

MIDDLEBURG ELEMENTARY SCHOOL

3958 Main Street
Middleburg, FL 32068
291-5485
<http://www.oneclay.net>

STUDENT - PARENT HANDBOOK 2016-2017



“Nothing Less Than the Best”

Student's Name

Teacher's Name

Becky Wilkerson
Principal



SCHOOL DISTRICT OF CLAY COUNTY STUDENT CALENDAR 2016-2017

Tuesday, August 9, 2016.....	First Day, Teacher
Thursday, August 11, 2016.....	District Inservice Day
Tuesday, August 16, 2016.....	First Day, Students
Monday, September 5, 2016	Labor Day, Student/Teacher Holiday
Thursday, October 6, 2016.....	End First Grading Period (37 days)
Friday, October 7, 2016.....	Planning Day/Student Holiday
Friday, November 11, 2016	Veterans' Day, Student/Teacher Holiday
Monday, Nov. 21 thru Friday, Nov. 25, 2016.....	Thanksgiving, Student/Teacher Holidays
Friday, December 16, 2016	End Second Grading Period (44 days)
Monday, December 19, 2016 thru January 2, 2017.....	Christmas/New Year's Break, Student/Teacher Holidays
Tuesday, January 3, 2017	Planning Day/Student Holiday
Wednesday, January 4, 2017	Inservice Day/Student Holiday
Thursday, January 5, 2017	Students Return to School
Monday, January 16, 2017	Martin Luther King Day, Student/Teacher Holiday
Monday, February 20, 2017.....	Presidents' Day, Student/Teacher Holiday
Friday, March 17, 2017.....	End Third Grading Period (50 days)
Monday, March 20 thru Friday, March 24, 2017.....	Spring Break, Student/Teacher Holidays
Monday, March 27, 2017.....	Planning Day, Student Holiday
Tuesday, March 28, 2017.....	Students Return to School
Friday, April 7, 2017	Fair Day, Student/Teacher Holiday
Friday, April 14, 2017	Good Friday, Student/Teacher Holiday
Monday, May 29, 2017.....	Memorial Day (Observed), Student/Teacher Holiday
Wednesday, June 7, 2017.....	Last Day, Students (4th Grading Period – 49 days)
Thursday, June 8, 2017.....	Last Day, Teachers – Planning Day

GRADUATION: June 2, 2017

EARLY DISMISSAL DAYS

ELEMENTARY SCHOOLS

September 16, 2016, Oct. 31, 2016, Dec. 16, 2016
Feb. 17, 2017, May 12, 2017 & June 7, 2017

JUNIOR HIGH/ HIGH SCHOOLS ONLY

Dec. 14, 15 & 16, 2016
June 5, 6, & 7, 2017

INTERIM REPORTS TO PARENTS

Available thru the Parent Portal Account
<https://focus.oneclay.net>

Tuesday.....September 13, 2016
Tuesday..... November 8, 2016
Thursday..... February 9, 2017
Tuesday..... May 2, 2017

REPORT CARDS TO PARENTS

Available thru the Parent Portal Account
<http://focus.oneclay.net>

Friday.....October 14, 2016
Wednesday.....January 11, 2017
Friday.....March 31, 2017
Thursday.....June 15, 2017

School Board Approved: November 17, 2015

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ABSENCES, ATTENDANCE AND TARDIES

Research shows that the single greatest factor contributing to student achievement is school attendance. The School District of Clay County takes pride in offering quality education to all students and believes that regular school attendance is a very important part of educational success. Although missed school assignments can be made up, missed instruction cannot.

Florida Law requires all children between the ages of 6 and 18 to attend school regularly. Students between the ages of 16 and 18 (with certain exemptions outlined in F.S. 1003.21) are exempt only if the parent has signed an **Intent to Withdraw Form**. We encourage you to monitor your child's attendance, and contact us with any questions or concerns. School attendance can be followed by checking student's interim reports, Parent Portal and/or report cards or when in doubt, a parent/guardian can always call the school to check on present or past attendance.

If absences become excessive, medical documentation may be required by the principal to excuse further absences. If your child has a chronic medical condition that may lead to his/her absence from school on a regular basis, a doctor's statement is required.

Students with 5 or more unexcused absences in a month or 10 unexcused absences in 90 calendar days must be referred to the school's Attendance Team, and the school will attempt to set up a meeting with the parent or guardian to try to resolve the attendance problem. When a parent or guardian does not participate in activities requested by the school to improve school attendance, legal action may result in the filing of a Truancy Petition with the court or referral to the State Attorney's Office (F.S. 1003.24).

Additionally, students beginning at age 14 may lose their future or current driving privileges for

excessive unexcused absences. Students who are habitually truant will have their driving privilege taken away until they attend school for 30 days without unexcused absences. To be habitually truant means that a student has 15 unexcused absences within 90 calendar days. (F.S. 1003.27).

Learnfare (formerly known as AFDC) requires children of cash assistance recipients to attend school regularly or they risk having their cash assistance reduced.

