

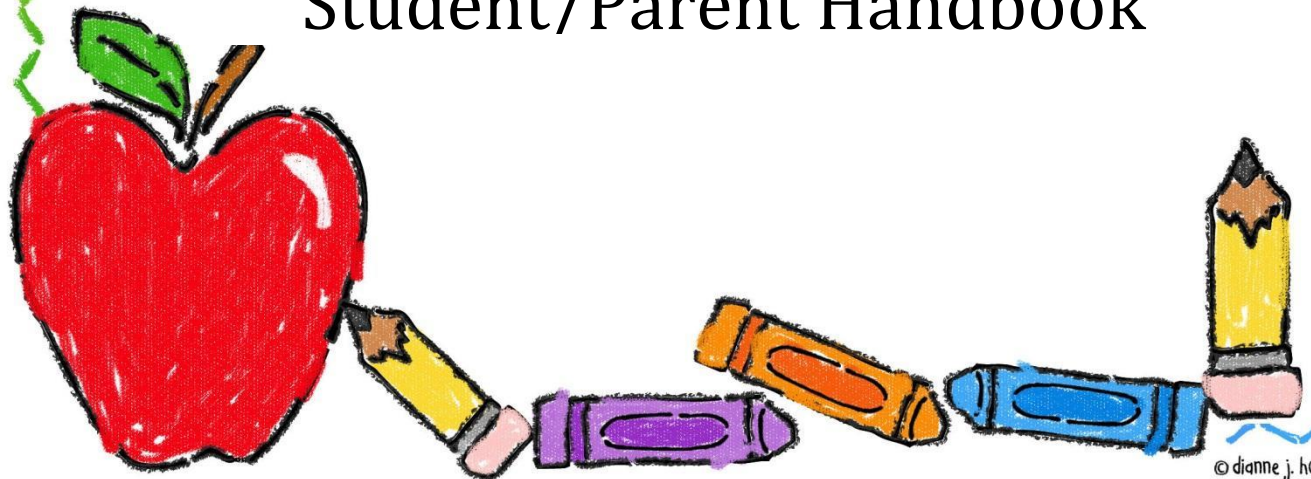
# Welcome

Tommy Smith Elementary  
School



*"Every Student, Every Day"*

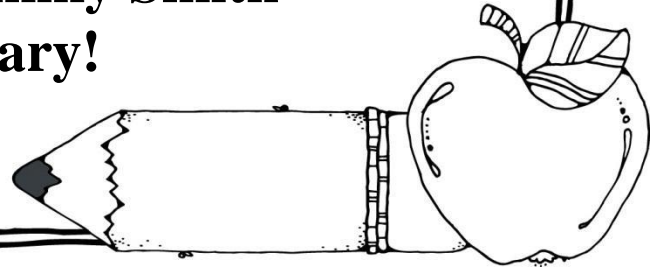
Student/Parent Handbook



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# Welcome to Tommy Smith Elementary!



The start of school is always an exciting time for both students and parents. We hope our handbook will be helpful. You will find information about the student arrival and dismissal schedules, attendance information, information on curriculum and much more! It is our hope that our handbook will assist you by providing answers to frequently asked questions. It is our goal to promote school-home-community partnerships that will increase parental involvement and participation in promoting the social, emotional, and academic growth of children. Therefore, our handbook includes information about opportunities for participation in our parent organizations: the TSE Advisory Council (SAC), the TSE Parent/Teacher Organization (PTO) and our TSE Volunteer Program. We encourage parents to get involved through the organizations noted above as well as to visit and participate in Parent-Teacher Conferences, school programs and events.

A few other helpful sources of information are Facebook, Tommy Smith Elementary School; Twitter, @TommySmithElem; and our school website, <http://www.bayschools.com/tses/Home.aspx>

We welcome you to our Tommy Smith Elementary School family and invite you to become involved in your child's educational experiences today!

