

Falcon Strong

Shadowlawn Elementary

2016 - 2017

Student Handbook



Absences

As per Florida Statute 1003.24(4), students whose absence(s) have been approved as “excused” will be able to make up assignments from their teachers upon their return to school; therefore, a note must be received by the teacher before make-up assignments are given. It is the parent's responsibility to send in notes prior to the absence or upon the student's return to school following the absence. The excuse note should contain the following information:

- Date written and date of absence
- Student's first and last name
- Homeroom Teacher's name
- Reason for absence
- Parent's home and work phone number
- Parent or guardian signature

Absences may be excused for the following reasons: sickness, injury; insurmountable condition, religious instruction, religious holidays, illness of a relative or death of a relative.

If a student fails to submit a written excuse of absence within two (2) days, the absence will remain unexcused. If the absence is excused, the class work will be made up at a time and place convenient to the teacher. Teachers are not required to accept work for unexcused absences. Parents are encouraged to call the school when their child is unable to attend school, phone 529-1007 or fax 529-1011.

Make-up work will only be given after a student is absent three (3) or more days due to illness. Please phone the school office, after the second day of absence, and request make-up work. Allow the teacher 24 hours to get the work together. The teacher will leave the work at the front office for you to pick up.

Arrival at School

Students are not to be on campus before 7:50 AM or after 2:45 PM unless involved in a supervised school activity.

Attendance

As per Florida Statute 1003.24, all children from the age of six until the age of 16 are required to attend school on a regular basis. This law holds parents/guardians responsible for their child's school attendance. When your child has accumulated five unexcused absences within a calendar month or ten unexcused absences within a 90-calendar day period, the teacher must report absences to the principal and the parent will be requested to attend a conference with the School Social Worker to identify potential remedies. A student is subject to retention if absent a

total of 30 days in the school year. School Board Policy 4.01 D6 states “Accumulated unexcused tardy and early departure 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”. School Board Policy 4.02 G states “Attendance at school is to be encouraged. Perfect attendance certificates for all students who have been **neither absent nor tardy** during the school year are available for issuance to students.” A student must arrive on time and stay at school until at least 10:00 AM in order to receive perfect attendance.

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. Students are expected to be in their classes at 8:40 am. Students arriving in their classroom after 8:40 am will be considered tardy.

State law requires a conference with you, either in person or by phone, to discuss the school's concerns regarding your child's attendance and attempt to resolve any problems that may be contributing to excessive absenteeism.

Books

Students are responsible for the care of textbooks and library books. Students losing or damaging books will be charged for the cost of repair or replacement as per state law. As per Florida Statute 1006.42(1) the failure to collect such sum may result in the suspension of the pupil from participation in extracurricular activities until the book is returned or paid for.

Cafeteria 904-336-3401

Breakfast will be served 7:50 a.m. to 8:20 a.m.

Students may pre-pay for their lunches, or pay on a daily basis. Make checks payable to Shadowlawn Elementary. We encourage parents to pre-pay for meals. Parents may pay for lunches on-line at www.myschoolbucks.com Parents are eligible to apply for free or reduced lunch at any time during the school year. We invite parents and community members to join us for lunch. Students may eat lunch with their parents, and may select one other student from their class to join them. Separate tables are available for this purpose. Picture I.D. will be required at the front office prior to eating with students.

Clay County School District has initiated a district wide policy when students are without lunch money in person or in their respective accounts:

Meal Pricing:

Breakfast- \$1.25

Lunch- \$1.75

Elementary students can “charge” up to \$3.50. Once the charge limit is reached, students will be offered an alternate lunch of a cheese sandwich, a choice of milk, and a choice of fruit or vegetable until the charges are repaid.

Water bottles are to be clear with the contents visible.

Carbonated beverages are not allowed in packed lunches. This will eliminate sprays and spills from carbonation which damage textbooks and other school items. Additionally, SLE supports and encourages healthy choices. Elimination of carbonated beverages also aligns with federal guidelines regarding school lunches.

Carbonated beverages will be considered for special schoolwide and classroom events.

Cafeteria Rules - inside

- Listen to the adult the first time.
- Use good table manners.
- Speak softly, and only to people at your own table.
- Stay in your seat.
- Raise your hand for help.

Checkout During the School Day

Early checkouts are a disruption to the educational “flow” in the classroom, and are discouraged except in emergency situations.

All checkouts should occur through the front office, where the parent / approved adult must wait for the child to be sent up. This includes instances where a parent was already on campus for another reason. No child should be picked up from his/her classroom.

All persons checking out students will be asked for picture identification, and must be on the student's registration form unless other written parental notification is provided.

All student checkouts must be completed prior to 2:00 PM. Due to end of the day activities, the office will be unable to contact students for checkout after 2:00 PM.

Check Policy

Your check is welcome! We accept checks under the following condition: If you check is returned for any reason, we will automatically redeposit your check. If it is not honored by your financial institution, all future transactions must be cash only.

The use of a check for payment is your acknowledgment and acceptance of this policy and its terms and conditions.