The following policies regarding attendance are in effect county-wide:

- Schools will contact a parent or guardian, wherever possible, to notify them of an absence.
- Following an absence, a note must be received from the parent or guardian no later than the 3rd day following return to school. Notes will not be accepted after the 3rd day and the absence will be considered unexcused.
- It is at the discretion of the principal whether absences for family emergencies or extended absences are considered excused or unexcused.
- Based on Legislation passed and added to the State Attendance Statute in 2006, schools can now take into account school time missed due to unexcused tardies and early dismissals, when legal action is being pursued. Once it has been determined that an accumulation of tardy and/or early dismissal time equals a full school day, that time will count as an unexcused absence. This unexcused absence can then be added to the unexcused absences the student has already accrued.

REASONS ABSENCES MAY BE EXCUSED

- Sickness, injury, doctor appointment
- Religious instruction or holidays
- Financial inability to provide necessary clothes when reported by parents in writing to the Superintendent

- Death of a relative

When a student becomes ill at home before school, it is the parent's responsibility to keep the child at home. It is best for the child to stay home when sick.

When a student becomes ill at school, he/she will be admitted to the clinic where he/she will be cared for until taken home by a parent, guardian, or other means of transportation approved by the parent.

PROCEDURE FOR STUDENT ABSENCES

Section 232 Florida Statutes provides that students whose absence(s) has 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. **A student is subject to retention if absent a total of 20 days in the school year.**

Parents are encouraged to call the school when their child is sick or not able to attend school.

PHONE: 291-5485

Students **must** bring a written excuse note from a parent or guardian when he or she returns to school. This note must contain the following information:

- Date written
- Date of absence
- Reason for absence – a "Family Emergency" will not excuse an absence. We must have more detail.**
- Child's name and Teacher's name
- Parent's home and work phone numbers
- Parent or guardian signature

If the absence is excused, the class work will be made up at a time and place convenient to the teacher.

SPECIAL CIRCUMSTANCES

Make-up work will be given after a student is absent due to illness. Please phone the school office and request make-up work. Allow the teacher 24 hours to get the work together. The

teacher will leave the work in the FRONT OFFICE.

PRE-APPROVED ABSENCES

If you plan for your child to be absent three (3) days or more, you must notify the principal in writing stating the reason, 48 hours in advance, for approval. **The principal will determine if the absence is excused.** Make-up work will be provided for EXCUSED absences.

TARDIES

Late entry into the classroom interrupts classroom procedure and instruction, so please make every effort to be on time. The tardy bell rings at 8:30 am. Students arriving after 8:30 am will be marked tardy in the classroom and must go to the front office to receive a tardy slip.

RECOGNITION FOR ATTENDANCE

Students are recognized for perfect attendance at grade level assemblies. To receive a Certificate of Perfect Attendance, the student **must not have any absences or tardies.** A student must not be checked out prior to 10:00 am, to be counted present and eligible for Perfect Attendance.

SCHOOL OFFICES

Please feel free to contact us with any problems or concerns. Listed below are the phone numbers of various departments on campus:

Main Office: 291-5485
 Clinic: 291-5498
 Cafeteria: 291-5492

SIGNING YOUR CHILD IN OR OUT OF SCHOOL

Parents wishing to have a student released from school during school hours **MUST SIGN HIM/HER OUT IN THE SCHOOL OFFICE** and state the reason. We encourage parents to schedule all appointments after school hours. In addition, students returning to school from an appointment must be signed back in. **PICTURE ID REQUIRED.**

No students will be signed out of class after 2:00 pm for early dismissal, doctor or dentist appointments, etc.

ARRIVAL AND DISMISSAL

SCHOOL HOURS

Cafeteria Opens:	7:55 am
First Bell:	8:25 am
Tardy Bell:	8:30 am
Dismissal:	2:42 pm

ARRIVAL

The first bell rings at 8:25 am and instruction begins at the ringing of the second bell at 8:30 am. It is very important that children report directly to the classroom after the first bell.

Middleburg Elementary or the Clay County School Board cannot be held liable for any harm that may befall a student who arrives at school prior to 7:55 am for breakfast or 8:00 am for parent drop-off or is not picked up from school by 3:12 pm. Students arriving on campus at 7:55 am must be eating breakfast in the cafeteria where they will be required to wait until they are released to class. Breakfast will be served from 7:55 to 8:25 am. Otherwise, **no students are allowed to be on campus prior to 8:00 am.** Neither students nor parents are allowed to go to the rooms before 8:25 am unless they have a scheduled conference with the teacher. **It is unsafe for your child(ren) to be on campus before 8:00 am as there are no teachers on duty to supervise them.** For your convenience, daycare is available through the YMCA before and after school in the cafeteria.

DISMISSAL

When the afternoon bell rings, all students riding buses will walk with their class to the bus line unless advised to do otherwise. Those students who walk home or are picked up by their parents will be dismissed via Main Street. All students walking home are to leave the school grounds immediately and proceed directly home.

BUSES

To ensure your child gets on the correct bus, please help your child learn his/her bus number and/or letter. In addition, we will be better able to place your child on the correct bus if he/she knows his/her address and phone number.

