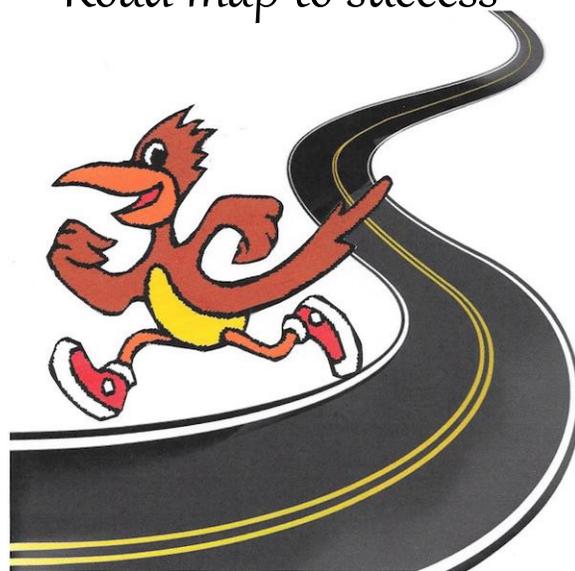


RideOut Elementary

Student/Parent Handbook

2016-2017

Road map to success



Innovate - Engage - Empower

3065 Apalachicola Boulevard
Middleburg, Florida 32068
Phone: 291-5430 / Fax: 291-5434

Joyce Orsi, Principal
D. Marcia Mainer, Asst. Principal

Revised August 2016

NOTE: Students whose parents are found, after appropriate investigation, to have submitted fraudulent information in an effort to enroll a student in a school to which the student is not assigned shall be immediately withdrawn and referred for enrollment in the appropriate boundaried school.

PROOF OF RESIDENT (Domicile)

TWO current pieces of evidence from the following sources in the name of the parent/guardian registering the child:

- _____ Current telephone or electric bill in the name of the parent registering the child.
- _____ Rent receipt with the name of lessor and contact information/mortgage statement.
- _____ Lease agreement with name of lessor and contact information.
- _____ Mortgage commitment.
- _____ Home Purchase contract including specified closing date, with copy of deed to be provided within 60 days of closing date.

AND

One of the Following:

- _____ Automobile Insurance.
- _____ Current Florida Driver's License/Florida Identification Card.
- _____ Cellular telephone bill.
- _____ Credit card statement.
- _____ Bank account statement.
- _____ United States Postal Service confirmation of address change request or evidence of correspondence delivered through U.S. Postal Service.
- _____ Declaration of Domicile form from the County Records Department.

When parent/guardian resides with someone else who resides in the school's boundary area, the parent/guardian must submit all of the following:

- _____ Notarized Statement of Bona Fide Residence signed by parent/guardian and owner or lessee with whom the parent/guardian is residing.
- _____ Any proof of residency from the first list above in the name of owner or lessee signing the Statement of Bona Fide Residence form.
- _____ Parent must then submit either a Florida Driver's License, Florida Identification Card or Voter's Registration card with their name and the address of the owner or lessee within 30 days.

Evidence of Proper Age

- _____ Official birth certificate.

If such certificate is not available, the following forms of evidence are acceptable:

- _____ A duly attested transcript of a certificate of a religious document showing date of birth accompanied by an affidavit sworn to by the parent.
- _____ Insurance policy on the child's life which has been in force at least two years.
- _____ A passport or certificate of arrival in the U.S. showing the age of the child.

_____ Official school records that provide evidence that the child has attended school for four years.

Evidence of Medical Examination

_____ Within 30 days students grades K-12 and entering Florida school for the first time, must present

evidence of a medical examination performed within twelve months prior to their initial enrollment, or the day student was brought to school to fill out necessary forms for the purpose

of becoming a Clay County Public School student.

_____ Parents must provide a written notification of any health/medical problem that requires staff awareness and/or supervision for their child.

_____ Medical Treatment Form, if needed.

Evidence of Immunization

_____ Florida Certificate of Immunization (Form HD680)

_____ Religious exemption (Form 681), a temporary exemption (Form DH680 Part B) or a medical exemption (Form DH680, Part C).

Evidence of Custody/Guardianship

If the student is residing with someone other than the parent or legal guardian, the following provisions shall apply:

_____ The individual registering the child must provide documentation of custody by an appropriate

state agency such as the Department of Children and Families or the Court.

_____ If the student lives in a residence licensed by the Department of children and Families, the student may be enrolled in the school that serves that licensed residence.

