

# Thunderbolt Elementary 2016-2017



Start with a positive attitude

Optimize learning

Act responsibly

Respect self and others

## Soaring Toward Our Future

2020 Thunderbolt Rd.  
Fleming Island, FL 32003  
Phone 278-5630  
Fax 278-5633  
Web: <http://tbe.oneclay.net/>

Dee Dee Phillips – Principal  
Wilnitra Dixon – Assistant Principal  
Lara Libretto – Assistant Principal

### THIS STUDENT PLANNER BELONGS TO:

Name \_\_\_\_\_

Phone \_\_\_\_\_

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



## SCHOOL DISTRICT OF CLAY COUNTY STUDENT CALENDAR 2016-2017

Tuesday, August 9, 2016.....	First Day, Teacher
Thursday, August 11, 2016.....	District Inservice Day
Tuesday, August 16, 2016.....	First Day, Students
Monday, September 5, 2016.....	Labor Day, Student/Teacher Holiday
Thursday, October 6, 2016.....	End First Grading Period (37 days)
Friday, October 7, 2016.....	Planning Day/Student Holiday
Friday, November 11, 2016.....	Veterans' Day, Student/Teacher Holiday
Monday, Nov. 21 thru Friday, Nov. 25, 2016.....	Thanksgiving, Student/Teacher Holidays
Friday, December 16, 2016.....	End Second Grading Period (44 days)
Monday, December 19, 2016 thru January 2, 2017.....	Christmas/New Year's Break, Student/Teacher Holidays
Tuesday, January 3, 2017.....	Planning Day/Student Holiday
Wednesday, January 4, 2017.....	Inservice Day/Student Holiday
Thursday, January 5, 2017.....	Students Return to School
Monday, January 16, 2017.....	Martin Luther King Day, Student/Teacher Holiday
Monday, February 20, 2017.....	Presidents' Day, Student/Teacher Holiday
Friday, March 17, 2017.....	End Third Grading Period (50 days)
Monday, March 20 thru Friday, March 24, 2017.....	Spring Break, Student/Teacher Holidays
Monday, March 27, 2017.....	Planning Day, Student Holiday
Tuesday, March 28, 2017.....	Students Return to School
Friday, April 7, 2017.....	Fair Day, Student/Teacher Holiday
Friday, April 14, 2017.....	Good Friday, Student/Teacher Holiday
Monday, May 29, 2017.....	Memorial Day (Observed), Student/Teacher Holiday
Wednesday, June 7, 2017.....	Last Day, Students (4th Grading Period – 49 days)
Thursday, June 8, 2017.....	Last Day, Teachers – Planning Day

**GRADUATION: June 2, 2017**

### EARLY DISMISSAL DAYS

#### ELEMENTARY SCHOOLS

September 16, 2016, Oct. 31, 2016, Dec. 16, 2016  
Feb. 17, 2017, May 12, 2017 & June 7, 2017

#### JUNIOR HIGH/ HIGH SCHOOLS ONLY

Dec. 14, 15 & 16, 2016  
June 5, 6, & 7, 2017

#### INTERIM REPORTS TO PARENTS

Available thru the Parent Portal Account  
<https://focus.oneclay.net>

Tuesday.....September 13, 2016  
Tuesday..... November 8, 2016  
Thursday..... February 9, 2017  
Tuesday..... May 2, 2017

#### REPORT CARDS TO PARENTS

Available thru the Parent Portal Account  
<http://focus.oneclay.net>

Friday.....October 14, 2016  
Wednesday.....January 11, 2017  
Friday.....March 31, 2017  
Thursday.....June 15, 2017

**School Board Approved: November 17, 2015**

## Thunderbolt Elementary School Mission Statement

The mission statement of Thunderbolt Elementary is to provide a safe academic environment in which children and staff are encouraged to strive for excellence in scholarship and sociability while showing respect for self and others.

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### Information Directory

- Attendance or to report your child absent  
278-5630 ext.2294 Fax 278-5633
Janette Corona
- Address/Phone Changes (Student-Parent)  
278-5630 ext. 2231
Amanda Vandenabeele
- Bookkeeper & Principal's Secretary
Stephanie Kimball
- Cafeteria & Lunch Accounts
Beth Dryden
- Clinic
Sylvia Clifford  
Gerri Barron
- Curriculum/Assessments
Dee Dee Phillips  
Wilnitra Dixon  
Lara Libretto
- Discipline
Dee Dee Phillips  
Wilnitra Dixon  
Lara Libretto
- ESE Referrals/Guidance
Shelley Bell  
LaDean Axtell
- ESE Secretary/IEP Scheduling
Cynthia Garcia
- Front Office Secretary
Nina Foye
- Library/Media Center/News Team
Kathy Dryden
- Volunteers
Lara Libretto

## **STUDENT INFORMATION**

### Student Organizations and Activities

#### Chorus

Students in fourth through sixth grade may wish to join the school chorus. Chorus meets outside of school hours once a week. The Thunderbolt Elementary Chorus performs for school and community events. Parental permission and student commitment to the program is required.

#### County Honors Chorus

Students audition to participate in a musical production at the District level.

#### Run-Walk Club

For the fitness minded students and family. Parents are encouraged to also participate and clock in their miles. Run-Walk Club meets during the school day and student miles are tallied. Information about community sponsored runs will be distributed and families are encouraged to participate.

