

### **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 20 days in the school year.

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.

When a student becomes ill at home, and before departing for school, it is the parents' obligation to retain the child at home. It is best for the child not to attend school ill.

When students become ill at school, they will be admitted to the clinic where they will be cared for until taken home by parent, guardian, or other means of transportation approved by the parent. It is important to keep your child's emergency medical card updated.

### **Procedure for Student 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.

### **Make-up Work**

If a student is out one day they will get their assignments from the teacher the following day. If a student is absent more than three days please contact the school and request their work. Please 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.

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 8:20 am. Students arriving in their classroom after 8:20 am will be considered tardy. Parents of students who are habitually tardy will be contacted for an explanation. Disciplinary action for excessive tardies may result.

### **Achievement through Good Citizenship**

- To increase appropriate, responsible behavior at school.
- To increase on task behavior by reducing distracting classroom behavior.
- To recognize, reinforce, and reward responsible and appropriate school behavior.
- To reduce the number of referrals.
- To increase the amount of time administrators can spend in classroom visitation and other administrative responsibilities.

### **Discipline**

Although the discipline plan is presented in three phases, each phase is of equal importance to the success of the school-wide plan. Discipline procedures for ESE students will follow state guidelines.

#### **Phase I**

Each grade level will have a discipline plan in effect the first day of student attendance. Please be sure to get a copy of your students' classroom discipline plan at Open House. If a student chooses not to follow school rules the student will receive a disciplinary referral for unacceptable behavior. Before a referral is written, the teacher will contact the parent and summarize a written conference. Teachers and parents will collaborate to decide the consequence, which is in the best interest of the child. If the behavior does not improve, a referral to the administrative staff will be made along with the parent/teacher written conference. The steps of the discipline plan may be disregarded in case of any major infraction of the school rules.

#### **Phase 2**

When a student has exhausted all the consequences in the classroom discipline plan, the child is referred to the administrative staff with written documentation.

**First offense:** The student may be warned and the referral will be documented. The remainder of the consequences will be explained to the student. The student is encouraged to behave appropriately and responsibly to avoid further consequences. Parent will be contacted by telephone. If unable to reach the parent, a referral will be sent home for the parent's signature.

**Second offense:** The student's previous offense is reviewed. Second offense will be documented. The student may be assigned one (1) day In-School Suspension (ISS), or work/clean-up detail at the discretion of the administration. Parent will be contacted by telephone. If unable to reach the parent, the referral will be sent home for parent's signature. The student is encouraged to behave appropriately and responsibly to avoid further consequences.

**Third offense:** The student's previous offenses are reviewed, and the third offense is documented. A conference is held with the parent, appropriate teacher or teachers, administrator, and guidance counselor when necessary. Previous offenses are reviewed and discussed. The consequence of a fourth offense is explained. A written record of the meeting is made. In-School Suspension (ISS) is assigned. Parents are contacted.

**Fourth offense:** Previous offenses will be reviewed; In-School Suspension (ISS), work detail, detention, or Out-Of-School Suspension (OSS) will be assigned.

If a parent has a concern about a discipline procedure involving their child, the parent may contact a school administrator.

### **Phase 3**

Students who behave responsibly and appropriately should receive recognition, reinforcement and reward.

#### **Arrival at School**

Students are not to be on campus before 8:05 AM or after 2:45 PM unless involved in a supervised school activity. The school will not take responsibility for students who are on campus before 8:00 AM or after 3:10 PM.

#### **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. Therefore, we suggest that all textbooks be covered. Each grade level will have regulations about the use of backpacks.

As per Florida Statute 1006.42(1) the failure to collect such sum upon reasonable effort by the principal may result in the suspension of the pupil from participation in extracurricular activities until the book is returned or paid for.

#### **Cafeteria 291-5406**

Tynes offers a breakfast program. The cost is \$1.75 per meal. Free and reduced lunch applicants are also eligible for free and reduced breakfast. Breakfast will be served 8:05 a.m. to 8:30 a.m.

