



Student Agenda 2017-2018

Robert M. Paterson Elementary School
5400 Pine Ave.
Fleming Island, FL 32003

John O'Brian
Principal

Amy Vann
Assistant Principal

Sarah Brennan
Assistant Principal

Main Number:	904-336-2575
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Café Manager:	904-336-2601
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<http://pes.oneclay.net>
School Web Site

www.facebook.com/pesengage
School Facebook

This agenda belongs to:

NAME: _____
ADDRESS: _____
CITY, STATE, ZIP CODE: _____
PHONE: _____

This agenda will be used to promote organization and responsibility for completing daily homework and long-term assignments. It is the student's daily responsibility to record daily homework and long-term assignments in their agenda each day before leaving the classroom. It is also the student's responsibility to take home and/or access the proper books and materials necessary to complete the assignments. This agenda also provides an area for parent/teacher communication.

IMPORTANT INFORMATION

ABSENCES: Absences are designated as 'excused' or 'unexcused'. Excused absences are sickness, religious instruction/holidays, injury or other insurmountable conditions, or as otherwise excused by the principal. **It is the responsibility of the parent/guardian to provide a written statement to the school explaining the absence within three (3) days following the return of the student to school to be recorded as excused.** The note must include the student's name, teacher's name, date(s) of absence, reason for absence, signature of parent/guardian.

It is not necessary to inform the school during your child's absence. **The classroom teacher needs at least twenty-four hours' notice to provide make-up work for students who are absent.**

Parents/guardians/students must take responsibility for obtaining, completing, and submitting make-up work. Work assigned during the absence will be due in the amount of time equal to the number of days absent. If you have prior knowledge that your child is going to have an extended absence, please notify your child's teacher(s). **Tardies have a negative effect on a child's academic achievement.** Therefore, it is important that each child be in class, on time, as instruction begins promptly at 8:30 am. Excessive tardies and absences are reported to the school social worker for follow-up.

ARRIVAL: The bus loop is ONLY for buses and day care vehicles during all arrival and dismissal times. All other vehicles are strictly prohibited. Students are not to arrive on campus prior to 8:05 am unless they are participating in a special program or participating in the breakfast program. **Breakfast is served to students beginning at 7:55 am and serving ends at 8:20. The first bell rings at 8:25 and class begins at 8:30 am. Any student arriving after 8:30 am and/or not in their class room will be marked as 'tardy' which negates 'perfect attendance.'** If you check your child out of school prior to 10:00 am, he/she will be marked absent for the day.

ATTENDANCE: An absence from school under the following circumstances shall be considered excused:

- The absence was with the knowledge and consent of the principal due to association with CCSD affiliation.
- Sickness, injury, or other insurmountable condition.
- Absences for religious instruction or holidays. A student with the written consent of his or her parent/guardian shall be excused.
- Absences due to head lice will be excused up to 2 days per incident, if applicable, and for a total of 10 days per school year.

It is the responsibility of the parent/guardian to provide a written statement to the school explaining the absence within 3 school days following the return of the student to school.

If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance. Such documentation and conditions justifies a student's absence for no more than 5 days per grading period, 10 days per semester and/or 20 days in a school year. Students that meet the previous absence criteria will be

referred to the school's Attendance Team. The Principal of the school shall determine when it is necessary to require a physician's statement from the student's medical provider.

When a parent or guardian does not participate in activities requested by the school to improve school attendance, legal action may result in filing of a Truancy Petition with the court or referral to the State Attorney's office (F.S. 1003.24) (F.S. 1003.27)

The Principal has Administrative discretion in cases of excessive absences to reject a written note and consider the absence as unexcused when absences are seriously impacting academic progress, with the exception of sickness, injury, or insurmountable conditions.

BICYCLES: As a safety precaution, students are to walk their bikes while on campus. All bicycles are to be parked in the areas provided. This area is off-limits to all students except while securing bikes in the morning and leaving in the afternoon. Each student should have his/her own bike lock and should not share locks or bicycles. Bicycle riding privileges may be suspended if students violate safety regulations, disregard the safety of others or tamper with other bikes.

SCOOTERS, SKATEBOARDS, ROLLERBLADES OR MOTORIZED SCOOTERS ARE PROHIBITED FROM CAMPUS.

CAFETERIA: Breakfast is served, starting at 7:55 am and serving will end at 8:20. The cost is \$1.50. Lunch, including milk, is available for all students for \$2.00. Your child may pay for lunch on a daily basis. However, it is strongly suggested that you prepay in five day or monthly increments. Please put all cash pre-payments in an envelope, identified with the student's name and student number. If paying by check, please include the same information on the check in the memo section. Online payments are also available at www.myschoolbucks.com.

