

# Lawtey Elementary School



## Parent and Student Handbook

2017-2018

Parents,

We are excited to begin a new year at Lawtey Elementary School. As your Principal, I look forward to many great things happening this year. The best thing we can do is to keep the lines of communication open between home and school to help our children be successful. Please see the school phone numbers listed below.

Cafeteria- Mrs. Smith                      904-966-6797

Front Office Receptionist- Mrs. Brown 904-966-6795

Principal's Secretary- Mrs. Henry      904-966-6796

Principal- Mrs. Prevatt                    904-966-6792

Again, I look forward to being your Principal at Lawtey Elementary. Please read the important information about our school policies and activities.

*Mrs. Prevatt*

## **Attendance and Absences**

Florida Law requires all children between the ages of 6 and 18 to attend school regularly. We encourage you to monitor your child's absences through interim reports and report cards. If you are in doubt of how many absences your child may have, please come in to the front office to verify their attendance with Mrs. Brown.

Upon the fifth (5<sup>th</sup>) unexcused absence during a nine-week period, the maximum grade value the student will receive is a 59 (F), or for kindergarten a letter grade of U. Students can be retained based on excessive absences, not as a punishment to them, but, as a reminder that each day missed equals a lesson or concept missed. These concepts are required to be mastered before a promotion can be awarded. **Please note that only 10 parent notes/excused days are allowed for the entire school year to be considered excused absences. It is recommended that students do not exceed 5 per semester, except as approved by the principal/designee.**

### Excused Absences

Absences can be excused for these reasons with appropriate documentation:

Doctor's Appointment	Illness
Death of a family member	Family emergency
Religious commitment	

Please note that family vacations are considered unexcused absences unless prior approval is granted by the principal/designee. Parents are encouraged to arrange doctor, dentist, orthodontist and other appointments so that they do not interfere with school attendance.

**Please refer to the Student Code of Conduct for further explanations.**

If you receive a notification that your child has excessive absences, please set up an appointment with the principal to discuss how together we can help your child attend school and follow the attendance policy.

If your child has a chronic medical condition that may lead to his/her absence on a regular basis, a doctor's statement is required.

Please send a note with your child upon arrival to school the day after your child's absence explaining the reason your child was not in school the previous day. If we do not receive a note from you within 48 hours the absence will be marked unexcused.

### Early Check out of your child

If your child must leave school before the regular dismissal time, you or another previously designated adult must sign the student out. If you have designated another person to sign your child out, they must be on the student contact list. **Early checkouts are allowed up to 1:45.**

After 1:45, the front office will not accept early checkouts. Please have your identification with you. Teachers are not allowed to release students to you directly from the classroom or playground.

## **Elementary (K-5) Must be in school for 60% of the total school day to be counted present.**

### Tardiness

The first bell rings at 7:40 a.m. and the second bell rings at 7:45 a.m. After the second tardy bell rings, the gate will be closed and students must go through the front office to receive a tardy slip before going to class.

**When a student arrives late, he/she has already started the day behind in class.** They miss morning announcements, directions and concepts presented for that subject area.

**Parents are to park their vehicle in the parking lot and accompany their child into the front office and sign him/her in.**

Tardiness is defined as: a student not being in the assigned classroom when the tardy bell rings. Early departure is defined as being signed out before the end of the school day when the departure does not meet the definition of an excused absence. Tardiness and early departures can impact grades and attendance and will be addressed by the principal as needed.

### Perfect Attendance

In order to be awarded Perfect Attendance for a 9 week period, a student must attend school every day, have no more than one tardy and have no more than one early departure of less than 40 percent of the school day. Doctor's notes do not count toward perfect attendance.

### CHANGE IN TRANSPORTATION

Parents are to communicate with the teachers regarding how their child is to get home that afternoon if there is a change by writing a note to the teacher with a valid phone number on the note. **We will not take changes over the phone for a student's after school transportation arrangements unless it's an emergency. Please be aware of this policy and communicate by a note. This includes changing buses in the afternoon which requires a bus pass from the front office.**

### DIVORCED OR SEPARATED PARENTS

The school is required by law to prevent an estranged parent from picking up their child if there is a court order that specifically states that the parent may not have child. A court decree of divorce awarding primary residence is NOT enough to keep the other parent from checking out your child.

### **Awards**

Award ceremonies will be held at the end of each nine weeks. A note will be sent home regarding the date and time of the awards ceremony and it will be put on Facebook. The following awards are a few examples of what can be awarded at the end of each nine weeks: All A Honor Roll, Perfect Attendance, A/ B Honor Roll, and Most Improved.