*Go Panthers!*  
*Debra Spradley*  
*Principal*

# Tommy Smith Elementary School



Tommy Smith Elementary is committed to continuous improvement in meeting the learning needs of all individuals. Priority is placed on strong curriculum and instructional practices that incorporate a variety of learning activities designed to accommodate differences in learning styles. Additionally, it is essential that students have a safe and orderly environment in which to grow and learn. TSE's mission was developed from these beliefs. Our mission reflects our ideals of assisting families in creating life-learners.

**Our Mission:** With these beliefs as our foundation, our **MISSION STATEMENT** is...

**Tommy Smith Elementary will empower students to be productive, life-learners by maximizing their potential in academics, citizenship, and character through creating a school culture that exemplifies being responsible, being respectful, working together, and being safe.**



## Bay District Schools

### Mission

Bay District Schools is committed to educational excellence where our community of learners gains the knowledge, skills and character to enrich the quality of life.

#### **William V. Husfelt III, Superintendent**

Nelson Administration Building

1311 Balboa Avenue

Panama City, FL 32401

767-4100

**[husfewv@bay.k12.fl.us](mailto:husfewv@bay.k12.fl.us)**

#### **School Board of Bay District Schools**

Nelson Administration Building

1311 Balboa Avenue

Panama City, FL 32401

767-4100

**BAY DISTRICT SCHOOLS' CALENDAR 2019-2020**

	Day	Month	Date
Instructional Contract District Inservice Day	Tuesday	July	30
Instructional Contract District Inservice Day	Wednesday	July	31
Inservice (School-Based)	Thursday	August	1
Inservice (School-Based)	Monday	August	5
Pre-School Planning	Tuesday	August	6
Pre-School Planning	Wednesday	August	7
Pre-School Planning	Thursday	August	8
<b>First Day of School</b>	<b>Monday</b>	<b>August</b>	<b>12</b>
Labor Day (Holiday for All)	Monday	September	2
Teacher PLC Planning Day (School out for Students) <b>STORM DAY (IF NEEDED)</b>	Wednesday	September	25
End of First Nine Weeks	Friday	October	11
Columbus Day (School out for Students & Teachers)	Monday	October	14
Teacher PLC Planning Day (School out for Students) <b>STORM DAY (IF NEEDED)</b>	Wednesday	October	23
Veterans Day (Holiday for All)	Monday	November	11
Thanksgiving Holidays (School out entire week for Students & Teachers)	Monday	November	25
Thanksgiving Day (Holiday for all)	Thursday	November	28
Return from Thanksgiving Holidays	Monday	December	2
High School Testing Day (7th period exams)	Wednesday	December	18
High School Testing Day (1/2/3 period exams)Early Release for High School Students Only	Thursday	December	19
High School Testing Day (4/5/6 period exams)End of Second Nine Weeks/End of First Semester/Early Release for All Students	Friday	December	20
Christmas Holidays Begin	Monday	December	23
Return from Christmas Holidays (Teachers) Records Workday	Monday	January	6
Return from Christmas Holidays (Students)	Tuesday	January	7
Martin Luther King's Birthday (Holiday for All)	Monday	January	20
Teacher PLC Planning Day (School Out for Students) <b>STORM DAY (IF NEEDED)</b>	Wednesday	February	5
Presidents' Day (School Out for Students & Teachers)	Monday	February	17
End of Third Nine Weeks	Friday	March	13
Spring Holidays Begin	Monday	March	16
Return from Spring Holidays	Monday	March	23
Good Friday (School Out for Students & Teachers)	Friday	April	10
High School Testing Day (7th period exams)	Friday	May	22
Memorial Day (School Out for Students & Teachers)	Monday	May	25
High School Testing Day (1/2/3 period exams)Early Release for High School Students Only	Tuesday	May	26
High School Testing Day (4/5/6 period exams)End of Fourth Nine Weeks/End of Second Semester/Last Day of School for ALL STUDENTS/Early Release for ALL STUDENTS	<b>Wednesday</b>	<b>May</b>	<b>27</b>
Post Planning for Teachers	Thursday	May	28
Post Planning for Teachers	Friday	May	29