A free or reduced breakfast/lunch program is available for students who qualify and information is sent home the first week of school. The application may be found at <http://www.heartlandapps.com/> . If you have any questions about free or reduced breakfast/lunch, please call 904-284-6534.

Due to allergies, cupcakes, cakes, cookies, etc., for birthdays will be distributed in class; not the cafeteria. Prior arrangements must be made with your child's teacher.

CAFETERIA BEHAVIOR: Students are expected to behave in the cafeteria in a positive manner and to help make the cafeteria a pleasant place for everyone. Students monitor their personal noise levels during lunch and are assisted with a decibel noise tracker. GREEN light – talking, YELLOW light – noise level is rising to an unacceptable level, RED light – indicates an unacceptable noise level. Students will receive a warning after 1st RED light, 3 minute silent lunch after 2nd RED light, and 8 minute silent lunch after 3rd RED light.

CAMPUS BEHAVIOR: Follow the 'line basics' when traveling on campus with your class or along:

- Move in a straight line.
- Walk quietly.
- Always use your hands and feet safely.
- Show respect for all school property and the property of others.
- Show respect by keeping restrooms clean and using them properly.
- Remember the safety of others and yourself on the playground.

- GUM IS NOT ALLOWED AT ANY TIME ON THE SCHOOL OR ON SCHOOL SPONSORED FIELD TRIPS OR EVENTS.

CHECK POLICY: 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.

CLINIC: If a student becomes ill at school, he/she is to request a pass to the school health clinic. If the student is too ill to remain at school, the parent/guardian will be notified to check their child out of school. Parents will receive an EMERGENCY INFORMATION card from the school. Any special needs, such as asthma, diabetes, seizures, bee/wasp sting allergies, or physical impairments should be listed on the card. The names and phone numbers of people who can pick up your child in case the parent/guardian cannot be reached should also be listed. If a person is not listed on the card, your child will not be released to them.

All medication should be given at home, if at all possible. **If a student must take prescription or over-the-counter medication, like Children's Motrin or cough drops during school hours, it must be received and stored in the original container, and labeled with the student's name, current date, Rx dosage, frequency of administration, and physician's name.** A one week supply may be kept at school. **Parents will be responsible for delivery and retrieval of medication to the school nurse.** No medications are to be transported via the school bus or by the student. Medication may be administered for two days with a written note from parent/guardian during which time an official form will be sent home and returned. Herbal medications/preparations must be accompanied by a physician's (M.D. or D.O.) written and signed order. For a long term prescriptions such as Ritalin, Dilantin, and asthma inhalers, a one to two month supply may be kept at school. New permission slips may be required every three months when records are updated. If a student receiving medication for more than three months, the parents/guardians are required to supply updated notification from the physician. **When discontinued or at the end of the school year, medication not picked up by parent/guardian will be destroyed.**

Each school year, non-invasive health screenings are required by the State of Florida. This screening will consist of recording height, weight, body mass index (BMI), vision, hearing, and scoliosis.

DISMISSAL POLICY: Please make every effort to ensure that your child is in class for the entire instructional day (8:30 – 2:42). If a student must leave during school hours for any reason, a note advising the nature and time of the dismissal is needed. A student **will not** be called from class until the parent/guardian is in the front office, ready to sign the student out. **Check-outs end at 2:10 pm.**

ELECTRONIC DEVICES: Electronic devices such as phones, iPods, mp3 players, game players, etc., are not to be turned on during the school day. **The only exception is if a teacher directive is given for the sole purpose of educational rationale.** The device **must be powered off and kept in an out of sight location** upon arrival at school and throughout the entire school day or while on school transportation. If the device is 'powered on', it will be interpreted as being 'in use' and 'use' of a device on campus during school hours or while on school transportation at any time will result in disciplinary action and **may** carry a consequence of **up to 3 days Out Of School Suspension.** If a student is found using any such device, it will be confiscated and/or held for parent/guardian to pick up. It is recommended these items

be left at home. The school will not be responsible for the loss, or damage, to these personal items. Students may possess a wireless communication device while on school property or in attendance at a school function for after-hours use. The use of any photographic or image recording device, including but not limited to cell phones, wireless communication devices, video recorders or cameras of any type or nature, on school board property during school hours as well as before or after school hours, is strictly prohibited.

EXTRA CURRICULAR PARTICIPATION: Participation in extracurricular activities such as field trips, class parties, cookouts, ceremonies, etc., are not mandatory school functions. Students that have multiple discipline referrals and behavior concerns will be excluded from extra-curricular activities.

Administration will have the final decision on ALL exclusions in question.