## **Birthdays**

We know that many of you would like to celebrate your child's birthday with their class. This can be done **during your child's lunch break in the cafeteria** or in the Dolphin Outdoor Diner. *Please make arrangements with your child's teacher ahead of time.* Gifts, flowers and balloons should be kept at home.

## **Bullying, Harassment, Hazing, Dating Violence and Abuse**

### Definitions of Harassment, Bullying, Dating Violence and Abuse and Hazing:

Harassment because of race, color, or national origin consists of verbal or physical conduct relating to an individual's race, color, or national origin when the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment.

### **Examples of conduct, which may constitute harassment because of race, color, or national origin, include:**

\*Graffiti containing offensive language that refers to a person's race, color, or national origin

\*Name calling, jokes, or rumors

\*Threatening or intimidating conduct directed at a person because of his/her race, color, or national origin

\*Racial or ethnic slurs, negative stereotypes, and hostile acts(s) based on another's race, color, or national origin

\*A physical act of aggression or assault upon another because of, or in a manner reasonably related to, that person's race, color, or national origin

\*Other kinds of aggressive conduct such as theft or damage to property that is motivated by race, color, or national origin

**Harassment because of a disability consists of** verbal or physical conduct relating to an individual's physical or mental impairment when the harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from services or opportunities in an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

**Examples of conduct, which may constitute harassment because of a disability include:**

- \*Graffiti containing offensive language derogatory to a person because of their physical or mental disability
- \*Threatening or intimidating conduct directed at another because of that person's physical or mental disability
- \*Jokes, rumors, taunting, belittling, or name-calling based on that person's physical or mental disability
- \*Slurs, negative stereotypes, and hostile acts that are based upon an individual's physical or mental disability
- \*A physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability
- \*Other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability

**Dating Violence and Abuse:** Teen dating violence is a pattern of emotional, verbal, sexual, or physical abuse by one person in a current or past intimate relationship to exert power and control over another when one or both of the partners is a teenager. Abuse is mistreatment which may include insults, coercion, social sabotage, sexual harassment, threats and /or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner.

**Sexual harassment** consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or any other verbal or physical conduct or communication of a sexual nature. Sexual harassment can take two forms: 1) hostile environment and 2) "quid pro quo" which means "you do something for me and I'll do something for you" in a sexual context.

**Examples of sexual harassment may include:**

- \*Sexual advance
- \*Unwanted touching, patting, grabbing, pinching, or brushing against the body of the same or opposite sex
- \*Unwelcome physical behavior, verbal or written words or symbols directed at an individual's gender, clothing, body, or activities

\*Suggestive or obscene sounds or gestures

\*Sexual or dirty jokes

\*Touching oneself sexually or talking about one's sexual activity in front of others

\*Spreading rumors about or rating other students as to sexual activity or performance

\*Inappropriate physical exposure

**Bullying:** *Repeated and systematic harassment* and attacks on others, by individuals or groups. Forms and behaviors such as: physical violence and attacks; verbal taunts, name-calling and put-downs; threats and intimidation; extortion or stealing of money and possessions; exclusions from the peer group.

**Hazing:** Any action that recklessly, intentionally endangers the mental or physical health, safety of a student for purposes of, including, but not limited to, initiation or admission into and/or affiliation with any organization operating under the sanction of a school. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

**Inappropriate use of any electronic device** including cell phones, e-mail, or any other device designed to transmit voice, pictures, or data may be treated the same as other forms of harassment, bullying, or hazing. Students who engage in this form of cyber-bullying will be assigned consequences according to the severity of the event.

### **Procedures for Reporting Harassment, Bullying, Hazing, Dating Violence and Abuse**

Employees are required to report all incidents (witnessed or reported) of student bullying and harassment to school-level administration.

Consequences are listed in the Code of Conduct at [www.mybradford.us](http://www.mybradford.us). Click on the Parent tab.

## **Cafeteria**

All breakfasts and lunches that are provided by the cafeteria are free this year to all students. This is not based on income- no student will be paying for a meal.

### Cafeteria Behavior

Students are required to obey the supervising adults in the cafeteria. These adults are there to make sure the cafeteria is a safe and orderly place. These are some cafeteria rules:

- Students must sit at their assigned tables.
- Students must raise their hand and ask permission to leave their seat for any reason.
- Students are expected to visit with each other during lunch by using their inside voices.
- Students are expected to pick up their trash from the cafeteria table and floor.
- Students will leave the cafeteria in an orderly manner.