_____ A bona fide In-Loco-Parentis relationship must be established. School Board Policy 4.08.

Emergency Information

_____ Registration emergency card (Note: Only parents/guardians signing registration form can change registration/emergency information).

School Records (If any)

_____ Latest report card and/or transcript needed for appropriate grade placement.

For further information, please contact the Registrar's Office at your boundaried school.

A child must have reached his/her 5th birthday on or before September 1st to enter kindergarten and reached his/her 6th birthday on or before September 1st to enter the first grade.

For further information, please contact the Registrar's Office at your boundaried school.



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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ATTENDANCE

With the exception of YMCA PrYme Time Day Care, no student will be allowed in the building prior to 7:50 a.m. as school personnel are not on duty and available to supervise. School starting time is 8:20 a.m. for regular education students; and 8:20 a.m. for ESE self-contained students. Breakfast is served from 7:50 a.m. until 8:15 a.m. Students eating breakfast during this time will be supervised and subject to the expectations of the CCSD Code of Conduct.

Regular and prompt attendance is one of the first steps toward success in school, and regular school attendance is required between the ages of 6 and 16, with certain exceptions outlined under Florida Statutes, Chapter 232.01(1)(a)1. See appendix from the Clay County School Board for Clay County School Board Policy Section IV, 4.0.1, paragraph E.

The Principal will monitor student attendance, initiate social worker referral for attendance and oversee referrals to the State Attorney's Office for non-compliance.

Accumulated unexcused tardy and early departure time equivalent to one full school day may be counted as one unexcused absence in the total number of unexcused absences required for possible legal action.

To ensure the safe delivery from students to and from school, **any deviation from a student's typical arrival/dismissal routine will require prior notice, in writing, from parents.**

ABSENCE PROCEDURE

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

1. With permission – The absence was with the knowledge and consent of the principal.
2. Sickness, injury or other insurmountable condition.
3. Absence for religious instruction or holidays.

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

1. The absence was without the parent/guardian's knowledge or consent.
2. Permission for the absence was requested but denied by the principal.
3. No written statement of the absence from the parent/guardian has been received by the school explaining the reason for the absence within (3) three school days following the return of the student to school.

Parents who wish to take students on trips on scheduled school days should obtain approval by the Principal prior to the absence, when possible. Notification does not ensure that absences will be excused.

Based on Florida Statute 232.10, the following steps are required when a student is absent from school:

1. Students should bring a written note from their parents or guardians containing the following information:
 - a. Date
 - b. Student's name
 - c. Date of absence(s)
 - d. Reason for absence
 - e. Parent/Guardian signature
2. Students have three (3) days to bring a note, or their absences will be designated as unexcused.
3. Parents must provide written notice of student absences, even if they opt to contact the school by phone to provide notification that their child will not be at school.

We encourage you to monitor your child's attendance, and contact us with any questions or concerns. School attendance can be tracked by checking a student's interim reports and/or report cards, and parents can always call the school or log into the FOCUS Student Information System to check on 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.

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 a parent or guardian to try to resolve the attendance problem. When a parent or guardian refuses to participate in meetings requested by the school regarding 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).

TARDY

Any student who is not **inside** his/her own classroom when the bell rings (8:20 a.m.) is considered tardy and may not enter class until he/she reports to the school office for a tardy slip. Parents will be held accountable for student tardies. The school Attendance Team will work with involved parties to resolve chronic tardy/attendance problems.

ATTENDANCE AWARDS

Attendance at school is to be encouraged. Perfect attendance certificates will be awarded to all students who have been **neither tardy nor absent** during the school year. Students who have been assigned OSS are not eligible for perfect attendance.

MAKE-UP WORK

1. Work missed on unexcused absences can be made up, but teacher discretion will determine whether or not credit will be assigned for work made up subsequent to an absence.
2. Work missed during excused absences may be made up by the student within a reasonable length of time- normally twice the number of days absent, when practical. Students are responsible for contacting teachers for missed assignments.
3. A zero may be given for work not made up in the allotted time.
4. Assignments may be obtained for students who are absent longer than three (3) consecutive school days. However, one full school day should be allowed before assignments may be picked up.
5. Assignments given prior to an absence must be made up on the first day returning unless illness was the reason for the absence.

DISMISSAL TIMES

Dismissal times for regular education students are as follows:

Buses/Daycare/Parent Pick-up	2:32 p.m.
Walkers/Bicycles:	2:40 p.m.