Lunch prices are \$1.75 daily or \$8.75 weekly. We encourage students to pre-pay for their lunches. Make checks payable to Tynes Elementary. Parents may pay for lunches on-line at [www.oneclay.net](http://www.oneclay.net) Parents are eligible to apply for free or reduced lunch at any time during the school year.

#### **Cafeteria rules**

1. Use Good Manners.
2. While in the lunch line, students are to remain quiet.
3. Students are to remain seated during lunch.
4. Students may talk using their inside voice to those seated on either side and directly in front of them.

#### **Having Lunch with Parents**

We invite parents and community members who are on their students approved contact list to join their student for lunch. Students may eat lunch outside at the picnic tables with their parents, and may select one other student from their class to join them WITH WRITTEN PARENT PERMISSION. The written parent permission must be provided to a staff member on cafeteria duty. Picture I.D. will be required at the front office prior to eating with students. Parents must sign students out using the sign out sheet located on the stage in the cafeteria.

- Parents must supervise their children at all times when having lunch with them.
- Remain seated during your lunch time. Dispose of trash in the receptacles located in the cafeteria.
- Having a friend will require the host parent to comply with rules 1 and 2.

#### **Checkout before End of School Day**

Every possible effort should be made for each student to attend school for the entire day. Doctor appointments should be arranged before or after the school day if at all

possible. We do not want to interrupt the classroom by asking for students to be dismissed early. Only in cases of extreme emergency should a student be removed from class. In the event that siblings are also in school, only the ill student should be removed before the end of the school day. To insure the safety of all students and for office staff clarity, all persons checking out students will be asked for picture identification.

Students may only be released to persons listed on the student's approved contact list unless other written parental notification is provided. All student checkouts must be completed prior to **2:15 PM**. Due to end of the day activities, the office will be unable to contact students for checkout after **2:15 PM**.

#### **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 acknowledgment and acceptance of this policy and its terms and conditions.

Insuracheck 866-268-0030

#### **Clinic 291-5400**

Students who become ill shall obtain a clinic pass from their teachers. They will not be allowed into the clinic without a pass. Students will return to class unless it is necessary for the student to be sent home. We urge parents to encourage their children to visit the clinic only when necessary and not to abuse this resource.

#### **Conferences**

Conferences are encouraged between parents and teachers. A cooperative relationship between parents and teachers contributes greatly to the degree of success a child achieves. Conferences can be arranged on any day between 7:30 AM and 8:00 AM. There are six early dismissal days scheduled during the year for conferences to be arranged. Conferences between teachers and parents should be pre-arranged for a mutually agreeable time. If you are unable to attend a scheduled conference please call the school or send a note with the student prior to the conference.

#### **Controlled Substances**

As per Florida Statute 1006.09(8) which deals with the REQUIREMENT that school personnel must report any suspected unlawful use, possession, or sale by a student of any controlled substance.

#### **Zero Tolerance**

As per Florida Statute 1006.13 "each school district school board shall adopt a policy of zero tolerance for crime and substance abuse ...and victimization of students..."

#### **Daily Dismissal**

Students are dismissed in stages at the end of the day. 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 prior to 2:00 pm with a message for your child in case of emergency only.

#### **Disaster 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.

### **Exceptional Student Education Programs**

Students believed to be in need of special education programs are referred for testing by their teacher. Parent permission must be obtained prior to any testing.

### **Field Trips**

Field trips will be directly related to curriculum being taught at the time of the trip. Field trips will not be scheduled for purely recreational purposes. Each student is expected to pay for admission and a prorated share of the transportation charges. 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 Tynes Elementary on field trips or require a parent attend with them. Anyone planning on attending a field trip must submit a volunteer registration form must be completed and approved by administration 2 weeks prior to the field trip.

### **Grades**

Students receive a report card each nine weeks that indicates the student's grades in each subject. All report cards must be signed by the parent/guardian, and returned to the teacher the following day. Be sure to review the report card carefully and discuss the results with your child.

