

Pea Ridge Elementary School
Student Handbook
2017-2018

“Home of the Chiefs”



Mrs. Dana King Fleming
Principal

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Assistant Principal

Pea Ridge Elementary School

Title I School

“Home of the Chiefs”

MISSION:

Pea Ridge Elementary faculty and staff will work together to foster skills for students to work cooperatively, think critically, pursue knowledge, and respect others.

VISION:

Pea Ridge Elementary faculty and staff will provide the academic, social, and technological skills that allow today’s learners to become tomorrow’s leaders.

Pea Ridge Elementary is a Positive Behavior Support Program School.

We are proud to have a school-wide positive behavior program. Our students and staff are asked to live up to the following **PRE Expectations:**

Chiefs are:

P – Positive and Safe

R – Responsible and Respectful

E – Excellent Students

2017-2018 IS A YEAR OF CHANGE!

Chiefs on the Trail to Success

During the first couple weeks of school, students will choose a feather to discover tribe placement. Students will remain in this tribe during their years at Pea Ridge Elementary School. Each tribe will select a tribe name which will be recorded on our Tribal Bulletin Board located in the cafeteria. Our goal is to encourage tribal/school pride, support tribal members and increase academic achievement through improved attendance, behavior, work habits, and attitudes.

Students are given daily opportunities to earn feathers by showing good character. Tribes are made up of students from every grade level. Each tribe is responsible for working together to earn points for their tribe. We feel our new school-wide program will help to create a positive atmosphere that lets our students know we recognize and value them.

In addition to our school-wide program, teachers have classroom expectations that promote the individuality of each child. Classroom expectations include both incentives and consequences which work together to foster cooperative work habits, critical thinking skills, pursuit of knowledge, and respect for others. Pea Ridge Elementary strives to maintain a positive atmosphere. Regarding discipline, our goal is to change inappropriate or negative behavior to positive behavior.



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Accelerated Reader Program

Accelerated Reader (AR) is a program that helps motivate and encourage a love of reading. AR is coordinated through our Media Center in conjunction with goal setting facilitated by classroom teachers. This program identifies the reading level of each child and guides students in selecting books that are on the student's individual reading level. Points are awarded based on the accuracy of a student's answers to computer-based quizzes. Incentives for points and meeting goals are included in the program.

Arrival Procedures

Parents/guardians who bring their children to school are required to drop students off between 7:00 and 7:25. Students arriving after 7:30 MUST be accompanied to the office for sign in. If your child plans to eat breakfast, you MUST drop them off by 7:05. If they arrive in the classroom late from breakfast, they will be marked tardy. The drop-off area for K-5th grade students is located at the south end of the building (first gate to the left when proceeding down School Lane toward the campus). ONLY ESE Pre-K students are dropped off at the front of the campus. **Parents must walk ESE Pre-K students into the building and place in the care of the ESE Pre-K teachers waiting in the cafeteria.** Drivers should come to a complete stop and wait for a signal from the school employee to proceed forward to exit the drop off area. To make this process operate smoothly and avoid delaying the flow of traffic, please make sure your child is ready to exit your car as soon as you pull forward. Parents **may not** drop off students in any area except the designated car rider line. Children may not walk alone from the parking lot to the school entrance. **For safety reasons, passenger vehicles are not allowed to use the bus ramp area for drop off.**

Returning and new students in all grades may be escorted to their classroom by their parent/guardian for the first day of school. After the first day, children should be dropped off in the car rider line. Parents may not walk first through fifth grade students to class after the first day. **Kindergarten parents may walk their child to class during the first week of school.** If your child has social needs or experiences anxiety with transitions, please contact administration and/or guidance. We will gladly

conference with you and assist your child with transition to class. We have assigned staff on post throughout the hallways to assist children should a need arise.

Attendance & Truancy

Research proves that good school attendance is a major contributing factor to academic success in school.

Tardy Days

Please let your child know how important school is to you by having them in class before 7:25 each day. Tardies are reviewed by the court in cases of truancy and will impact the judge's decision in truancy cases. A student is considered tardy if the student is present on campus but is absent in the class when the tardy bell rings.

Children who are habitually tardy (5 or more tardies per semester) will be ineligible for perfect attendance recognition at the end of the school year. In addition, children who are habitually checked out of school early (5 or more early checkout days per semester) will be ineligible for perfect attendance recognition at the end of the school year. Children with a total of 10 late check-ins and/or early check-outs for the year will be ineligible for Perfect Attendance. Once combinations of three (3) "Late to School Check-Ins" and/or "Early Check-Outs" are accumulated, the student will receive one (1) unexcused absence. (School Board Policy 5.40 and Student Code of Conduct page 17) (Section 1003.02, F.S.)

Absences

All absences from school are considered unexcused until the parent/guardian provides a written excuse for the absence. If your child has a doctor's note please send that in within the three days to be considered an excused absence. Parents/guardians have 3 days to send a note stating the reason for the absence. Failure to send a note for the absence within those 3 days results in an automatic unexcused absence. (School Board Policy)

Excused Absences

Excused absences include: illness, serious illness or death of an immediate family member, medical or dental appointments, religious holidays, court dates, or other **unavoidable** special emergencies/events as approved by administration. The school must receive a written note explaining the reason for the absence within 3 days of the child's return to school in order for the absence to be excused.

