student will be informed of the offense and allowed due process. Upon receiving due process, the student will be informed of disciplinary action to be taken. Referrals requiring disciplinary action will become a part of the student's school record.

### Lewis Student Expectations

1. Public display of affection is prohibited.
2. Students are expected to exhibit honorable conduct in all areas. Any action deemed as cheating will result in disciplinary measures.
3. Students are not to chew gum during school.
4. Food or drink items brought from home may only be eaten in conjunction with the student's school lunch.
5. Students may not bring friends to visit with them during the school day.
6. Students are not to bring animals to school.
7. Cell phones are expected to be turned off and kept in school locker.

## Corrective Disciplinary Measures

\* **After school detention** – Tuesday 2:10 - 3:00 located within the school. Parent notification is by form letter notifying the parent of the detention. It is sent home with the student to be signed by the parent and **returned the next day** by the student (student's responsibility).

\* **Removal from class** – Student is isolated from other students during a class period when a student is sent to the office or STP room. This may be assigned for more than one day. The administration will make every attempt to contact the parents/guardian and will send a letter of notification with the student.

\* **STP – Student Training Program** – similar to removal from class except the student is isolated all day. Student is not allowed to attend school events on the same day as STP is served. The administration will contact the parent/guardian by phone and will send a letter of notification in the mail. Missed class work may be made up.

\* **OSS – Suspension out of school** – student is not allowed to attend school or school events. The administration will contact the parent/guardian by phone and will send a letter of notification in the mail. **No class work or makeup tests are allowed.**

\* **L.E.A.P. (Learning Enrichment Alternative Program)** – LEAP is an alternative school for 4<sup>th</sup> and 5<sup>th</sup> grades. The L.E.A.P. process begins after 5 behavioral offences.

\* **Expulsion** from the Okaloosa County School District **Student is not allowed to return to school.** Expulsion is determined by school board action.

Student adherence to the discipline policy is at the discretion of the administration.

The severity of infraction or the total number of referrals the student has may result in an escalated entry onto the discipline scale. Also please see the Okaloosa County School District Code of Student Conduct available on the county web site at.

[www.okaloosaschools.com/district/documents-policies](http://www.okaloosaschools.com/district/documents-policies)



### Tardiness to School / Class

Punctuality is a trait that we should all develop. Students should be in their seats, quiet and ready for work when the bell rings at 7:30. If not, they are considered tardy to class.

**After three (3) tardies TO SCHOOL, per semester, the following rules apply:**

1. **4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Tardy**  
Detention assigned by teacher
2. **More than six (6) tardies**  
Teacher writes office referral

**After two (2) tardies TO CLASS, per semester, the following rules apply:**

1. **3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Tardy**  
Detention assigned by teacher
2. **More than six (6) tardies**  
Teacher writes office referral

### Leaving School Campus

Once students arrive on the school property (including on the buses) they may not leave the campus until dismissal except with permission of a school administrator through the checkout procedure in the front office. **If a student leaves the school grounds any time during the day without permission, severe penalties will be enforced.**

### Field Trips, School Dances, and School Programs

Students **are not eligible** to participate in school sponsored activities if:

1. Student has been suspended once or more per semester.
2. Student has been in STP two (2) days or more per semester.
3. Student has three (3) or more referrals or detentions per semester.
4. Two (2) or more failures in Core Classes.

Money paid in advance for an event will be refunded.

### Zero Tolerance

Any of the following offenses committed while on school property, on school sponsored transportation, or while attending a school sponsored activity shall warrant the student up to a ten (10) day suspension and/or expulsion.

