

Swimming Pen Creek Elementary

Respectful, Positive, Productive and Proud



2016-17 STUDENT HANDBOOK

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Clay County School Board Vision and Mission

Innovate: Using Writing in all Courses to Validate Thinking

Engage: Strategies that Allow Students to Read, Talk, and Write during the Entire School Day... To Further their Understanding Through the Use of Framework for Intentional and Targeted Teaching

Empower: Strengthening Teachers by Implementing an Hour of Weekly Collaborative Planning Time in all Schools for Instructional Staff, the Administration, Teachers, and Staff at SPC are committed to partnering with Parents to provide an innovative and engaging learning environment where students feel empowered by quality education.

1. ARRIVAL AND DISMISSAL

Hours:

Cafeteria Opens: 8:00am

Students Enter Class: 8:20am

First Bell: 8:25am

Tardy Bell: 8:30am

Final Dismissal: 2:42 pm

Arrival: Students should not be on campus prior to 7:50 A.M. or later than 2:50 P.M. unless they are involved in after-school activities or after-school detention. Attention: We do not have supervision for students who arrive prior to 7:50 a.m. other than the YMCA. The YMCA offers a before and after school program each day. You may register your child any afternoon here on campus (when school is in session) or call 272-4304 for information. This is an excellent program for our students.

Bicycles: Helmets are required by state law. Students must remember to use bicycle courtesy always when riding to and from school. Students are asked to walk their bikes when on the sidewalks on campus. This includes the sidewalk from 220 to the backside of the school's bike racks. Bikes should be locked. No skate boards, or shoes with wheels.

Bus Transportation: School bus transportation is a privilege that may be withdrawn for inappropriate behavior. Students riding the bus must comply with the request of the driver. Students and parents are advised to read the school bus transportation rules.

Early Dismissal: A written request from the parent/guardian for your child to be excused from classes should be sent on the morning of the dismissal. The time and reason the student is leaving should be included. When possible, please schedule appointments after school. Students will be released only to their parent/guardian unless the school has been notified in writing that someone else has permission to pick them up. The person scheduled to pick up your child must be listed on the emergency card. No early dismissals after 2:00 until regular dismissal time.

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

Parent Pick-Up/Drop Off: For the safety of all students, the following procedures are required and must be followed:

- Children may arrive or be dropped off NO earlier than 8:00 a.m. They must be dropped off at our parent pickup/drop off area in front of the administration building and go to the cafeteria where they will remain until they are released to go to the classrooms at 8:20 a.m. They may/ may not choose to eat breakfast.
- Staggered dismissal starts at 2:37 p.m. for parent pick-up. We ask that parents be prompt. Final Dismissal bell is 2:42.
- Students grades 3-6 will be picked up in front of the cafeteria.
- Students in grades K-2 and Carpooling/siblings will be picked up in front of the administration building.
- Two lanes will be used. K-2 parents should remain on the outside lane while carpooling and sibling parents should stay on the inner lane.
- Each carpool/sibling student will be issued a car tag to display in the passenger side window. Cars in the dismissal lanes without the car tag will be directed to an ID check area.
- Students who are late pick-up will be brought inside to the Clinic where they must be checked out by an adult.

2. ATTENDANCE

Perfect Attendance awards are given to emphasize the importance of regular attendance. Perfect Attendance awards are given for no absences, no tardies, and no early dismissals each 9 weeks as well as the entire year (per County guidelines). In order for your child to be counted as present, they must be in attendance all day every day. If attendance is a chronic problem, then early dismissal will be totaled as well.

Absences Excused/Unexcused: Students must bring a note to explain an absence the day they return to school. If the student doesn't bring a note, it is automatically counted as unexcused. When a student is absent from class they are responsible for class work and homework missed during their absence. After returning to school, students should make arrangements with their teacher to complete all make-up work. A student absent for more than 3 consecutive days may request make-up work before their return to school. Parents must make the request 24 hours before they wish to pick up the work. Pre-approved absences may be approved by administration.