CHANGING TRANSPORTATION

Before a student can remain after school, be a car-rider, or ride another bus home, a note must be written to the classroom teacher. This note **MUST BE GIVEN TO THE TEACHER FIRST THING IN THE MORNING.** For the safety of your child we will be unable to accept changes to your child's transportation over the phone, fax, or email. **We must have your request in writing.** Be certain the note contains the following information:

- Child's name
- Bus route
- Address to where the child is going **OR** first and last name of the student your child is going home with
- Date and day to be enforced
- Teacher's name
- A phone number to contact you if there is a problem

IF WE DO NOT HAVE A NOTE, YOUR CHILD WILL BE SENT HOME ACCORDING TO THEIR NORMAL METHOD OF TRANSPORTATION.

CAR-RIDERS

If you are dropping off your children, please use the **SECTION STREET ENTRANCE.** Parents should remain in their cars and pull all the way forward before loading or unloading their children. Cars are never to be left unattended in the parent pick up lane as this blocks traffic. Parents who choose to park must get out of their car and walk their children across at the crosswalk. The entrance from Blanding Boulevard is for buses only and is used by our physical education classes during the school day. **For the safety of our children, cars are not permitted to enter the Blanding Boulevard gate AT ANY TIME.**

PARKING

Parent parking is available in the Main Street parking lot and may be accessed on Main Street. Please limit parking and picking up students to this area. **You should never enter the Blanding Boulevard gate AT ANY TIME.**

AUTHORIZATION FOR MEDICATION / TREATMENT

It is the responsibility of the parent(s)/guardian to submit a properly executed "Authorization for Medication/Treatment" form (MIS 12470) to school administration if their student requires medication (**including over the counter medicines and cough drops**) or treatment to be given during the school day. Parents will be responsible for delivery and retrieval of medications to the school nurse/health designee. No medications are to be transported via the school bus system. All medications to be administered by school personnel must be received and stored in the ORIGINAL container.

It is the responsibility of the parent(s)/guardian to notify the school immediately of any chronic or acute medical conditions your child may have and of any necessity for your child to be allowed to self-medicate during the school day.

CLAY COUNTY 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.
- Checks will not be accepted after one NSF.

CONDUCT AND DISCIPLINE

In order for students to learn, order is essential. We believe that when a discipline problem has occurred in the classroom, the teacher is the one that is best able to find an effective way of correcting the problem such as talking with the student, conferencing with the parents, or consulting the guidance counselor. After every

other avenue is exhausted, the child will be referred to the assistant principal and/or principal. However, major behavioral issues may result in an immediate referral bypassing all other avenues.

Clay County School Board has adopted a *Code of Student Conduct*. It is available for students and parents to review either on-line at <http://www.oneclay.net> or parents may request a paper copy from the school. The *Code of Student Conduct* and School Rules will be explained each fall to the children. Special expulsion procedures regarding handicapped students are outlined in the *Code of Student Conduct*.

SCHOOL RULES

The following rules should be discussed with your child. These rules are enforced since they contribute to a better learning atmosphere.

- Gum chewing is prohibited.
- Bicycles are limited to the bicycle rack.
- **Toys are not permitted in school.** Items that do not enhance your child's education should remain at home, including *but not limited to* balls, trading cards, CD players, cameras, MP3 players and iPods. *Middleburg Elementary is not responsible for any toys/items that are brought to school that may become damaged, lost or stolen.*
- Skate boards, skates, or Heely shoes are prohibited on campus at all times.
- Vulgar or profane language WILL NOT be tolerated.
- This is a DRUG FREE/TOBACCO FREE school. There is no designated area for the use of drugs or tobacco on school grounds by anyone.
- Fighting/Bullying/Threatening will not be tolerated.

Refer to the *Code of Student Conduct* for additional county-wide discipline procedures.

Search and Seizure: FL Statute 232.256

Clay County School Board Notice to Students:
Upon reasonable suspicion lockers, student desks and other storage areas are subject to search for prohibited or illegally possessed

substances or objects. This search may be conducted by the principal or his/her designee.

Unlawful Possessions: FL Statute 232.277

All school personnel shall report to the principal or principal's designee any suspected unlawful use, possession, or sale by a student of any controlled substance or alcoholic beverage. All school personnel are exempt from civil liability when reporting in good faith to the proper school authority such suspected unlawful use, possession, or sale by a student. The principal or her designee will contact the parent or legal guardian of the student regarding this situation.

CELLULAR PHONES AND WIRELESS COMMUNICATION DEVICES

Possession/Use of Wireless Communication Devices: Level II

- Students may possess a wireless communication device but it must be **powered off and kept in a location out of sight** upon arrival to school and throughout the entire school day and while on school transportation. **If the wireless communication device is “powered on”, it will be interpreted as being in “use”.**
- “Usage” of a wireless communication device on campus upon arrival to school or while on school transportation at any time will result in disciplinary action and may carry a consequence of up to **3 days OSS for the first offense.**
- Criminal penalties may result if a wireless communication device is used in a criminal act.

