2019-2020
Student Handbook

Pine View School
The Sarasota County Public School System is committed to an educational program that recognizes the unique values, needs, and talents of each student. The instructional program at Pine View is an integral part of this commitment. The philosophy of Pine View emphasizes the need to develop, within all our students, a desire for excellence and an understanding that, by virtue of their special gifts, they are capable of outstanding performance.
OFFICE STAFF

Maggie Adler  
Beth Banko  
Michelle Ball-Fauls  
Maureen Borden  
Gena Bufkin  
Teri Fisher  
Candice Hunsucker  
Bo Lengyel  
Marianne Leto  
Sue Manders  
Carole McLaughlin  
Jennifer Reyka  
Randall Ritter  
Bob Tomkins  
Helen Ulrich  
Gina Verdinio  
Denise Valentine  
Principal’s Secretary  
Community Health Nurse  
Guidance Reception  
Attendance Secretary  
Assistant Principal’s Admin. Asst., Gr. 2-8  
Bookkeeper  
Student Union Manager  
Assistant Principal’s Secretary, Curriculum  
Office Secretary  
Registrar  
Admissions Secretary  
Receptionist  
Bookkeeper Assistant  
Head Custodian  
Guidance Secretary  
Guidance Secretary  
Assistant Principal’s Admin. Asst., Gr. 9-12

TECHNOLOGY SUPPORT

Joel Fuentes  
Hugo Guardado Henriquez  
Technology Support Professional  
Technology Support Professional

AIDES

Auerbach, Jessica  
Bachert, David  
Chaustre, Ivonne  
Cherubino, Lucy  
Dooley, Melissa  
Ebers, Susan  
Elliott, Carmen  
Goldman, Cynthia  
Gross, Lenny  
Hawkins, James  
Jackson, Kimberly  
McGuire, Bob  
Medlin, Laura  
Moleiro, Eugenio  
Morgerson, Pat  
Sandefur, Deana  
Tracy, Cathy  
Campus Security Aide  
Campus Security Aide  
Teacher ESE Aide  
Monitorial Aide  
Monitorial Aide  
Monitorial Aide  
Monitorial Aide  
Monitorial Aide  
Physical Education Aide  
Campus Security Aide  
Media Aide  
Paraprofessional Aide  
Teacher ESE Aide  
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IF YOU NEED:
Accident Insurance Claim Form
Activities Calendar
Activity Bus
Admissions
Announcements
Attendance Information
Audio-Visual Aids
Custodial Assistance
Deposit/Withdrawal of Funds
Discipline Information
Information about Intramurals
Lockers
Medical Attention
Parking
Sign-In
Sign-Out
Student Activities
To report theft or vandalism
Transportation Office
Transcript Request
Withdrawals

PLEASE SEE:
Jenny Reyka
Denise Valentine
Jenny Reyka
Carole McLaughlin
Denise Valentine
Maureen Borden
Cathy Tracy
Bob Tompkins
Teri Fisher
Michelle Ball-Fauls
Joe DiGiacomo
Front Desk
Deana Sandefur
Front Desk
Front Desk
Lenny Gross
Officer John Bobianski
941-486-2141
Sue Manders
Sue Manders

2019 - 2020 IMPORTANT DATES

August 12, 2019 First Day for Students
August 22, 2019 Open House - Grades 6-12
August 29, 2019 Open House - Grades 2-5
September 2, 2019 Labor Day (No School)
September 24 & 25, 2019 Flu Clinic
October 11, 2019 End of 1st grading period
October 14, 2019 Professional Day (No School)
October 18, 2019 Mr. Pine View
November 9, 2019 Pine View Fair
November 11, 2019 Veterans Day Celebration
November 15, 2019 Miss Pine View
November 25-29, 2019 Thanksgiving Break
December 20, 2019 End of 2nd grading period
December 23-January 6, 2020 Winter Break
January 20, 2020 Dr. Martin Luther King Day
January 25, 2020 Pinnacle
Jan. 31 & Feb. 1, 2020 Variety Show
February 14, 2020 Mini Break (No School)
February 17, 2020 Presidents Day (No School)
February 28, 2020 Peramathon
March 9, 2020 100th Ann. of Women’s Suffrage Simulation
March 11, 2020 End of 3rd grading period
March 12, 2020 Professional Day (No School)
March 13-20, 2020 Spring Break (No School)
April 10, 2020 Mini Break (No School)
May 2, 2020 Cobalt
May 23, 2020 High School Graduation
May 25, 2020 Memorial Day (No School)
May 28, 2020 Grade 8 Graduation
May 29, 2020 Grade 5 Moving Up Ceremony
May 29, 2020 Last Day for Students
PINE VIEW CLASS SCHEDULE

<table>
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<tr>
<th>PERIOD</th>
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<tbody>
<tr>
<td>1</td>
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<td>8:18-9:10</td>
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<td>9:15-10:10</td>
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<td>1:06-1:58</td>
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<td>8</td>
<td>2:03-2:55</td>
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<td>9</td>
<td>3:00-3:52</td>
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High School start time is 7:21 a.m.
Middle and Elementary start time is 9:15 a.m.