1. Violence/Fighting

2. Possession or use of tobacco products/lighter or matches
3. Possession, use or being under the influence of alcoholic beverages
4. Possession of, or under the influence of, or using any controlled substance
5. Possession, distribution, or sale of any controlled substance or counterfeit substance (including prescription medication)
6. Use, possession, or sale of weapons, firearms or any explosive device/firecrackers included
7. Making a bomb threat
8. Willful disobedience/defiance/repeated failure to report to assigned detention
9. Possession of obscene material
10. Stealing (see below)
11. Bullying and Harassment (see below)

### Stolen Property

Students who take items, regardless of value, which do not belong to them may be suspended from school for stealing. If a student finds something that does not belong to him, he should **immediately** turn it in to the front office, a teacher or an administrator. If, however, a student keeps an item in his possession that does not belong to him and one of the school officials has to recover the item for the rightful owner, it will be considered stealing.

### Bullying and Harassment

Bullying or harassment will not be tolerated and shall be just cause for disciplinary action. Bullying means unwanted and repeated written, verbal, or physical behavior that is severe enough to create humiliation. Definition of bullying according to State and Federal Laws may involve but is not limited to:

1. Unwanted Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical Violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation
10. Destruction of property
11. Cyber stalking
12. Cyber bullying

Harassment means any threatening, insulting or dehumanizing gesture, use of data, technology or computer software, or written, verbal, or physical conduct directed against a student or school employee. Conduct that constitutes bullying or harassment, as defined by the Okaloosa County School District, is prohibited.

# **SCHOOL DISTRICT DRESS**

## **CODE**

(A) Appropriate student grooming and dress are primarily the responsibility of the student and parent. However, in adopting a code of student dress, it is the intent of the school board to insure that a student's personal hygiene, appearance, or dress is such that it does not disrupt or interfere with the educational process or endanger the health and safety of the student or others.

(B) The wearing of garments appropriate for school is to be encouraged. All instructors should be alert to give helpful, friendly guidance in these matters without embarrassment to the pupil. Failure of any student to dress simply and appropriately should be brought to the attention of the principal. Extremes in dress, hair style, make-up, or jewelry are not in good taste and should be discouraged. The principal of the individual school will determine when these provisions have been violated and will make the initial decision as to conformity to policy and discipline for offenders.

(C) Students are prohibited, while on the grounds of a public school during the regular school day, from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.

(D) If a student is suspended for violating any provision of this code, he or she must be readmitted to school as soon as the violation has been corrected. Guidelines to assist students, parents, and administrators toward a better understanding of the above are specifically:

### **Elementary Grades**

(1) Grades K-5:

- (a) Clothing must be neat, clean and attractive.
- (b) Footwear is required for sanitary and safety reasons.
- (c) No hats are to be worn inside the building.
- (d) Garments bearing inappropriate slogans or pictures are not permitted (i.e., alcohol, tobacco, drugs, racial remarks, or sexual connotations).

(1) Grades 4 and 5:

- (a) Hair style must not interfere with vision.
  - (b) Tank tops and similar shirts or blouses, when worn without another top, are not permitted. The midriff must be covered and undergarments must not show at any time.

### **Middle School and High School Students (6-12)**

(1) General:

- (a) Minimum length of clothing appropriate for school should approach the top of the knee.
- (b) No hats are to be worn inside the building.
- (c) Garments bearing inappropriate slogans or pictures are not permitted (i.e., alcohol, tobacco, drugs, racial remarks, or sexual connotations).

(d) Shoes or sandals must be worn at all times.

(e) Hair must be neat and clean at all times and must not interfere with student's vision. Facial hair must be maintained in a neatly trimmed manner.

(f) Tank tops and similar shirts or blouses, when worn without another top, are not permitted. The midriff must be covered and undergarments must not show at any time.

(2) Personal grooming for all students who voluntarily participate in extracurricular activities (i.e., athletics, band, JROTC, etc.):

(a) Students who voluntarily participate in activities that require a certain uniformity in personal grooming may be required to groom themselves in a more moderate fashion during the time that they are participating in the particular activity.

(b) A student must be informed of the above requirements before he or she is admitted as a participant in the activity.

(c) Students who are members of school sponsored groups having approved uniforms may wear the designated uniform when participating in activities approved by the principal.

(E) Any student who violates the dress policy described in paragraph (C) is subject to the following disciplinary actions:

(1) For a first offense, the student shall be given a verbal warning and the school principal shall call the student's parent or guardian.