STUDENT DAYS		TEACHER DAYS			PROGRESS REPORTS	ORIENTATION DATES	GRADUATION		
Month	Days	Month	Instruct	Other			School	Month	Day
August	15	August	15	7	Progress reports are available through the District's PARENT PORTAL. Hard copy progress reports will no longer be printed. Parents can contact the school if no internet access is available.	Dates and times for orientation by school location can be found at the Bay District Schools' website @ <a href="http://www.bay.k12.fl.us">www.bay.k12.fl.us</a>	Bay Virtual	May	15
September	19	September	19	2			Mosley	May	19
October	21	October	21	1			MKL	May	20
November	15	November	15	2			Arnold	May	20
December	15	December	15	1			New Horizons	May	21
January	18	January	18	3			Rutherford	May	21
February	18	February	18	1			Bozeman	May	22
March	17	March	17				Rosenwald	May	22
April	21	April	21				Bay	May	26
May	18	May	18	2			Haney	May	28
Total	177	Total	196			Graduation Dates Revised: 6/24/19			
							Board Approved: 12/11/18		
							*Contact school for specific date		

### TELEPHONE NUMBERS

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

Web Site- [www.bayschools.com/tses/Home.aspx](http://www.bayschools.com/tses/Home.aspx)



- 7:05am- Buses arrive; Supervision in cafeteria, building 5 hallway, pavilion, computer labs; Breakfast Begins
- 7:25am- 1st bell; Pre K – 5th grade students go to rooms
- 7:30am- Tardy bell; Announcements
- 7:45 am-1:55 pm - Daily/Weekly schedules will be provided by your child’s teachers.
- 2:00 pm- Dismissal for all Pre-K-5 parent pick up/bike riders/walkers & Pre-K-2 bus/daycare vans/Bay Base
- 2:05 pm- Dismissal for all 3-5 bus/daycare vans/Bay Base



### STUDENT ARRIVAL AND DISMISSAL

Each family is provided 2 car tags at the beginning of the year. These must be visible from your car’s rear view mirror when picking up your child.

**Arrival:** The school day for students is 7:30 a.m. - 2:00 p.m. Buses will arrive, and the front gate will be unlocked at 7:05 a.m. to receive students. All students eating breakfast will proceed to the cafeteria. Students not eating breakfast will proceed to their assigned waiting areas: K- Ms. Cox’s room; 1st grade – Ms. Reynold’s room; 2nd grade – Ms. Morris’ room; 3rd – 5th grade – Cafeteria. Parents who wish to enter the school must report to the office with identification to be scanned in Raptor and receive a visitor’s badge. The first bell will ring at 7:25 a.m. The tardy bell will ring at 7:30 a.m. Morning announcements will begin promptly at 7:32 a.m.

**Dismissal:** The dismissal bell will ring at 2:00 p.m. All Pre-K through 2nd grade classrooms will begin their dismissal procedures. At 2:03 p.m. the next bell will ring and all 3rd – 5th grade classrooms will begin their dismissal procedures. No students should leave the classroom until 2:00 p.m. All car riders and pick up students will be housed in the hallway near the administrative offices. All students will exit the front of the school. Bay Base students will be escorted to Bay Base by their teacher.

Independence Day for 1st – 5th Students: will begin Wednesday, August 22 (Details coming soon.)

Independence Day for K students: will begin Monday, August 27 (Details coming soon.)

### **Written Instructions to the Teacher Are Required When There Will Be a Change in the Child’s Regular Routine for dismissal.**

Example: The child will not be riding the bus or there will be a new destination for the child for one particular day. This also includes when someone will pick up the child other than the parent. NOTE: Children will only be released to individuals noted in Parent Portal.