## **Communication Folders- will go home every Tuesday for grades 1-5**

Weekly Work folders for students in grades 1 -5 helps the parents and teachers communicate between home and school throughout the school year. Kindergarten students will have Communication Folders. Please sign your child's folder and send back to school. If you have any questions, this is another form of communication between you and the teacher. Forms and flyers notifying parents of activities taking place at school and in the community will be going home all year, also. Please take the time to check your child's folder so you can be informed of what's going on in the classroom and throughout the school. **Thank you for helping to keep the communication lines between home and school open by checking your child's weekly work folder.**

## **Emergency Contact Information**

Every year our school sends home a paper copied on colored paper requesting your contact information. **Be sure to update this information if your phone number and email changes.** It is your responsibility to keep the office informed. We will also ask you to provide the telephone numbers of trusted relatives, neighbors and friends that we can call if we are unable to reach you. This information is important in case your child gets hurt at school and we need to reach you. Unfortunately, rescue may need to be called and we need to inform you of what has happened to your child and where he/she is being transported.

## **Field Trips and Volunteering at school**

Teachers will send home permission slips prior to any field trip. The permission slip must be filled in completely and signed by the parent/guardian. Also, students must have their Emergency Medical Information form completed and turned in to their child's teacher in order to participate on the field trip. Parents are encouraged to accompany students on field trips, however, no siblings are allowed to attend. **Parents/ Guardians or other relatives must complete a School Volunteer Application and receive approval before they will be able to accompany any student on a field trip or volunteer while at school.** We strive to keep our students safe while they are on our campus, so all visitors and volunteers must sign in/out at the office and must wear a visitor badge while on campus.

## Fire Drill

Students will participate in fire drills periodically during the year. Fire drills will be conducted once a month. During this time, no early checkouts will be allowed.

## Food and Drinks

Students are not to bring food and drinks onto campus in the morning. Food and drinks are not allowed on the buses and they are not allowed on the sidewalks. If your child is brought to school, please have them finish their breakfast before entering the school gates or they may go to the cafeteria to finish their breakfast. Students are not to eat or drink any items on the sidewalks or in class before or during school. See your child's teacher about the allowable snacks allowed in the classroom. *Healthy meals and snacks support student health. High sugar items lead to decreased energy and attention and can interfere with learning.*

## Grading Scale

90-100 = A                      60-69 = D  
80-89 = B                      0-59 = F  
70-79 = C

\*\*Please remember that poor attendance can affect your child's grades.\*\*

## Homework

Homework assignments are given for reinforcing what has been taught in the classroom and extra practice for a skill that your child may be learning in class. Your support and encouragement will help your child with the responsibility of completing and returning the homework to school the next day. Please work with your child on the homework if he/she needs help while encouraging the child to work on some of their homework by themselves to foster independence. After the homework is completed, remind your child to put it in their backpack so it will be ready to bring to school the next day.

## Illness

If a student is too ill to remain at school, a parent/guardian or designated person will be notified. If a student has a fever of 100, he/she will be sent home. Parents should keep the school informed as to how you can be located in case of an emergency. **It is very important that we have a current phone number listed in our office, to contact you.** If you change residence and /or telephone numbers, please notify the front office. You can also notify your child's teacher by writing your new number in your child's planner. **Students must be free from fever, vomiting or diarrhea for 24 hours prior to returning to school.**

## Communicable Disease

Students having or suspected of having a communicable disease or infestation which can be transmitted to others are to be excluded from school and not allowed to return unless they have been successfully treated and/or present a note from a physician indicating that they are no longer contagious.

### Head Lice Control

Students with a confirmed case of live head lice will be allowed 2 days of excused absences for treatment. Nits and dead lice will not prevent students from attending school.

### **Inclement Weather**

There are times when we don't know if school will be in session due to weather conditions that would cause safety concerns. The district will announce schools staying open or school closures through our local radio station WEAG 106.3 and if possible through an automated phone call via Parent Link (Phone Message) to inform family members of the status of the schools. **IN ORDER TO RECEIVE A PHONE CALL VIA PARENT LINK, WE HAVE TO HAVE YOUR CORRECT PHONE NUMBERS.**

### **Insurance Rural Partnership for Healthy Kids**

The Rural Partnership for Healthy Kids, funded through a cooperative agreement with the Center for Medicare and Medicaid Services (CMS), seeks to connect children and families in small, rural communities with affordable health insurance coverage. Rural Partnership for Healthy Kids offers free or low-cost health insurance for kids and teens. Children can get regular check-ups, immunizations, doctor and dentist visits, hospital care, mental health services, prescriptions and more. Call Christopher Robinson if you have any questions- 904-772-4479 or Email Robinsonc@nefec.org with any questions or for sign-ups.