(2) For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed 5 days and the school principal shall meet with the student's parent or guardian.

(3) For a third or subsequent offense, a student shall receive an in-school suspension pursuant to section 1003.01(5), F.S. for a period not to exceed 3 days, the student is ineligible to participate in any extracurricular activity for a period not to exceed 30 days, and the school principal shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

Legal

Statutory Authority: Sections 1001.41; 1001.42, Florida Statutes

Laws Implemented: Section 1001.43; 1006.07(2), Florida Statutes

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## ELECTRONICS

Along with these district policies for dress code, the Lewis School SAC Committee has approved the following restrictions.

- No shorts, skirts, or dresses above mid-thigh may be worn.
- Hats or head coverings such as visors, bandannas, sweatbands etc. are not to be worn in the building.
- Shirts, blouses, or any other type of clothing should not expose cleavage or have less than a 2-inch strap on the shoulders. No shirt, blouse, or clothing may be worn that exposes the students back.
- Pants should be worn at the waist and holes in pants should be located from the knee down.
- Clothing must be worn in the manner intended. Pajamas, bedroom slippers, bathrobes and blankets are not permitted.

In accordance with School Board policy 4-12 students may be in possession of wireless communication devices while on school property, the following rules apply.

**Cell Phones: The student must ensure the device is turned off while on campus and is stored in his/her locker. Text messaging is not permitted. If phone is taken up, student may pick up phone after school on first offense, subsequent offenses will result in parent picking up the phone.**

Any student bringing a wireless communication device to school will do so at his/her own risk. **Neither the School Board nor the school will be responsible for the loss, damage or theft of said property.**

**Students are also required to keep electronic equipment such as media devices and handheld games at home as these are not allowed.** Such items will be confiscated and held by the administration for parents to pick up. The administration accepts NO Responsibility for items not picked up within five days. Likewise the school assumes NO Responsibility for the loss or theft of such items. Personal laptop computers or tablets will be approved on an individual student basis. Inappropriate use of these devices will terminate privileges.

Students are prohibited from using any type of recording device or taking, transferring, or sharing illegal images or photographs by electronic data transfer such as texting, emailing, etc.

### Computer Tampering

Playing on-line games and/or accessing chat rooms at school are prohibited. Students who tamper, alter (changing background), and/or delete items from the computer's hardware or software will be dealt with in the following manner:

**1<sup>st</sup> Offense Minor:** up to two (2) days STP (in school suspension), parents contacted and restitution made

**1<sup>st</sup> Offense Major:** one-five (1-5) days OSS (out of school suspension), parents contacted and restitution made

**2<sup>nd</sup> Offense Minor:** one-five (1-5) days OSS (out of school suspension), parents contacted and restitution made

**2<sup>nd</sup> Offense Major:** five-ten (5-10) days OSS (out of school suspension), parents contacted and restitution made.



## EMERGENCIES

All parents and guardians will be notified of an emergency situation that affects all students while the students are on school grounds. This message will be an automated phone call dialed through the Blackboard emergency call system.



### Severe Weather/Intruder Lockdown

**No student will be released to parents or guardians during a lockdown situation! Students will be released only upon an official “ALL – CLEAR” from authorities. Your attention and patience to this matter is appreciated.**

### Calls to the Front Office

Please refrain from calling the front office with messages to students for non-emergency issues during class time. To preserve instructional time and focus, we respectfully request that messages to students be limited to transportation messages and emergency situations. The office staff will not be responsible for delivering items of a non-instructional nature (balloons, flowers, etc.) to the student during the school day. If you wish to leave non-instructional items for students, these may be picked up by students as they leave the building when school is dismissed.

### GEMS (Global E-Mail System)

The Global E-Mail System (GEMS) allows parents, volunteers and other interested parties to register their emails for the school of their choice. One benefit of GEMS is that it provides a method for school emergency information, routine notices and District information to be sent to the masses. To sign up for GEMS, please contact the school office @ 833-4130.