#### Safety Patrols

Fifth and Sixth graders are selected on the basis of recognized leadership ability, personality, courteous manners, dependability and grades. Under the direction of a faculty coordinator, they assist all grade levels in a program of safety and orderly conduct while at school.

#### School Musical

Under the direction of the TBE music teacher and various TBE faculty and staff the students will produce a musical program each year.

#### Track Team

Students in grades 4-6 try out and are selected to represent Thunderbolt Elementary in the county track meet in the spring.

#### WTBE News Team

Fifth and sixth graders are selected on the basis of leadership ability, personality, dependability, grades and teacher recommendation. Under the direction of a faculty coordinator, they present the school news via close circuit television.

#### Math Teams

Students in grades 4-6 are selected to represent Thunderbolt Elementary at the county Math Field Day in the spring. Students compete individually and as teams.

#### Battle of the Books

Students in grade four are selected to compete in a school-level Battle of the Books.

#### Speech Contest

Students in grades four, five, and six participate in classroom and school wide competition with the winner advancing to the district level competition.

#### Geography Bee

Students in the fifth and sixth grade participate in classroom and school wide competition with the winner advancing to district level competition.

#### Accelerated Reader (AR)

Students in grades K-6 participate in a motivational reading program. Students are recognized for attaining reading goals within the program.

#### Spelling Bee

Students in grades five and six participate in classroom and school wide Spelling Bees with the winner advancing to the district level competition.

### Science Fair

Students in sixth grade complete an individual Science Fair project for school level competition with an opportunity to advance to district level competition.

### TBE Ambassadors

Fifth and sixth graders are selected to serve as TBE Ambassadors. These students provide orientation for students new to TBE as well as assisting with various school service projects.

## **AWARDS and RECOGNITION**

### Honor Roll

Students in grades three through six performing on grade level are eligible for the honor roll each nine-week grading period. Eligibility requirements are:

Grades 3,4,5,6:

1. For "A" Honor Roll, all A's are required on grade level in the academic areas of Reading, Language Arts, Math, Science/Health, and Social Studies.
2. For "A/B" Honor Roll, all A's and/or B's are required on grade level in the academic areas of Reading, Language Arts, Math, Science/Health, and Social Studies.

Honor roll students will be recognized each nine weeks and students earning the honor roll during all four nine week grading periods will be recognized at the end of the year.

### Academic Achievement Awards

Academic Achievement Awards are given to the students who demonstrate achievement at an individual level and are not eligible for Honor Roll. Students must achieve all A's and/or B's at their level.

### Attendance Award

Attendance Awards are presented to students who have been neither absent nor tardy each grading period. Year-long attendance awards are also presented at the end of the school year.

### Top Flight Awards

Top Flight Crew Awards are presented to students who show outstanding effort in academics each grading period.

### Above and Beyond

The Above and Beyond award is given to recognize exemplary acts of service or accomplishments. Students are nominated by the administration.

### Pen and Quill Award

Each classroom teacher awards one student per grading period the Pen and Quill award for outstanding writing.

### Principal's Award

The Principal's Award is given to students for outstanding effort and improvement in academic areas.

### Awesome Aviators

Students who demonstrate exemplary character traits are nominated by their peers or school staff for recognition as an Awesome Aviator.

### S.O.A.R. Award

Each classroom teacher awards one student per grading period the S.O.A.R. award for students who consistently start the day with a positive attitude, optimize learning opportunities, act responsibly, and show respect for self and others.

### Full Crew Jets

Upon completion of sixth grade, students who have attended Thunderbolt Elementary from Kindergarten through grade six will earn the Full Crew Jet pin.

## PARENT INFORMATION

### Accreditation

Thunderbolt Elementary School is accredited, along with all other Clay County Schools, by the Southern Association of Colleges and Schools division of AdvancEd.

The curriculum of Thunderbolt Elementary is based on standards adopted by the State of Florida.

### Policy of Non-discrimination

"Non-discrimination and diversity are foundation principles of the School Board. It is School Board policy to hire and promote the best qualified candidate measured against the requirements of the job and to provide equal employment and advancement opportunity for all individuals without discrimination because of race, color, gender, religion, age, national origin, disability, veteran, marital status or any other protected status, and provides equal access to the Boy Scouts and other designated patriotic groups."

### Lost and Found

A specific area in the cafeteria is provided for placement of lost and found articles. Parents are free to come and look for items that may have been lost by their child. Unclaimed items will be given to an organization for the needy on a monthly basis. **Parents are encouraged to label lunch boxes and clothing with student names.**

### Telephones

In the event that students need to contact their parents during the school day, office personnel or teachers will make the necessary phone calls for them. Students must have written permission from their teacher to come to the front office for this purpose.

### Volunteer Information

One of the cornerstones for creating a successful environment for our children is parent involvement. Commitment of parents to education has a significant influence on a child's success at school. Parents are encouraged to be actively involved in school activities, which are compatible with their family schedule. Volunteer orientation is held at the beginning of each school year. All Volunteers must complete the Volunteer Application for authorization to be on campus. Volunteer applications are available in the school office.