- **October 24, 2014**
- **January 9, 2015**
- **April 2, 2015**
- **June 3, 2015**

Any graded work below a C will require a parent or guardian's signature.

### **Grade K-2**

- **E-Emerging**
- **P-Partial Mastery**
- **M-Mastery**

### **Grades 3-6**

- **A – 90-100**
- **B – 80-89**
- **C – 70-79**
- **D – 60-69**
- **F – 0-59**

### **Homework**

Homework is practice and/or enrichment of the day's work and is not given simply as busy work. Most children should complete assignments in one hour of on task time. For the student who spends much more time completing assignments, the parent should inform the teacher. 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.

### **Insurance**

Student accident insurance for your child may be purchased at the beginning of the school year. You may choose school day coverage or 24-hour coverage.

### **Internet Access**

Students must have a signed Responsibility Contract on file to be allowed permission to access the Internet at school. Internet access comes to TES through our Clay County server, which has filters to screen non-educational information. Students will not be allowed e-mail or chat privileges.

### **Lost and Found**

A specific area in the cafeteria is provided for placement of lost and found articles. Parents are free to come and look for items that may have been lost by their children. Unclaimed items are periodically given to organizations for the needy.

### **Main Office – 291-5400**

You may call the main office for general information not specified in other offices, or to set up conferences with teachers or administrators. In order not to interrupt the instructional environment you will be provided teacher voice mail.

### **Media Center**

The Media Center is open to students from 8:30 am to 2:42 PM each school day. Students in grades 4-6 can check out 2 books at a time for a 2 week period, with 1 renewal for an additional 2 weeks. Students in grades K-3 are allowed to check out 1 book at a time for a 2 week period, with 1 renewal for an additional 2 weeks. Students with an over due 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.



### **Medication Policy**

Applies to prescription and non-prescription medications

**Delivery of medication to school:** All medications to be administered by school personnel **MUST** be delivered to the school nurse by the parent **NOT** by your child. At that time the parent must complete the Parental Authorization for Administration of Medication Form. No hand written notes from parents will be accepted. All medication **MUST** be in the original container and prescription medications must be labeled with student's name, dosage, frequency of administration and physician's name. Over the counter medication must be age or weight appropriate according to the directions unless otherwise documented by a physician. Cough drops and Chap Stick are considered over the counter medication and are subject to the same rules. Students are **NOT** allowed to have them at school.

**Parental Permission:** For each individual medication administered, the student's parent or guardian shall provide to the school principal or designee a signed Parental Authorization for Administration of Medication which shall grant the principal or his/her designee the permission to assist in the administration of each individual medication to be provided during the school day, including when the student is away from school property on official school business. A new Parental Authorization Form will be requested with any change in medication or dosage.

**NOTE:** If your child has a health problem of which we should be aware, please submit a letter regarding the condition and treatment in order that we have it on file. Please make certain that parent contact information on file is accurate.

### **Music**

The Music program at TES will provide exposure to Fine Arts through vocal, drama, dance and instrumental lessons. All students are expected to participate to the best of their ability. When possible, there will be special events, trips, and programs for students to attend and/or be a part of. The wind instrument called a recorder is taught in grades 4th, 5th and 6th, and is available for purchase from the music department.

### **Non-Educational Materials**

Non-educational items such as toys, skateboards, roller blades, scooters, playing/trading cards, squirt guns, yo-yos, radios/headphones, fireworks, hand held electronic games, I-Pods or tape recorders are not to be brought to school. Tape recorders, radios and animals may be brought for special projects only with the written permission of the teacher. The student must give the item to the teacher for safekeeping. Fad and/or collectible toys are not allowed. Parents must make arrangements to pick up items from the teacher either before or after school.

### **Parent Portal**

Parents may fill out a permission slip; provide a copy of their driver's license in order to have access to the on-line parent portal. The portal allows a parent access to their student's grades and other pertinent information via the internet.