Except in the case of an emergency, requests for pre-arranged absences must be made 2 days before the date of the absence. Such requests should be in writing and must be approved by administration. Pre-arranged absence requests may be unexcused when absences exceed 15 total days in the school year. **Absences other than illness or emergency during test week will be unexcused. Vacations will not be excused during testing week.**

Unexcused Absences

An absence will be marked unexcused if a note has not been received within 3 days of the student returning. Absences for shopping trips, vacations, pleasure trips, truancy, suspension, or other avoidable absences, which have not been approved, shall be marked unexcused. Other unexcused absences: missing the bus, oversleeping, skipping, excessive illness without doctor's verification, or other **avoidable** events.

Excessive Absences

The principal may require doctor's notes documenting an illness or injury for a child who has missed 10 or more days of school. Should such documentation not be provided, the absence will be considered **unexcused**. Missing 9 days of school, either excused or unexcused, is considered excessive, and parents may be contacted for a truancy conference to discuss strategies to prevent future absences. **The principal has the authority to retain any child who has been absent from school 20 or more days. The absences may be excused, unexcused, or a combination of both.**

Truancy Procedures for Unexcused or Excessive Absences:

- Students with 5 unexcused absences within a 30 calendar day period shall be referred to guidance for the development of a Truancy Plan, **OR**

- Students with 10 unexcused absences within a 90 calendar day period shall be referred to guidance for the development of a Truancy Plan, **OR**
- Students with a total of 15 or more absences (excused or unexcused) shall be referred to guidance for the development of a Truancy Plan.
- Habitual absences may result in a home visit from the school social worker.

Major Considerations in a Truancy Plan

- The plan is developed in cooperation with the parent/guardian and school.
- The plan can be developed without the participation of the parent/guardian should they choose not to attend.
- Should a child's attendance not improve upon the development of a Truancy Plan, the parent/guardian could be summoned to appear in court. This could result in court-imposed sanctions and expectations.

AMO

Florida's waiver from reporting Adequate Yearly Progress (AYP) under the Elementary and Secondary Education Act (ESEA) now requires the state to report performance on Annual Measurable Objectives (AMOs) in several areas of academic achievement. It also requires states to evaluate the performance of all students in all public schools in order to determine whether schools, school districts, and the state have made Annual Measurable Objectives (AMO) towards enabling all students to meet the state's academic achievement standards. AMO measurements target the performance and participation of various subgroups based on race or ethnicity, socioeconomic status, disability, and English proficiency. In the SPARs, Florida will also include information on the progress of the lowest performing 25% of students in mathematics and reading as part of its annual reporting of AMOs.

http://doeweb-prd.doe.state.fl.us/eds/nclb_spar/year1516/nclb1516.cfm?dist_schl=57_301

Cell Phones/Electronic Pagers/Wireless Communication Devices

A student may bring a mobile device to school. The mobile device shall be in silent mode during school hours so noises from the device will not disrupt the instructional environment. Students may use their mobile device at any time during NON-INSTRUCTIONAL time unless instructed specifically not to do so by a school staff member. During INSTRUCTIONAL time, a student may use their mobile device as indicated by the teacher/instructor in charge. Parents who need to reach their child (or

vice versa) should do so through the front office if an emergency arises. Use of a mobile device on a school bus may be allowed if the official in charge gives permission. Failure to follow instructions from the school official in charge may result in a discipline referral. Continued use of a mobile device after being instructed by a school official not to do so may result in disciplinary actions.

Changes in Address or Contact Numbers

Notify the school office immediately of any changes in your address and/or emergency contact phone numbers. This includes your work number as well as the phone numbers of individuals listed as designees for pick-up. It is vital that the school maintain accurate and up-to-date emergency phone numbers for each child in case a parent needs to be contacted.

Checking Students Out Early

Teaching and learning occur until the very end of each school day. Due to the shortening of the school day, please do not check students out of school after 12:45 unless it is an emergency. Repeated early check out has a cumulative effect on the student's total educational program. Should an emergency arise, the parent/guardian is required to check out the student in the office. Proper identification **must be presented** before the school will release the student.

For the safety and security of our students and staff, we do not permit parents or visitors to go directly to a classroom to pick up a child. Please come to the office to check out your child, and your child will be called to meet you in the office lobby. We highly discourage early student check-outs from school. Please refer to the Code of Student Conduct for details regarding excused or unexcused early check-outs. We understand there will be a need from time to time to make medical appointments, etc. **Five or more check-outs per semester will also result in a loss of Perfect Attendance awards.** If early check-outs reach 10 or more, we may schedule a conference to develop an intervention plan to prevent future early check-outs. Please make every effort to have your child attend the full school day, each and every day. We want to maximize your child's learning time.

When a student leaves school through the established procedure due to sickness or injury, death in the family, medical or dental appointment with a note from the physician, school-sponsored activities, court date, or other reason that was pre-approved by the School Principal, the check out will be excused.

When a student leaves school early for any other reason, the checkout will be unexcused and recorded according to school board policy and Student Code of Conduct. A picture ID will be requested before we can release a student from our care. Only persons indicated by the parent/guardian on the written health cards are allowed to pick up a child when the school calls for an emergency or illness. Should an emergency arise when an individual not listed on the health card is required to pick up your child, the parent/guardian must notify the office in advance of this change. Only a parent or legal guardian may give permission for a student to leave school early.

After-School Care / Community School

We have an after-school childcare program housed at our school. It is under the complete direction of the Santa Rosa Community School Program. If you have any questions about this program, please call the Community School at 983-5650.