GRADING SCALE: Clay County uses the following grading system for third through sixth grades:

90-100:	A
80-89:	B
70-79:	C
60-69:	D
59 and below:	F

Clay County uses the following grading system for kindergarten through second grades:

Mastered:	M
Progression:	P
Insufficient Progress:	I

GUIDANCE: Our Guidance Counselors will be happy to provide information in the following areas for parents/guardians/students: ADD/ADHD, testing, parenting classes, referral process for special programs, classroom/small group/individual counseling, special education (e.g. LI, SLD, ES, OT, and Speech), and community agency referrals.

HOMEWORK: Homework is an integral part of any good educational program. Homework provides practice and drill that reinforces classroom learning, reviews previously learned skills and concepts, and is an opportunity for independent study, research and creative thinking. It is important for students to complete all homework and any missed assignments. All daily assigned homework is due the following school day or as indicated by the teacher(s).

INFECTIOUS DISEASE CONTROL PROCEDURES: In order to safeguard the school community from the spread of communicable disease, the Clay County School District follows the recommendations provided by the Florida Department of Health and the Clay County Health Department.

INTERNET/NETWORK USE: Paterson Elementary is completely networked to provide internet and network access in various parts of the campus as well as the Technology Lab. Internet and network use is designed to enhance the curriculum and is strictly supervised.

LOST AND FOUND: Please mark ALL items with the child's name so lost items may be returned. Lost articles may be claimed at the Lost and Found, located in the cafeteria storage room. The school cannot assume responsibility for lost items. However, if reported immediately, every effort will be made to

recover lost items. At the end of the school year, unclaimed items will be donated to charitable organizations.

Make-Up Work: Students who have excused absences must be allowed to make up missed work. **Students who are absent with an excused absence on the day that a paper, test or other major assignment is due will be allowed to turn in the assignment or take the test/examination without academic penalty.** Work assigned prior to the absence is due the day the student returns. **Work assigned during the absence will be due in the amount of time equal to the number of days absent.**

PHONE CALLS: Phone calls to teachers during school hours will be forwarded to their voice mail. Please make sure your child comes to school with lunch money, backpacks with homework/supplies, any required forms or monies and afternoon transportation plans. This will allow phones to be used for emergency purposes only.

PICNIC TABLE AREA: Picnic tables are reserved first for classroom use. Unreserved tables may be used by parents/guardians having lunch with their child. Parents/guardians are only allowed to eat lunch with their own children. Please ensure students and younger siblings are supervised while at the picnic tables or swing. Trash cans are available for the discarding of trash.

SCHOOL BUS BEHAVIOR: You are expected to use good behavior and respect the rights of others at the bus stop and when on the bus.

The following rules are to be followed at all times:

- Follow the bus driver's directions.
- Remain orderly at bus stop while waiting for bus.
- Stay seated while the bus is moving.
- Talk quietly; never shout.
- Keep arms, hands, head and objects inside the bus at all times.
- No eating, drinking or chewing gum.
- Complete silence at all railroad crossings.
- NO BULLYING!
- No Profanity
- NO Personal Electronic Devices UNLESS AUTHORIZED BY THE BUS DRIVER!

VIOLATION OF BUS RULES WILL RESULT IN A DISCIPLINE REFERRAL AND MAY LEAD TO BUS SUSPENSION AND/OR PERMANENT REMOVAL.

STUDENT DISMISSAL: Student dismissal begins at 2:35 pm. If your child is not picked up by 2:55 pm, you are required to enter the main office and pick them up. Please make sure your child knows how he/she is to go home each day. If there is a change with their routine, please notify the teacher in writing that morning. **Early dismissal will be at 11:45 am.**

STUDENT DRESS CODE: Flip flops, heeled shoes, spike heels and untied shoes are considered a safety hazard and not allowed. All items of clothing, hairstyles and accessories should be in good taste and not distract from the learning environment.

- Hats and caps are worn on spirit days only or as authorized by the teacher during outside activities.
- Shorts must be fingertip length.

- Shirts must cover the shoulder area and not expose any of the mid-section of any student.
- Items not permitted include: tight spandex, tube tops, spaghetti straps or shirts that expose the mid-section and/or undergarments.

Students not abiding by the dress code will be sent to the office. Parents/guardians will be called to provide suitable clothing. **The school reserves the right to establish rules during the school year regarding new fashion in dress and to restrict any dress related items, which in the opinion of administration, impact the health, safety or general welfare of individual students or the student population as a whole.**

STUDENT(S) GRADES: All student grades will be posted online through Focus. Parents/Guardians MUST register and complete a form through the front office which will require a ID verification.