### Volunteer/Parent Registration

Any adult working with students in any capacity on campus or during school sponsored activities must have a Volunteer/Parent registration form on file. Volunteers present identification upon arrival on campus before reporting to the school area in which they are volunteering. Volunteers should wear their volunteer identification sticker while volunteering. When the volunteer activity is complete, exit through the front office to return the identification sticker. Appropriate dress for the school environment contributes to the success of volunteers.

**\*\*Volunteers are not allowed to bring non-enrolled children to school during the time of volunteer work and/or when chaperoning a field trip.**

*Volunteers are many things: an extra pair of hands, an extra measure of personal warmth, a valuable resource for classroom enrichment, another model to emulate, someone to stimulate language and someone who will listen and love. One thing is imminently clear: YOU are needed and wanted in our school. As a volunteer in our school you represent Thunderbolt Elementary, please be aware of your importance in the eyes of our children and dress appropriately.*

### Visiting

Parents may be granted permission by the Principal to visit their child's classroom, by appointment, during an instructional period. **Under no circumstances may a parent or outside visitor go directly to a classroom without first receiving permission from the school administrators.** School age friends and relatives are not permitted to attend classes of students enrolled at Thunderbolt Elementary. Anyone visiting the campus for lunch or other activities must present identification at the front office, designate the campus area to be visited and obtain an identification sticker. When the visit is completed, visitors must exit campus through the front office and turn in the identification sticker.

### Parent Lunch Visits

Parents are welcome to enjoy lunch with their child at the designated visitor table in the front of the cafeteria. Parents/visitors are not allowed to sit at tables designated for classes. Only children whose parents are present may

leave their class assigned lunch table. Parents may also escort their child from the cafeteria to the picnic table area for lunch, then return to the cafeteria at class lunch dismissal time. Before leaving the cafeteria the parent should notify school staff supervising in the cafeteria that they are taking their student to the picnic tables.

### **Conferences**

Conferences can be held between 7:45 - 8:20 A.M. and 2:45 - 3:10 P.M. Teachers may also be available for conferencing on early dismissal days.

### **Parent/Faculty Association**

The PFA is a partnership between Thunderbolt Elementary parents and staff working together to support the school. The organization actively supports our school in a most commendable manner, assisting in planned activities, as well as carrying out school fund raising projects. A membership drive is held each fall. All parents are encouraged to join and participate in the PFA.

### **School Advisory Council**

A School Advisory Council (SAC) is composed of elected staff, parents, community representatives, and the school's administration. The SAC provides input for the School Improvement Plan and monitors school progress.

### **Progress Reports**

Student progress monitoring for all grades is available for all parents through the FOCUS Parent Portal. Access to the Parent Portal is obtained by:

1. Parent completes online registration.
2. Parent completes Email Transmission Form.
3. Parent presents identification to school staff for verification to obtain access to student records.

**Interim reports and report cards are not printed. All parents are strongly encouraged to utilize the FOCUS Parent Portal to continually monitor student progress.**

### **Video Tapes and Photographs**

Many students at this school have the opportunity to be videotaped or photographed during school activities. Some of these tapings or photos may be placed on the school website, Facebook page, or school yearbook. In addition, some video tapings are utilized at local, state, or national conferences or workshops. Photographs of your child may or may not appear in local newspapers. **If you have any objection to your child's videotape or photograph being used for the above purposes, please submit your objections in writing to the Principal and the teacher by August 24, 2016 or within one week of your student's enrollment. This school policy is in compliance with the Clay County Responsible Use Guidelines outlined in the Code of Student Conduct.**

### **Videotaping and Photography by School Visitors**

While on campus visitors are not permitted to videotape or photograph anyone other than their own child.

### **Tuesday Folders**

Student's work and school announcements are sent home each week in the "Tuesday Folder." The folder should be initialed and returned the next day. Expect this folder every week.

### **Teacher Communication**

Students in grades 3-6 are provided one free planner per school year. Replacement planners can be replaced for \$5.00 each from the front office. Planners are utilized for recording daily assignments and parent/teacher communication. Parents are strongly encouraged to check their student's planner daily.

Teachers in grades 5 and 6 utilize a weekly behavior card which is stapled in the student planner to document student behaviors.

### **School Communication**

Monthly school calendars, menus, and school announcements are available on-line at the school's website <http://tbe.oneclay.net>. School current events and informational announcements are posted to the school's Facebook page. The automated phone system is utilized for school-wide parent reminders and additional communication. At various times of the school year the District ESE department publishes a parent newsletter.