Classroom Treats

Due to health and safety concerns, home baked goods are not permitted at school. Birthday cakes, cookies, cupcakes, etc., must be purchased commercially. This is in compliance with **School Board Policy 9.30 VIIIA** which states that *"Foods may be sold or served on campus only if prepared in the school kitchen under supervision of the school cafeteria employees or if prepared in commercial conditions, approved by the Department of Health."*

Community Involvement

Pea Ridge Elementary School works toward the goal of being a "Five Star School" and earning the "Golden School Award." These awards are based on the school's commitment to community involvement. We realize some parents are unable to volunteer during the school day; however, we have opportunities for volunteers needed beyond school hours. We ask every parent to complete and return a volunteer form to

the school. Each person must be approved before volunteering on or off campus. We look forward to all families being a visible part of Pea Ridge Elementary School.

Conferences/Classroom Visitation

Communication between home and school is vital to a child's academic success. It is also important that we maintain the best environment possible for learning to occur. Please follow these guidelines when arranging to meet with your child's teacher:

1. Always sign-in at the office and wear the "Visitor's Pass" while on campus.
2. Arrange conferences in advance by calling the school office. This enables the teacher to be prepared to discuss your child's progress and have important information readily available. Conferences are scheduled at a time when your child's teacher is not responsible for his/her class (after school or during a planning period). Let the teacher know what specific items or concerns you would like to share or discuss before the conference occurs.
3. Drop-in conferences/visits are not permitted. All parent/teacher conferences must be pre-arranged.
4. To avoid classroom interruptions, always check in at the office if you have items to drop off (lunches, messages, homework, or clothing). We ask that items remain in the office. Office personnel will notify the teacher that the item needs to be picked up. No interruptions will occur during the 90 minute reading block unless it is an emergency.

Curriculum

Curriculum is essential for providing students proper instruction. Our school maintains and uses state-adopted core curriculum materials in Reading, Math, Science, and Social Studies. Every 5 years the district reviews and selects new, up-to-date curriculum. We are currently using the following core curricula:

- Houghton-Mifflin Harcourt Reading
- Houghton-Mifflin Harcourt Math
- Houghton-Mifflin Harcourt Science
- Studies Weekly and American Legacy Social Studies

Custody of Children

School personnel are bound by state law to release children and all information about the children (report cards, teacher notes, academic records, etc.) to both biological parents when requested. **The only exception is when the school has a copy on file of court orders specifying otherwise and prohibiting a biological parent from obtaining this information.**

In the absence of court documents, the biological parents have equal rights to the child in many circumstances. We ask, for the best interest of the child, that disputing parents please address issues through the court system and work out custody issues after school hours. School is not the place for custody issues to be settled.

Discipline Policy and Referrals

It is the responsibility of our school staff to provide a safe and secure environment in which all children can learn. Any behavior that causes our learning atmosphere to be disrupted will not be tolerated. Pea Ridge Elementary School uses the "Positive Behavior Support" (PBS) approach to discipline. PBS assists schools in increasing academic performance, increasing safety, decreasing problem behavior, and establishing a positive school culture. With the help of PBS, we expect to have an atmosphere of kindness in our school with an emphasis on strong character.

Our students are expected to be:

- **P**ositive and Safe
- **R**esponsible and **R**espectful
- **E**xcellent Students

It is vital that parents, teachers, and administration communicate frequently and support one another, especially when there is a discipline concern. The support, suggestions, and kind words from home go far in alleviating behavior problems at school.

Discipline Referrals

Students at PRE are expected to follow school wide expectations and classroom expectations. If a teacher has exhausted classroom management consequences for

continued misbehavior, a student will receive an office referral. This document is completed by administration and sent home for a parent's signature. The referral becomes a permanent part of the student's record. The signature does not indicate agreement by the student or parent(s). It signifies a parent has seen the referral and is aware of the situation.

Consequences

There are several consequences for an office referral. The type of consequence is an administrative decision and is based on the severity or chronic nature of the misbehavior. The consequences might be:

- Time out in the office
- Discipline assignment
- Loss of privileges (lunch detention, after school or in school detention, character assignment, etc.)
- Detention – Isolation from other children for the full school day. The student will spend the school day completing their work in a designated area of the school, away from other students.
- In-School suspension – The student is placed in another setting other than the classroom for the day.
- Out-of-school suspension – The temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities, except as authorized by the principal or the principal's designees, for a period not to exceed ten (10) school days. **Homework assignments given will be due on the day the student returns to school.**

Dress Code

Students must come to school clean, neatly dressed, and ready to learn. Parents should avoid dressing students (or allowing them to dress) in extreme styles. Clothing and overall appearance should never serve as a distraction to others in any way.

Clothing that is not allowed:

- Short skirts or shorts (grades 3-5) higher than 3 inches above the knee
- Tops that expose the midriff or breast at any time
- Pants that hang off the hip exposing undergarments

- Form-fitting/spandex material
- Short skirts or shorts (grades K-2) use fingertip length as a measure
- Any type of clothing that reveals undergarments
- For grades 3-5, Tank tops (muscle shirts), tube tops, halter-tops, or spaghetti straps
- Clothing that advertises alcohol or tobacco products or has inappropriate comments

Female students need to take special care in wearing appropriate undergarments as they mature.

Students who do not comply with the dress code are required to contact someone who can bring a change of clothing. A student not in compliance with the dress code will not be allowed in class until proper clothing is provided.

According to the code of conduct, anything that distracts from the learning environment is not permitted this includes hats and sunglasses. Students who need to wear sunglasses or hats, for any reason, must have a note from a doctor stating this is medically necessary.

