

## DRESS CODE

We will follow all BDS policy on dress code -  
<https://www.bay.k12.fl.us/School-Board-Policy-Student-Uniform-and-Grooming>

## PARENT PORTAL / FOCUS & COMMUNICATION

The Parent Portal allows you to view your child's grades, attendance, classes, and discipline records. It allows us to properly communicate with you, to keep you informed! Communication is the key. Please help this happen by updating Parent Portal with current phone numbers and email addresses. Important events and information will be shared via your phone through Everbridge, the phone distribution system and PeachJar, the email distribution system. Flyers and vital BDS information will be shared via social media so like us on our Facebook page @ Tommy Smith Elementary School.

## PARENT INVOLVEMENT

**Visitors/Guests:** We invite you to visit during school hours but to help us protect instructional times in the classrooms, please make an appointment with the teacher before you visit. *A 24 hour notice is required prior to your visit.* *For the safety of all of our students, we ask that you please report first to the office with a valid ID to pick up a badge anytime you visit the school. Visitors, guest speakers, and/or class participants must have a visitor's badge prior to entering the classroom or eating lunch with your child.* Surprise or unannounced visits are an interruption in the normal routine and should be avoided. We ask for your sensitivity to the needs of our students. They will react most favorably to an expected visit. It will give them the opportunity to learn how to interact politely with visitors.

**Parent/Teacher Conferences:** Parents are encouraged to request conferences whenever they wish to review their child's progress. Teachers request at least a 24 hour notice to prevent scheduling problems and conflicts with other conferences and meetings. Conferences cannot be held while the teacher is teaching or in a public setting such as an Open House.

**Volunteers:** An important part of our school program is volunteers. We ask that all volunteers check in at the office. In order to keep our students safe, all volunteers will fill out a *Volunteer Form* and have a complete background check using our RAPTOR system. Volunteers must have a valid driver's license. Volunteers may help during special programs/activities, field trips or they may work with a particular teacher. Some activities may be non-instructional, such as word processing, preparing materials, or arranging bulletin boards. Others may be more instructional, such as working with a small group or one-on-one with students on specific skills. If you would like to volunteer your time and talents or would like more information, contact the Office at 767-1688.

## SCHOOL PHONE ALERTS

*We want to keep you informed! Please help us by keeping your parent portal updated. Important events and information will be shared via your phone via our Everbridge system.*

## TITLE IX

No person shall on the basis of race, ethnicity, color, religion, sex, gender, gender identity, sexual orientation national origin, disability, age, genetic information, pregnancy, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to harassment or discrimination under, any educational program or activity or work environment. This practice shall apply equally to students, employees, applicants for employment and all persons having business with the School Board.

# Tommy Smith Elementary

## #pantherpride



## WELCOME PANTHERS!

The start of a new school year is always an exciting time for students and parents. We hope our handbook will help you find information about all that is taking place here at TSE. It is our goal to promote school-home-community partnerships in an effort to ensure the social, emotional and academic growth of all students. We encourage parent involvement through parent teacher conferences, school programs, and school events. Information will be shared with parents through a number of sources such as our Facebook page: @Tommy Smith Elementary School and the app program: ClassDojo. We use the information in the parent portal to provide communication through Everbridge, the district phone message system and PeachJar, the email distribution system. We encourage all parents to make sure their parent portal account is set up with the most current contact information. We welcome you and your child to our Tommy Smith Elementary School family and invite you to become involved in your child's educational experiences!

*Go Panthers!*

*Debra Spradley*

*Principal*

## TSE'S MISSION IS...

Respect, Academics, Good Character

## TSE'S VISION IS...

Our vision is to give our students the tools to become respectful, responsible, safe, productive members of society.

## IMPORTANT NUMBERS

Office	767-1688
Fax	767-5339
Bay Base	767-1710
Bay District Office	767-4100
Transportation	767-4495

## DAILY SCHEDULE

### \*Student supervision begins at 7:05 am

7:05 am- Gates Open; Buses Arrive; ALL Students will report to the Cafeteria. Breakfast is available.

7:15 am - 1st Bell- Student that have finished breakfast and students arriving on campus that are not eating breakfast, will report to class.

7:25 am- 2nd bell: All students report to class.

7:30 am- Tardy bell; Announcements

7:45 am-2:00 pm - Daily/Weekly schedules will be provided by your child's teachers.