CONSEQUENCES

Middleburg Elementary may utilize the following consequences for discipline:

- Verbal Reprimand
- Time-out area
- Parental contact (Written and/or verbal)
- Counseling and Direction
- Detention
- School / Cafeteria Chores
- Loss of Privileges
- In-school / Out-of-school Suspension

- Corporal Punishment
- Other consequences deemed appropriate

CORPORAL PUNISHMENT

Corporal punishment as a means of disciplinary action may be used by the administration. Parents will be notified, a witness will be present, and it will only be considered after all other methods of discipline have proved unsuccessful. Please refer to the *Clay County Code of Student Conduct*.

In an effort to establish the best relationship with you and your child, you may request that your child not be given corporal punishment regardless of the circumstances. Your request must be in writing and submitted to the principal during the first week of school. Also, you must be available to come to the school and pick up your child when the school calls concerning a discipline problem.

DETENTIONS

Students may be detained up to one (1) hour after regular school hours for poor conduct or failure to complete work. Parents will be notified and are responsible for their child's transportation.

DRESS CODE AND PERSONAL APPEARANCE

Principles of cleanliness and appropriate attire and appearance are necessary to establish an atmosphere conducive to successful learning. Students shall be dressed so they will not present a danger to health and safety or a distraction to the learning environment. The Middleburg Elementary dress code is within the expectations outlined in School Board Rule Section IV, 4.03...Appropriate Dress for Pupils.

- Acceptable footwear must be worn at all times. All footwear must have at least a back strap. **Heely shoes, high heels (one inch or higher); platform shoes, flip-flops, or any type of cleated shoe are prohibited.**
- Apparel that advertises or depicts alcohol, drugs, nudity, tobacco products,

gang membership, obscene language or graphics, and/or phrases that are offensive to others will not be permitted.

- Shirts and blouses must cover the stomach, chest, and shoulder areas (no spaghetti straps, the shoulder must be covered- 3 finger rule).
- Pants and shorts should fit at the waist. If they will not stay, a belt must be worn. Pants and shorts may not be ripped, torn, or shredded.
- Shorts or skirts, a modest fit and length (mid-thigh or longer) may be worn.
- Hats and sunglasses may be worn for P.E., outdoor activities, religious observance, or medical reasons only and must be worn appropriately.
- Outer clothing which resembles loungewear, leggings, pajamas, or underwear is prohibited.
- Excessive cosmetic make-up, cologne, or perfume should not be worn or brought to school as this can cause an allergic reaction.
- Piercing, other than the ears, must be approved by administration as they pose a safety hazard and are a distraction to the learning environment.

The Administration has the authority to make the final determination related to school dress code issues. The school reserves the right to establish rules during the school year regarding new fashion in dress. Dress that may be acceptable for a younger student may not be acceptable for an older student.

Students who come to school dressed inappropriately will be sent to the office. We will call home to have other clothes or shoes brought to school. If this is not possible, the student will complete his/her work in ISS for the day.

A good rule of thumb: ***If there is any question about whether an outfit would be acceptable, choose another.***

EARLY DISMISSAL DAYS

Six early dismissal days have been scheduled to allow time for teachers to conference with parents and for teacher training (refer to calendar).

FIELD TRIPS

Grade levels will schedule field trips for educational enhancement. Each classroom teacher will select an adequate number of chaperones. Students whose behavior is disruptive may not be allowed to attend field trips. Chaperones MAY NOT take siblings (younger or older) on field trips. Use of tobacco in any way is NOT allowed on school grounds or field trips by anyone. Checks will only be accepted up to two weeks prior to a scheduled field trip.

FOCUS Parent Portal is available to all Clay SDCC students in grades 3-12. Accounts are only available to students and parents or guardians. If you do not have a FOCUS Parent Portal account, you can register for an account by going to <https://focus.oneclay.net/focus/auth/> and click on the link "I do not have an Account Registered on the Parent Portal, but my child is Actively Enrolled". Complete the questions needed for registration. A window will appear that contains your username and password. Please be sure to write this information down as you will need it to access the account in the future.

Once you have registered for an account, your access can only be initiated at the school. If you have students at different schools, you only need to register once but will need to contact each school in order for the school to authorize the student to the account. This step is necessary to ensure that only the legal parent or guardian is granted access to his/her child's information. Before coming to the school, please complete the Consent and Release E-mail Transmission of Student Information Form. Bring this form along with a photo I.D. to the school. Someone in the office will verify your identification and provide you a Username and Password.

GUIDANCE

The guidance counselor's office is located in the main building. If you have any questions relative to counseling, processing referrals for special education programs, or guidance services of the school, please call 291-5485.

One of the responsibilities of the guidance counselor is coordinating the county testing program.

HEAD LICE (pediculosis)

Head lice (pediculosis capitis) continues to be a problem in all communities. Lice are highly communicable and difficult to prevent, but if every parent will take responsibility to check the entire family weekly, these parasites can be controlled. The following information should be helpful in identifying head lice infestation:

- The actual louse is small and difficult to see.
- The nits (eggs) are tiny, yellowish-white oval specks attached to the hair shafts. They may resemble dandruff, but will not wash off or blow away.
- The primary symptom of infestation is itching that occurs when lice bite. (Children seen scratching their head frequently, should be examined at once.)
- Prevention guidelines include: students not using other students' combs, brushes, hats, or clothing.