## GUIDANCE

### Withdrawal Procedures

A student who is leaving school or is transferring to another school will notify the guidance office no later than two (2) days before the date of withdrawal. On the student's last day of school at Lewis, the student will report to the guidance office at the beginning of the day to obtain a withdrawal form and instructions for the day. **The student must be prepared to stay the full school day to complete the withdrawal process** and return all books issued or checked from the Media Center, and to pay any money owed to the cafeteria and/or Media Center.

At the end of the school day, when the withdrawal form is completed and all fees are paid, the parent or guardian may come to the guidance office to sign for records to be hand carried to the next school. If a student withdraws prior to ten (10) school days before the end of the school year, they must re-enter another school before the end of the school year to be promoted.

### Section 504 Information

Section 504 of the Rehabilitation Act of 1973 provides a person who has a physical or mental handicap, which substantially limits one or more major life activities, will be treated equally under the law. **Parents are requested to provide any information to the guidance office** concerning the special needs of their child that could affect learning.

# HEALTH

The clinical staff will assist students who become ill during the school day. A health technician is on site for school related injuries and illnesses. If your child is running a fever, has had diarrhea or is generally not feeling well please keep him/her home. You know your children better than the clinic staff, and therefore are more knowledgeable to know if your child is well enough to attend school. Your child needs to be fever-free for 24 hours without fever-reducing medicine before returning to school. The Health Clinic only allows for temporary care of any student who is ill and cannot return to class. When a child cannot return to class, a parent, guardian or other allowed emergency contact will be called and asked to pick up the student. Florida state law states that parents must have an adult who can be reached during the day recorded on the Okaloosa Medical Card. **Emergency contact numbers are REQUIRED and need to be UP DATED when changes occur.**

**Injury:** If the school is unable to contact parents, the student will be transported to a hospital by ambulance for emergency treatment. Lewis School nor Okaloosa County School District assumes financial responsibility for this transportation or medical care provided. Accident insurance is available to all students at a nominal cost. Insurance applications are sent home at the beginning of each school year.

**Athletes must be covered by some type of accident insurance.**

**All NEW Students must have:**

**MEDICAL EXAMINATION:** Florida statutes require that each child who is entitled to admittance in pre-kindergarten, kindergarten or any other initial entrance into a Florida public school must present certification of a school entry medical examination performed within the twelve months prior to enrollment in school. Without such certification, a medical appointment slip from a licensed physician signifying that the child will in fact have the physical examination within thirty (30) school days must be presented to the school. A child may then be allowed to register and enter school. If the parent or legal guardian of the child fails to present evidence of a medical examination within thirty (30) school days, the principal will exclude the student until medical examination documentation is presented to the principal.

**IMMUNIZATION REQUIREMENTS:** Before attending school in Florida (kindergarten through 12<sup>th</sup> grade), each child must provide a Form DH680, *Florida certification of Immunization*, documenting the following vaccinations:

Public/Non-Public Schools Kindergarten through 12<sup>th</sup> Grade:

- Four or five doses of diphtheria-tetanus-pertussis (DTaP) vaccine
- Two or three doses of hepatitis B (Hep B) vaccine
- Three, four, or five doses of polio vaccine
- Two doses of measles-mumps-rubella (MMR) vaccine
- Two doses of varicella vaccine for kindergarten and grades one through five
- One dose of varicella vaccine for grades seven through twelve

Seventh Grade Requirements:

In addition to kindergarten through 12<sup>th</sup> grade requirements, students must have the following vaccinations:

- One dose of tetanus-diphtheria-pertussis (Tdap) vaccine in grades seven through eleven.