## PARENT PROCEDURES

### Enrollment Procedures

Every child entering school for the first time, whether kindergarten or first grade, must present a birth certificate, a Florida Certificate of Immunization (HRS 680), a Health Certificate, and two proofs of residence before registration can be complete. *Students may not attend school until these requirements have been satisfied.*

### School Hours

Student school hours are 8:30 A.M. – 2:42 P.M. Early dismissal time is 11:45 A.M. Students should not arrive at school before 8:10 A.M. each morning, unless participating in a prearranged activity. **August 16<sup>th</sup> thru August 26<sup>th</sup> K and 1<sup>st</sup> grade parents will be allowed to escort their child to class after checking in at the front office and present identification. Parents must exit campus through the front office and turn in the identification sticker.** Students should be picked up no later than 3:00 P.M. unless participating in a prearranged activity. School office hours are 7:40 A.M. – 3:20 P.M. **The school will not take responsibility for students who are on campus before 8:00 A.M. or after 3:10 P.M. unless participating in a school sponsored activity.**

### Check Policy

Clay County School Board is contracted with Insuracheck for non-sufficient funds collection. Your check is welcome! We accept checks under the following conditions:

*If your check is returned or rejected for any reason, you expressly authorize your account to be electronically debited for the amount of the check plus a processing fee of \$25.00 or the maximum amount allowed by law. The use of a check for payment is your acknowledgement and acceptance of this policy and its terms and conditions. The Insuracheck phone number is 866-268-0030.*

### Attendance

Research shows that the single greatest factor contributing to student achievement is school attendance. The School District of Clay County takes pride in offering quality education to all students, and believes that regular school attendance is a very important part of educational success. Although missed school assignments can be completed, missed instruction cannot. Student attendance is monitored on a regular basis by the school attendance team. Excessive absences will be investigated and parents will be asked to meet with the attendance team. The attendance team is a school based committee which meets monthly to review student attendance records. A meeting with the parent or guardian will be set up to resolve the attendance problem. When a parent or guardian does not participate in activities requested by the school to improve school attendance, legal action may result in the filing of a Truancy Petition with the court or referral to the State Attorney's Office (F.S. 1003.24). If excessive tardies or absenteeism is noted, parents will be notified pursuant to Florida State Law.

Florida Law requires all children between ages of 6 and 18 to attend school regularly. We encourage you to monitor your child's attendance, and contact us with any questions or concerns. School attendance can be monitored by checking a student's interim reports, report cards and on the FOCUS Parent Portal.

### Excused Absences

Excused absences include illness or death in the family. If excused absences become excessive, medical documentation may be required by the principal to excuse further absences. If your child has a chronic medical condition that may lead to his/her absence from school on a regular basis, a doctor's statement is required. It is the parent's responsibility to send in notes upon the student's return to school following an absence. **A doctor's note is required after three (3) consecutive days of absence due to illness.**

Within 3 days of returning to school after an absence, the student must present his teacher with a written excuse signed by the parent or guardian. This written explanation must contain the following:

1. Student's name and teacher's name
2. Date written
3. Dates of absences
4. Reason for absence
5. Personal and work telephone numbers for parents/guardian

### Pre-approved Absences

Requests for pre-approved absences must be received by the school no less than 5 school days prior to the start date of the absence. The purpose of the absence or reason for the request must be clearly stated. **If no purpose or reason is given, the request will not be approved.** The Principal will determine if the request for approval will be



honored based upon the reason for the request, current student academic performance, and student attendance record.

### **Unexcused Absences**

Being absent from school for reasons other than an illness or family death is considered unexcused. Failure to provide the school with a note within 3 school days will result in the absence being recorded as unexcused. Students with 5 or more unexcused absences in a month or 10 unexcused absences in 90 calendar days must be referred to the school's Attendance Team.

### **District Attendance Policies**

The following policies regarding attendance are in effect county-wide:

1. Schools will contact a parent or guardian, whenever possible, to notify them of an absence.
2. Following an absence, a note must be received from the parent or guardian no later than the 3<sup>rd</sup> day following return to school. Notes will not be accepted after the 3<sup>rd</sup> day and the absences will be considered unexcused.
3. It is at the discretion of the Principal whether absences for family emergencies or extended absences are considered excused or unexcused.
4. Tardies are handled and dealt with individually at each school, but are taken into account when and if legal action is pursued.
5. Tardies and early check out time equivalent to one full school day may be counted as one unexcused absence in the total number of unexcused absences required for possible legal action.

### **Make-up Work When Absent**

Students will be allowed one day for each excused day absent to make up their work. Work will be given in advance for excused pre-approved absences. **Work given out in advance is due on the first day the student returns to school.** At least twenty-four hour notice is required to provide make-up work for a student. Books and assignments may be picked up at the front office.

Make up daily assignments for unexcused absences will be provided on a limited basis at the discretion of the teacher. Such assignments will be for the use of the parent in working with their child and not to be turned in to the teacher. The student will not be penalized for missing daily assignments due to unexcused absences.

Students with unexcused absences will be required to take make up tests upon their return to school or at a time scheduled by the teacher. Projects assigned prior to an unexcused absence are due when the student returns to school. The due date for projects assigned during an unexcused absence will be determined by the teacher.

### **Homework**

Homework is practice and/or enrichment of the day's work and is not given simply as busy work. Most children should complete assignments within sixty minutes. For the student who spends more time than this (on task), the parent should inform his teacher so adjustments may be considered.

### **Field Trips**

Field trips are offered as outgrowth of curriculum studies or as cultural enrichment. All students are required to return a signed permission slip prior to the trip no later than the deadline set by the sponsor. Refunds for payment of field trip costs are dependent upon the nature of each field trip. Students in attendance at school on field trip days, who are not participating in the field trip, will be supervised by another teacher and provided learning activities that relate to the field trip. **All parents participating in school fieldtrips must have a completed and approved Volunteer Registration form on file and have had their identification scanned one week prior to the fieldtrip. When selected to serve as chaperones for a trip, parents are not allowed to bring non-enrolled children to school while chaperoning a field trip.**

Chaperones have specific responsibilities on a trip and should not be distracted from these duties. School representatives must be notified in advance of any student who will not fully participate in the trip. If a student is not going to return with the sponsoring group, he/she is to be checked out before departing the group. This check out will be recorded for school attendance. Participation in field trips will be dependent upon the individual appropriateness of the field trip environment for each student as determined by the administration.