The school nurse, Janet Sparks (291-5498), the Clay County Health Department (272-3177, 904-529-2800) or your private medical doctor can provide more extensive information on treatment. Parental cooperation will help protect all children. The Clay County Health Department recommends the student to be free of nits (eggs) prior to re-entry into school after treatment. *The Clay County School Board has adopted a "no-nit" policy.* Elementary school parents are required to accompany their students to school on the first day of entry after treatment. Students must also bring a written excuse note from a parent or guardian when he or she returns to school.

All children should be back to school within two (2) days if treated properly. Habitual absentee cases may be referred to the community health nurse and the school attendance assistant/social worker. If parent(s)/guardian(s) fail to comply with proper head lice treatment, they may be referred to the state attorney's office for violation of compulsory school attendance law. (REF.FL.S.1003.26)

HOME/SCHOOL COMMUNICATION

If any problems arise concerning your child, your **first contact should be with the teacher of your child.** If at this level, the problem has not been resolved, then you are to consult with the principal. It is important to communicate about classroom problems at the level the problem exists. It has been our experience when this procedure of communication is used almost all problems that might arise are satisfactorily resolved. This is the best procedure to follow. You will find our teachers are very capable and trained in communicating with parents concerning any school problems that begin in the classroom.

TUESDAY FOLDERS

Whenever possible all school flyers and important papers will be sent home on Tuesdays. Every student is provided a "Tuesday folder" to carry these papers between home and school. Replacement folders are available in the Records office for \$2.00.

STUDENT AGENDAS/PLANNERS

Students in first through sixth grade receive planners at the beginning of the school year to assist in the development of organizational skills and to foster responsibility. Parents are highly encouraged to utilize their child's planner to communicate with their child's teacher. ***Planners are to be either initialed or signed by a parent or guardian nightly.*** Replacement agendas are available through the main office for \$5.00.

CONFERENCES

Conferences are encouraged between parents and teachers. This is the best way to learn how

your child is performing. Parents should schedule one conference per semester. A cooperative relationship between a parent and teacher can contribute greatly to the degree of success a child achieves. Such conferences should be arranged at a time before or after classes are in session (7:45-8:20 am or 2:45-3:15 pm). **CONFERENCES DURING SCHOOL HOURS WILL BE PERMITTED ONLY WITH THE KNOWLEDGE AND APPROVAL OF THE PRINCIPAL.** Please WRITE A NOTE OR LEAVE A MESSAGE ON VOICE MAIL to the teacher requesting a conference in advance so she/he can prepare. All of our teachers prepare for conferences and must follow a set procedure to ensure adequate communication. Your cooperation is most appreciated.

HOMEWORK

Homework is an important part of a student's grade. Students will be responsible for assignments. The homework will be checked according to completeness and accuracy. Middleburg Elementary's homework policy is as follows:

- **Kindergarten:** Homework is not to exceed 10 minutes nightly. Students should read or be read to one to two books a night. This is 5 to 10 books a week.
- **1st grade:** Homework is not to exceed 10 minutes nightly. In addition, students will read or be read to 10 to 20 minutes a night.
- **2nd grade:** Homework is not to exceed 20 minutes a night.
- **3rd grade:** Homework is not to exceed 20 minutes a night.
- **4th grade:** Homework is not to exceed 30 minutes a night.
- **5th grade:** Homework is not to exceed 30 minutes a night.
- **6th grade:** Homework is not to exceed 40 minutes a night.

In addition, all students in 2nd through 6th grades are expected to read 20 minutes a night.

INFECTIOUS DISEASE CONTROL PROCEDURES

In order to safeguard the school community from the spread of certain communicable diseases, the Clay County School District follows the recommendations provided by the Florida Department of Health and the Clay county Health Department.

INSURANCE

Student insurance is offered through a reputable insurance company which is approved each year by the Clay County School Board. You may purchase this at any time by contacting the school office.

LOST AND FOUND

Please label your child(ren's) belongings in case they are lost. All articles which are found will be taken to the Clinic. If a student loses an article, it will be his/her responsibility to check for the item. Articles that are unclaimed at the end of each nine (9) weeks will be donated to a worthwhile charitable organization.

LUNCH & BREAKFAST PROGRAM

Nutritional lunches and breakfasts are available in our school cafeteria. Breakfast is served from 7:55-8:25 am and is \$1.25. Lunch is \$1.75 per day.

Students may purchase lunch daily or deposit money in their lunch accounts. If a parent wishes to deposit money in their child's account they may do so with a check or cash. Parents are encouraged to send the money, cash or check, in a sealed and labeled envelope. Make checks payable to MIDDLEBURG ELEMENTARY SCHOOL CAFETERIA and include your child's name and lunch number on the check. Parents may also deposit money in their child's lunch account via an on-line system at <https://www.mynutrikids.com/login.asp>.