ACADEMICS

ACADEMIC HONESTY
Guidelines on academic honesty have been established. This school-wide plan, defining examples of Academic Dishonesty and consequences, is distributed to all students at the beginning of the school year.

- First Offense: Student receives “zero” for the assignment/test/project, etc. Teacher contacts parent within 24 hours. Referral submitted for documentation. A conference between student, parent(s), teacher, and administrator may be scheduled.
- Second Offense: In the same class or any other class the student fails the class in which the second offense occurred with a maximum grade of 59% for the quarter. Referral submitted.
- Third Offense: Referral submitted. A conference between student, parent(s), and principal will be scheduled, recommending placement to a regular districted school. Student receives a “zero” for the quarter. Grade is transferred to the receiving school.

This policy is enforced in Elementary, Middle, and High School. Progressive consequences for academic honesty violations are cumulative during a student’s time in elementary, middle, and high school.

ACADEMIC STANDING
All students must maintain a minimum 2.5 cumulative unweighted GPA for all core credit classes during any grading period. Academic courses will be reviewed to ensure students continue to meet gifted magnet eligibility requirements for continued placement at Pine View. Students who fall below the 2.5 threshold for the year will be reassigned to their districted school.

COURSE CHANGE AND DROP/ADD TIMELINES
A change in class schedule, once a semester has started, is generally not recommended. There may be instances, sometimes at the high school level, when a course change can be warranted. In those cases, the following guidelines will apply:

- A student may drop or add a full credit course within 10 days of the beginning of the course. No drop/adds will be allowed after two weeks from the beginning of the course. A student may drop/add a half-credit course within one week of the beginning of the course. For the 1 credit course the deadline is August 26, 2019. For the .5 credit course, the first semester deadline is August 19, 2019 and .5 credit course second semester deadline is January 13, 2020.
- Changes requested after the 10-day count will be considered at the semester break.
• Note: A Schedule change request is likely to result in a course or instructor change that may affect existing order of scheduled classes.
• A request to enroll in an online course may result in changes to a student’s start or end time based on seat availability.
• After that, except under extenuating circumstances, students may drop courses only with a grade of “F”. This ruling also applies to virtual school students.

In all of the above instances, students must consult with and have the permission of their parents, teachers, and guidance counselor in order to make these changes. The Principal has final approval for any schedule changes.

LATE WORK
At the discretion of each teacher, work submitted late may result in a reduction of up to 30%. Faxes, email, or cellphone photos cannot be accepted. Individual teachers will develop guidelines for late work and communicate these guidelines as part of their class expectations to students and parents at the start of the school year.

ONLINE COURSES AT PINE VIEW
Pine View strongly believes in providing a qualitatively different learning environment that nurtures the needs of gifted students. When possible, students should take classes in-person with highly qualified, gifted endorsed instructors.

Limited seats are available to students who opt to take an online course on a first-come, first-served basis.

Students enrolled in online courses are required to make steady progress in their online course and will be monitored weekly. Failure to progress may prohibit participation in field trips and school sponsored activities. Students who are not making adequate progress may be removed from the course or be assigned a Saturday School to work on the course.

Students who are assigned an online course and do not complete the course by the end of the school year will not be permitted to take an online course the following year during their school day.

Students who are enrolled in a one semester course are expected to finish by the end of the semester. They should then be enrolled in another online course or be taking a half year course in the classroom during second semester.

Students enrolled in AP online courses may choose to take their AP exam at Pine View or any other testing site (other high schools offering AP exams). Mock AP exams are under the explicit purview of Pine View teachers and the students enrolled physically in their classrooms. Students enrolled in online AP courses must make arrangements at least one week in advance with their school counselor and the AP teacher they would like to test with if they wish to be included in the mock exams. Students are encouraged to seek assistance with AP exam preparation from their online instructors.

Students enrolled in an online Dual Enrollment (DE) class will be monitored for attendance only. Progress of DE courses is not monitored by Pine View faculty or staff.

WEIGHTING OF COURSES
Sarasota County School District changed the weighting of high school level courses beginning with the 2018-2019 school year. Honors classes will continue to carry a weight of 1 point, while Advanced Placement and Dual Enrollment courses will be weighted with a weight of 1.5 points when calculating a student’s high school grade point average (GPA). This change is not retroactive for current high school students and their transcripts. Please note, as a matter of policy, Pine View School does not rank students.
In general, Bright Futures, colleges and universities will recalculate a student’s weighted GPA based on their own criteria.