### **Physical Education**

Students are expected to participate in physical education activities unless a note is sent by the parent stating the reason and duration of time the child needs to refrain from the activity. A doctor's note is needed to be excused from participating for more than three consecutive days. Students with casts are not permitted to participate in PE

activities. Please make note of your child's schedule so he/she can be dressed appropriately, including athletic shoes, on days of scheduled physical education activities. Water bottles will be allowed at PE seasonally as needed.

### **Cafeteria**

School lunch prices, determined by the School board, are \$1.75 daily or \$8.75 weekly. Student reduced lunch price is \$0.40. Students may pre-purchase their lunches by depositing funds into their individual lunch account. Checks should be made payable to Thunderbolt Elementary Cafeteria. Students may also pay for their lunches on a daily basis. Ala carte items are available for purchase by students in grades 1–6 unless the school is notified in writing otherwise. Note: If you elect no ala carte for your child then your child will be unable to purchase single cartons of milk.

**Parents are eligible to apply for free or reduced lunch at any time during the school year.**

TBE also offers a breakfast program at the price of \$1.25. Adult breakfast is available for the \$2.00. Students eligible for free or reduced lunch pricing are also eligible for free or reduced breakfast pricing. Student reduced breakfast is \$0.30. Only Grab & Go Breakfasts will be available to students arriving to school after 8:20 AM.

In the event a child has no money available to purchase lunch, the school will provide a food item. Students will not be allowed to leave the cafeteria during their lunch time to call home for lunch or lunch money. You may make deposits into a student lunch account and check account balances on-line.

Questions concerning student lunch account balances should be directed to the cafeteria manager at 278-5630 X 2257

### **Clinic**

Students who become ill shall obtain a Clinic Pass from their teacher. No student will be allowed in the Clinic without a pass. Students will be returned to class after a maximum of twenty minutes unless it is necessary to send that student home. Parents need to encourage their students to go to the Clinic only when necessary and not abuse the privilege. The nurse will notify parents of habitual clinic visitors.

The Clinic does not provide medication of any kind, including Tylenol/Aspirin. *Should it be necessary for a student to take medication during the school day the parent must deliver the medication to the clinic. Students are not allowed to transport medications to or from school. **After an illness, students need to be fever, vomit, and diarrhea free for 24 hours prior to their return to school. County guidelines state students with a fever of 100 degrees or over must be sent home. Students with temperatures should not be sent to school.***

### **Orthopedic Assistive Devices**

If a student is in need of crutches, a wheelchair or another assistive device at school, an "Orthopedic Injury Assistive Device Authorization Form" must be completed by the physician and submitted by the parent to the school clinic prior to the student attending school.

### **Health Screenings**

Routine health screenings are done for all students in Kindergarten, 1<sup>st</sup> grade, 3<sup>rd</sup> grade and 6<sup>th</sup> grade. The screenings include a vision and hearing test, body mass index with height and weight. 6<sup>th</sup> graders will also be screened for scoliosis. Any abnormal results will be reported back to the parents in a letter from the County Health Nurse. Follow up with your own physician may be requested.

## **STUDENT TRANSPORTATION**

The teacher must be notified in writing of any changes made to your child's transportation. During dismissal procedures, the teacher will place students in the appropriate line based on their transportation home. **STUDENTS SHOULD NEVER CHANGE FROM ONE LINE TO ANOTHER AFTER BEING PLACED THERE BY THE TEACHER.** Teachers escort each line to the appropriate transportation dismissal area.

### **Bus Transportation**

Eligibility for bus transportation is determined by the School Board district office. A student is to ride only the bus he/she is assigned. To ride another bus or to get off the bus at a stop other than the assigned stop, the student must bring a parent's written request for permission to the front office to get a bus pass at the beginning of the day. Requests for the students to ride another bus will be granted on a space available basis. Once bus space is verified a pass will be issued. The bus pass must be given to the bus driver when the student gets on the bus. **The teacher**

**must be notified, in writing, of any changes made to your child's transportation.** During dismissal, students may not be picked up from the bus loading areas without following school checkout procedures.

#### **Parent Drop Off**

**Parent drop-off is limited to the designated area. When dropping off students, remain in the traffic loop. All drop-offs should be done between the posted areas along the sidewalk. Parking is prohibited except in designated parking areas. Students are not permitted to cross traffic unless accompanied by parent. Parents and students must use the cross walk when crossing traffic. Teachers and Safety Patrols direct and assist students as they exit their vehicles.**

#### **Parent Pick-Up**

Parent pick-up is limited to the designated area. When picking up students, remain in the traffic loop. All pick-ups should be done between the posted areas along the sidewalk. Parking is prohibited except in designated parking areas. **Students are not permitted to cross traffic unless accompanied by parent. Parents and students must use the crosswalk when crossing traffic.** At dismissal, students are to remain seated in the building at designated grade level areas until their name is called to report to the loading area. **All vehicles must display a school issued parent pick-up sign. Individuals without a school issued parent pick up sign must report to the front office to show identification.** Teachers direct and assist students loading vehicles until 3:00PM. Students not picked up by 3:00PM will wait in the Quiet Room for parents to come in to the office to be checked out.