Students who bring their lunches from home should also bring a straw, spoon/fork, and napkin. For the health and safety of our students, lunches brought from home **may not**

include carbonated beverages, glass bottles, and/or candy.

Adult meals are \$3.00. *Prior arrangements* must be made with your child's teacher and cafeteria manager if you plan to have lunch with your child to ensure there is enough food for everyone. To ensure the safety of our students, only your own child may join you outside of the cafeteria for lunch. If you would like to have your child's friends eat with you, you are welcome to sit at their assigned table with them.

If you have any questions, contact the cafeteria manager at 291-5492.

MANDATORY RETENTION IN GRADE THREE

Florida Statute 232.245(5) states that a third grade student **must** be retained if:

- Student did not meet the FSA Reading requirement or an acceptable exemption.

MANDATORY RETENTION IN GRADE SIX

Middle Grades Reform Act creating s. 1003.4156, FS., states that sixth grade students must successfully complete math, science, social studies and language arts or reading with a passing (D or higher) grade. Students that have failed more than one of these subjects **are not eligible** for summer school or promotion to 7th grade. Those students failing only one subject **are eligible** to attend an intensive summer program for remediation to earn a grade for promotion to the 7th grade. Additionally, students who do not meet the FSA Reading requirement must complete an intensive reading course the following year. Students who do not meet the FSA Math requirement must receive remediation the next year.

MEDIA CENTER

Middleburg Elementary's Library/Media Center is committed to the enjoyment and promotion of reading. Students, parents and faculty members may use the media center to read and check out books. The Media Center will be open

throughout the school day for resource, as well as for "open library" times where students can come in with their teacher's permission to check out books. Students in grades K-1 may check out one book for a two week period, and students grade 2-6 may check out two. ***At the beginning of the school year, kindergarteners will not be able to take books home, but they may check out books to read in class.*** Parents may check out up to four books. We ask that books be brought back promptly when they are due, in order that other students may enjoy them. There is no fine for overdue books. Lost or damaged books will be charged the replacement cost. We encourage all our students to take proper care of books. We welcome parent volunteers to our Library/Media Center for a variety of jobs such as shelving books, organizing Box-tops for Education, and labeling new books with AR levels.

Middleburg Elementary utilizes the Accelerated Reader Program to encourage students to read and excel. Parents are able to access our Destiny webpage through our school web site to keep track of student points through AR Home Connect. AR is a positive reading program that will challenge and reward students. Students are able to take AR tests at school only. Please contact the Media Center with any questions or concerns. We are here to serve our school community and to foster a love of reading.

MUSIC PROGRAM

All Kindergarten through Sixth grade students will learn the techniques of singing, participate in expressive movement, and perform on percussive and melodic instruments in music class. Students will participate in engaging activities that fulfill both the National and Sunshine State Standards in Music. All students will enjoy singing, playing musical games, and playing rhythm instruments during Music Class. Fourth grade students will learn to play the recorder, a flute – like instrument, to satisfy the standard for playing melodic instruments.

Second and third grade students are invited to join the MBE Jr. Chorus. Fourth through sixth grade students may join the MBE Sr. Chorus.

These performance groups will rehearse Wednesday mornings from 7:15 until 8:25. Chorus students should meet Mrs. Allen at the Nurse's gate at 7:10. They will perform several times a year at school and other places in the community. A student/parent meeting will be held at the beginning of the year for those who are interested in joining chorus. Students who participate in chorus will be expected to show and maintain good conduct, participation, and attendance. Participation in extracurricular activities is a privilege. Parents and students are required to sign a Chorus behavior contract in order for students to participate in Chorus. As per the contract, the chorus director may choose to dismiss students from chorus who do not behave well and/or do not attend practice and performances as required.

The purpose of music in the elementary school is to foster an education and lifelong appreciation in all areas of music. Students will expand their boundaries in music by listening, performing, and moving to music from different cultures and genres. Music class will not only provide a creative outlet for children, but will also function as a medium for enhancing other academic areas. All students will be given opportunities to display their academic and creative strengths in music class. Music will always be with us; we want our children to learn to appreciate music and all of the joy it can bring to our lives

OPEN HOUSE

The purpose of open house is to allow you to become acquainted with your child(ren's) teacher(s), school policies and procedures, and the curriculum. Please schedule a conference for another time to discuss your child's progress.

- Kindergarten Parent Only Orientation:
Thursday, August 11, 2016 – 6:00-7:00 pm cafeteria
- K-6 Orientation/Open House:
Monday, August 15, 2016 – 5:30-7:00 pm

PARENT AND STUDENT ON-LINE RESOURCES

www.oneclay.net includes Parent and Student Online Resources. For access to resources, select the Information tab on Middleburg Elementary School website or the Parents tab on The Clay County School District website.

Parents will be able to access several resources they may be interested in including online textbooks, Accelerated Reader Home Connect, as well as happenings here at Middleburg Elementary. For additional the technology available at our school or other online resources, contact the school.

PARTIES

Students will have two (2) classroom parties during the school year. The parties will be determined by the classroom teacher. Your child's teacher has a Homeroom Parent representative who will notify you of the party details.