School administrators reserve the right to request clothing or hair color changes at any time if clothing or hair color is perceived to be distracting or inappropriate.

We request that everyone, including adults visiting the campus, volunteering on campus, or chaperoning field trips adhere to the same dress code established for students. Please be sure your attire is appropriate for a school setting. We respectfully request a modest neckline: no exposed midriff, appropriate length shorts, and that clothing does not advertise tobacco/alcohol or depict obscene language, pictures, or gestures. We ask that you kindly consider that the ages of elementary school students range from 3 to 10 years of age.

ESE

PRE offers a variety of services for students with disabilities. Please contact our school guidance counselor for information. If your child enrolls in our school and has been served in an ESE program, please share this information and/or a copy of the child's IEP, Individual Education Plan.

ELL

PRE offers services for students whose first language is not English. Please check with our guidance counselor if you think your child may qualify for services.

Field Trips/Field Day

Field trips/Field Day are an important aspect of the educational programs at Pea Ridge Elementary School. In order for a student to participate in a field trip, a signed permission form from the parent or guardian must be returned to the teacher. These forms are sent home with the child well in advance of each field trip. In addition, permission slips and money must be turned in by the deadline noted on the slip. If the permission slip and money are not turned in by the deadline, students will not be permitted to attend the field trip. Parents are given 10 days to submit permission slip and money.

Parents/guardians are welcome to attend field trips or participate in Field Day to serve as chaperones (as needed and based on the event). **However, all children going on the field trip are required to ride the bus to the destination. Once the event has concluded, parents may check their child out through the classroom teacher in charge. All parents attending Field Day as chaperones or to cheer on their child(ren) need to follow all Field Trip/Field Day guidelines. Siblings are NOT allowed at these events due to liability and supervision concerns.**

Parents/guardians attending field trips **must complete a volunteer application or field trip attendance form.** The volunteer application forms for such approval are available in the office or from your child's teacher. These forms should be filled out at least one month prior to the scheduled trip. Please remember the following guidelines when attending a field trip with your child:

- Younger (or older) siblings **are not allowed** to attend field trips or Field Day activities.

- Use of tobacco products ***is not allowed*** on the school premises or at any school function, including a field trip. This is in accordance with policies of the Santa Rosa School Board.
- Please dress appropriately as we each represent our school and school district to others. Refer to the student dress code (page 12) for guidance.

504 Plans

According to Section 504 of the Federal Rehabilitation Act of 1973, your child may be eligible for certain services. If you feel your child may be eligible for accommodations/modifications to the school environment, you may request a determination of eligibility conference for Section 504. For this conference, you may include a written statement from your child’s physician to support the condition which limits classroom activity. An eligibility meeting must be held to determine eligibility for a 504 Plan. If you feel your child might be eligible, contact the school and ask for the Guidance Counselor.

Food Service Program

Our cafeteria is operated in conjunction with the Federal government’s subsidy program requiring us to serve a Type “A” lunch daily. This means your child gets one third of the daily food requirements when they eat a school lunch. Lunch includes a choice of entrée, up to 2 side offerings, and a choice of milk.

Lunch prices for 2016-2017:

▪ Student Breakfast	\$1.05
▪ Adult Breakfast	\$1.75
▪ Student Lunch	\$2.55
▪ Adult Lunch	\$3.25

While students are allowed to bring a lunch from home, please do not send foods that require refrigeration or microwave warming.

In compliance with district policy, we cannot charge meals. We do not want any child to be hungry; therefore, students who come to school without a lunch and have no money in their cafeteria account will be asked to call home to have someone bring a

lunch or lunch money to them. In the event we are unable to reach someone, the student may be given a cheese sandwich lunch. Parents are still responsible for the cost of this lunch and need to send money (normal cost for their child's lunch) to pay for this meal.

Applications for free/reduced breakfasts and lunches are given to each child as the school year begins. You may also request an application form at any time during the school year. Applications must be filled out completely (using black ink) before being processed. **Parents/guardians are responsible for all meal payments until the District's Food Service Office has approved the application. This includes recipients of Food Stamps or TANF.**

Meals may be prepaid by sending cash or checks made payable to Pea Ridge Elementary Food Service. On-line pre-payment is also an option by logging on to <https://schoolpaymentsolutions.com/>. User name and password for this option can be obtained by calling the food service office at 983-5140.

You must have your child's 10-digit Student ID Number to establish an account on Meal Pay Plus. This number will be sent home with your child on a Student ID Card within a few days of your school registration date. Since this number gives you access to your child's school information, we do not give out these numbers by phone. If you need the number prior to receiving the ID Card, you must come into the office and show identification to obtain this number.

Breakfast

Breakfast is served from 7:00-7:20 daily. Only those students arriving on a late bus (after 7:20) are served breakfast outside of this time frame. **Full-price breakfast is \$1.05 for students and \$1.75 for adults.** Students are not permitted to charge breakfast.

Eating Lunch with Your Child

Parents may have lunch with their child at school. We ask that students who are eating lunch with their parent(s) sit at a special area designated for visitors. We do not permit other students to join them at the visitor's table during lunch. We encourage visitors to enjoy lunch in our cafeteria. We discourage food brought in from local restaurants.

Grading Scale

The Santa Rosa County School District assigns grades based on the following scale:

Kindergarten

MP = Meets Proficiency

DP = Developing Proficiency

BP = Below Proficiency

NA = Not Assessed

Grades 1st through 5th

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 – 59

I = Incomplete

Music, Art, and Physical Education, and handwriting receive grades of E, S, N, U, or I.