### **Lost and Found**

Dozens of items are "found" each week, which cannot be identified and returned to their owners. These will be kept on a cart in the office. Please mark all lunch bags, backpacks and jackets with your child's name. Unclaimed items will be donated to a worthy cause two or three times a year.

### **Medications- Please refer to the Student Code of Conduct**

To administer a prescription or non-prescription medication to your child, we must have an "Authorization for Medication/Treatment" form properly executed to school administration if the student requires medication or treatment to be given during the school day. Only parents, guardians, or designated adult will be responsible for delivery and retrieval of medications to Mrs. Brown, the health designee. *Cough drops are not a medication.* No medications are to be transported via the school bus system. **All medications to be administered by school personnel must be received and stored in the ORIGINAL container.**

### **Objects to be left at home**

Children are not to bring toys, radios, ipods, fidget spinners, MP3s, electronic games, card collections or other objects that may disrupt the class without permission of the child's teacher.

## CELL PHONES

We encourage students not to bring cell phones to school. If they do, the device must be **powered off and kept in a location out of sight** upon arrival to school and throughout the entire school day or while on school transportation at any time. **If the wireless communication device is “powered on”, it will be interpreted as being in “use”.** Usage of a wireless communication device on campus upon arrival to school or while on school transportation will result in disciplinary action and may carry up to and including a **Zero Tolerance consequence.** The District Discipline Plan will represent the following consequences regarding wireless communication devices:

1. The first time the wireless communication device is seen or in use, it will be taken from the student and held until the parent comes to pick up the device.
2. On the second and subsequent time(s) the wireless communication device will be taken from the student, the parent will be notified to come and pick up the phone, and a referral will be written and applied to the next step of the District Discipline Plan. Note: Any time a wireless device is used in a manner that is disruptive to the school campus, used to take pictures during the school day, used to transmit any unauthorized data, used in any criminal act, or used to compromise any test the offense will be handled at Level II or higher on the District Discipline Plan.
3. A student refusing to hand a wireless device over to staff will receive a discipline referral.
4. **Electronic devices are brought to school at the owner’s risk. The Bradford County School District or their employees are not responsible for any devices that are damaged, lost, or stolen.**

## Parent –Teacher Conferences and Progress Reports

There are four progress report periods and the final report card at Lawtey Elementary. Please refer to the 2017-2018 School Calendar to see when to expect Interim Progress Reports and Reports Cards. Anytime the teacher has a concern about your child’s progress, he/ she will be contacting you to schedule a parent-teacher conference. Report cards are available for the end of the year to be picked up in the front office during the summer.

Please help us keep the communication lines open and active between school and home. If you have any concerns or questions at all, please do not hesitate to contact your child’s teacher. *Parents are asked to schedule teacher conferences during planning times and between 2:15 and 3:00 in the afternoon.* Parent/Teacher conferences are to be scheduled ahead of time. Parents who have a teacher conference after school are responsible for their children. Please call the school at 904-966-6795. **You may also request a conference through your child’s Weekly Work Folder.**

## PTO

The Parent Teacher Organization is a voluntary organization for parents to help and support the students and teachers at Lawtey Elementary. The PTO actively supports the school by sponsoring the Fall Festival and other activities. A PTO president and board members will be elected in the fall.

## Safety Patrol and Student Council

The staff in charge of the Safety Patrols will coordinate the patrols, their stations and their duties. They will also decide the students and requirements of the students on the Safety Patrol. Students must display good behavior, good grades and follow the attendance policy in order to be considered to be a safety patrol. Grades 3-5 students will be selected by their peers for Student Council. We also have Student Council. Parents will be contacted about expectations and if your child is selected to serve.

