



STUDENT HANDBOOK 2017-2018

Dear Students and Parents,

Welcome to Argyle Elementary School. My name is Mrs. Ward and I am the new principal at AES. I am excited about being a Pioneer and a part of this community. I am a life-long resident of Clay County and have served as an educator in our district for the past 23 years. I hope you had a fun-filled, relaxed summer and I look forward to hearing about your adventures, meeting families, and welcoming our newest Pioneers!

As always we encourage students to strive to do their best and for parents to become involved at Argyle. If you are interested, please fill out a volunteer registration form and return it to the front office. Parents are encouraged to become involved in our school by joining our “Parents Involved in Education” (P.I.E) group and volunteering to help with numerous school projects and events.

School hours are 8:30-2:42. Supervision of students on the campus begins at 8:00 a.m. The first bell rings at 8:25 a.m., the tardy bell rings at 8:30 a.m. Bus riders, day care and parent pick up students are dismissed at 2:40 p.m. and walkers and bike riders are dismissed after busses have left campus. Since classroom instruction begins immediately, promptness is expected. The front car circle can be a busy place and your cooperation in driving safely and maintaining the traffic pattern is appreciated. Please do not park along the curb in the front car circle. Please do not enter the bus circle during arrival and dismissal times.

A student planner, used in grades 2 – 6, provides important information concerning school procedures, rules, and services and allows greater communication between home and school on a daily basis. The planner goes home every day and parents are expected to sign the planner each night. Please take time to read over all the information contained in this handbook with your child.

I know your children are precious to you as they are to us. I also realize how important it is to be confident that your children are not only actively learning, but are also happy and safe. I can assure you that we will provide an environment to make your child’s year at Argyle Elementary memorable. Please feel free to contact us to offer your praises, concerns or solutions. Thank you for entrusting your child with us. I look forward to a successful year at Argyle. Go Pioneers!

Angela Ward, Principal

We are all Pioneers...

School Offices

Every faculty and staff member has access to a telephone and a personal voice mailbox. Questions and/or concerns should be directed to your child’s teacher. In the rare event that the teacher is unable to assist you, please contact a school guidance counselor or a school administrator.

Main Office 336-0375
Fax 336-0327

Cafeteria Opens 8:00 a.m.
Gates Open 8:00 a.m.
First Bell 8:25 a.m.
Tardy Bell 8:30 a.m.
Bus /Day Care Vans/Parent Pick up 2:40 p.m.
Walkers/Bike Riders will be released after busses have left.

The school or the Clay County School Board cannot be held liable for any harm that may befall a student who arrives at school prior to this designated time of 8:00 a.m. or is not picked up from school by 3:10 p.m.

All students and parents arriving on campus at 8:00 will go to the cafeteria. Students will wait in the cafeteria until 8:20 and will be released straight to the classroom. Parents, who wish to accompany their children to the classroom, will have to go through the front office and get a printed visitor’s pass. If you have never had your ID scanned into the Visitor Management System, please bring a valid id for the first time. Students arriving after 8:20 will enter campus through the gates, however, parents will still be required to obtain a visitor’s pass from the office if they want to accompany their child to the classroom. Students must be in their classroom by 8:30 a.m. or they will be counted as tardy.

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 16 to attend school. We encourage you to monitor your child’s attendance, and contact us with any questions or concerns. School attendance can be followed by checking a student’s interim report or through the FOCUS parent portal.



STUDENT HANDBOOK 2017-2018

When in doubt, a parent/guardian can always call the school to check on present or past attendance.

If excused 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.

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

- Schools will contact a parent or guardian, whenever possible, to notify them of an absence.
- Following an absence, a note must be received from the parent/ guardian or doctor no later than the 3rd day following the student's return to school. Notes will not be accepted after the 3rd day and the absences will be considered unexcused.
- Parent notes are accepted as excuse notes for illness related absences for up to 10 days. After 10 days of absences due to illness, a doctor's note could be required.
- 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, and if, 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 period of time will count as an unexcused absence. This unexcused absence can then be added to the student's record.

What are excused absences?

Absences may be excused when it is due to personal illness of the student, serious illness or death in the immediate family, or if conditions exist making school attendance impossible or hazardous to health and safety. Absences may also be excused when, in the opinion of the principal, the absence is to the educational advantage of the student. Absences may also be authorized to observe special and recognized holidays of a student's faith. All other reasons shall be considered unexcused. Tardies are not reflected as excused or unexcused. A child will be marked tardy if he/she arrives after 8:20. Excessive tardies may result in a meeting requested with the school social worker. To be considered present, your child must be in class at least half the school day. It is the responsibility of the parent to furnish

a written excuse, separate from the planner, explaining the cause of the absence each time the student is absent within three days of return.