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

Home-school communication is an important tool which is proven to increase student performance. At TSE we strive to maintain communication through school and classroom publications:

- **Grade Level/Teacher Communication:** Teachers will frequently send notes/letters home with students. Parents are often requested to sign and return the message to verify receipt.
- **Parent Portal/FOCUS:** This is the place to register or update all information regarding your child, emergency contacts, etc. This will also provide you online attendance, assignments, grades, etc. This is located on the school and district website. See Amy Jones in the office for more information.
- **Email:** Another form of communication that parents and teachers may use. Please be sure your current email address is in Parent Portal.
- **Student Planners:** 1<sup>st</sup> -5<sup>th</sup> grade teachers, parents and students use this tool to communicate as well as writing down assignments and other important information.
- **Occasionally** parents may have concerns or problems that have not come to the attention of the school. Parents are encouraged to call the school!
- **IRIS:** The Immediate Response Information System is a web-based notification system that enables us to communicate directly and quickly with everyone at TSE. The system can be used to deliver routine messages as well as emergency messages.
- Like us on Facebook @Tommy Smith Elementary School and/or follow us on Twitter @TommySmithElem.



### **TELEPHONE MESSAGES**

Messages will be forwarded to the classroom during the instructional day via email. Teachers will return calls during planning or after school. Messages concerning a change in a child's transportation need to be in writing and given to the teacher. This requirement is to ensure the safety of all students. If an emergency arises and a change is needed please be sure to call the office by 1:00pm.

### **BEHAVIOR MANAGEMENT**

The mission of TSE is to strengthen a student's self-worth, dignity, and teach social responsibility. We believe that every student enrolled at TSE is entitled to attend school in an atmosphere that is safe and conducive to learning. Each student has the responsibility to conduct himself/herself in a positive manner that will promote the right of all to learn and grow. A copy of the BDS Student Discipline Policy (7.203) can be viewed at [www.bay.k12.fl.us](http://www.bay.k12.fl.us). All parents are encouraged to read and share the appropriate contents with their child/children.

This year we will continue our behavior management plan using PBIS (Positive Behavior Intervention Support).

**Our school expectations are:**

**P - Practice Respect**

**A - Accept Responsibility**

**W - Work Together**

**S - Safety First**

Throughout the school specific rules will be applied to specific areas with the focus on the overall expectations:

### **Arrival Expectations & Rules:**

- **Practice Respect:**
  - Be kind to others
  - Use manners
  - Keep our campus clean
- **Accept Responsibility:**
  - Come prepared
  - Be on time
  - Keep track of your personal items
  - Make smart decisions
- **Work Together:**
  - Be ready to learn
  - Give 100%! Maximize your potential!
  - Follow directions of our MBMS Bears
- **Safety First:**
  - Go directly to the designated area
  - Demonstrate self-control
  - Keep hands, feet and objects to yourself

### **Restroom Expectations & Rules:**

- **Practice Respect:**
  - Respect others' privacy
  - Use manners
  - Use good hygiene
- **Accept Responsibility:**
  - Use supplies appropriately
  - Demonstrate self control
  - Wash your hands

- **Work Together:**
  - Keep restrooms clean
  - Notify an adult if something is needed
- **Safety First:**
  - No horseplay
  - Keep hands, feet, and objects to yourself

### **Cafeteria Expectations & Rules:**

- **Practice Respect:**
  - Be kind to others
  - Use manners
  - Follow directions of all adults
  - Use appropriate language
- **Accept Responsibility:**
  - Demonstrate self control
  - Keep your area clean
  - Raise your hand for assistance
- **Work Together:**
  - Enjoy your lunch
  - Build friendships
  - Make smart decisions
- **Safety First:**
  - Stay in your seat with your feet on the floor
  - No sharing or touching others' food
  - Keep hands, feet, and objects to yourself

**Classroom Rules:** Classroom rules are posted in each room and shared with parents at the beginning of the school year. Students are expected to be familiar with and follow these rules. *Inappropriate behavior may also result in the loss of the privilege of attending future school activities such as field trips.*