## School Safety

Safety of our students, faculty and staff is very important to us. Please follow these procedures when entering our campus:

- All visitors/parents must check in at the front office when entering the school.
- If you are bringing an item to school, please enter the front office and we will notify the student's teacher that the item for the student is in the front office.
- While on campus, the visitor's pass must be visible for a school employee to see. This ensures the faculty that you have been through the front office for your visit.
- All visitors are to exit through the front office. **THE GATES ARE NEVER TO BE OPENED BY VISITORS AT ANY TIME. ONLY SCHOOL EMPLOYEES ARE TO OPEN THE GATES.**

## Student Dress Code

The dress code does not include all items that may be deemed inappropriate. **The school administration may limit student attire any time such attire is believed to adversely affect classroom instruction or the school environment.** Therefore, any item that disrupts classroom instruction or the school campus will not be allowed. **Please see the Student Code of Conduct for acceptable and unacceptable attire allowed at school.**

**The Administration has the authority to make the final determination related to school dress code issues. The school reserves the right to establish rules during the school year regarding new fashion in dress that might cause a disruption to the learning environment.**

Parents will be called to provide acceptable clothing for their child if inappropriate clothing is worn to school. Our goal is to provide an environment at school that holds little distraction for the students and provides a safe and civil site in which to learn. Thank you for your cooperation when selecting your child's wardrobe for school.

## Student Drop-Off/Pick-Up – Drop off is no earlier than 7:00 A.M.

Please follow the traffic pattern when entering the Lawtey campus. In the mornings, your child is to stay in your vehicle until getting to the front of the school where they will be met by school faculty and staff. In the afternoon, please do not get out of your car when you are in the pick-up line. If your child is delayed, you may be asked by a staff member to park and allow others to move through the traffic circle. Please refrain from being on your cell phone when picking up and dropping off children so that you can be aware of the safety of your child and

the safety of the other children. You may also park your vehicle and walk your child onto school campus in the morning and to pick your child up in the afternoon. Gates will open at 7:35 AM to walk your child to class in the morning.

## Student Hours

Supervision for students begins at 7:00 A.M. No one is here to ensure their safety before this time. **Do NOT bring students to school before 7:00 A.M.** In order to ensure your child's safety, your child will need to stay in your car until this time.

### DAILY SCHEDULE

7:00 a.m. Office staff reports to school

7:00 – 7:30 a.m. Students report to breakfast or to the covered pavilion

7:30 a.m. Faculty reports to school

7:35 a.m. (First Bell) Students report to their classroom

7:40 a.m. (Tardy Bell) Morning Announcements, Class begins

2:05 (Bell #1) Pre K, Kindergarten, First and second grade students are dismissed.

Grades K-2 bus students are dismissed and use the east sidewalk.

2:10 (Bell #2) Grades 3-5 car riding students dismissed.

Grades 3- 5 bus students are dismissed and use the east sidewalk.

3:00 p.m. Faculty & staff dismissal

### Early Release Days 12:10

Early release days are used for professional development for our faculty and staff. Please note the early release days indicated on the school calendar. The teachers may also remind you in your child's folder. **There are only 2 Early Release days this year, December 19 and May 25.**

## Testing

Achievement testing takes place in the spring. Third through fifth graders will take a test produced by FLDOE. These tests are very important as diagnostic tools to determine our students' needs. Please make sure students understand their importance. **Please mark your calendar when testing dates are announced to avoid conflicts** such as doctors and family travels. Kindergarten through fifth graders will also take diagnostic and prescriptive tests during the school year.

## Textbooks/Library Books

Students will be issued textbooks and check out library books and will be responsible for them throughout the school year. By law the school may not assume responsibility for the replacement of lost books. Reimbursement for lost or abused books will be the responsibility of the student. Any student still owing money from the previous school year at the time of any non-academic field trip or grade-level activity will not participate until the fee has been paid.

## Transportation

If you have any questions about bus stop locations and pick-up times, please call the bus barn at **904-966-6730**. We have excellent drivers who will also be happy to speak with you.

### **Bus Conduct**

Please remind your children to listen to the driver and that you expect them to follow bus rules. Bus transportation is a privilege, not a right. Students who choose to behave inappropriately or unsafely may have bus privileges revoked. Lawtey students who ride the bus are instructed in safe and appropriate bus behavior. Students who interfere with the safe operation of a school bus which is stopped or moving, or who behave in a manner adversely affecting an individual or any property on the bus itself, will be disciplined. **Please refer to the Code of Conduct for the process and consequences regarding misbehaving on the bus.**

### **Walking Club**

The walking club "SWIM" (Students Walking in Motion) is sponsored by Coach Norman. He encourages physical health and provides encouragement and support for our students. Awards are given for the amount of miles walked every nine weeks. The walking club will take place every morning, weather permitting, from 7:15-7:35 a.m. It is the responsibility of the student to eat breakfast and then walk. Anytime a student cannot follow the school rules and expectations during the walking club, they will not be allowed to participate anymore.