## Prescription And Non-Prescription Medication



**All medication must be brought to the office/clinic by the parent or legal guardian. Students are not allowed to bring medication to school under any circumstances. This includes non-prescription medication and cough drops.**

Before any medication may be left at the school for administration, parent permission and instructions must be obtained. The parent or legal guardian shall file with the school principal or designee, a dated, signed permission form (MIS 5183). This authorizes the school to assist in the administration of medication. All medication MUST come in the ORIGINAL container. **Phone calls are INSUFFICIENT to change the dosage or the time medication is administered.** Parents must fill out another medication permission form. Each administration of medication will be properly recorded on the Medication Administration Record. When it is necessary for students to keep medication with them at all times (inhalers, enzymes, etc.) a physician's written order stating such must be turned in with the medication permission form. Unused medication left after the end of the school year will be discarded the last day of school.

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## Lockers

**Prescription medication:** When a student needs to take prescription medication, the first dosage must be administered at home under the supervision of parents so they may observe any adverse reactions to the medication. The medication may then be administered at the school if permission forms are signed. The medication prescribed for the student **MUST** come in the **ORIGINAL** container and shall be labeled with the following information:

- Name of student
- Name of medication
- Directions concerning dosage and storage
- Time of day to be administered
- Physician's name
- Date of prescription

Students are responsible for the security of personal items. Students should ensure that all personal items are not left unattended in a manner that would precipitate inappropriate activity.

1. Lockers are rented at the beginning of the school year from Guidance at a cost of \$1.00. **DO NOT SHARE LOCKERS OR COMBINATIONS WITH ANYONE.**
2. Books, clothing, and personal property left in the locker are the responsibility of the individual and not the school. Backpacks and bookbags may be brought to and from school, but must be stored in lockers. Big bags/purses with books in them are considered bookbags.
3. Anyone who abuses lockers in any way may lose their locker privileges and be required to pay for any damages.
4. Forfeiture of lockers will result from stickers and writing on inside of locker. Scotch or masking tape will be allowed to secure pictures, etc. in lockers. Inappropriate materials on the outside of the locker will be removed.
5. Upon reasonable suspicion, lockers or other areas are subject to search for prohibited or illegally possessed substances or objects.
6. Backpacks must be small enough to store in lockers without damaging the closing mechanism. Do not over stuff your locker, this will break the closing mechanism and you will be responsible for the cost to replaces it.



### PE Lockers

1. Students are expected to wear PE uniforms and to dress out daily. PE uniforms are \$20 for one, \$35 for two.
2. PE coaches will issue PE lockers.
3. Locks will be rented for \$1.00. Personal locks are not allowed.

### Lost and Found

All lost textbooks will be turned into the main office. Lost and found items should be turned in to the front office or the PE department. Unclaimed items are donated to charity after each grading period.



## Media Center

1. The media center is open most school days from 7:15 a.m. until 2:45 p.m.
2. Students may come to the media center before school, during the school day with a pass, during the school day with a class, or after school.
3. All items removed from the media center should be checked-out at the circulation desk. Items should be returned by the due date. Books are checked-out for a two-week period, and may be renewed if needed. Students are encouraged to return books on time so that others may use them.
4. Students may check out up to 4 items at a time and are responsible for the materials they have checked out.
5. Students will be charged for items lost or excessively damaged. Students who are withdrawing must clear all debts before records can be forwarded to the next school and/or report card issued.
6. The media center has computers available to students for educational purposes.
7. Plan to use and enjoy the Lewis Media Center!



NJHS

### SELECTION PROCEDURE FOR LEWIS SCHOOL CHAPTER OF NATIONAL JUNIOR HONOR SOCIETY:

1. Selection procedure for the NJHS is determined by the Faculty Council and is published and available for review.
2. Academically eligible students (those receiving cumulative GPA of 3.0 or higher at the end of each semester) are notified.
3. Those desiring to pursue membership complete a candidacy form which outlines accomplishments in service and leadership and return forms by the published deadline.
4. A list of candidates who return forms by the published deadline is given to the middle school

faculty and principal(s) for approval. They are allowed to make comments regarding a student's candidacy based on their knowledge of him or her. This form and the comments are provided to the council for consideration during selection.

5. Principal approves the results of the selection.
6. Selected candidates are notified formally.
7. Membership occurs when selected candidates are inducted at an induction ceremony.