**Rewards:** It is important to recognize and reward positive and appropriate behavior. TSE has monthly Golden Spatula Award Winners are students that display excellence in behavior, citizenship, study habits, and character. Through PBIS, classes for following the cafeteria expectations and rules will receive weekly "golden spatula" award. The TSE Honor Roll Program recognizes all 1<sup>st</sup> through 5<sup>th</sup> graders that have all A's and/or B's in all subject areas and all S's in behavior/work habits and at special area. An assembly is held each nine weeks and students receive an award in recognition of their outstanding accomplishments.

**Consequences and Procedures:** While every effort is made to reteach and redirect misbehaviors in the learning environment occasionally the process is disrupted and these misbehaviors will be addressed.

**Weapons:** Possession of any weapon may result in suspension or expulsion from school.



## **BUS TRANSPORTATION**

Bus numbers and routes will be displayed in classrooms and in the front office. 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.



**Bus Discipline:** Maintaining appropriate bus behavior is a joint responsibility involving students and parents.

## **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 Open House.

**Volunteers:** An important part of our school program is volunteers. We do 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 Advisory Council (SAC)** The School Advisory Council (SAC) is an elected educational advisory committee composed of parents and professional school employees. The purpose of this committee is to provide advice concerning school policies, and student standards of conduct and discipline, safety, security, and facilities. We have a wonderful school with first-rate parents, and we hope that you will be apart of this council.

**Parent-Teacher Organization (PTO)** Our PTO is very strong and constantly works toward the goal of improving the quality of education for our children. The PTO has provided fun and excitement for students! We actively seek parent volunteers to help at school. PTO has the support of the community, administrators, teachers, parents and children in all its endeavors. All parents and relatives of students are encouraged to become members and supporters. Your membership is greatly appreciated. Feel free to contact any of the officers or leave a message in the office if you have questions or would like to help. As a PTO member and volunteer the sharing of your time and talents will provide a unique opportunity to make an impact on children's lives. We need *you* in order to continue in our fine tradition of service to and support of our excellent school. Please join us in making this school year our best yet at Tommy Smith Elementary School!

## CURRICULUM AND INSTRUCTION



At TSE we strive to provide the best educational experience for each child. TSE, as will the entire BDS, will implement Florida Standards K through 5<sup>th</sup> grade in language arts, math, social studies and writing. Science will continue to be taught using the NGSS (Next Generation State Standards).

The curriculum is organized so that children of varying abilities and interests can work together in groups with each child engaged in tasks within his/her range of abilities, interests and special talents. The development of study skills is an integral part of our school's educational philosophy. *The assignment of academically appropriate homework is an extension of classroom instruction and supports teacher's instructional objectives. Students should be responsible for completing the assignment according to instructions.* Students should be responsible for asking for assistance and/or clarification regarding assignments and having the necessary materials both in class and at home for completion of assignments.

If an academic need arises and a parent desires to request a transfer for his/her child from one teacher to another, the following process will be used:

1. Parent initiates the request for a teacher transfer using the FOCUS form online.
2. The principal schedules a parent-teacher conference (required attendance by the parent and teacher and facilitated by the principal) to discuss the parent's concerns.
3. The principal renders a decision on the transfer request within two weeks of the form being received.

If a parent desires to request a transfer for his/her child from one teacher to another for out-of-field reasons, the following process will be used:

1. Parent initiates the request for a teacher transfer using the FOCUS form online.
2. The principal schedules a parent-teacher conference (required attendance by the parent and teacher and facilitated by the principal) to discuss the parent's concerns.
3. The principal renders a decision on the transfer request within two weeks of the form being received.

## SPECIAL PROGRAMS

**Inclusion:** The goal of the Inclusion Program is to provide peer role models to encourage and challenge Exceptional Student Education (ESE) students to achieve levels of success both academically and socially. At TSE we have inclusion classes at each grade level. The inclusion team consists of an ESE teacher, a paraprofessional, and a regular classroom teacher. This team works together to provide accommodations and modifications to ensure appropriate growth in all subject areas. All students benefit from the unique make-up of these classroom populations.