Withdrawal Procedures: Students withdrawing from school should contact the school office at least 24 hours before the last day of attendance and request a notice of withdraw form. Official school records will be forwarded to the student's new school upon written request from the receiving school.

3. CLINIC

Children who become ill during the day are sent to the clinic. Parents are contacted to pick up any child who is seriously ill. Children who are sick (contagious, fever, vomiting) should not be sent to school.

Head Lice: Students sent home with head lice are not allowed to return to school or ride the bus until they are cleared by the school nurse.

Medication: A parent/guardian must bring all medications to the clinic in its original packaging. This applies to prescription and over the counter medications and any refills on medication. Students are not allowed to have medication (including cough drops) in their possession at school. The only exception is if it is a rescue medication. Please check with the clinic for authorization forms and further information.

Medical Excuses for P.E.: Students that need to be excused from P.E. for medical reasons should have a note from parents, and a reduced activity will be provided. A doctor's note is required if a student needs to be excused from regular physical activities for more than a week.

4. COMMUNICATION

Agendas: Agendas are a communication tool between home and school. Students write daily assignments and teachers may make notations. The agenda should be reviewed by parents and initialed each day. Each teacher will review the agenda daily. If your child loses his/her agenda they must purchase a new one for \$5.00.

Social Media: The SPC website is spc.oneclay.net. Please visit the site for easy access to important school information. SPC has an official Facebook page for parents and the community to learn about SPC events. The official page can be found at www.facebook.com/spcengage.

Emergency Information: In case of an emergency, each student is required to have the following information on file:

- Parent's or guardian's name
- Complete and up-to-date address
- Accurate local home phone, work phone and cell phone numbers
- Emergency phone number of friend or relative
- Physician's name and phone number
- Medical alert information
- A list of authorized people who may check out your child from school (This can be done only by the parent/guardian notifying the school in writing or in person).

FOCUS: All parents are encouraged to log on and activate a FOCUS account via the CCSB website. Please visit the front office for directions and to provide a photo ID. FOCUS is the CCSB Parent Portal for access to student's grades and attendance.

School Advisory Council: The School Advisory Council (SAC) is a committee of parents, interested community members, teachers, support staff, and administrators whose primary responsibility is to help increase student success. The SPC Elementary SAC strives to promote communication, involvement and understanding within the school and the community. The School Advisory Council holds regular meetings throughout the year which are open to all parents.

Tuesday Folders: Teachers will send home a Tuesday Folder for grades K-5 weekly with information about school events and graded work. There will be an insert on the left inside cover for comments from the teacher to you and also a place for your signature and comments. Please have your child return this folder on Wednesday each week.

5. SCHOOL PROCEDURES

Discipline: Clay County School Board has adopted a Code of Student Conduct. It is available for students and parents to review either on-line at <http://www.oneclay.net/parents.html> or parents may request a paper copy from the school. The Code of Student Conduct and School Rules will be explained each fall to the children. Special expulsion procedures regarding handicapped students are outlined in the Code of Student Conduct. We will be incorporating positive methods to prevent behavior problems. The administration works collaboratively with teachers in this area. Each student is expected to behave in a manner that ensures and promotes a positive, safe learning environment in all areas of the school. Each student has a right to learn and each teacher has a right to teach. Based on these beliefs, the following methods of discipline will be implemented:

- Student conferences
- Parent conferences
- Guidance referrals
- Loss of Privileges
- Temporary removal from class
- In-school suspension
- Out-of-school suspension
- Expulsion
- Other consequences deemed appropriate

The number of discipline referrals or the number of days of suspension that a student has acquired during the year may prevent the student from participating in any special activities, field trips, etc.

Cell Phones: Students are not allowed to use cell phones on campus. This is a violation of the Code of Conduct and may result in an appropriate consequence. If your child has a cell phone, they must keep it in the off mode on campus. If the student has the phone on or using it (texting, playing games, or talking), it will be taken from the child and you will be contacted.