Clinic 904-336-3387

Students wanting to utilize the clinic must have a pass from his/her teacher. The clinic nurse will assess the student and decide whether or not parent notification and/or pickup is necessary.

It is CCSB policy that a child with a fever is to remain home for at least 24 hours from the point the fever breaks before returning to school.

Conferences

Conferences can be arranged on any day except Tuesdays.. Other times may be available on an early dismissal day. Conferences between teachers and parents must be pre-arranged at a mutually agreeable time.

Daily Dismissal

Students are dismissed in stages at the end of the day, beginning at 2:32 and finishing at 2:45. Arrangements concerning how a student will get home after school should be made prior to the start of the school day. We ask that you call the school with a message for your child in case of emergency only. **When arriving on campus by car at dismissal time, it is important that you remain in your car, and wait until it is your turn to load your child. For every car that avoids waiting in line, our procedure becomes less and less effective, and cars must be held at the crosswalk as well as exiting the parking lot. PLEASE adhere to this procedure.**

Discipline

Each grade level will have a discipline plan in effect the first day of student attendance. Parents can get a copy of their students' classroom discipline plan from their child's teacher. The majority of student behavior infractions will be handled by the teacher in the classroom. For some occurrences, the teacher may choose to involve administration. This can be the result of exhausting all other consequences in the classroom discipline plan, or can be due to a severe infraction. If an incident is turned over to administration, various consequences including ISS, Work Detail, Detention, Time Out, Conferencing, and OSS may be chosen. The administration will always attempt to contact the parent.

Emergency Drills

Fire drills or emergency evacuation drills are held once a month as required under Florida Statutes to ensure that all teachers and pupils are properly instructed in an orderly evacuation. Misconduct during a drill can result in significant disciplinary penalties, as Shadowlawn takes student safety and preparedness very seriously.

Field Trips

All students are required to return a signed permission slip not later than the deadline set by the sponsor prior to the trip. Students who are excessively disruptive may be excluded from representing Shadowlawn Elementary on field trips or require a parent attend with them.

Grades

Students receive quarterly grades at the end of each 9 week grading period. Grades are available through Focus (see below). "Hard" copies of a report card may be requested by contacting the teacher or the front office (904-336-3375).

Focus (Student Information System)

Focus is the District's student information system for access to grades, contacts and demographic information. Parents/guardians are encouraged to register for access to this program and, thereby, monitor student grades and progress. Parents must first complete an email transmission form and then access will be authorized by the school. Please contact the school for the form and/or additional information including assistance with accessing the system.

Homework

Parents are encouraged to read with their children for at least 20 minutes every night. When homework is assigned by the teacher, it will not count for more than 10% of a student's grade. Most children should complete assignments in less than one hour of on task time. For the student who spends much more time completing assignments, the parent should inform the teacher and modifications will be considered. Incomplete class work, which must be completed at home, is not considered to be homework, but a continuation of the student's daily classroom responsibilities.

Honor Roll

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

A Honor Roll – all A's, in all academic areas of Reading, Language Arts, Math, Science/Health, and Social Studies. Conduct grades do not count toward the Honor Roll.

A/B Honor Roll – all A's and/or B's are required in the academic areas of Reading, Language Arts, Math, Science/Health and Social Studies. Conduct grades do not count toward the Honor Roll.

Internet Access

Students must have a signed Responsibility Contract on file to be allowed permission to access the Internet at school. Students will not be allowed e-mail or chat privileges.

Lost and Found

A specific area in the clinic is provided for placement of lost and found articles. Unclaimed items are periodically given to organizations for the needy.

Media Center

The Media Center is open to students from 8:05 am to 3:05 pm each school day. Students with an overdue book will not be allowed to check out again until all overdue books are returned. If books are damaged or lost while checked out to a student the student must pay for the book before any more books can be checked out. When paying for damaged or lost books, it is requested that payment be made in the exact amount. Payment may be made in cash or by check made payable to the school.

Medication Policy

Any medication, prescription or over-the-counter medication that needs to be administered during school hours MUST BE brought into the clinic by a parent/guardian. This includes; Tylenol, Motrin, Blistex, lip gloss, cough drops, Orajel, etc. Failure to do so will result in disciplinary action as per Clay County School Board Policy.

Medications WILL NOT be sent home with students. Parents may pick up any medications from the clinic if the medication is no longer needed at school. Otherwise, the medication container will be disposed of at the end of the school year or when discontinued.

All medications to be administered by school personnel shall be received and stored in the original current containers. All medications (non-prescription and prescription) will require the official Parental Authorization form to be filled out completely and signed by the parent in order for the medication to be administered. All medications will be maintained in a locked cabinet in the clinic.

Non-Educational Items (Things not allowed on campus)

Students are not allowed to bring non-educational items to school. Examples include:

- | | | |
|---------------------|-------------------|-----------------------------|
| *Toys | *Wallet chains | *Games |
| *Electronic devices | *Spiked bracelets | *Energy drinks |
| *Cameras | *Trading cards | *Anything to buy/sell/trade |
| *Skateboards | *Squirt guns | |

This list is only representative of the types of items that are not allowed at school, and the administration reserves the right to add other items not listed here. Confiscated items will be returned to parents if the parent comes to the front office to pick up the item(s).