### DISCIPLINE AND DISMISSAL PROCEDURES:

1. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned.
2. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.
3. In all cases pending dismissal, a member shall have a right to a hearing before the Faculty Council.
4. For purposes of dismissal, a majority vote of the Faculty Council is required.
5. A member who has been dismissed may appeal the decision for the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the school district.

NASSP shall hear no appeals in dismissal cases.

# Transportation Guidelines



Buses are provided for students living outside a two-mile radius of the school and students in a hazardous walking zone. To ride buses other than your assigned bus, bring a request at the start of the school day from your parent or guardian to the office for an approved bus pass. It is recommended that students be at the bus stop 10 minutes before the scheduled time for the bus to arrive. Automobiles may not use the side bus ramps while the busses are loading and unloading

Stay in ASSIGNED seats with hands and head inside of bus with seatbelts buckled

OBSERVE SAME CONDUCT AS  
SCHOOL/CLASSROOM RULES.

## **Riding the bus is a privilege!**

Misconduct on the bus or at the bus stop **WILL** result in suspension from the bus.

- 1<sup>st</sup> Offence – 2 days off bus
- 2<sup>nd</sup> Offence – 5 days off bus
- 3<sup>rd</sup> Offence – rest of semester

## Schedules

### Regular Schedule

Announcements/Flyte Time  
Homeroom  
7:30 - 8:00

1	8:05 - 8:55
2	9:00 - 9:50
3	9:55 - 10:45
4	11:20 - 12:10
5	12:15 - 1:05
6	1:10 - 2:05

### Activity Schedule

Announcements/Flyte Time  
Homeroom  
7:30 - 7:40

1	7:45 - 8:30
2	8:35 - 9:20
3	9:25 - 10:10
4	10:15 - 11:30 *
5	11:35 - 12:20
6	12:25 - 1:10
Activity	1:10 - 2:05

\* Students will go to class

### Lunch regular & Activity

10:10 – 10:40	Grades K, 1, 2
10:45 – 11:15	Grades 6, 7, 8
11:20 – 11:50	Grades 3, 4
11:50 – 12:20	Grade 5

August 6-10, 2018  
August 13, 2018  
September 3, 2018  
October 12, 2018  
October 15, 2018

November 12, 2018  
November 19-23, 2018  
December 20, 2018  
December 21, 2018 -  
January 4, 2019  
January 7, 2019

January 8, 2019  
January 21, 2019

February 18, 2019  
March 14, 2019  
March 15-22, 2019  
March 25, 2019

May 27, 2019  
May 31, 2019

Pre-Planning  
First Day for Students  
Labor Day Holiday  
End 1<sup>st</sup> Grading Period  
Teacher Workday/  
Student Holiday  
Veterans Day Holiday  
Thanksgiving Holidays  
End 2<sup>nd</sup> Grading Period  
Winter Break Holidays

Teacher Workday/  
Student Holiday  
Back to School  
Martin Luther King Jr.  
Holiday  
Presidents Day Holiday  
End 3<sup>rd</sup> Grading Period  
Spring Break Holidays  
Teacher Workday/  
Student Holiday  
Memorial Day  
End 4<sup>th</sup> Grading Period/  
Last Day for Students

### Unauthorized Areas Before & After School Hours

1. Students arriving at school before 7:15 are to report to the lunch room
2. School starts at 7:30, student should be in their seats at this time.
3. When school is over at 2:05 p.m., students **are not** allowed in the building unless under the direct supervision of a teacher, coach, or sponsor of a specific activity.
4. Students in the building before or after school who are unsupervised are considered unauthorized and are subject to disciplinary action.