**Pine View Diploma Criteria**
The following criteria have been established in the awarding of a diploma from Pine View School:

1. Students must earn a minimum of 26 credits. (This includes high school credits earned in middle school.) Credits needed for graduation for transfer students after Grade 9 will be determined at the time of registration.
2. All students in grades 9-12 must be enrolled in at least 6 credits each semester per year.
3. Students must complete through Level III of a World Language.
4. All students must maintain a minimum 2.5 cumulative unweighted GPA for all core credit classes during any grading period. Academic grades will be reviewed to ensure students are eligible for continued placement at Pine View.

**Progress Reports**
To view current grades, simply go to the Pine View website at www.sarasotacountyschools.net and then chose High School/Other under quick links and then Pine View School and click on Parent Access. If you do not already have a user name and password, this link will provide you with directions to create one. For those without access to a computer you are always welcome to use the computers in the Media Center.

**Attendance**
Pine View is proud to claim an extremely high rate of student attendance. An absence may be excused in the following cases:

1. A documented illness of a student by parent, guardian, or doctor.
2. A documented illness or death in the immediate family of a student.
3. The duration of a religious holiday.
4. A performance, athletic contest, field trip, or similar activity.
5. Any other circumstances approved appropriate by the administration.

Parents are asked to call school before school starts on every day your child will be absent. An excuse note must be turned in to the office within three school days of your absence. If a note is not submitted, your absence will be considered unexcused. Student grades will be impacted for all work missed due to an unexcused absence or truancy.

**Excessive Absences**
Any student with an excessive number of excused and/or unexcused absences (9 per semester or 18 per year) will receive a letter stating that a doctor’s note will be required for any future absences to be considered excused.

**Habitual Truancy**
If a student develops a pattern of non-attendance, parents will be asked to conference with school staff and participate in efforts to remediate the situation. Any student with an excessive number of unexcused absences (15 unexcused in 90 calendar days) is a habitually truant. If unexcused absences continue, truancy procedures will be initiated.

**Partial Day Attendance**
Per Sarasota County School Board policy, a middle or high school student must be present 4 periods of the school day to be considered in attendance for the day. Elementary students must arrive by 12:30 and/or not dismissed prior to 12:30 to be considered in attendance for the day.
Excessive Excused Late Arrivals to School or Excessive Early Dismissals from School
A student who is late to school from home or being dismissed early must bring a note from a parent, guardian, or doctor for the tardy/absence to be excused. Students accumulating 5 or more excused tardies or dismissals per semester will be required to bring a doctor’s note. Future tardies or early dismissals without a doctor’s note will be considered unexcused and the attendance policy guidelines will apply.

Unexcused Late Arrivals To Class
A classroom tardy occurs when a student is not in his/her class seat when instructional time begins. The following tardy policy applies to an individual class period (including first period).
1st Offense: Teacher informs student that they are late.
2nd Offense: Teacher communicates with parent and writes a referral. An administrator warns the student that another referral will result in detention and/or Saturday School. Parents, through the referral process, are notified.
3rd Offense: Teacher issues a second referral and an administrator assigns the student a detention and/or Saturday School. Parents, through the referral process, are notified.
4th Offense & beyond: Students may be issued additional Saturday School and/or lose Pine View parking privileges.
A student who is late to class from another class after the first period must obtain an excuse from his/her previous instructor if the tardiness is to be excused.

Selective Cutting of Class
When students choose to selectively miss a class without school approval, such action will result in the following:
• First Offense - teacher informs student that they have missed their class. Student receives a U and their grade will be impacted for all work missed. Teacher writes a referral and contacts parent. An administrator meets with the student and a referral is sent home.
• Second Offense - Referral is sent to office. Parents, through the referral process, are notified and Saturday School is assigned. Student receives a U and their grade will be impacted for all work missed.
• Third Offense - The student may be suspended for up to 10 days or assigned additional Saturday Schools.

Please note: Students who arrive late to school without appropriate documentation and who have missed an entire period(s), are, “selectively cutting class”.

Students who leave school grounds without proper approval during their school day will be assigned to Saturday School, without a previous offense.

Unexcused Absences
The attendance office and administration closely monitor attendance for unexcused absences. When a student reaches 5 or more unexcused absences (full day or single class periods), the following steps are taken:

 5 Unexcused Counseled by grade level administrator
10 Unexcused Saturday School and referral
15 Unexcused Saturday School and loss of Pine View parking privileges for two weeks (high school students only)
The attendance records of students (ages 14-17) who have 15 unexcused absences (includes any day with one more unexcused class periods) within a 90-calendar day period are automatically forwarded to the Department of Highway Safety and Motor Vehicle and driving privileges (license/permit) may be revoked.
PASSPORTS
It is not recommended that students miss any class time. The instructional pace moves quickly and missing school, even for a day, presents a burden for both student and staff. If you must miss school for a full day, you must obtain a passport. These guidelines will be strictly enforced.