E= Excellent

S= Satisfactory

N= Needs Improvement

U= Unsatisfactory

I= Incomplete

Note: Students receiving satisfactory grades (A, B, or C) in the regular program are achieving within the range appropriate for that grade level unless **“below grade level” is marked on their report card**. Satisfactory grades in the remedial program indicate that the student is working satisfactorily in a program that is **below the range acceptable for the grade assignment**.

Guidance

Pea Ridge Elementary School strives to provide a quality educational program for every child, endeavoring to meet academic, physical, emotional, and social needs in a professional manner. A guidance counselor is available for our students, teachers, and parents. The guidance counselor coordinates all of our exceptional student education referrals. In addition, the counselor has many valuable resources to help parents, teachers, and students. The goal of our guidance department is to make sure all students' educational, emotional, and social needs are met so the student can concentrate on learning. The counselor does provide some small group counseling. Parents may call the office to arrange a conference with the counselor. Our counselor also coordinates FSA and DEA testing and the assessment of children for special assistance programs.

Another major role our Guidance Department plays is the coordination of our Integrated Services Team. This group consists of counselor, classroom teachers, psychologist, social worker, administrators, and others. The purpose of this group is to identify children and families who may be in need of a variety of services.

Head lice

We are very proud of the cleanliness of our school. Consequently, we do everything we can to prevent the spread of head lice. Our "no nit" policy is strictly enforced for the benefit of your child. Children sent home due to head lice or nits must return to school free of head lice and nits within 2 days of their dismissal. **Absences beyond these 2 days are unexcused.** Students returning to school must be cleared through the clinic before returning to school. We will follow school cleaning procedures after a case of lice, and classes may be checked if there is concern for spreading of lice. Siblings of a child found with lice will automatically be checked.

Ill or Injured Children

If a child becomes ill or injured at school, the parents are notified by phone. Therefore, parents must have a current address and phone number on file at the office. A current health card must be on file so that you or someone you list can be reached in case of

an emergency. Please note any health conditions that are emergency related, for example epilepsy, insect allergies, food allergies, etc. Severe health concerns may require a Health Care Plan.

It is very important that you pick up your child as soon as possible after you are notified of your child's illness. **We DO NOT have a nurse on staff.** Our clinic is covered by a School Health Technician.

Please do not send children to school with a fever. When your child has been out sick, he/she must be fever free (without medication) for 24 hours before returning to school. In addition, if your child has symptoms such as diarrhea or vomiting, they must be **symptom free for 24 hours** before returning to school.

School Board policy requires that any student with a contagious concern (such a pinkeye, scabies, or head lice) be removed from contact with all other children immediately. It is also required that the parent/guardian return the child to school only after treatment and clearance is provided by a doctor or the school's clinic. ***Please note attendance policies.***

Internet Access

Students utilize the internet regularly at school. Each student using the ***Internet must have an Internet Access Agreement signed by their parent/guardian on file at school.*** The forms are distributed the first day of school. Students are not allowed to use the internet until the form is returned. This form is valid for one year and must be signed each year. Any changes must be made in writing by the parent/guardian. In our endeavor to promote internet safety, Pea Ridge Elementary School would like to make you aware of some internet safety tips provided by the district. These tips can be located at: **<https://www.santarosa.k12.fl.us/safety/>**

Make-Up Work

When students are absent, it is the responsibility of the child to complete all missed assignments.

- Upon their return to school the student is allowed three (3) days to complete and turn in **all** missed assignments. The **teacher** may grant an extension of time to be determined based on the length of the absence and the amount of make-up work.
- Tests announced prior to the absence may be given on the student's first day back to class.
- Assignments given prior to a pre-arranged absence are due the first day the child returns to class.
- Assignments given to a child suspended out-of-school are due the first day the child returns to class.

Mandatory 3rd Grade Retention

The state of Florida adopted legislation that calls for mandatory retention for 3rd graders scoring Level 1 on FSA Reading. Contact your child's teacher or administration for more details regarding this state law.

Media Center

We take an enormous amount of pride in our school's Media Center and the work of our media specialist. The Media Center is a key location to encourage a love of reading and learning. All students are given opportunities to go to the Media Center as frequently as appropriate.

Kindergarten students are permitted to check out one book per visit, first grade students can check out two books per visit, and second through fifth grade students can check out three books per visit. Students assume responsibility for a book upon check-out. If lost or damaged in any way, the book must be paid for before another can be checked out.

Medication

Pea Ridge Elementary School has a well-equipped health clinic staffed with a Certified Health Technician for the emergency needs of our children in Pre-K through 5th grade.

All medication used by our children must be delivered to the school by the parent/guardian in its original container. A "Dispersion of Medication Form" must be completed for prescription and over-the-counter medicines like cough

drops, Tylenol, etc. The prescriptive medicines MUST have the child's name, doctor, name of medication, dosage, directions, and expiration date.

Students are not allowed to have any medications (including over-the-counter) in their possession while at school, on a school bus, or at a school function. The only exceptions are Epipens, insulin pens, and asthma inhalers. Epipens, insulin pens, or asthma inhalers will be permitted to be carried with parental permission and physician's signature on the "Dispersion of Medication Form." The parent/guardian of a student with diabetes should contact the school to update the "Students Health Care Plan for Insulin Dependent Diabetes Form."

Any child found in possession of prescription medication could face serious consequences that could include out-of-school suspension or expulsion. Please refer to the Code of Student Conduct (given to each student at the beginning of the school year and found on the district website) for further information, guidelines, and consequences related to student possession of medication.