#### **Walking Students**

Parents who meet walking or biking students must wait beyond bike racks. Use extreme caution when parking on grassy areas to avoid pedestrian accidents. **Students are not permitted to cross traffic unless accompanied by parent.**

**PLEASE NOTE: It is extremely dangerous and illegal for pedestrians to cross Town Center Blvd. in any other locations other than designated crosswalk.**

#### **Biking Students**

When arriving on campus students must walk their bike from the street corner to the bike rack. At dismissal, students walk their bike from the bike rack to the street corner. While waiting for crossing guard permission to cross the street, students will remain in a double line on the sidewalk

#### **Tardies**

Prompt arrival at school is essential for your child to have a successful day. The staff works diligently to keep classroom interruptions to a minimum and to utilize the instructional day to its fullest. In order for us to maximize your child's learning experiences, we must rely on you, the parents, to have your child at school in time to be seated in class at 8:30 A.M. All students who are tardy must report to the main office for an admit slip. Parents of students who are habitually tardy will be contacted by the School Attendance Team. **Students who are tardy to school are not eligible for Attendance Awards.**

#### **Checkout Before the End of the School Day**

Every possible effort should be made for each student to attend school for the entire day. Doctor appointments should be arranged before or after the school day if at all possible. In the event that siblings are also in school, only the ill student should be removed before the end of the school day. To insure the safety of all students and for office staff clarity, **persons checking out students will be asked for picture identification. Students may only be released to persons listed on the student's registration form unless other written parental notification is provided. All student checkouts should be completed prior to 2:10 P.M.** Due to end of the day activities, it is difficult to contact students for checkout after 2:10 P.M. Due to end of day activities and traffic congestion all checkouts must be completed by 2:10 P.M.

#### **Withdrawal of Students**

The school should be notified one week in advance of a student's withdrawal date. This will give ample time for completion of records and other necessary details. All indebtedness to the school should be paid before the withdrawal date.

# SCHOOL PROCEDURES & BEHAVIOR EXPECTATIONS

## SCHOOL PROCEDURES

### Arrival Procedures K-2

1. Arrival on campus no earlier than 8:00 A.M.
2. Report directly to your classroom/holding area or the cafeteria for breakfast
3. Remain seated outside your classroom
4. Use all waiting time as reading or study time

### Arrival Procedures 3-6

1. Arrival on campus no earlier than 8:00 A.M.
2. Take care of any drop off, restroom, or water needs immediately.
3. Report directly to your gate/holding area or the cafeteria for breakfast.
4. Remain at your gate until clear for departure
5. Use all waiting time as reading or study time.

### Give Me Five

"Give Me Five" will be used school wide

1. Raise hand
2. Be quiet
3. Eyes on the speaker
4. Hands and feet are still
5. Listen to the speaker

### Hallway Procedures

Follow "Line Basics" when traveling in the hallway

1. Move in a straight line
2. Walk on the right-hand side of the hall
3. Walk two tiles out from the wall
4. Walk quietly
5. Keep your hands and feet to yourselves

While waiting, as a class, for resource or restroom sit or stand two tiles out from the wall without talking.

### Restroom Procedures

1. **Go** Use the restroom
2. **Flush** Flush the toilet
3. **Wash** Wash and dry your hands
4. **Leave** Exit the restroom

### Voice Levels

- 0= No Talking  
1=Whisper  
2=Table Talk

### Office Procedures

When visiting the office during the school day

1. Obtain permission from your teacher
2. Wait at office window
3. Do not enter lobby area unless directed to do so

### Bus Riding Procedures

Using "Ready, Set, Soar" procedures

1. Ready – Sit down, bottom on seat, back on back of seat
2. Set – Looking forward, backpack on lap or floor
3. Soar – Quiet conversation

### **Bicycle Procedures**

1. **INDIVIDUAL BIKE LOCKS ARE NOT REQUIRED BUT HIGHLY RECOMMENDED.**
2. Bicycles are allowed only in designated bike areas.
3. Bicycle racks are locked during school hours.
4. All bicycle procedures also pertain to scooters.
5. All biking students are strongly encouraged to abide by the Florida bike helmet law.
6. Walk bikes to and from the street corner to the bike racks.

### **Skateboards**

It is not permissible to ride skateboards on campus. All types of skateboards should be stored in the classroom during the school day and not left inside the bike rack area.

## **BEHAVIOR EXPECTATIONS**

Building strong positive character traits in students is essential to establishing a safe and positive school environment. The following six pillars of character are presented in varying grade appropriate activities: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

Students are expected to demonstrate these character traits in all aspects of their school day.

Our school-wide Behavior Expectations are intended to create a positive discipline climate by establishing guidelines, rewards and consequences. Rewards are provided to the children who choose to obey the rules and much praise is offered. The child who chooses not to follow the rules is aware of the consequences. Parental support of our plan and close communication are important factors in effective and fair discipline.