STUDENT/PARENT SURVEYS: Annually, every parent and selected grade levels have the opportunity to evaluate the effectiveness of instructional employees by completing annual school improvement climate surveys. Additionally, parents and students may submit concerns or commendations relative to performance directly to the school principal or supervisor. Results are reviewed by school administration and assistant supervisors in recognizing performance or identifying growth opportunities.

TEXTBOOKS/LIBRARY BOOKS: Students are responsible for lost or damaged books. All textbooks should be covered throughout the school year. Students are responsible for books they have checked out of the library. Fines will be assessed for damaged textbooks and/or library books. The full price of the book will be assessed if the book is lost or damaged to the point that it is unusable.

USE OF STUDENT WORK, VIDEO, & PHOTOGRAPHS: From time to time, students have the opportunity to be videotaped, photographed or have their assignments/artwork displayed. Some of these videos, photographs or artwork may be included in the local news, on the school's CCTV or web page, Facebook page and may eventually air on the School District of Clay County's educational channel or used at local, state, or national conferences. Student names are never used without prior parent/guardian consent.

If you have an objection to your child's assignments/artwork being used for any of the above purposes, or if you object to photographs or videotapes of your child being used, you must notify the school of your objection, in writing, within 48 hours of your receipt of this information. (See last page of this document.)

For your information, if your child is an exceptional education student, your explicit written permission will be obtained prior to any media release which identifies your child by name, along with exceptionality or exceptional placement designation.

VISITORS: For the safety of our students, visitors on campus will be required to show a valid, government-issued ID and register at the front office using our Raptor system. Visitors must state the nature of their visit, be listed on the emergency contact list, and obtain a visitors pass. This also includes lunch guests.

To ensure that instructional time is not interrupted, all conferences must be scheduled in advance.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

MINOR CONSEQUENCES:

- Classroom consequences will be determined by the classroom teacher.
- You may be required to apologize and/or write a letter of apology.
- Your parents/guardians may be notified by the teacher.

MAJOR CONSEQUENCES:

- Continuous elevation and repeated Level I and/or Level II Discipline Codes may result in an offense that will have a major consequence.
- You may receive a time-out, detention, in-school suspension, work detail, or out-of-school suspension.
- You may be sent to the office for a conference with the principal or assistant principal, in which you will be required to contact your parents/guardians by phone about incident/issue.
- Your parents/guardians may be requested to attend a conference with administration and/or teacher(s).
- You may be expected to take a discipline letter home and return with parent/guardian signature.
- You may write and follow a discipline/action plan to improve behavior (with assistance from teachers, administrators, guidance counselors, and/or parent/guardian).

SEVERE CONSEQUENCES: The following serious violations will result in disciplinary action and may result in suspension on the first offense.

- FIGHTING
- DEFIANCE/DISRESPECT TOWARD FACULTY/STAFF MEMBERS (FAILURE TO FOLLOW A REASONABLE REQUEST).
- DESTRUCTION OF PROPERTY OR THEFT.
- POSSESSION OF DANGEROUS OBJECTS.

ALL DISCIPLINARY ACTIONS ARE SUBJECT TO CHANGE BASED ON ADMINISTRATION'S EVALUATION AND DECISION OF THE EVENT(S).

Important Dates:

Early Dismissal Dates (11:45): Sept. 13, Oct. 31, Dec. 15, Feb. 7, May 9 & June 6

Interim Reports: Sept. 12, Nov. 7, Feb. 8, & April 26

(Available thru the Parent Portal Account)

<http://focus.oneclay.net>

Report Cards: Oct. 13, Jan. 10, March 23, & June 6

(Available thru the Parent Portal Account)

<http://focus.oneclay.net>

First Day for Students: Aug. 15

Thanksgiving Holidays: Nov. 20 thru Nov. 24

Christmas/New Year's Holidays: Dec. 18 thru Jan. 3

Spring Break: March 12 thru March 16

Last Day for Students: June 6

Additional dates and full student calendar can be found on Google calendar at PES.oneclay.net. & OneClay App with school calendar.

PARENTS/GUARDIANS,

Please review student agenda information with your child, **sign and detach next page and return to your child's teacher.**

I have read and understand the School Procedures and Policies contained in this agenda.

Student Signature: _____

Grade: _____ Homeroom Teacher: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

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If you have an objection to your child's assignments/artwork being used for any of the above purposes, or if you object to photographs or videotapes of your child being used, you must notify the school of your objection, in writing, within 48 hours of your receipt of this information.

Please read and place a \checkmark in the appropriate blanks if applicable. If "no" objection is indicated; then, it will be assumed there are no concerns regarding the previous information.

_____ I/WE **OBJECT** to our child's assignments/artwork or _____ I/WE object to our child being photographed or videotaped for any of the aforementioned reasons.

Student Name: _____

Grade: _____ Homeroom Teacher: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____