**Departmentalization:** Our fourth and fifth grade teachers will be utilizing strategic and systematic departments across the curriculum. This is beneficial in that it helps the teachers to specialize in their specific subject areas. This program benefits our students by exposing them to more rigorous and varied teaching styles.

**After School Program:** The Bay Base program is an enrichment program for students in grades pre-k through fifth, which features organized and supervised activities at school facilities after the regular school day until 6:00pm. Some holidays and during summer vacation, full-day activities are provided from 6:30am until 6:00pm. Please contact Russ Earnest, TSE Bay Base Director, at 767-1710 for more information.

**STUDENT UNIFORM AND GROOMING – Currently modified click link for information (<http://www.bay.k12.fl.us/uploads/RecoveryDressCode%202019-20%20SY.pdf>)**

In accordance with the SBP 7.303 the TSE School Advisory Committee (SAC) has selected white, red and navy blue as TSE three colors.

**Tops:**

- ◆ Maximum of 3 colors (white, red and royal/navy blue)
- ◆ Must be a solid school color except for school approved shirts
- ◆ Small manufacturer's trademark is acceptable
- ◆ Polo/golf shirt with collar and buttons or collared dress shirt with sleeves (no cap sleeves) (underarm must be covered) or turtlenecks, or in grades K-5 T-shirts- All tops must be unaltered.
- ◆ School approved T-shirts (club, spirit, etc) - unaltered
- ◆ Must be appropriately fitted
- ◆ Students may layer their tops; however, all visible tops must be in the designated colors. Tops worn as undergarments must be in designated school colors.

**Bottoms:**

- ◆ Belts must be worn if the pants have belt loops and pants shall be unaltered.
- ◆ Bottoms can be khaki, navy blue, black or blue jeans
- ◆ Bottoms must be appropriately fitted and seated at the waist
- ◆ Large pocket style pants may be worn
- ◆ No shorts, skirts or dresses shorter than five inches (5") above the knee caps as measured standing up, (K-5 students may wear jumpers)
- ◆ Dresses with sleeves (underarm must be covered) must be one of the school's chosen colors and a solid color
- ◆ Small manufacturer's trademark is acceptable

**Shoes:**

- ◆ Closed toes and closed backs
- ◆ Sandals with back or back strap for grades K-5 only
- ◆ No bedroom shoes

**Sweaters/Sweatshirts:**

- ◆ Sweaters/sweatshirts/hoodies with hoods for grades K-12 if school approved.
- ◆ Must be one of the 3 approved colors
- ◆ Must be solid color (unless school approved spirit or club)
- ◆ Note: School approved means clothing carries school logo and is in school colors

**Other:**

- ◆ Scarves must be worn appropriately around the neck or shoulders (accessory item only; no bandanas)
- ◆ No head wear except sunglasses, hats or other sun-protective wear to only be worn while students are outdoors during school hours (not during class changes); however, at all other times, the sun-protective items must be properly stored by the student in their pockets, purse, locker or backpack
- ◆ No jewelry or accessory that may be used as weapons such as chains or spiked jewelry
- ◆ Jackets/Coats must have buttons, zippers, or snaps that are from top to bottom. Jackets can be any color. Jackets may be worn in the classroom at the discretion of the teacher.
- ◆ No bedroom clothes

Students participating in extracurricular activities shall conform to the standards of this policy while attending classes during the regular school day. Exceptions to wearing the uniform are permitted when: A student wears a uniform of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts, on regular meeting days; A student wears a costume or special clothing or

dress attire necessary for participation in a school sponsored or extracurricular activity provided the clothing complies with District policy;

The wearing of a uniform violates a student's sincerely held religious belief. Students enrolled in special programs such as on-the-job vocational training, or participating in school activities which require additional standards of dress or grooming shall comply with such additional standards.