Passports should be obtained from the front office at least 3 days prior to a full day of absence. A note from the parent must be presented stating the following:

- student name and grade
- purpose
- dates of anticipated absence
- parent signature

The note and passport form are then presented to each teacher to communicate work they are responsible for completing. When completed by teachers, parents must review, and sign the passport and return to the office before the absence, for administrative approval. Students are responsible for completing assignments and scheduling make-up tests. This is not the teacher's responsibility. Students will be given 1 day to make-up work for each day absent.

Passports will not be approved for students identified as being excessively absent. Students are considered excessively absent if they have missed 10% or more of the academic school year at the time of the passport request. This is equal to 9 absences per semester (excused or unexcused).

Passports are not required for school-sanctioned trips. Passports will not be granted during FSA\’s, End-of-Course Exams, and/or any other standardized testing dates.

MAKING UP WORK AFTER EXCUSED ABSENCES
There is a dual responsibility for the completion of work by students who have an excused absence: students are responsible for initiating the process of collecting and completing work missed when absent. Due to the complexity of classroom instruction it is not possible for teachers to replicate what was missed; however, they will make an effort to explain major concepts and skills. For homework and tests, students will be given one day to make up missed work for each day they are absent. The guidance office will assist with the compilation of homework assignments after a student has been absent for at least three consecutive days.

Any student who is absent on the due date for a long-term project will be responsible for submitting the project on the first day he/she returns to school.

MAKING UP WORK AFTER FIELD TRIPS AND SCHOOL SANCTIONED EVENTS
Any student who will be attending a field trip or school sanctioned event is responsible for communicating with teachers ahead of time to get work that will be missed. Students are also responsible for making arrangements with teachers to make up any missed assessments upon return. Any work that is due on the date(s) of the trip or event, including long term projects or planned assessments, is expected to be handed in or made up on the first day after trip or event concludes.

OFFICE SIGN-OUT PASS AND RELEASE OF STUDENTS PROCEDURE
All students leaving campus MUST be signed out. They are not permitted to go directly to parent pick-up or student shell lot. If a student needs to leave school during a class, a parent note should be sent with the student beforehand (even if a student is 18) so an office pass can be obtained by the student from the office. Students must bring a note to the office before the first period of the day the sign out is effective. The note should include the following:

1. Legal name and grade.
2. Reason for early dismissal.
3. The requested time of dismissal from Pine View. The office will get campus security to let student out of the shell lot after student signs out.

4. The telephone number of where parent/guardian may be reached during the school day for verification of appointment.

5. Parent signature.

There will be random verification of appointments for your protection. Students can then show the pass to his/her teacher and leave class at the pre-approved time. We ask for your cooperation to help minimize class disruptions.

No High School student is permitted to leave the school during the school day for school activities without the principal’s prior approval or written consent from the student’s parent(s).

During school hours, students may be released only to individuals who are authorized by the parent or legal guardian to pick them up. A parent or legal guardian must have this individual already on their contact list in the Student Information System (SIS). Per the Sarasota County School Board policy, this individual must be 18 years of age or older even if they are a sibling or relative of the student and they must present a Driver’s License for identification. Please see the Pine View Registrar, Sue Manders, for the form to add a contact for your child.

Students who have a driver’s license are permitted to sign themselves out with a parent note.

Students who leave school grounds without proper approval during their school day will be assigned to Saturday School, without a previous offense.

**WITHDRAWING A STUDENT**

Any student who plans to withdraw during the school year must notify the registrar at least one week prior to your last day of attendance to ensure all exiting paper work has been completed.

**CAMPUS CONDUCT**

Members of the Pine View community are proud of our school and demonstrate that pride by modeling respectful behavior while on campus, as well as during school-sponsored trips and events.

In accordance to District policy, Pine View utilizes a progressive discipline philosophy. Our school-wide Progressive Discipline Plan establishes a gradient of defined consequences for inappropriate behavior. In addition, each teacher has communicated a set of behavioral expectations for his/her class that will ensure success.

Our core values inform our school-wide expectations of:

- Respect
- Resourcefulness
- Reliability
- Resilience

Teachers, staff members and other students are to be treated with respect. Infringing on the rights of others will not be tolerated and will result in a parent conference, detention, and/or suspension.

Outward displays of affection other than hand holding are NOT appropriate on campus. Each student should assume the responsibility of being an excellent role model for his/her peers.

Sexual harassment in any form is forbidden. Report any forms of sexual harassment to an adult at school or home immediately.
Respect, good manners and appropriate behavior is expected of every student in every classroom, on every bus and at every school-sponsored event.

**Assembly Etiquette**
1. Movement into and out of the student union, auditorium, or gym shall be in an orderly fashion with no running, pushing, or crowding.
2. Talking during any kind of program is not condoned. Students who do this will be dismissed and referred to the office.
3. Going in and out of the auditorium, gym, Student Union during any program is restricted to emergencies only.
4. Use good taste and common sense to show your appreciation for a performance. Applause (when appropriate) is in good taste; cat-calls, boos, whistles, etc. are cause for disciplinary action.
5. Absolutely no food or drinks are permitted in the Auditorium or Gymnasium.