Phone usage by students

The office or classroom phones are not to be used by students except in case of an emergency. Students who are ill are never to call home from their classroom. The nurse in the clinic will determine whether a phone call is necessary after assessing the student.

Photographic Devices (Cameras, Camera phones, etc.)

Use of any photographic or image recording device, including cell phone cameras, wireless communication devices, video recorders or cameras of any kind on school board property during school hours, and before school and after school hours, is not allowed. If this rule is violated, and the images are published on any Internet site, additional disciplinary action may also be taken.

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 activity. A doctor's note is required to be excused from participation for more than three consecutive days.

Students should be aware of their scheduled days for physical education and dress appropriately. Students are expected to wear tennis shoes for P.E. class.

Progression through the Grades

Florida laws specifically for Grades 3 & 6:

GRADE 3

If a student's reading deficiency is not remedied by the end of grade 3, as demonstrated by scoring satisfactory on the grade 3 reading portion of the State assessment, the student **must be retained**, unless exempted from retention for good cause.

GRADE 6

Math, Science, Social Studies, and Language Arts must be passed with a year average of a "D" or higher, or the subjects must be repeated in order to be promoted to 7th grade. There is only time during the summer session for one subject to be repeated.

Student Council

Student Council is an active organization, which provides leadership opportunities, as well as community and school services. Council representatives are elected for 4th through 6th grades. Officers are elected from 6th grade. Under the direction of a faculty coordinator, the students participate in several service projects each year.

Student Gifts

Flowers, balloons, etc. cannot be delivered to the students' classroom during the school day. Deliveries can be viewed by the student then remain in the office until the end of the school day. Gifts of this type cannot be carried on the school bus.

Student Services 904-336-3375

A variety of student services are available to all students at Shadowlawn Elementary. Our guidance counselors make classroom presentations, conduct individual and small group counseling sessions, and help to identify students in need of special programs.

Falcon Guidelines for Success

Our school-wide expectations are intended to create a positive climate at Shadowlawn Elementary, making it a great place to teach and learn.

- Follow Directions
- Always Be Responsible
- Lead By Example
- Control Yourself
- Offer To Help Others
- Never Give Up
- Speak With Kindness

Student Dress Code

Parents are requested to supervise clothing selection and give guidance to acceptable school clothing choices. These general guidelines list most violations of the dress code. The final decision will be made by the administration as to whether the dress causes a disruption to the educational process.

** See Student Code of Conduct**

Students out of compliance with the student dress code will be asked to call home for a change of clothing or remain in ISS (In School Suspension) for the remainder of the day.

Teacher Effectiveness

Annually, every parent and selected students have the opportunity to evaluate the effectiveness of instructional employees by completing the school improvement climate survey. Additionally, parents and students may submit concerns or commendations relative to performance directly to the school principal or supervisor.

Transportation

Parents can find bus stop locations by logging onto the Clay County School Board website (www.oneclay.net) under the "Parents" tab. A student is to ride only the bus he/she is assigned. Students are asked to be at their designated bus stop five (5) minutes prior to scheduled pick up. To ride another bus, the student must have a parent's written permission, and receive clearance from the school's front office.

Tuesday Folders

Student work and other important information will be sent home each week in the "Tuesday Folder". The folder should be initialed by parent/guardian and returned the next day. Please look for this folder every week. A replacement fee of \$2.00 will be charged for a lost folder.

Video Tapes, Photographs and Art Displays

Many students at Shadowlawn Elementary have the opportunity of being videotaped or photographed at school or school activities. If you have any objection to your child's videotape, photograph or art work being used please submit your objections in writing within the first week of your child's enrollment.

Visitors

All visitors must check in at the office upon arrival. After presenting proper identification, visitors will obtain a visitor's badge. Relatives and friends under 18 are not allowed to attend classes of students enrolled at Shadowlawn Elementary.

Volunteers

A volunteer form will be sent home at the beginning of the school year. We hope that parents/guardians will complete this form, return it to the school and share your expertise. Please sign in as a volunteer so our school receives credit for your time. Volunteer hours can

result in awards for the school. Young children should not accompany volunteers into the classroom.

Withdrawal of Students

The school should be notified one week in advance of a student's withdrawal date. All indebtedness to the school should be paid before the withdrawal date.

Wireless Communication Devices (Cell Phones)

Students may possess a wireless communication device while the student is on school property or in attendance at a school function for after-hours usage. The wireless communication 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 upon arrival to school or while on school transportation at any time may result in disciplinary action.

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.

Character Education!

Shadowlawn Elementary School strives to help all students practice good character and the Shadowlawn Elementary School Faculty and Staff work hand-in-hand to incorporate Character Education in all that is said and done!

AUGUST	- MANNERS
SEPTEMBER	- RESPONSIBILITY
OCTOBER	- TRUSTWORTHINESS
NOVEMBER/DECEMBER	- CARING
JANUARY	- RESPECT
FEBRUARY/MARCH	- COMMITMENT

APRIL

- FAIRNESS

MAY

- CITIZENSHIP