### **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. Regular street shoes hinder a child's performance and may contribute to injury. The school dress code is to be followed in other aspects of dress.

### **Progression through the Grades**

It is expected that, with appropriate motivation, the vast majority of Clay County public school pupils who receive appropriate instruction can make satisfactory progress through the grades. Most students will be able, each year, to achieve a level of academic proficiency and social and emotional development which will enable them to benefit from instruction in the next grade. However, for a variety of reasons, individuals may require more than the usual amount of time at school to develop their educational potential.

It is intended that the grade placement be made to serve the best interest of the pupil. Promotion, retention or special assignment procedures contained in the Pupil Progression Plan are designed to assure that each student in the Clay County Public Schools is placed in an instructional program in which the student can achieve academically and develop emotionally, socially and physically.

### **Safety Patrols**

Safety Patrols are selected from 6th graders on the basis of recognized leadership ability, personality, courteous manners, dependability and grades. Under direction of a faculty coordinator, they assist all grade levels in a program of safety and orderly conduct within the school.

### **School Advisory Council**

The School Advisory Council (SAC) is an organization made up of elected representatives. Council members include parents, support personnel, teachers and the school's administration. Although the committee is called upon to discuss a variety of issues confronting Tynes Elementary, its primary purpose is to develop a School Improvement Plan.



### **School Rules**

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

- Attend school regularly, be on time and begin work promptly.
- Be prepared for class and follow directions the first time they are given.
- Be respectful to teachers, classmates, other faculty and staff members, the school, and personal property.
- Gum will not be permitted on the Tynes Elementary campus at any time.
- Candy is not to be brought from home or sold on school grounds.
- Follow classroom, campus and cafeteria rules.
- Wireless communication devices are not to be in use during school hours or while on school transportation.
- Follow the Clay County Code of Student Conduct
- Disciplinary action will be taken in accordance with Clay County Code of Student Conduct.

### **School Store**

The School Store will carry supplies such as paper, pencils, folders, poster board, rulers, and school spirit items. It is housed in the media center and the administration offices.

### **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 5th and 6th grades. Under the direction of a faculty coordinator, the students participate in several service projects each year.

### **Student Dress Code**

The dress and personal appearance of students should be a positive reflection on the family, student, school, and community. The following guidelines concerning dress and appearance are to be followed. A good rule of thumb: If there is any question about whether an outfit would be acceptable, choose another.

**Shoes** - Flip-flops, shower shoes, hee-lies (skate shoes), or cleated shoes may not be worn. All shoes must have a back or back strap. Shoes with laces must be laced and tied properly. Shoes with heels must not deter student comfort and safety while participating in school activities

**Clothing** - All items of clothing apparel should be worn in good taste. Any apparel with satanic, hate, obscene remarks or pictures is not permitted. Any clothing with alcohol, drug text or graphics is not permitted. No chains may be worn. No stomach, midriff, upper thigh or bare shoulders should be visible. This includes, but is not limited to such items of clothing as: spaghetti straps, low-cut or see-through clothing, backless or strapless shirts or dresses, halter tops, tube

tops, tank tops, low cut necklines, shirts with large arm holes, and muscle shirts. Leggings and tights may be worn underneath skirts, dresses, or shorts that follow the length guidelines.

**Shorts and Pants** - It is mandatory that the inseam of all shorts be at least 4 inches in length at all times. Pants, shorts or skirts that expose the middle of the body or underwear are not permitted. Skirts should be no shorter than two inches above the knee. Pants are to be worn at the waist with a belt. Exercise, bicycle and form fitting shorts are not permitted

**Other Items** - Hats, caps, bandanas and sunglasses may not be brought to school unless approved by the administration for medical reasons or special events. Colored or unusually spiked hair that is distracting to the educational environment, body piercing (except for the ears) and heavy wallets or neck chains are not permitted.

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.