Parents' Right to Know

No Child Left Behind provides funding to help teachers improve their instructional skills through training and other professional development. The law also requires states to develop plans to ensure all teachers of core academic subjects are highly qualified. It defines a highly qualified teacher as one with a bachelor's degree, full state certification, and demonstrated competence for each subject taught. Santa Rosa County School District is committed to providing information to you regarding your child's teacher and paraprofessional qualifications in a timely manner upon request. All teachers hired at Title I schools must be Highly Qualified.

You have the right to request the following information from your School Principal:

- **Whether the teacher has met state licensing criteria for the grade levels and subject areas in which the teacher provides instruction.**

- **Whether the teacher is teaching under emergency or other provisional status through which state qualifications of licensing criteria have been waived.**
- **The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification of degree.**
- **Whether your child is provided services by paraprofessionals, and, if so, their qualifications.**
- **The achievement level of your child on the Florida Standards Assessment (FSA)**

You will be notified in writing if your child has been assigned or has been taught for more than four consecutive weeks by a teacher who has not met the NCLB highly qualified criteria. Please be assured that Santa Rosa County School District is dedicated to providing a quality education to students in our district.

Parking on Campus

While visiting our campus, you must adhere to parking in **designated parking areas only**. Vehicles other than buses are strictly prohibited on or in the bus loading zone at any time. This restriction is imposed by DOT and is punishable by a fine.

Party Invitations

To avoid hurt feelings and possible disruption of the learning environment, our school does not allow students to hand out party or any other invitations at school unless a student plans to give one to every student in the class.

Pets/Animals

Caution is shown in allowing any animal on campus. All requests must be cleared by administration. No animals, dead or alive, are allowed on a school bus. Reptiles, turtles, and birds are forbidden due to the fact that they can be carriers of salmonella bacteria and other serious diseases.

Physical Education

All students are expected to participate in physical education classes. Only those children who provide a parent's note will be excluded from this requirement. Children who need to miss more than three (3) days of Physical Education (PE) are required to provide a doctor's note.

All students are required to wear athletic shoes for Physical Education. Sandals, boots, and dress shoes are not appropriate footwear for physical activity. Children not wearing appropriate footwear will not participate in PE and will not receive a grade for the day.

PTA

Pea Ridge Elementary has a growing, active, and supportive Parent Teacher Association. Our PTA sponsors many school functions, rewards student and staff achievement, and supports our school in a variety of ways. All funds raised through the PTA are used for school-related programs and materials. The success of this wonderful organization depends on the involvement of everyone. **PLEASE JOIN!** We would love to have every family represented.

Report Cards and Midterm Reports

Students in Kindergarten through fifth grade receive four report cards during the course of the year (every 9 weeks). Grades are based on a child's performance by demonstrating their understanding of concepts taught. Parents/guardians of Kindergarten students are required to come in for a conference with their child's teacher prior to their first report card.

Report Card Grading for Grade Levels & Special Areas

Kindergarten-5th Grade

- October 28
- January 20
- April 07
- June 02

MID-TERM GRADE REPORTS

Kindergarten-5th Grade

- September 16
- November 18
- February 10
- April 28

Mid-term grades are sent home at the 4 1/2 week mark in each grading period. These reports are as important as the report card in communicating to parents how their child is succeeding academically. Please sign and return the Mid-Term Report to the teacher as soon as possible. Contact your child's teacher immediately if you have any questions or concerns about your child's grades. You may also request a conference by marking "yes" on your child's report card in the appropriate box.

Safety at School

The safety of your child and school staff is of utmost importance. Students are under supervision throughout the day. Please remind your child that they are to never leave an area without the knowledge and permission of the supervising adult. All visitors are required to sign in at the office and wear a visitor's badge at all times while on campus.

Schedule & Hours of Supervision

Breakfast is served from 7:00-7:20 (no breakfast served after 7:20). Therefore, if your child is a car rider, please make sure they arrive prior to 7:10 if you want them to eat breakfast.

Parents CANNOT drop off car riders prior to 7:00am. Supervision begins promptly at 7:00am.

First Bell	7:25
Tardy Bell/All students in classrooms	7:30
Dismissal for Car Riders & Bus Riders	1:30 (First Bell)
Teacher's Children/Walkers/Latchkey	1:45 (Second Bell)

Supervision is provided 30 minutes prior to start time and 30 minutes after dismissal. Dismissal begins at 1:30 for children and ends at 1:45. All students should be off campus by 2:00pm unless they are staying for a prearranged after school activity such as tutoring or chorus.

Early Release Days

Early release for designated holidays/professional development is 11:05. There are five early release days during the school year. Three of the early release days are designated for faculty and staff professional development. The other two early release days are the day before Christmas Break (December 20), and the last day of school (June 1).

- September 13, 2017
- November 1, 2017
- February 14, 2018

SPAR

Florida's NCLB School Public Accountability Reports (SPAR) are generated to comply with federal NCLB legislation that requires annual report cards on the educational progress of schools, school districts, and state. The report contains information about your school: readiness, student performance, school safety, teachers and staff, Annual Measurable Objectives, and student demographics. These reports are initially published prior to the beginning of the school year. For specific information on the measurement of Adequate Yearly Progress for individual schools, school districts, and the state, please visit the website at: **<http://schoolgrades.fl DOE.org>**

All teachers employed at Pea Ridge Elementary School teach in field and are highly qualified. For statistical information regarding degrees, please visit the site listed below. To see the SPAR report for your school, visit:

<http://doeweb-prd.doe.state.fl.us/eds/nclbspar/index.cfm>.