When applicable, students shall be required to "dress out" and wear physical education uniforms prescribed by the school.

**Discipline for violating this policy shall be as follows:**

- ◆ First and second offense consequences are: notification of parent or guardian; change of inappropriate attire;
- ◆ Consequences for subsequent offenses may include one or more of the following at the discretion of the principal:
  - a) notification of parent or guardian;
  - b) change of inappropriate attire;
  - c) one to three days of in-school suspension or out-of-school suspension or three days after school detention, if available
- ◆ Fourth and subsequent offenses are willful disobedience which will result in further disciplinary action, which may include out-of-school suspension or expulsion;
- ◆ Any absence resulting from a violation of the Student Dress Code will be considered an unexcused absence.

*Any interpretation of the uniform that is required of this policy shall be the responsibility of the principal of each school. The Superintendent is authorized to make the final decision regarding the interpretation, application and enforcement of this policy and to make certain that it is being uniformly applied and enforced at each of the schools within the District. The Superintendent can add uniform requirements based upon the unique needs of the population served at a school.*

**HEALTH SERVICES**

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.

**Medication at School:** 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, send a note to the teacher. 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. 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.

*The following health problem requires treatment prior to returning to school:*

**Head Lice:** BDS has a head lice policy. Head lice are a common problem in any elementary school. If your child is found to have head lice, you will be required to pick up your child and provide treatment. The student must be certified lice free by office personnel with the parent or guardian present before being readmitted to school. Students missing more than three days of school as a result of having lice, will receive unexcused absences (BDS Policy applies).

## **ATTENDANCE**

Parents are responsible for ensuring that children attend school regularly and arrive on time. Although teachers make every effort to provide extra help for children who have been absent, students learn more when they attend school regularly. It shall be the responsibility of the parents or legal guardians to notify the school by the next school day after the absence, regarding the reason for each absence that had not been pre-approved.

**ABSENCES: A NOTE STATING THE REASON FOR THE ABSENCE, THE DATE, AND SIGNATURE OF A PARENT/GUARDIAN MUST VERIFY ANY ABSENCE OR TARDINESS.**

**Excused Absences:** Documentation must be filed with the teacher within 3 days of the absence. Excused absences may be given for the following reasons.

1. Death in the family or other bona fide family emergency.
2. Illness of student. A written statement from a physician that the student is under the supervision of the physician and that the student's condition justifies the number of days absent may be required after five (5) days absence.
3. Appointments for medical or dental care (physician's statement required.)
4. Visits to licensed therapist.
5. Legal reasons.
6. Pre-approved family leave. Requests for family leave must be **in writing and approved before the student is to be absent** (forms are located in the office) and must comply with the following criteria:
  - A. The student must have a C average or higher in all classes for the grading period.
  - B. It must be demonstrated that the leave cannot be taken during school breaks.
  - C. The requested leave cannot be for more than five (5) days per school year.

**Unexcused Absences:** Unexcused absences are those absences that are not justified according to the rules of this policy by the parent or legal guardian. In addition, truancy, and/or skipping are considered unexcused absences.

**Late Arrivals/Tardiness:** Children who arrive late miss the teacher's instruction at the beginning of the lesson. They also disrupt the learning of other students who were on time. Each student is responsible for regular and punctual class attendance. Students must be inside the classroom by the end of the final bell, which is 7:30am, in order not to be considered tardy. The teacher will determine if a tardy is excused or unexcused according to BDS Policy. Students who leave school more than 15 minutes before the end of the school day will be given a Late Absence. Chronic tardiness and Late Absences will be investigated by a designated school representative. *Five unexcused tardies and/or five late absences or a combination of both for a total of five shall result in an unexcused absence.*

**Checking students in:** Students that arrive late will sign in at the office and walk or be escorted to their appropriate location..