### ARRIVAL

The school day for students is 7:30 a.m. - 2:00 p.m. **Student car drop-off and supervision begins at 7:05.** Buses will arrive at 7:05 a.m. All students will proceed to their designated arrival area until the first bell at 7:15am. The 2nd bell is at 7:25 am, and the tardy bell is at 7:30 am.

If students are eating breakfast, they will go to the cafeteria to eat their breakfast. When finished, they will report to their classroom.

### DISMISSAL

2:00 pm Dismissal for Pre K-2: Teachers will escort students to their appropriate dismissal locations

2:03 pm Dismissal for 3-5: Teachers will escort students to their appropriate dismissal locations.

At 2:00 p.m. all Pre-K through 5th grade classrooms will begin their dismissal procedures;

Students that are car riders will be held in their designated area.

**\* Written Instructions to the Teacher Are Required When There Will Be a Change in the Child's Regular Routine for dismissal and all checkout will need to be completed by 1:45 pm.**

### BUS TRANSPORTATION

You can access your child's route information at <http://www.bay.k12.fl.us/bus>. Inquiries about bus routes or delays in bus arrivals should be directed to transportation at 767-4495. The school has neither the authority nor the responsibility for school bus routing or scheduling. Maintaining appropriate bus behavior is a joint responsibility involving students and parents. If your child has an issue on the bus please notify the driver and if it continues, please contact transportation -767-4495.

### CAR RIDERS

The front of the school is used for drop off and pick up. All cars should pull forward in the drop off/pick up lanes. The pickup lanes will be designated by grade levels. Students should arrive in time to be **in class by 7:30 am and picked up at 2:00 pm. Student drop off and supervision begins at 7:05 am.**

### AFTERNOON PARENT WALKUP

K-5TH grade students can be picked up at the covered walkway, to the right of the front of the school. Please have your tag ready and stand in the specified lines marked for your student's grade level.

### FOOD PROGRAM

Chartwells Food Service will serve our school for breakfast and lunch.

## HEALTH SERVICES

**Screenings-** Routine health screening programs are conducted during the school year. YOU WILL NEED TO GIVE PERMISSION THROUGH THE "UPDATE INFORMATION SECTION" IN PARENT PORTAL. The screenings include: hearing, vision, height, weight, and dental. Grade level areas of screening will vary. Each year, a parental consent form titled "Parental Consent for School Health Services" is sent home for parents to sign and return. This form gives the school permission to provide the services that you select. **Medications:** Ideally students will not take medication during school hours. However, any medicine to be distributed at school (prescription or non-prescription, even aspirin and cough drops) must have a "Permission to Administer Medication" form completed by the parent and physician on file in the school office. The completed form and the medicine must be delivered to the office by an adult. All medication must be in a pharmacy labeled container with the name of the student and the time and amount to be taken. Unclaimed medication is disposed of at the end of the school year.

**Illness:** Many illnesses are more contagious in the early stages before the illness is recognizable and diagnosed. If children are kept at home at the first signs of illness, fewer children are exposed and the sick child benefits by resting and getting well. Please notify the school if your child has a contagious disease. Any time your child misses school. **The following are reasons to keep your child at home:**

1. Temperature of 100 degrees or greater,
2. Diarrhea,
3. Vomiting,
4. Continual coughing
5. Pain

If your child is found to have a temperature of 100 degrees or greater, you will be required to pick up your child. **Students may return after being symptom free for 24 hrs with no medications.** When children are sent to school, it is expected that they will participate in the entire school program to include outdoor play. If there is a physical reason for the curtailment of outdoor play or PE, a written note will be required.

### TELEHEALTH

Telehealth is a virtual health program offered during school hours to our students and families. Please contact the school for details if your child is needing to see a doctor, and we will be happy to help set up a Telehealth Appointment.

### DISCIPLINE

School/class expectations and rules have been established with both consequences as well as rewards through district guidelines and our Positive Behavior Intervention System (PBIS). Classroom teachers will furnish a copy of their specific plans. At Tommy Smith, students will use **PAWS** in their choices. This stands for Practice Respect, Accept Responsibility, Work Together, and Safety First.

### ATTENDANCE

Children are expected to be in school on time and to stay all day unless prohibited by illness or other serious crises. When a child must be absent, please phone the school and then send a note when the child returns explaining the absence. For "vacations," family leave forms may be requested in the office and should be submitted at least a week in advance.

### PLEDGE OF ALLEGIANCE

The pledge of allegiance shall be required at the beginning of each day in each school. Any student whose parent or guardian submits a written request shall be excused from the activity.