1. Be prepared for class and follow directions the first time they are given.
2. Be respectful to all teachers, classmates, school staff, the school building, and personal property of others and self.
3. Behavior that interferes with classroom instruction, interrupts orderly school procedures, or poses harm to self or others will result in disciplinary action in accordance with Clay County Code of Student Conduct.
4. Follow the Clay County Code of Student Conduct and the Clay County Bus Rules.

## **NON-EDUCATIONAL MATERIALS BROUGHT TO SCHOOL**

### **Stuffed Animals, Electronic Devices, Cameras, Rubik's Cubes, and Food/Snacks**

These items may be brought for special projects *only* with the written permission of the teacher. Glass objects may not be transported on buses. Any other student items (balls, kites, projects, etc.) must not interfere with safe operation of the bus. Refer to Clay County School District bus policy for additional bus guidelines. Electronic devices such as Nook, Kindle or iPads are allowed at school for academic purposes only. Inappropriate usage will be handled with a discipline referral.

### **Toys and other Items**

Any item which causes a distraction or disturbance is NOT allowed at school. Such items are subject to being collected by school personnel and held until the end of the school year.

### **Student Gifts**

No flowers, balloons, etc., can be delivered to students at school.

### **Wireless Communication Devices**

Students may possess a wireless communication device while the student is on school property or in attendance at a school function. Usage of such devices must be in compliance with the Clay County School District Code of Conduct.

Use of such devices is limited to teacher directed activities and must be in compliance with the Responsible Use Guidelines.

All students of the School District of Clay County agree to follow the School District of Clay County Code of Student Conduct, school rules, and commit to the following Responsible Use Guidelines:

**I will:**

- Use digital devices, networks, email, and software in school for **educational** purposes and activities.
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others **private**.
- Show **respect** for myself and others when using technology, including social media.
- Give **acknowledgement** to others for their ideas and work.
- Promptly **report** inappropriate use of technology.

## STUDENT DRESS CODE

Dress and grooming guidelines are designed to promote student safety and help students develop standards for their own personal appearance. The school shares with parents a responsibility for teaching young people appropriateness of dress. Students are expected to dress appropriately and to be groomed in a manner that reflects pride in oneself and in one's school. School officials reserve the right to determine if the dress code is violated.

Research has found a high correlation between the way children dress and their behavior in school. In keeping with this philosophy, the following standards will be expected of all grade levels:

### Permitted Apparel

- Outfits are to be tailored in such a manner so as not to expose the body while in normal activity.
- Shorts, dresses, or skirts should be no shorter than 3 inches above the knee. If leggings are worn, then the top **MUST** be 3 inches above the knee or longer.
- Pants and shorts should be worn at the waistline without the necessity of support whether a shirt is tucked in or out and fastened at the top closure. Belts will be buckled at all times if worn.
- Jeans/pants that have frays/holes above the knee must have something underneath them, such as leggings that cover the skin, so as not to expose skin or undergarments.
- Shirts must not expose undergarments in any manner or the midriff.
- The neckline of a shirt must limit exposure of the body.
- Footwear, other than bedroom slippers must be worn at all times.

### Non-Permitted Apparel

- Apparel with off-color remarks, pictures, or emblazoned with drug, alcohol or tobacco related slogans.
- Apparel displaying violent imagery.
- **Apparel that is deemed to be tight fitting, such as yoga pants, spandex skirts/dresses/pants, leggings without proper length top, cheer shorts, etc. YOGA pants are not acceptable attire for school.**
- Sleepwear, such as bedroom slippers, pajamas, etc.
- Halter tops, tube tops, spaghetti straps, mesh/see-through shirts.
- Tank tops that are less than 3 finger width at the shoulder.
- Muscle shirts.
- Hats, hoods, bandannas, and caps are not to be worn in class or the buildings unless approved by the administration or for special events.
- Hats, caps, scarves, bandanas or other head covering, and sunglasses (unless approved by administration) for outdoor activity.
- Flip flops present a safety hazard in the elementary setting and are not permitted.
- Any apparel or accessory determined by administration to present a safety hazard for the student or the school.

Students in violation of the dress code will be sent to Administration. Consideration of the child's grade level will be taken into account. Students may be provided alternative clothing for the school day or the student may be allowed to contact the parent for alternative clothing. If acceptable clothing cannot be obtained, the student will not be allowed to return to the classroom. **Continued violations will result in disciplinary action.**

Hats, caps, sunglasses and sun protective wear may only be worn for outdoor activities during school hours. (SB772 A++Legislation)

## CAFETERIA RULES

1. While waiting in line students stand orderly in the assigned area.
2. One student at a time enters the serving line to stand on the large red dots. No talking while in the serving line.
3. Once in the assigned seat, no returning to lunch line. Raise hand for assistance.

4. Conversation needs to be quiet and not disruptive to others.
5. No sharing of food.
6. Pick up around your area.
7. Emergency only to the restrooms.
8. Dismissal using 1-2-3 Procedures, over P.A. system or by teacher.
  - 1 = pack up and pick up
  - 2 = stand up and push in chairs, remain standing beside assigned seat
  - 3 = walk (leave) under supervision of classroom teacher
9. Good manners are expected at all times.
10. Grades K-1 may raise their hand if they need napkins, sporks or 1 packet of condiment. After the first semester condiments will only be distributed to Kindergarten students.
11. Grades 2 – 6 may raise their hands for napkins and sporks. No condiments will be passed out. Condiments must be picked up while moving through the serving line.