BIRTHDAY PARTIES

Prior arrangements must be made with your child's teacher before any party invitations are distributed at school or there are birthday celebrations and/or snacks during school.

PERSONAL DATA INFORMATION

Please notify the main office immediately if you have changed your address, home, work or emergency phone numbers. In case of an emergency, we **must** have current phone numbers through which you may be contacted.

PHYSICAL EDUCATION

The goals of the physical education program include developing coordination, teaching students a variety of sports and fitness skills, and promoting physical activity which keeps our bodies strong and healthy. The physical education curriculum is developed according to the Florida Sunshine State Standards and is based on the student's age and developmental level. Physical education is a required program and students must actively participate.

Sneakers are required for physical education classes. Students participate in P.E. daily and

should dress appropriately. If street shoes are worn to school, then sneakers should be brought in a bag so the student may change for class. The school dress code is followed in other aspects of dress. Many P.E. classes take place outside in the sun. Students may wear hats, sun visors, or sunglasses while at P.E.

A doctor's note will be REQUIRED for a student to miss 2 or more days of P.E. and/or for chronic inconsistent absences. Any excuses from parents MUST GIVE THE REASON for not participating. IF WE DO NOT HAVE A NOTE, YOUR CHILD WILL PARTICIPATE IN P.E. If your child has been ill and has a doctor's note for not participating in P.E., we must have a release from the doctor stating the date he/she may return to P.E.

REPORT CARDS AND GRADES

GRADING POLICY

The grading scales for students at Middleburg Elementary are as follows:

Kindergarten through third grade:

- 50% Tests and Projects
- 50% Quizzes

Fourth grade

- 60% Tests
- 30% Quizzes
- 10% Classwork/Participating Homework

Fifth and sixth grade:

- 65% Tests, quizzes, and projects
- 35% Class work and Homework

GRADING SCALE

The report card grading scales for students in the elementary schools are as follows:

KINDERGARTEN, 1st and 2nd Grade

M- Mastery
P- Progressing
I-Insufficient Progress

ACHIEVEMENT LEVELS

AB – Above Grade Level
ON – On Grade Level

BL – Below Grade Level

GRADES 3-6

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

RESOURCE GRADES

1st – 6th grades:

O – Outstanding
S – Satisfactory
N – Needs improvement
U – Unsatisfactory

Kdg. grades:

S – Satisfactory
N – Needs improvement

MID-TERM/INTERIM REPORTS

In an effort to keep parents/guardians informed of student academic progress, Mid-terms will be available through FOCUS four times per year. Please see school calendar for dates.

REPORT CARDS

Students receive a Progress Report Card each nine weeks. This report indicates the student's grade and level of performance. Report Cards can be viewed on FOCUS. Please see the school calendar for dates.

Parents are asked not to call a teacher or principal concerning grades. Instead, please arrange a conference with the teacher so grades, written assignments, and social/academic behavior may be thoroughly discussed. Make your request in writing. **Please note: Students absent 20 or more days are subject to retention.**

HONOR ROLL

The following guidelines have been approved by the district office:

- The honor roll list will include grades 3-6. Students must be working on grade level to be eligible for the honor roll.
- For "A" Honor Roll, all A's are required for reading, language arts, math, science/health, and social studies. Resource grades (art, music, physical education, and computer) of O's and/or

S's are also required to remain on the honor roll.

- For "A/B" Honor Roll, All A's or B's are required for reading, language arts, math, science/health, and social studies. Resource grades (art, music, physical education, and computer) of O's and/or S's are also required to remain on the honor roll.
- Conduct grades DO NOT count towards honor roll.
- Honor roll lists may be publicized within the school and in local newspapers.

RIGHT TO KNOW

As a parent at Middleburg Elementary School you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's teachers or aides:

- Whether the Florida Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Florida Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and if so, the subject of the degrees.
- Whether any teacher aides or similar paraprofessional provides services to your child and, if they do, their qualifications.

If you would like to receive any of this information please submit a written request to the principal.

Annually, every parent and student has 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 assist supervisors in recognizing performance or identifying growth opportunities.

SCHOOL ADVISORY COUNCIL

The School Advisory Council (SAC) is a committee of parents, interested community members, teachers, support staff, and administrators whose primary responsibility is to help increase student success by assisting the principal in developing and evaluating the results of the school improvement plan and the annual school budget. The Middleburg Elementary SAC strives to promote communication, involvement and understanding within the school and the community. The School Advisory Council holds four meetings a year which are open to all parents. Annually, every parent is given the opportunity to provide input regarding teacher performance by responding to the survey(s) distributed by the School Advisory Council.

SCHOOL CALENDAR

The school calendar is located in the front of the student agenda. Holiday dates are provided so that you may plan family trips and vacations during these dates and ensure students will not miss school. You will also find the calendar on the Clay County School District web site at <http://www.oneclay.net>

SCHOOL PROPERTY

Any student who damages school property will be required to replace the damaged property.