Special Area Classes

As part of our total educational program, every child in our school participates daily in a special area class. Special area classes include Music, Art, and Physical Education. A certified instructor leads each class. Our goal is to develop an appreciation for the content of the course and develop each child to his or her fullest potential in that area.

Student Planners

Students in 4th and 5th grade are provided and required to use a Student Planner. Teachers instruct the children on proper use. This planner is a vital part of good school/home communication. **Please check your child's planner daily for homework assignments, upcoming tests, and notes from the teacher.**

Testing

Assessment and standardized testing are two ways to monitor student progress. Students in all grades are assessed using Think Central Assessments. PRE uses a variety of assessments to drive instruction i.e. Unify, STAR, Moby Max, IXL, STAR Early Literacy, FAIR, core curriculum assessments, teacher created assessments, and collaborative lessons. Teachers use assessment to drive the intensity of instruction, the implementation of support services, and professional development in content areas. When a student is having difficulty in class and test scores indicate concerns, it takes the effort of the school and parents to work to improve student performance. We will celebrate our success and work to improve areas of need.

FSA

Students in grades 3rd through 5th take the FSA (Florida Standards Assessment) each spring to assess reading and math. In addition, fourth and fifth grade students will take FSA Writing during the 3rd nine weeks of school. Fifth grade students take FSA Science in the spring with the Language Arts and Math tests. **Florida state law requires mandatory retention of students in 3rd grade scoring Level 1 in Reading.** It is critical that testing be taken very seriously. Teachers, guidance, and administration work hard to decrease student test anxiety by focusing on motivation and teaching students to do their best. Test preparation also helps students feel confident about their abilities. Orally reviewing test prep worksheets and booklets with your child is one way to contribute to testing success and reduction of anxiety.

Textbooks

Textbooks are loaned to our students by the State of Florida. Children are responsible for the care of their textbooks. Should a child abuse or misplace a textbook, a fee will

be assessed for the book's replacement. The child is loaned another textbook when all such debts are paid in full.

Title I

Pea Ridge Elementary is identified as a full Title I school due to approximately 51.50% of students qualifying for free/reduced lunch. This identification is an advantage to our school, because we receive additional federal support to help meet students' needs.

These services and supports have included: UWF tutors, funding for an Academic Intervention Specialist, purchases of materials and classroom curriculum, leveled readers, stipends for before and after school tutoring, document cameras with projectors, computer software, and computer hardware. Title I places an emphasis on targeting students with academic needs and focuses resources in areas where students receive the most benefit.

In addition, Title I supports parent training and education. We continue to look for ways to meet parent needs and keep parents informed about the curriculum and education of our students. We encourage you to share your ideas with us so our school can partner with you. All parents are encouraged to attend monthly School Advisory Council meetings to express your ideas and/or concerns.

Title I Parent Resources

Our media center houses a Parent Involvement Center full of resources, purchased with Title I funds, for parents to checkout. In addition, Pea Ridge Elementary will offer opportunities for parent involvement throughout the school year in conjunction with PTA meetings. Please visit our school website for links to additional parent resource opportunities: School Public Accountability Report (SPAR), Parents Right to Know Newsletters, Parent and School Compacts, Parent Involvement Policy, School Advisory Council Agendas, Smoke Signals, and Santa Rosa County School District website.

Toys/Games

School is not a place for children to bring toys or games. Unless a teacher specifically requests they be brought to school for a special occasion, toys and games must remain at home. Students should understand that toys and games brought to school with teacher permission should not become a problem on the bus nor be seen outside that particular classroom. Teachers can confiscate toys or games and require parents to pick up such items.

To keep our school as safe as possible and to avoid distractions in the learning environment, children are not allowed to bring the following to school:

Knives, sling shots, fire crackers, toy guns, weapons of any kind, any type of ammunition (used or unused), marbles, trading cards of any type, beepers, cell phones during instructional time, CD players, electronic games or devices (including iPods or iPads), bats, or balls. Refer to the Code of Student Conduct for further information.

Transportation

Bus Transportation

Riding to and from school on a bus is a privilege, not a right. If a child chooses to misbehave on a bus, they will lose that privilege with suspension.

It will then be the responsibility of the parent to daily provide transportation to and from school. Please work with us to assure your child's appropriate bus behavior.

Basic Bus Rules

- Stay away from the road while waiting for the bus to arrive.
- Follow the driver's directions the **first time** they are given.
- Eating or drinking is not allowed on a bus.
- Keep hands and objects away from the bus windows.
- Sit quietly at all times, facing the front of the bus.
- Do not talk while stopped at railroad crossings.
- Glass containers, balloons, toys, or animals are not allowed on the bus.

- Electronic devices are not allowed on a bus (refer to the Student Code of Conduct).
- After exiting the bus, obey the driver's directions for crossing the street.

It is the parent/guardian's responsibility to assume supervision of their child when school is dismissed. Pre-K students are not dropped off (from the bus) without someone present to receive them. However, we highly recommend an adult be present to receive kindergarten through 5th grade students. Rehearse with your child what to do if you are not home. Please consider as best practice to always have someone present to receive kindergarten age children.