Bullying: Bullying is ongoing, unwanted and unwelcome advances that interfere with your life, creating a feeling of being intimidated, angered, or offended in your school environment by the words or actions of another. Any violations of a harassing nature may be grounds for disciplinary action. Please

encourage your child to report any incidents of this nature to their teacher, guidance counselor, or a school administrator.

Dress Code: Clay County School Board Policy 4.03 Pupil Dress states that all students shall be properly groomed and attired when on school property or participating in school activities. School officials reserve the right to determine if the county or school dress code is being violated AND to create additional policies to the school dress code as needed.

The SPC dress code includes:

- No shoes that restrict activity such as rubber thongs (flip flops), slippers, cleats, backless, heels, or platform shoes
- No Clothing that expose the body during normal activity – avoid tops that allow the stomach to be exposed, shorts or pants with holes above the knee. No pajamas except on designated days.
- Shorts should be properly fitted and at mid-thigh length. (No spandex shorts/pants)
- No spaghetti straps, halter tops or shirts that expose the back
- Clothes with violent pictures or slogans
- No Hats or caps inside.
- Pants and shorts should fit at the waist. Under garments should not be visible. Tennis shoes are recommended daily for P.E.

Lost and Found: THE SCHOOL ASSUMES NO RESPONSIBILITY FOR LOST ARTICLES. Contact the front office if your child has lost an item.

6. ACADEMICS

The grading scales for students at SPC Elementary are as follows:

Kindergarten-Second: Our primary grades utilize a standards based report card using the following:

M for Mastery

P for Progressing

I for Insufficient.

Third –Sixth Graders:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

Awards: Award ceremonies will be held at the end of each nine weeks for grades 3- 6. A schedule of times will be sent home on the monthly calendar and also announced on the web site. Teachers will notify you if your child is to receive an award.

Conferences: Our school strongly encourages communication between home and school. Conferences are encouraged. Please contact your child's teacher to schedule before/after school.

Homework: Each grade level has a Homework Policy. Contact your child's teacher for more information.

Honor Roll: The following guidelines have been approved by the district office: The honor roll list will include grades 3-6. Students must be working on grade level to be eligible for the honor roll.

Interim Reports: Interim Reports are available on FOCUS to all students midpoint each nine weeks to indicate your child's progress. Please request a conference with your child's teacher, if you have concerns about your child's progress.

Report Cards: Students and parents can view the report card online using FOCUS each nine weeks. This report indicates the student's grade and level of performance.

Retention (Mandatory) Third: Florida Statute 232.245(5) states that a third grade student must be retained if: Student has received intense remediation in reading through a Progress Monitoring Plan AND does not a passing score on the FSA ELA test (with performance) in Reading.

Retention Sixth Grade: Middle Grades Reform Act creating s. 1003.4156, FS., states that sixth grade students must successfully complete math, science, social studies and language arts or reading with a passing (D or higher) grade. Students that have failed more than one of these subjects are not eligible for summer school or promotion to 7th grade. Those students failing only one subject are eligible to attend an intensive summer program for remediation to earn a grade for promotion to the 7th grade.

Florida State Assessments (FSA):

Grade 3 FSA ELA and Math

Grade 4 FSA ELA (w/Writing Component) and Math

Grade 5 FCAT Science and FSA ELA and Math

Grade 6 FSA ELA and Math

7. MEDIA CENTER

Students are encouraged to use the Media Center. There is no fine for overdue books, but lost or damaged books must be paid for before a student can check out a book again.

Videotaping/Pictures: If you have any objection to your child's name, video tape, picture, or artwork appearing outside of school, please notify the school by returning the Media Permission Form.

8. PERSONAL PROPERTY

School Policy The school will not be responsible for the damage or loss of personal property.

9. SCHOOL NUTRITION

Lunch and breakfast are available in our school cafeteria. Breakfast is served from 8:00-8:25 am and is \$1.25. Lunch is \$1.75 per day. . If you don't want your children to purchase extras, a la carte items, you may put that request in writing and make sure that your child takes it to the cafeteria manager. Ways to deposit money into student lunch accounts:

- Online using the link: <https://www.mynutrikids.com/login.asp>
- Checks made payable to Swimming Pen Creek. Include your child's name and lunch number on the check.
- Send cash in an envelope.