### **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 Telephone Use**

In the event that students need to contact their parents during the school day, they may be allowed to call from their classroom or be sent to the office on a pass to use the main office phone. We ask that you provide the school with a local telephone number in order to be contacted. Students must have written permission from their teacher to come to the office for this purpose. This will be done only in emergency cases.

### **Student Services – 291-5400**

A variety of student services are available to all students at Tynes Elementary. Our guidance counselors make classroom presentations, conduct individual and small group counseling sessions, and help to identify students in need of special programs. Student services are also provided by county level resource personnel such as school psychologists, attendance/social workers, and the county health nurse.

### **Smoking and Tobacco Products**

Smoking or even the possession of tobacco products on the campus of any Clay County school is both unlawful and a violation of the Code of Student Conduct. This prohibition applies 24 hours a day. Matches, lighters or other smoking implements are also prohibited. Violators may be suspended from school.

### **Testing**

Achievement test schedules are set annually at the county level and administered on a county wide basis. Results are sent home and teachers are available for conferences regarding the child's progress. Test administered are:

**Grades K-6**

**FAIR  
Performance Matters**



### **GRADE 3**

If a student's reading deficiency is not remedied by the end of grade 3, as demonstrated by scoring at level 2 or higher on the grade 3 assessment test, the student **must be retained**, unless exempted from retention for good cause.

### **Transportation**

Bus transportation will be furnished to transport eligible children from the bus stop nearest to their home, to school, and back again to the bus stop. Parents can find bus stop locations by logging onto the Clay County School Board website (<http://www.oneclay.net>) and click on the link MAPNETWEB. 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 signed by the principal or designee. Requests for students to ride another bus will only be honored if seating space is available.

### **Video Tapes, Photographs and Art Displays**

Many students at Tynes Elementary have the opportunity of being videotaped or photographed at school or school activities. Some of these tapings may eventually air on Channel 29 (an educational access channel), or may be utilized at local, state, or national conferences or workshops. Photographs of your child may appear in local newspapers. From time to time, your child's art work could be chosen for display in various local businesses. If you have any objection to your child's videotape, photograph or art work being used for the above purpose; 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, produce proper ID, and obtain a visitor's badge. For the safety of the children, all visitors must be on their student's contact card before they will be granted entry into school grounds. We must know who is on campus at all times. Unfortunately, school age relatives and friends are not allowed to attend classes of students enrolled at Tynes Elementary.

### **Volunteers**

Tynes Elementary seeks to establish a very supportive and active volunteer program. Our parents possess a myriad of experiences and talents, which help to enrich our students' education. A volunteer form will be sent home at the beginning of the school year. All volunteers for our school must have a volunteer registration form on file with administration 2 weeks prior to the event which includes all classroom activities and field trips. Please sign in the volunteer sign in book located at the front desk so our school receives credit for your time. Volunteer hours can result in awards for the school.

### **Web Page**

Tynes Elementary School's web page is a great resource when trying to find out information about the school. You can access the page by logging on to: <http://www.clay.oneclay.net> or by typing in Tynes Elementary in your browser's search engine.

### **Wireless Communication Devices**

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 and could carry a consequence of up to 3 (three) days OSS for the first offense.

- Taking photographs or videos by any means, whatsoever, while on school board property or while on school transportation is prohibited. The only exceptions to this prohibition are:
- Taking photos for reproduction in a school sponsored publication.
- Taking photos during a school sponsored social event, sporting event, awards ceremony or other school sponsored activity or function at which photography is allowed and the photographs are images of activities which are reasonably considered to be part of the activity or event.
- Taking photographs with the permission of the school administration.

Publication on any internet site of any photographs, videos or images taken in violation of the prohibitions listed above is strictly prohibited, will be deemed disruptive to the order of the school and will be sufficient reason to impose disciplinary measures which may include, but not be limited to, In-School Suspension, Out of School Suspension and Recommendation for Expulsion.

### **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.