**Bullying**
The following section details our policy on bullying behavior, which is differentiated from typical growing pains and friendship issues. Bullying is purposefully and repeatedly hurting or distressing one or more students. Bullying may involve teasing; social exclusion; threats; intimidation; stalking; physical violence; theft; personal (racial, gender, religious) harassment; public humiliation; or destruction of property. Please read on for more clarity.

**Bullying, including cyber bullying**, is against the law and will not be tolerated. The students at Pine View believe that everyone should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, sexual orientation, popularity, athletic ability, intelligence, religion, parents’ income, and nationality. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing,” “just joking,” “just playing around” or any other rationalization. The victim is never responsible for being a target of bullying. Students who feel they are the victims of such actions should notify a staff member.

**Campus Grounds**
The Pine View campus can be a beautiful area if kept free of litter. Please throw trash into the trash cans located throughout the campus. Students are responsible for picking up their own trash especially after lunch.

Vandalism is against the law. Students defacing school property will be subject to suspension and arrest. Examples of vandalism can include damaging headphones, writing or destroying posted printed materials, throwing food, defacing desks, books, lockers, tables, gates, etc.

Students are required to obtain administrative permission to write on sidewalks in relation to clubs or class sponsored events. Students requesting posters/flyers to be hung on campus must submit the item to Mrs. Spielman. Once approved, items will be hung up and removed by custodial staff.

**Cell Phones**
High-school students may use cell phones as a teaching/learning/educational tool. Students may not use cell phones and/or electronic devices for communication including Facebook, Instagram, Snapchat, Twitter, etc., or other social media platforms during the hours of their academic school day. Also, students may not use phones or cameras to make or record videos on campus or at school-sponsored events without teacher or administrator approval. Students may not use cell phones or electronic devices at any time for any reason on school buses.

In addition, each instructor may set specific guidelines regarding the placement of cell phones during class time and assessments.
Elementary and middle school students may not use cell phones during the school day. All personal electronic devices must be powered off and left in backpacks between 9:12 and 3:52. Students may use e-readers or other electronic devices under direct teacher direction, but no electronic devices can be brought to lunch or recess. This policy was developed through collaboration between faculty, families, and the school’s Shared Decision-Making Team in order to best support our students’ physical, academic, and social development.

**Cell Phones Infractions**
The misuse of cell phones may result in confiscation and disciplinary consequences. A student’s cell phone may be confiscated if it is being used inappropriately or without permission in a classroom. Confiscated cell phones are handed in to the school-level administrator.

1st Offense  Phone returned to student at end of day
2nd Offense  Parent must pick up phone
3rd Offense  Parent picks up phone, referral & Saturday School

This policy is enforced in Elementary, Middle, and High School. Progressive consequences for academic honesty violations are cumulative during a student’s time in elementary, middle, and high school.

Parents or guardians needing to contact their child in emergencies during the school day should call the front office. In the event of any emergency affecting the school, administration will make an announcement that students may use cell phones.

**Controlled Substances**
Pine View has zero tolerance for crimes of violence, weapons and drugs. The use of prohibited drugs or alcohol by any student will not be tolerated. Any student in possession of prohibited drugs, drug paraphernalia or under the influence of such will be suspended, the police will be notified, and expulsion will be considered.

School Board policies further prohibit smoking, vaping, dipping, or chewing tobacco on school buses and all school property, including the parking lot. Suspension may be the penalty for any infraction of the no-smoking policy.

Likewise, if you are found to be in possession of a knife, firearm, or other harmful weapons or devices you will face suspension and the police will be notified. All such weapons are strictly forbidden under state law and school board policy and may result in expulsion from school. This policy applies to the school campus as well as all related functions on or off campus.

**Deliveries to Campus**
Students are not permitted to have food delivered to campus at any time. Adult sponsors must place orders and be responsible for any after school club or function deliveries.

**Off-Limit Areas**
Retention ponds and wooded areas are off-limits. Wildlife and other hazards are to be avoided. Other than coming and going to school, the parking lots are also off-limits for students during their school day. The elementary playground is only for grades 2-3 and can only be used with faculty/staff supervision.

Middle and High School students are not permitted to be in the track area, on the courts, or in the locker pods after their school day ends.

**Student Dress Code Policy**
(The following Dress Code Policy is the product of a collaborative decision-making team made up of students, teachers, parents, and administrators)

It is the student’s responsibility to dress appropriately for the educational environment. All students will comply with District policies regarding appropriate dress, including prohibition of inappropriate or
offensive messages and signification of gang affiliation. Students will dress according to a professional standard. Clothing must be worn to cover or conceal undergarments, midriff, and backside. All tops must have straps. Muscle tank tops which hang low on the sides and the front are not permitted. Pajamas and slippers are not appropriate for school. Footwear with secure backs must be worn. Flip flops are an example of footwear which is not appropriate for school.