**Appointments or illness during the school day:** All students who are to be dismissed earlier than regular dismissal time are to be signed out by a parent prior to departing school. Parents should

make every effort to schedule medical and dental appointments after school hours. Should this not be possible, a note sent to the teacher is requested. When students become ill enough to be sent home, they are to be picked up by their parent or an emergency contact noted in Parent Portal.

**Leaving school during the school day:** Please go to the office to check your child out of school before normal dismissal time. DO NOT go to the classroom first. Before releasing a student from school, the principal or his/her designees shall establish the identity and authority of any individual who seeks the release of a student from school. You will be asked to show your ID card. A student shall be released only to the parents or legal guardians or other person authorized by the parents or legal guardians noted in Parent Portal.

### **EMERGENCY CONTACT INFORMATION**

**Emergency contact numbers are required.** A child may become ill or injured during the school day. A sick child belongs at home. Parents must provide day, work, home, and emergency contact phone numbers at registration. These contact phone numbers may change due to moving, new job, child care arrangements, emergency contact individual may move, or other changes. **It is essential that emergency as well as your own contact information be kept up to date.** In addition, the school should be informed if parents will be traveling and leaving their child in the care of someone else. **Children will only be released to individuals noted in Parent Portal.**

### **FIRE DRILLS AND BUILDING EVACUATION**

Florida state law requires schools to hold monthly emergency drills. Evacuation routes are posted clearly in each room and rehearsed.

### **PROGRESS REPORTS/REPORT CARDS**

BDS report cards are based on classroom assessment. *Progress reports will not be sent home. You may track your child's progress through Parent Portal.* Report cards will be sent home four times a year, at the end of each nine week grading period.

#### **Student Grading Scale:**

##### **Kindergarten's Academic and Nonacademic Scale:**

E – Exceeds: achievement is above the grade level expectation; knowledge/skills demonstrated in creative & complex ways

S – Satisfactory: achievement is at the grade level expectation; knowledge/skills demonstrated with considerable competence

N – Needs Improvement: achievement is approaching the grade level expectation; knowledge/skills are demonstrated with some competence

U – Unsatisfactory: achievement is well below the grade level expectation; knowledge/skills are demonstrated with limited competence

I – Incomplete: insufficient information available at this time

N/A: not assessed this grading period

##### **1<sup>st</sup> – 5<sup>th</sup> Grade Academic Scale:**

A - 90-100: Outstanding Progress

B - 80-89: Above Average Progress

C - 70-79: Average Progress

D - 60-69: Lowest Acceptable Progress

F - 50-0: Failure

I – Incomplete: insufficient information available at this time

N/A: not assessed this grading period

**1<sup>st</sup> -5<sup>th</sup> Additional Curriculum Grading Scale:**

E - Exceeds: student performance exceeds grade level expectation

S - Satisfactory: student performance is acceptable

N - Needs Improvement: student performance needs to improve

U - Unsatisfactory: student performance is unacceptable

N/A: skills were not assessed this grading period

**LUNCH PROGRAM**

**Chartwells Food Service will serve our school. While much of the information below is the same, some may be subject to change. We will let you know of any changes or updates.**

~~**Reduced Prices:** breakfast \$.30 and lunches \$.40.~~

~~**Full Price:** breakfast \$1.25 and lunches \$2.50.~~

**ALL STUDENT LUNCHES ARE FREE FOR THE 2019-2020 SCHOOL YEAR**

**Free and reduced meals** are available for students who qualify under family income federal guidelines. Applications for free and reduced meal forms are available at all schools or, parents can now apply for Free & Reduced Lunches online @ [www.ApplyForLunch.com](http://www.ApplyForLunch.com)

This website is very user-friendly, makes the application process easy to understand and speeds up approval process.

The TSE cafeteria will be open the first day of school. School Lunch menu information and how to “Paying for Lunch” may be accessed at: [www.bay.k12.fl.us](http://www.bay.k12.fl.us)

\*\*Unannounced changes may occur as menu availability changes.