Student Check-Out

Students are expected to remain at school until 2:42 p.m. When students leave early, they miss valuable instructional time. Parents are asked not to check out their child early, except for emergencies or when appointments are necessary. Please do not check your child out after **2:00 p.m.** If a child will be picked up during the school day, it is helpful to send a note advising the teacher. The student will remain in the classroom until the parent arrives to check him/her out. Students will not be sent to the office to wait for early check out based on a note sent to the teacher or a phone call.

Permission must be on file in the office if someone other than the parent or legal guardian is permitted to pick up a student. Any time another person, not listed on the pickup list, will be picking up your child during or near the end of the school day, we require a written note from you stating that this person has your permission to pick up your child. Please include the date and the expected time of dismissal. Photo I.D. is required by all persons picking up a student. Please note that if through the courts, a parent loses parental rights, we must have copies of the legal documents stating so on file. Without copies of these documents on file, we cannot refuse to release a student to a biological parent.

Make-Up Work

Students are required to make up work missed due to **excused absences**. Students will be given a reasonable length of time to make up work, three days plus one day for each additional day's absence. Students are responsible for contacting teachers for make-up work. Parents are encouraged to request assignments if they know their child will be out for an extended length of time. **A 24- hour notice for requested work packets is required.**

For pre-arranged absences, all assignments can be given prior to the time of absence at the discretion of the teacher and will be due on the day the student is to return to school. The teachers will not be able to repeat in-class demonstrations, lectures, and instruction. Tests will be made up at the teacher's convenience.

Curriculum Standards

Argyle Elementary uses the curriculum standards adopted by the Florida Department of Education. The Language Arts Florida Standards (LAFS), the Mathematics Florida Standards (MAFS) and Florida's Next Generation Sunshine

STUDENT HANDBOOK 2017-2018

State Standards for the Arts, Health Education, Physical Education, Science, and Social Studies. To learn more about Florida’s curriculum standards and connect to links for each set of standards, visit the FLDOE’s website at <http://www.fldoe.org/bii/>.

Attendance Recognition

Perfect Attendance is earned quarterly by a student having no absences and no tardies. Students having no absences or tardies for the entire school year will be recognized at the end of the year awards ceremony. A student who is not in his/her classroom when the second bell rings at 8:30 a.m. will be marked tardy.

Right to Know

As a parent of a student at Argyle Elementary, you have the right to know the professional qualifications for 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 classroom teachers:

*Whether the FL. Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.

*Whether the FL. 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 paraprofessionals provide services to your child and, if they do, their qualifications. Requests for the above information must be made to the school administrators.

Bikes-Skateboards-Scooters

Students who ride bikes to school must park them in the assigned areas. It is recommended that bikes be locked **during school hours. By law, all children riding bikes are required to wear a bike helmet.** Bikes are not to be ridden on sidewalks. District policy prohibits the riding of bikes, roller blades/skates, go-carts, scooters, and skateboards on any school board property. No motorized scooters will be allowed. Riding a bike to school is a privilege. The principal reserves the right to take away bike riding privileges when rules are not followed.

Bus Transportation

We expect students who ride the school bus to be mannerly and well behaved so that the driver can safely transport them to and from school. All students should be instructed by parents to follow the directions of the bus driver. Please review these safety rules with your child:

1. Stand off the road while waiting for the bus.
2. Enter and exit the bus in single file without pushing or shoving.
3. Remain seated during the bus ride.
4. Absolute silence is required when the light is on talking quietly at other times.
5. Keep head and arms inside the windows.
6. Do not eat or drink on the bus.
7. Obey the bus driver at all times.
8. Be early to the bus stop. The bus can not wait.
9. Use of profanity or obscene language is prohibited.
10. Glass containers or food of any kind are not permitted.
11. Balloons will not be allowed on the bus.

Students who abuse the privilege of riding the school bus by engaging in misconduct may be suspended from riding the bus. If such action becomes necessary, parents will be notified and will be responsible for providing transportation to and from school.

Request for Permission to Ride School Buses

Request for students to ride a school bus home with another student must be submitted in writing by BOTH students’ parents and approved by a school administrator. Permission to ride the **bus will be granted only if extra seats are available. Students must come to the office and get a bus pass before being able to get on the bus.**

Check Policy

Your check is welcome! We accept checks under the following conditions:

If your check is returned or rejected for any reason, you expressly authorize your account to be electronically debited for the amount of the check plus a processing fee of \$25.00 or the maximum amount allowed by law.