## **CAFETERIA LUNCH RESTROOM PROCEDURE**

### **GRADES 1-6**

In order to better monitor student use of restrooms during lunch the following procedure will be used:

1. Student raises hand to request permission to go to the restroom.
2. Staff member on duty goes to the student and talks with the student to determine if restroom use is necessary.
3. If restroom use is necessary staff member instructs the student to look at the stage to determine if a basket is available. One pink basket for girls use and one blue basket for boys use will be placed on the stage at the start of lunch each day.
4. If a basket is available the student will go to the stage, get a basket return to his/her table, place the basket on the table in front of his/her lunch then go to the restroom.
5. After using the restroom the student returns to their lunch table, gets the basket and returns it to the stage then returns to their seat.
6. If no basket is available when the student is requesting permission to go to the restroom the student must wait until a basket is available. If the staff member determines that there is an emergency with a student they may immediately walk the student to the restroom, wait outside the restroom door, then escort them back to their seat.
7. Baskets on tables will serve as a visual reminder to staff on lunch duty that a student is missing from the table and should be checked on in the restroom if they do not promptly return to their seat. This procedure will also limit the number of students in the restroom at any time.

## **SCHOOL- WIDE DISCIPLINE PLAN**

Teachers are responsible for class discipline and only send students to the office when their efforts become ineffective. A good faith effort is made by school personnel to teach self-discipline and to gain parental assistance to improve the student's behavior. Consistent discipline plans are developed unique to individual grade levels. Grade level plans will be reviewed with students.

Positive discipline is the approach used at TBE. It is a system that rewards good behavior and provides consequences for misbehavior. It is founded upon the philosophy that the teacher is responsible for managing classroom discipline and thus has the following rights:

1. To establish a classroom structure and routine that provides an optimal learning environment.
2. To determine and request appropriate behavior from the students that meet the teacher's need in carrying out their teaching obligation.
3. To have help from parents and the administration when needing help with a student.

Positive discipline is founded upon the belief that students also have rights. Their rights include:

1. To have a teacher who will help the student limit his inappropriate behavior.
2. To have a teacher who will provide the student with positive support for his appropriate behavior.

3. To be aware of the consequences which result from inappropriate behavior.

Classroom disruptions that become excessive will be handled with the assistance from the administration and may result in a discipline referral. Discipline referral forms are sent home by the student for parent signature and should be returned to the administration the following school day unless notified otherwise. Discipline records for students may be reviewed by parents on the FOCUS Parent Portal.

The **Administration** will, according to the number of referrals a student has, give an appropriate consequence listed below. Consequences increase in severity as inappropriate behavior continues. Possible consequences may include:

1. Warning, parent notification
2. Loss of privileges
3. Removal from class
4. Work/school service detail
5. Referral to School Resource Officer/Clay County Sheriff's Department
6. ISS (In-school-suspension)
7. OSS (Out-of-school-suspension). The student is counted as absent. Homework will be made available. Major tests and projects due must be scheduled with the teacher.
8. Recommendation for Expulsion and/or placement in alternative school program.

In the event a parent cannot make arrangements for one of these punishments or does not wish for one to be carried out, this fact must be made known in writing to the administration. The school will honor such request when possible however, when one option is taken away, a more severe form of consequence will be used.

### **Harassment and Bullying**

Harassment is repeated, unwanted and unwelcome words and actions, which upset you, creating a feeling of being scared, angry, hurt or embarrassed in your school environment. Harassment can include:

1. Scary or hurtful notes, letters, or other written material
2. Comments or remarks about another person's sex, race, disability, national origin, or color
3. Suggestive sounds or whistles
4. Crude name-calling
5. Insulting jokes
6. Obscene gestures or verbal threats
7. Inappropriate physical exposure
8. Inappropriate touching, patting, pinching, or attempting to kiss another person

**Bully Boxes for the purpose of reporting bullying can be found in 3 campus locations (Media Center, Guidance Offices, and the Front Office).**

**Parents/Guardians please help your children understand the serious nature of harassment. A serious charge of harassment will subject the offender to disciplinary action consistent with School Board policy and the Code of Student Conduct.**

### **Substance Abuse**

Florida Statute 232.277 – All school personnel shall report to the Principal, or Principal's designee, any suspected unlawful use, possession, or sale by a student of any controlled substance, counterfeit controlled substance, or alcoholic beverage. All school personnel are exempt from civil liability when reporting in good faith to the proper school authority such suspected unlawful use, possession or sale by a student. The Principal, or his/her designee, shall contact the parent or legal guardian of a student regarding this situation.

### **Weapons**

Any student who is determined to have brought a firearm or weapon (as defined in Chapter 790.115(1), (F.S.) to school, to any school function, or onto any school-sponsored transportation and for making threats or false reports (as defined in F.S. 790.162 and 790.163) is automatically recommended TO BE EXPELLED FOR NOT LESS THAN ONE (1) FULL YEAR.

A copy of the Clay County Student Code of Conduct can be found at [www.oneclay.net](http://www.oneclay.net)