Student dress for any school sponsored event (dances, senior Fridays etc.) should be within dress code guidelines and not pose safety risks for the individual, including masks covering the face.

Individual departments may set more stringent dress guidelines for safety reasons. Teachers will notify the office by email or phone call of students whose dress is not in keeping with above guidelines or will send students to the office. All decisions regarding the appropriateness of student dress will be made by the principal or his designee. Any clothing that is disruptive to the educational setting of the school will be deemed inappropriate. Students may be asked to change clothes, parents may be contacted to bring a change of clothing, or other disciplinary action may be taken for students who are in violation of the school’s dress code policy. In addition to remedying the violation, other consequences include:

1st Offense Call to parent & Dress Code Violation written
2nd Offense Referral & lunch or after school detention
3rd Offense Referral & Saturday School

TECHNOLOGY
Each student will receive a copy of our school’s Technology Policy, which explains the expectations regarding the use of technology on campus.

Any tampering with school technology equipment is considered a very serious breach of our discipline policies. Students are not permitted to tamper with software or hardware installed on any computer or peripherals, or to bring in software of any kind to be used on school computers at Pine View. Abuse or misuse of school technology can lead to disciplinary action, i.e., suspension, removal from technology related courses, restricted access to technology, etc.

THREATS/DEPICTION OF VIOLENCE
Any student who verbally, in writing, by drawing, or by electronic transmission, conveys, symbolizes, and/or depicts an act of violence toward a student, staff member, or the school community is subject to suspension or expulsion.

SCHOOL ACTIVITY PARTICIPATION
Administration reserves the right to withhold participation in extra school-related functions (i.e., field trips, dances, senior class events, sporting events) based upon attendance, discipline events, and academic standing. Any of the following criteria are taken into consideration:
  a. below 2.5 GPA
  b. have multiple missing assignments
  c. have 9 or more absences within current semester
  d. have received out of school suspension in the current school year, or
  e. are absent on the day of the event
GENERAL SCHOOL TOPICS

ACCESS TO CAMPUS
School safety and security is of utmost importance.

Students are not permitted on campus prior to 6:45 a.m. Pine View operates as a closed campus, therefore, when classes are in session, students and visitors must enter through the front office.

Students may not open the gate for other students or visitors, even if the person is known to them. Opening the gate for others will result in disciplinary consequences.

ANNOUNCEMENTS
At the beginning of third period, attendance is taken and announcements are made. At the beginning of fourth period, teachers read those announcements pertinent to their class and post the announcement sheet. Daily and weekly announcements are also accessible online through the Pine View website at: https://www.sarasotacountyschools.net/schools/pineview

Pledge of Allegiance: Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. 1006.07(2) that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes, as provided by Pub. L. ch. 77-435, s. 7, approved June 22, 1942, 56 Stat. 377, as amended by Pub. L. ch. 77-806, 56 Stat. 1074, approved December 22, 1942.

BULLETIN BOARDS
Bulletin boards are located throughout the campus. Parents, students or staff wishing to display flyers, notices or other information must obtain permission from administration. Approved items will be hung by custodial staff only.

GUIDANCE-SCHOOL COUNSELING
The School Counseling Department is located in Administration. The major responsibilities are counseling and consulting with students, teachers, and parents, coordination of national, state and county testing programs, and scheduling students.
Some of the services coordinated by the guidance staff are:
• Individual and Group counseling on a variety of topics such as divorce, coping with change, respecting your classmates, etc.
• Peer Helpers and Mediators at the middle school level are available to assist students with problem-solving and conflict resolution.
• Multi-Tiered System of Support (MTSS): discussion and recommendations for students experiencing academic or behavioral difficulties.
• Forums: to assist students with establishing decision-making skills, avoiding risk behaviors and setting personal and academic goals.

All students are encouraged to become familiar with all the services provided by the school counseling (guidance) department.

GYMNASium
We are proud of our athletic facilities, particularly the gymnasium. It is very important that we take proper care of the gym floor. Sneakers, tennis shoes or socks are the only footwear permitted in the gymnasium. To maintain this surface, this rule will be strictly enforced.
HEALTH ROOM
The Health Room is open from 8:15 a.m. until 4:15 p.m. to assist with health and hygiene problems. Students who become ill or injured may request a health room pass from their teacher. Parents will be contacted if a student needs to be sent home. Parents must sign a student out in the front office.

LOCKERS
Lockers may be rented by student in grades 7-12 from the office for $1.00 per year if the lock is brought back from the previous year or $5.00 if you need to purchase a new lock. Students are given this opportunity for the storage of personal belongings, books, and clothing. Money or other valuables should not be kept in lockers at any time.

It is the general school policy that any items of value should not be brought to school. Anything a student brings to school is his/her own responsibility. The school cannot be liable for missing, lost, and/or stolen items. Any students caught vandalizing or defacing lockers will be subject to suspension and/or arrest.