**EDUCATIONAL FUNDING ACCOUNTABILITY ACT  
Section 1010.215, F.S.**

**SCHOOL DISTRICT OF OKALOOSA COUNTY**

**2016-2017 SCHOOL FINANCIAL REPORT LEWIS SCHOOL (#0671)**

REVENUES	School*		Okaloosa County School District		K-12 Education State of Florida	
	\$	%	\$	%	\$	%
Federal	\$ 984,593	15.86%	\$ 29,632,070	11.18%	\$ 3,286,119,869	13.21%
State/Local (excludes Lottery)	5,155,867	83.05%	234,647,909	88.57%	21,522,040,210	86.50%
Lottery	67,468	1.09%	518,700	0.20%	47,000,042	0.19%
Private	-	0.00%	139,938	0.05%	24,507,821	0.10%
<b>Total</b>	<b>\$ 6,207,928</b>	<b>100.00%</b>	<b>\$ 264,938,617</b>	<b>100.00%</b>	<b>\$ 24,879,667,942</b>	<b>100.00%</b>

\*School revenues based on costs.

K-12 OPERATING COSTS**	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL AVERAGE	DISTRICT AVERAGE***	STATE AVERAGE***	
Teachers/Teacher Aides (Salaries & Benefits)	6,324	\$ 5,035	\$ 4,703	\$ 3,956,861
Temporary Personnel (Salaries & Benefits)****				
Other Instructional Personnel*****	626	578	969	391,399
Contracted Instructional Services	407	411	206	254,689
School Administration	760	675	573	475,747
Materials/Supplies/Operating Capital Outlay	229	217	212	143,123
Food Service	471	336	508	294,943
Operation and Maintenance of Plant	884	733	892	553,387
Other School-Level Support Services	220	202	200	137,779
<b>TOTAL SCHOOL COSTS**</b>	<b>\$ 9,921</b>	<b>\$ 8,187</b>	<b>\$ 8,263</b>	<b>\$ 6,207,928</b>

\*\*Capital expenditures for new schools are not included.

\*\*\*Amounts reported for District and State reflect costs for all levels of students, not costs by school type.

\*\*\*\*The costs of temporary personnel such as substitute

teachers and tutors included in "Other

School-Level Support Services" are . . . . . \$ 69 \$ 70 (Not Available) \$43,188 \*\*\*\*\*Includes some non-personnel costs, such as teacher training materials.

District Costs: The amounts above represent only school-level costs. No district-level costs have been included.

District costs such as transportation and administration for the School District of Okaloosa County totaled \$9,376,928.23 or \$326 per UFTE.

K-12 ADDITIONAL DETAIL INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL AVERAGE	DISTRICT AVERAGE	STATE AVERAGE	
<b>Teachers/Teachers Aides (Salaries/Benefits):</b>				
Basic Programs	\$ 4,886	\$ 4,548	\$ 3,959	\$ 2,253,205
ESOL	\$ 4,709	\$ 4,801	\$ 4,741	\$ 4,850
Exceptional Programs	\$ 10,386	\$ 7,348	\$ 7,355	\$ 1,698,806
Vocational Programs	\$ -	\$ 3,625	\$ 4,164	\$ -
Adult Programs	Not FEFP Funded	Not FEFP Funded	Not FEFP Funded	Not FEFP Funded
<b>Materials, Supplies, Operating Capital Outlay:</b>				
Textbooks	\$ 22	\$ 31	Not Available from State Data Base	\$ 13,679
Computer Hardware & Software	\$ 49	\$ 53	Not Available from State Data Base	\$ 30,699
Other Instructional Materials	\$ 111	\$ 102	Not Available from State Data Base	\$ 69,453
Other Materials and Supplies	\$ 47	\$ 32	Not Available from State Data Base	\$ 29,292
Library Media Materials	\$ 5	\$ 4	Not Available from State Data Base	\$ 3,047

Note: This information became available on April 6, 2018, from the Florida Department of Education.

**Student Handbook  
Acknowledgement Form  
2018 - 2019**

After you read this handbook thoroughly and jointly discuss its contents with your child, complete this form and return it to your child's 1st period teacher within the first week of school.

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Student Name (please print)

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Grade

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Homeroom Teacher

Our signatures indicate that we have received, read and understood the 2018-2019 Lewis School student agenda book.

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Student Signature

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Date

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Parent/Guardian Signature

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Date