Students are encouraged to maintain proper care of textbooks, iPads, library books or other property issued to them. Throughout the school year, whenever a student loses or damages property, he or she will be responsible for payment with consideration being given to the

condition of the property at the time it was issued. Failure to collect such sums may result in suspension of the pupil from extracurricular activities (FL Statute 233.34 Section 10 Subsection 2).

VIDEOTAPING/MEDIA PERMISSION

Many students at Middleburg Elementary have the opportunity of being videotaped and photographed at school or school activities. Some of these may eventually be posted on the school website, school's Facebook page, air on our educational access channel, utilized at local, state, or national conferences or workshops or be shown on the school's CCTV or in the newspaper. Student's art work and/or projects may be displayed within the school or community as well.

If you have an objection to your child's name, picture, or video tape being used for the above purposes, you must notify the school IN WRITING immediately. Include your child's name, grade, and teacher.

If your child is in an exceptional education student program, your explicit written permission will be obtained prior to any media release which identifies your student's exceptionality.

VISION/MISSION STATEMENT

Middleburg Elementary exists to prepare life-long learners for success in a global and competitive workplace and in acquiring applicable life skills.

Our mission is to work collaboratively with all stakeholders to provide a public education experience that is motivating, challenging and rewarding for all children. We will increase student achievement by providing students with the learning opportunities that are rigorous, relevant and transcend beyond the boundaries of the school walls. We will ensure a working and learning environment built upon honesty, integrity and respect. Through these values, we will maximize student potential and promote individual responsibility.

VOLUNTEERS / VISITORS

We encourage and welcome parents to visit and volunteer at Middleburg Elementary. We only ask that you make arrangements with the classroom teacher before arriving on campus. PARENTS AND VISITORS ARE REQUIRED TO SECURE A "VISITOR'S PASS" FROM THE FRONT OFFICE BEFORE GOING TO ANY CLASSROOM. Parents are not to enter any classroom unless a teacher is present.

FOR THE SAFETY OF STUDENTS, A PHOTO IDENTIFICATION WILL BE REQUIRED EACH TIME YOU ARE VISITING THE CAMPUS FOR ANY REASON (ex. – parent/teacher conference, assemblies, etc.)

VOLUNTEER'S RIGHTS AND RESPONSIBILITIES

Volunteers:

- MUST fill out a county volunteer application form.
- MUST sign in and out in the school's front office.
- ARE subject to background checks at the request of the Principal.
- ALWAYS work under the supervision of a teacher or administrator.
- ARE NOT to be left alone with a child or with a class except in circumstances approved by the Principal.
- ARE NOT to discipline students but should refer the matter to the supervising teacher.
- SHOULD NOT have access to the files or permanent records of students.
- SHALL maintain strict confidentiality with all school or classroom information to which they may overhear or have access to.
- MAY NOT give medication to students.
- MAY NOT bring pre-school children, not registered at the school where they volunteer, unless permission is given by the Principal.
- MUST serve as positive role models.

- SHOULD comply with the school's dress code for teachers.
- WILL work within the guidelines established by the Superintendent and School Board.
- MUST have a clear understanding of all state and district instructional practices and policies relevant to volunteer responsibilities.

Volunteers May NOT:

- Establish educational objectives.
- Evaluate student progress.
- Make decisions regarding the relevance of certain activities or procedures to the attainment of instructional objectives.
- Make decisions regarding the appropriateness of certain teaching materials.
- Have access to permanent student records and/or student grades.
- Conduct duties or tasks that belong to teachers, such as grading papers, disciplining students.

CLAY COUNTY TRESPASSING POLICY

- The unauthorized presence of an individual (without a Visitor's Pass) on a Clay County campus during school

hours is a breach of the *Code of Student Conduct*. **ALL VISITORS MUST OBTAIN A VISITOR'S PASS FROM THE MAIN OFFICE.**

WEB SITE / E-MAIL

- Middleburg Elementary Web Site:
- www.oneclay.net/mbe
- E-Mail address for Mrs. Wilkerson, Principal: bwilkerson@oneclay.net

WITHDRAWAL PROCEDURES

The school should be notified one week in advance of a student's withdrawal date. Send a written note of withdrawal notification to the child's teacher. This will give ample time for completion of records and other necessary details. Be certain to return all textbooks and library books before withdrawing.

Once you have arrived at your new destination, enroll your child(ren) in the new school in that area. The new school will request the school records and we will forward them by mail or electronically. **School records are not sent with students.**



MIDDLEBURG ELEMENTARY SCHOOL
2016-2017

Student/ Parent Acknowledgement of
STUDENT /PARENT HANDBOOK

Student Name (*print*) _____ Grade _____

Teacher Name (*print*) _____ Date _____

My child and I have read and are aware of the policies and guidelines outlined in the 2015-2016 Middleburg Elementary Student/Parent Handbook. Failure to return this acknowledgement will not relieve a student or the Parent(s)/Guardians(s) from responsibility to know the contents of the Handbook. Please contact your child's classroom teacher or the principal if you have any questions or concerns.

_____ Signature of Parent/Guardian	_____ Date
_____ Signature of Parent/Guardian	_____ Date
_____ Signature of Student	_____ Date