The administration has the right to hold periodic locker inspections. Private locks are not permitted and will be removed by administration. Pine View is not responsible for any damage to a non-school lock.

LOST AND FOUND
Lost and found is located in the Student Union. Students should check these items on a regular basis. At the end of each month anything not claimed will be donated to service organizations that help the needy.

LUNCH
Students, staff and visitors may purchase lunches in the Student Union during periods 3 through 7. A varied menu is available at prices established by Food Service.

The schedule of lunch will be:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>10:50 a.m. - 11:45 a.m.</td>
</tr>
<tr>
<td>2</td>
<td>11:50 a.m. - 12:45 p.m.</td>
</tr>
<tr>
<td>6</td>
<td>11:12 a.m. - 12:04 p.m.</td>
</tr>
<tr>
<td>4 &amp; 5</td>
<td>12:09 p.m. - 1:01 p.m.</td>
</tr>
<tr>
<td>7 &amp; 8</td>
<td>1:06 p.m. - 1:58 p.m.</td>
</tr>
</tbody>
</table>

LUNCH GUIDELINES
Grades 4-12

- Students may eat in the Student Union or outside on the picnic tables or benches.
- For students in grades 4-8, the lunch area is the triangular shaped area with picnic tables in front of Administration.
- Eating is not permitted on the Auditorium steps or on the Auditorium terrace.
- Students are permitted to go to their lockers the first and last 10 minutes of their lunch period.
- No one may use the athletic fields until escorted by a lunch aide.
- Restrooms are available in the Student Union, in academic buildings and the Media Center.
- Ball playing is permitted only on the Athletic fields.
- Students MUST clean up after themselves. This will be strictly enforced.
- High School students are permitted to be in the green area for lunch. However, no recreational games are permitted to be played.
- All of these guidelines are subject to change based upon student behavior and actions. Responsible behavior, especially picking up trash and litter, is essential.

Related Information:
- A light breakfast/snack will be available from 7:00 a.m. - 9:15 a.m. in the Student Union.
• No food will be served after 2:15 p.m.
• Lunch boxes should have initials/names on the inside of the lunch box. This will assist in ease of returning lost or unclaimed lunch boxes to the appropriate students.
• No eating, drinking or gum chewing is permitted in the Auditorium, Gym, and Media Center or in the classrooms.
• The delivery of food by commercial establishments to students is also not permitted.
• Leaving campus for lunch is not permitted.

MEDIA CENTER
Students may use the Media Center to study, complete homework, and utilize available resources. Students are expected to be respectful to those engaged in academic work. Computers are available for study and research along with coin-operated printers and copiers. Assignments can be printed from a flash-drive or from the student OneDrive (printing fee applies). Computer privileges may be revoked, and a discipline referral received for inappropriate use of technology, such as: video gaming, social media and inappropriate web searches. Additional Media Center guidelines and expectations are posted in every classroom and sent home in first day packets.

SCHOOL INSURANCE
An approved insurance plan for students is made available for everyone at the beginning of each school year. Insurance is taken on a voluntary basis, and everyone is urged to participate. All students participating in the interscholastic athletic program must purchase insurance or present evidence of a policy covering accidents.

Whenever an accident occurs, even though a student does not appear to be injured, the student should report it immediately to his/her teacher or to the health room aide, who will complete a school Accident Report.

SCHOOL STORE
The School Store (Room #822) is located next to the Student Union. The school store is sponsored by the Pine View Association, managed by parent volunteers and is generally open Monday, Wednesday and Friday from 8:30 - 9:15 a.m. and daily from 11:30 a.m. until 1:30 p.m.

STUDENT PARKING
Driving privileges are extended as a courtesy to high school students based on availability. Seniors, then juniors take priority. There is no guarantee a spot will be available to any students who obtain their licenses mid-year. Those students with a license may obtain a parking tag for $32.10 (tax included) from the office, which should be hung from the rear-view mirror. Please ensure your vehicle is parked in the proper student parking locations. All spaces are numbered and clearly identified. It is important for everyone to park in appropriately assigned areas. Under no circumstances should students park in the visitor parking spaces. Failure to abide by the parking guidelines that are distributed with the tags and/or driving recklessly will result in a loss of parking privileges and/or Saturday School. Students may not sell, give away, or lease their parking spaces- parking spaces are non-transferrable.

PICKING-UP AND DROPPING-OFF STUDENTS
The student pick-up loop (car-line) is located adjacent to the Administration building. Parents are to enter through the main entrance and follow the signs. Please avoid using cell phones while going through the parent drop off/pick-up line. Parking or leaving your car is not permitted in either lane during arrival or dismissal. Students must enter/exit vehicles on the curb side only.

The only safe place to have children enter and exit vehicles is in the student-pick-up loop. Drop-off and/or pick-up is not permitted in the Staff/Visitor parking lot or on the Service Road on the south side of campus.
The student-pick-up loop was designed for safety and convenience and is staffed with personnel to assist your child.