The use of a check for payment is your acknowledgment and acceptance of this policy and its terms and conditions.

Health Room (Clinic)

The clinic is located in the front office and is staffed with a full-time CNA. The nurse will give children the appropriate medical attention that is allowed under county health policies. If a child has a high temperature or is clearly ill, the parent will be called to take the child home. A sick child should not be left in the clinic more than thirty minutes. A Medical Emergency Card should be on file for each student to list other adults who are authorized by the parent to take the child home when the parent cannot be reached. Please keep this up to date with contact persons and phone numbers when they change.

Children will not be allowed to take medicine at school without a written statement from the parent including the following information:

1. Medicine MUST be in the ORIGINAL Container, **whether it is prescription or over the counter.**
2. The name of the medicine.
3. The amount of the dosage.
4. The time it is to be administered.
5. The purpose of the medication.

All medication, including cough drops, aspirin, etc. must be brought by an adult to the clinic and the required form for dispensing filled out by the adult.

Code of Conduct

The Clay County School Board has adopted a Code of Student Conduct. Students will attend an assembly orienting them to the code of conduct at the beginning of the school year. It is the responsibility of the parent and child to become familiar with the Code of Conduct. An electronic copy of the Code of Conduct is available on the school and district web site. A paper copy can be requested. The parent and student acknowledgment form should be completed and returned to the child's teacher.

Conferences

It is important that the parent, student and teacher work as a team in the educational process. It is best to schedule the conference before coming to school to ensure there will not be a conflict with another scheduled activity. Conferences may be scheduled on any school day between 8:00 a.m. and 8:20 a.m. or after school hours except Wednesday. Conferences will be held only with legal parent(s) and/or guardian(s).

Counselors

A guidance counselor is available to the students, teachers, and parents for educational related problems. The counselor coordinates testing, assists with referrals, staffing students into special education programs, 504 plans, screening potential non English speaking students. She also conducts reviews for ESE programs and schedules individual, small group and classroom guidance activities.

Departmentalization

Departmentalization or Team Teaching is a common practice that allows teachers to focus their professional training in specific subject areas. Students may have two teachers, one focusing on English/reading/language arts instruction and the other on Math/Science and Social Studies.

Dress Code

Argyle Elementary seeks to maintain an orderly environment. To accomplish this, we have set a standard of student dress that is conducive to a proper educational climate. Clothing worn by students shall be neat, clean, and in good repair for the general personal health and safety of the student. Clothing should not detract or distract the learning process. Please follow the following dress code:

Hats, caps, or hoodie hoods should be only be worn when outside and to protect from cold or sun.

1. No unnatural hair colors & styles that distract from the learning process.
2. No chains hanging out of pockets or from clothing.
3. No items with gang, drug symbols or weapons.
4. No item that advertises drugs, alcohol, tobacco, profanity, sexual images or language.
5. No skirts or shorts that are inappropriately short; the skirts should touch the tip of their middle finger and shorts should reach the middle of the palm.
6. See-through items; crop tops or clothes that show bare midriff.
7. Tank tops or spaghetti strap tops should have straps 3" wide or wider.
8. No halters, strapless dresses or tops.
9. No pants or shirts that reveal undergarments.

Appropriate undergarments must be worn. State Statutes require 30 minutes of physical education or structured physical play daily. **It is essential that sturdy shoes or sneakers be worn for PE resource classes.** Students are encouraged to bring closed toe shoes to change into for PE and recess if they choose to wear sandals. Students who are not wearing appropriate footwear for these classes will not be allowed to participate and if frequent enough, could have



STUDENT HANDBOOK 2017-2018

their grade affected for lack of participation. Students who come to school dressed inappropriately will be expected to change. Parents will be contacted to bring appropriate clothing.

The Administration has the authority to make the final determination related to school dress code issues, and also reserves the right to establish rules during the school year regarding new fashion in dress.

Email

Teachers and parents may communicate via email. However, it is not possible to discuss a student by name or give personal information regarding a child. Email should be used for general communications. District policy does not allow teachers to discuss grades, behavior or health issues via e-mail. A parent having specific questions in regards to their child should contact the teacher by phone or schedule a conference. Please visit the front office to fill out an email permission form.

Report Cards

Report cards are issued 4 times per year and the dates are indicated on the school calendar. Interim reports are issued at the midpoint of each grading period; however, they may be sent out at any time during the nine-week period. **Interims and report cards will not be printed for the first 3 quarters, but will be available for viewing through the FOCUS parent portal (see below for how to access the portal).** The final report card will be printed and sent home on the last day of school.