***NOTE: District bus policy states that if a child does not ride their bus for 3 days in a row, the driver is not required to make a stop at that house. The parent must notify Transportation to resume pick-up.**

Changing Buses

A student may ride only the bus to which they have been assigned. Unless the student has a pass from the school office indicating a different destination, **a child is not allowed to ride a different bus or get dropped off at a different stop.** A parent may obtain a bus pass for their child by calling the school office **(before 12:30)** or sending their child to school with a note indicating the change. Please be very specific as to dates and destinations. You must have your child's student identification number to make afternoon bus destination changes.

When you send a note for your child to be a bus rider, please be sure to send the actual street address where your child needs to be taken. When the notes we receive just say "Grandma's" or "babysitter" it becomes a problem, especially if there happens to be a sub bus driver. This will help us insure the safety of your child as well as save a lot of time in the office.

Bus Routes

The School Transportation Department and Durham School Services establish bus routes. Neither the driver nor the school has the authority to make changes on the routes.

Afternoon Car Riders/Pick-Up Procedure

Car riders are dismissed at 1:30 and should be picked up no later than 1:45. A parent picking up a student on a regular basis will need to obtain a "car rider tag," which lists an assigned number. Parents should place the tag with the number side out on the rear view mirror. Car rider tags are issued during parent/student orientation or on an as needed basis from the office. Please help your young child learn his/her number by practicing the number at home. If your child is an afternoon car rider, please line up in front of the school for 2nd – 5th grade students and on K-1st grade car ramp for kindergarten and 1st grade students. Please wait in your vehicle. Your child will be dismissed in the order designated. To avoid long lines, you will find it helpful to wait until 1:35 before arriving at school.

Transportation Changes

- Changes in your child's afternoon transportation must be made by 8:30 on the day of change. Please send a note detailing the change. Your child must give it to his/her teacher at the beginning of the school day.
- If a note is forgotten, please call the school office (995-3680) before 12:30. **After 12:30 we cannot guarantee the transportation change.** You must have your child's identification number to make changes.
- Only individuals indicated by the parent/guardian on the health card are allowed to pick up a child when they need to leave for illness. Should an emergency arise and another individual is required to pick up your child, you must notify the office of this change. If you call the office, please have your student's ID number available for verification. Even though individuals are listed on the health card, they are not permitted to check out students. Parents must send a note **each** time anyone needs to check out their child.

Walkers

All walkers need to enter the building from the bus rider entrance. These doors are secured at 7:30 for those teachers to arrive in their classrooms to greet students. If they arrive on campus after 7:30, they will need to enter through the main school entrance.

Visitor/Volunteer Sign-In Procedures

We welcome visitors and volunteers to our campus. There are a few rules we need to ask you to follow when you come onto the campus.

- Please park only in designated parking spaces, and do not park directly in front of the school where the “No Parking in This Area” and “Do Not Leave Cars Unattended Here” signs are posted. These areas must be kept clear for buses and emergency vehicles.
- Before entering the building, please do a quick check to be sure you are in compliance with dress code – modest neckline, no bare midriff, shorts and skirts at fingertip length or longer, and no alcohol/tobacco or crude advertisements on t-shirts.
- Please come directly to the office to sign in. NO ONE MAY BE ON CAMPUS WITHOUT BEING SIGNED IN THROUGH THE OFFICE. If this is your first visit for the current school year, we will need you to have your driver’s license with you so that we can scan it into our computer system. Once we have entered you into the system, this step will no longer be necessary. If you are already entered into the system,
- Please sign in on the kiosk provided. When you receive the name tag provided, please place it on your SHIRT.
- Please let the person at the front desk know where you are going and why. No one is permitted to sign in and be in the hallways without a specific reason to be there. If you are going to a classroom, you must allow the person at the front desk to check with the teacher to assure you are expected and will not be interrupting vital instructional time or testing.
- Once you have completed your stated reason for being on campus, you may not go elsewhere in the school. Please be sure to come back to the office to sign out.

We appreciate your visit and your compliance with these rules. It is very important to the safety and security of your children that we know EVERYONE who is on campus at all times.

Volunteer/Parent involvement

A key aspect to the successes we enjoy as a school is directly attributable to involvement of our parents. We encourage our parents to join us in a partnership to continue to increase student achievement and motivation to learn. You can become a “partner” with us in several ways:

Become a school Volunteer	Join and participate in PTA	Assist with Accelerated Reader
Attend parenting Workshops	Schedule regular parent/teacher conferences	Communicate with the teacher
Instill a love of learning in your child	Read to and spend time with your child daily	Provide a place at home for your child to study

Pea Ridge Elementary values the hard work and support of our volunteers. We are a recipient of the "Golden School Award" and will continue working with parents and members of the community to continue receiving this award from the state of Florida. This award is reserved only for those schools exemplary in their open door policy and use of volunteers from the community.

All volunteers are required to complete a "Volunteer Application Form" **each year**. The completed form is submitted to the school board for approval. Volunteering is scheduled through a staff member and is based on staff needs. Parents are not guaranteed to be able to volunteer in their child's classroom. However, we have a variety of school needs and welcome volunteers to support a variety of school functions. Check with the volunteer coordinator if you have questions.

Please do not bring siblings or non-school aged children when you volunteer during the school day. This is a distraction to children in the classroom and takes your attention away from the task at hand.

Web Site

The internet address for our school web site is: <http://pearidgechiefs.weebly.com/>

Withdrawals

To withdraw students from school, please follow these steps:

- The parent/guardian should contact the school office at least 2 days before the students' last day. Student ID number is required at time of notification.
- Verify that all textbooks, library books, and planners have been returned.



Please contact administration if you have additional questions not addressed by the content of the Student Handbook.

We wish you and your child a wonderful school year!