The Food and Nutrition Services Department offers a grace period when lunch money is forgotten. The grace period allows students to charge meals to their school lunch account until they bring money from home or replenish the funds online. Elementary students can charge up to \$3.50. If funds have not been repaid, the student will then be offered a cheese sandwich, choice of fruit or vegetable and milk.

Free and Reduced Lunch: Free and reduced breakfast/lunch applications are available in the front office and/or on the CCSD website.

10. MONEY

(Payable to School) All checks written for your child to the school should be made payable to Swimming Pen Creek Elementary School unless notified otherwise. This includes lunch money, field trips, etc .

11. SCHOOL SAFETY

Visitors: The following procedures are to be observed for the safety and protection of students, faculty and staff:

- All visitors/parents must check in at front office upon arrival at campus.
- If you are bringing item(s) to a student, i.e. lunch money, supplies, etc., please bring to front office.
- All visitors/parents must wear on their shirt a visitor's pass while on campus.

12. Visitors

Friends or relatives of students enrolled at Swimming Pen Creek Elementary are not allowed to attend classes. On occasion visitors may be scheduled to visit or share with classrooms. We ask that you sign in at the front office and wear a visitor's pass on your shirt at all times during your stay at SPC. We do invite parent participation and/or visits, but please schedule this time prior to the visit with your child's teacher. Visitors are expected to adhere to the dress code.

13. VOLUNTEERING

Volunteer assistance is welcomed at Swimming Pen Creek Elementary. A volunteer form will be sent home at the beginning of the school year. If you wish to volunteer, a completed form must be on file at

the school subject to approval according to the Jessica Lunsford Act. Volunteer training will be offered early in the school year. Volunteers must adhere to the student dress code.

14. SPECIAL OCCASIONS

Birthday Celebrations: We recognize that birthdays are special occasions for your child. Please contact teacher to make arrangements. Please do not have balloon bouquets or flowers sent to your child at school. All birthday treats must be store bought.

15. Field Trips

Field trips are only scheduled, if they meet the benchmarks and may be taken during the times buses are available. Parents will receive notices of field trips well in advance of the scheduled trip date. Parents must sign a field trip permission form. If a student has a financial problem, which affects payment of a field trip fee, the situation should be brought to the administration's attention so that suitable arrangements can be made. Field trip privileges may be withheld from students who have received discipline/bus referrals. Children are not allowed to call home to get permission slips. It is the policy of the school, for your child's safety and to ensure there are no delays during the field trip that students ride with their class to and from the field trip destination. The only chaperones will be parents or guardians. Any exceptions must be approved by the Principal. Each chaperone must complete a volunteer form subject to approval according to the Jessica Lunsford Act. All chaperones must follow the school dress code.

16. Employee Feedback

Annually, every parent and student has the opportunity to evaluate the effectiveness of instructional employees by completing annual school improvement surveys.

17. Right to Know

As a parent of a student Swimming Pen Creek Elementary, you have the right to know the professional qualifications for the teachers who instruct your child. Federal law allows you to ask for certain information about your child's teacher and required us to give you this information in a timely manner if you ask for it. Specifically you the right to ask for the following information about each of your child's classroom teachers: Whether the FL Department of Education has license or qualified the teacher for the grades and subject he or she teaches, whether the FL Department of Education has decided that the teacher can teach in a classroom without being Licensed or qualified under state regulations because of special circumstances, the teachers college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees, whether any teacher aides or similar paraprofessionals provide services to your child, and if they do, their qualifications. Request for the above information must be made to the school administrator.

18. Teacher Requests

It is recommended that parents not request a teacher for their child each year. The school carefully matches the child's instructional, emotional, and social needs with a teacher. Student placement is never a random act but rather a careful and professional process.