Parent Portal

The FOCUS parent portal is available to the parents. Parents can access current grades, missing assignments, attendance and discipline. In order to access the parent portal, parents must register at <https://focus.oneclay.net/focus/auth/>. Next, you must visit the front office and show a picture ID to complete the account registration and have the school personnel link you to your child's records. For additional help to create an account, please visit the school's website.

Homework

Students may be assigned a reasonable amount of homework. It will be an appropriate extension of class work. Students should assume the majority of the responsibility for completing homework assignments. We encourage parents to promote a positive attitude toward homework, to provide a consistent time and place for study, to assist with drills, and to be sure assignments are

completed. Parents can best help by reading with their child each night.

Honor Roll Guidelines

Honor Roll is only for grades 3-6. To be eligible for Honor Roll, students must be working on grade level.

1. The 'All A' Honor Roll requires students to have A's in Reading, Language Arts, Math, Science, and Social Studies. Resource grades (Music, P.E.) of O's and/or S's are also required. Conduct does not count toward Honor Roll.

2. The 'A/B' Honor Roll requires students to have all A's and/or B's in Reading, Language Arts, Math, Science, and Social Studies. Resource grades (Music, P.E.) of O's and/or S's are also required.

Other Grade levels recognize academic success in various ways.

Instructional Design

Argyle Elementary utilized a research based instructional design called the Framework for Intentional Teaching. Instruction will focus on content and performance standards. Instruction is individualized and motivating for all students.

Library Books

Use of books from the media center is strongly encouraged. Books may be checked out for a week at a time and renewed once if necessary. Lost or damaged books must be paid for before checking out additional books. Lost books and fines must be resolved before the last week of school. If needed, students may do community service at school to pay off lost and damaged book fines.

Lunch and Breakfast Programs

Breakfast is served on regular school days from 8:00-8:30. Please **do not** have children at school before 8:00 a.m. An express breakfast will be served on early dismissal days. Breakfast is not served after 8:20.

Lunch Program:

A well-balanced, hot lunch is available for purchase each day, or a lunch may be brought from home. **Soda is not permitted during lunchtime.** Please refrain from sending these items to school. A menu will be posted on the county's website each month.

All students are urged to participate in the hot lunch program. Students may pay daily, weekly, or monthly. Whenever possible, please pre-pay by the week or month. They will be given credit for the number of lunches for



STUDENT HANDBOOK 2017-2018

which they pay. On the day a student receives his/her last pre-paid lunch, the hand of the student is stamped so that the student and parent will know to bring money the next day. You may also add money to your child’s lunch account by visiting, myschoolbucks.com, a link found on our county’s website.

Applications for free and reduced lunches can be obtained from the school or at www.heartandApps.com. The Federal Government determines the family income that makes a student eligible. All parents are encouraged to complete an application. A new application form must be filled out each year. One form is used for all children in the family. Random and selected forms are audited each year and may result in the termination of these lunch privileges if the information is found to be invalid. If your children received free or reduced lunch last year in Clay County, they will maintain that status until a new application is filed for 30 days after school opens.

Prices for School Lunches

Student lunch with milk	\$2.00
Reduced lunch with milk	\$0.40
Milk only	\$0.50
Student breakfast with milk	\$1.50
Reduced breakfast with milk	\$0.30
Adult lunch	\$3.00
Adult breakfast	\$2.00

The Food and Nutrition Services Department offers a grace period when lunch money is forgotten. The grace period allows students to charge meals to their school lunch account until they bring money from home or replenish the funds online. Elementary students can charge up to \$3.50. Once the charge limit is reached, students are offered an alternate lunch until the charges are repaid. No one will go hungry. This process is monitored by the cafeteria manager to ensure that no one is abusing the system.

Parent Volunteers: Parents In Education (P.I.E.)

Argyle is pleased to offer many exciting opportunities for parents to get involved in their child’s classroom and school. Argyle’s parent organization, Parents in Education, meet monthly with school personnel to share ideas, ask questions, and plan school projects and events. Every parent will want to be a P.I.E.-O-Neer.