Additionally, a student pick-up area is available in the shell lot for the end of the school day. Parents may park, walk over to the covered sidewalk, and escort children to their cars. All hired vehicles to pick up large groups of children should only use the shell lot. The north parking lot (by building 16) is closed to all traffic between 8:45 a.m. and 4:00 p.m. and is not intended for parent/visitor parking. If you use the Staff/Visitor or student shell parking lot, you will need to park your car in a visitor space, then walk and meet your child and escort him/her back to your parked car.

**STUDY HALL**

As outlined in PV Course Selection sheets, students who choose to begin their day at 1st period (7:20 a.m.) may choose to leave campus after their last academic class with parent permission. However, students who choose to leave campus early must have prior approval in the form of written consent from the student’s parent(s). If a student’s day ends after 7th period (1:58 p.m.) or after 8th period (2:55 p.m.), they are dismissed from campus at that time. Students who remain on campus after the end of their day are to attend a club, go to the student union, or remain in supervised areas of the quad.

**TELEPHONE CALLS**

Students are encouraged to make telephone calls at a time other than during school hours. Office phones are for school business or in case of an emergency.

In an attempt to reduce class interruptions, parents should not request that school officials deliver personal messages. We find that relayed messages are often confusing, misunderstood, and can be very disruptive. Making after-school arrangements for your child before sending him/her to school is in everyone’s best interest. Please make a reminder note in their agenda books. Requests for emergency messages only may be made through the office staff.

**TEXTBOOKS**

Students are financially responsible for all books that are lost, stolen, or damaged. Students are expected to bring required books to class and to notify teachers if one has been lost. A lost text must be paid for before another text is issued.

**TRANSPORTATION**

Bus transportation will be provided to all students living more than two (2) miles from Pine View School whose school day begins at 9:15 a.m. and ends at 3:52 p.m. A student may request to ride a bus other than the bus to which they are assigned by obtaining a Temporary Bus Rider form after the first two weeks of school. This form may be found in the administration office or on the Pine View website. For more information, a student/parent should contact the Director of Transportation at 486-2141. Rules are posted in the front of each bus. These rules are to protect students and must be followed. Any student whose conduct is such that it is distracting to the driver may be given a referral. The first referral usually results in a counseling session with an administrator, or the student may be placed on bus probation or suspended from the bus. Continued disruptions may result in expulsion from the bus for the remainder of the school year.

Students may provide their own transportation to school. Those students riding bikes should park them at the bike racks located by Building 16, the track, and the Science Building. Bikes are to be walked on campus. Skateboards, roller skates, etc. are not permitted.

**VISITORS**

**ALL VISITORS MUST REPORT TO THE OFFICE** to secure a visitor’s pass. To better protect our students, visitors are required to present a valid state issued ID. This ID is processed through our RAPTOR technology program which allows us to screen for registered sex offenders. You are then issued a visitor’s
pass. We do not approve requests for students from other schools or friends to visit. Additionally, pets are not permitted on campus at any time, unless they are registered as a certified therapy or guide dog.

**Volunteers**

*Just a Reminder, all volunteers need to register this year in the new system! They will be NEW VOLUNTEERS.* The Community Involvement office will add level 2 data to volunteer profiles. Volunteers can add other schools once they log into their profile from the top dashboard icon. It is quick and easy to add another school. Instructions for registering as a volunteer in the Community Involvement Portal:

1. Go to the Community Involvement Portal: [https://volunteer.samaritan.com/custom/528/#/volunteer_home](https://volunteer.samaritan.com/custom/528/#/volunteer_home)
2. Search for the school you are interested in volunteering for.
3. Click on the school opportunity.
4. Select “SIGN UP” on the left side of the screen under the photo.
5. Select “NEW VOLUNTEER” and complete the application. EVERY volunteer needs to do this whether they have volunteered for 20 years or are brand new.
6. If you are a SCS Staff Member or Student, this is when you are finished. If not...
7. After you submit your application, you will receive an e-mail within one to two business days from “Sarasota County Schools” to complete a background screening. Click the link provided in the e-mail that starts with [https://app.verifiedvolunteers.com/verify](https://app.verifiedvolunteers.com/verify) followed by a bunch of letters and/or numbers.
8. Complete the background screening using the information you provided in your application. Most of this information will auto-fill so you will only need to retype a few sections.
   - Please note: This background screening will request your social security number. This is a secure server that is only associated with Sarasota County Schools. If you do not have a social security number or do not wish to provide it, this could extend the time it will take for approval due to a potential result in false background check findings (i.e., someone with the same name and birthday).
9. You will receive a confirmation e-mail from “The Advocates” once Sarasota County Schools has reviewed your background screening.

Office of Community Involvement 941-927-9000 Ext. 31500 1960 Landings Boulevard – Green Awning Building CommunityInvolvement@sarasotacountyschools.net