Physical Education

Argyle Elementary is fortunate to offer an excellent P.E. program with many extracurricular opportunities. Students who, because of illness or injury, are temporarily (1 to 3

days) unable to participate in physical education activities must present a note each time from their parent to the PE teacher explaining the problem. During their PE time, students are required to complete an appropriate assignment. Students who need to be excused from activities for a week or more must provide a doctor’s excuse. If your child has any permanent physical restrictions or disabilities, please present a note from your child’s doctor detailing the conditions and what the PE teacher may expect the child to be able to do. **Appropriate footwear is essential for PE classes. Students will not be able to participate if they are not wearing correct shoes. This could affect the PE grade.**

After-School Clubs & Activities

AES is privileged to offer many after-school activities. In order to participate, students must maintain appropriate behavior during the school day and during the after-school club. Students who have difficulty maintaining satisfactory behavior during the school day, may not be recommended to participate. Students who cannot maintain expected behaviors during the club will be given a warning letter. If behavior does not improve, student may be required to withdraw from the club or activity. In certain clubs or activities, a minimum grade point average may be required to participate.

Possession of Wireless Communication Devices or Electronic Devices

Use of electronic devices by any student while on school property is not permitted. This includes cell phones, digital cameras, personal music, gaming devices, or similar electronic devices. Students must follow the guidelines for acceptable use as outlined below. Students not following the acceptable guidelines may receive one warning for misuse of a device, depending upon the nature of the misuse. Infractions of misuse after a warning could result in disciplinary action and/or having a parent come to the school to pick up the device. Repeated misuse will result in disciplinary action outlined by the student code of conduct for rules violation.

1. Students may bring cell phones for use before and after school when off campus. **Phones should be powered off and kept in book bags during the school day.**
2. Video and electronic games and cameras will not be allowed at school for all grade levels.
3. Portable music devices (ipods, MP3 players) will not be allowed at school.



STUDENT HANDBOOK 2017-2018

Progression Through the Grades

Students who meet required academic standards are promoted to the next grade level at the end of the school year. Promoted will be marked on the last report card of the year. **Students not meeting academic standards will be retained unless there is good cause to promote the student. Teacher judgment is the key factor in the decision of promotion or retention.**

Any student who does not meet the district levels of performance in reading, writing, and math or who does not meet the specific levels of performance on statewide assessments must be provided remediation through the Multi Tiered Support System process. **Interventions**, developed in conjunction with a parent or guardian are designed to assist the student in meeting state and district expectations of proficiency. According to FL. Statute 1008.25, any third grade student who is reading below grade level must show that the deficiency has been remedied by the end of grade 3. Grade 3 students must show proficiency in reading at a 3rd grade level before being promoted to 4th grade.

Insurance

Student insurance is available to those who wish to purchase it. Checks are made payable to the insurance company.

Textbooks

Students will have textbooks assigned to them by their teacher. Pupils are encouraged to cover all textbooks to assist in keeping their books in good condition. Pupils losing or damaging a book shall be required to pay for such books. Should a lost textbook that has been paid for be found, the money will be refunded. Students are permitted to take their textbooks home if necessary; however, math, science and social studies textbooks can be viewed on line through the publishers' websites. Argyle Elementary uses an instructional design that is not dependent upon textbooks. This allows for individualized instruction. In some classes, a textbook may not be used for instruction.

Telephones

Our telephones are for business and emergency use only. Students should make arrangements in advance concerning rainy day transportation, clubs, and other after school activities. Students or teachers will not be called to the telephone during school hours except in case of emergency. Parents are asked to contact teachers before or after the school day. Disruptions to the classroom reduce teaching and learning time. Calls made to the classroom during instructional time will be sent to the teacher's voicemail.

Videotaping and Photographing

Many students may be filmed or photographed throughout the year for outstanding accomplishments. Videotapes may be aired on Clay Cablevision. In addition, some videos may be used at local, state, or national conferences or workshops. Photographs may be placed in the newspaper or on our school's website. Students may also have their work displayed on our school website, school newsletter or in local businesses, malls, or other public places. If you have any objections to your child's photo or work being publicly displayed, you must notify the school in writing within 48 hours of your child's enrollment at this school.

From time to time, teacher's show videos to enrich the curriculum that may be rated PG. Please notify the media specialist in writing if you have objectives to your child watching videos rated PG.

Visitors

All visitors to the school campus **MUST CHECK IN AT THE FRONT OFFICE**. We must insist on this to maintain the safety of all students. Visitors who go beyond the front office will be required to get a printed visitor's sticker through the Raptor Visitor Management System. First time users will need to have a form of identification that can be scanned into the system (driver's license, military id, etc). Children not enrolled in this school may not visit the classrooms during school hours.

Withdrawals/Transfers

When pupils are being withdrawn from the school, parents should notify the office or the teacher at least five (5) days in advance so that records and reports can be completed. All textbooks and library books should be returned or paid for prior to withdrawal.