Dismissal time on early dismissal days is 11:45 a.m.

Parents should drop off and pick up students in the lane closest to the Administration Building. **Students must exit the vehicle on the right side. Parents utilizing this lane should not leave their car. If you need to pick up your child early or check in your child after school begins, please park in the parent parking lot.** To ensure the safety of your student, do not use bus loop or delivery areas for student drop-off or pick-up.

Times for dismissal may be adjusted in the event of severe weather conditions due to modified procedures. Students will not be released to walk home or ride bikes in severe weather.

To maintain safe and orderly daily dismissal procedures for all students, early dismissals are not permitted after 2:15.

PARKING GUIDELINES

Visitors to the school are to park in the marked spaces along with the staff. Spaces closest to the front office will be made available for visitors. **PER THE CLAY COUNTY SHERIFF'S OFFICE, PARKING/STOPPING IS NOT PERMITTED IN AREAS NOT DESIGNATED AS SUCH, INCLUDING ALONG APALACHICOLA BLVD, FIRESIDE DRIVE, THE FRONT LAWN, HANDICAPPED PARKING SPACES OR CURBS BORDERING THE SIDEWALKS.** Do not park (even on a temporary basis) in the bus loading/unloading zone or parent pick-up lane. Student drop-off/pick-up area is located at the front of the school.

FRONT OFFICE PROCEDURES

1. To check a student out of school prior to dismissal time, parents or authorized person(s) must come to the main office, present identification, and have their status verified. Individuals who wish to check students out of school must be designated by the parent or legal guardian as authorized to do so. To ensure the safety of students, and in accordance with CCSD guidelines, parents should **BE PREPARED TO PRESENT IDENTIFICATION WHEN CHECKING OUT A STUDENT.**
2. **Early release to parents or authorized person(s) will not be handled after 2:15 p.m. (excluding emergency situations).**
3. Written notification for a change of dismissal is **required**; this excludes emergency situations. Please notify your daycare provider if your child will not be attending their facility on any given day.
4. Students may not leave the school grounds at any time during the school day without permission given to do so through the main office.
5. **Per Clay County School Board requirement visitor passes are required and must be worn for the duration of any visit by non-staff members.** These passes can be obtained at the front office reception desk.
6. RideOut Elementary strongly encourages parents to limit loss of instructional time by scheduling appointments for their children after school hours.

DELIVERIES

Special delivery items for students such as flowers or balloons will be held in the office until the end of the day.

WITHDRAWAL PROCEDURE

Students withdrawing from school must inform the main office by completing a withdrawal and transfer form. The information needed to withdraw is as follows:

- a. Date of withdrawal
- b. City and state that the student is moving to

A withdrawal form must be filled out by the parent who will submit this form to the records secretary for processing. A twenty-four hour notice of the student's withdrawal is necessary in order to complete the withdrawal procedure. Before withdrawal, all debts should be paid, and books (library and textbooks) returned.

STUDENT CONDUCT

Refer to the Clay County School Board Student Code of Conduct. The code has been updated to reflect changes to Florida statute regarding bullying and harassment. These behaviors are strictly prohibited on school campuses, and **disciplinary action may be taken for inappropriate online activity, including cyberbullying, even if it originates on a computer or device off campus, if the activity causes interference with or disruption of the educational process.**

SCHOOL BUS RULES FOR SAFETY

Refer to the Clay County School Board Code of Conduct

PROCEDURES FOR DISCIPLINE

Discipline procedures at ROE are in alignment with the Clay County School Board Code of Conduct. Violations of the Code of Student Conduct may result in one or more of the following types of disciplinary action:

1. Parent conference
2. Referral to guidance
3. Referral to administration
4. School work detail
5. In-school suspension

- a. In School Suspension (ISS) is used as a means to keep students in school who have infractions that are severe but not severe enough to remove the student from school.
 - b. Students placed on ISS will be restricted to the ISS area and given class assignments being done in the class. Credit will be given for work done in ISS. Work detail may also be assigned in conjunction with in-school suspension.
6. Out-of-School Suspension (OSS)
- a. Sometimes it becomes necessary to remove a student from the school for the benefit of other students and the school environment. However, suspension is a last resort effort on the part of RideOut Elementary School.
 - b. Assignments pertaining to material covered in class while a student is on OSS may be made up, adhering to timeline for regular make up work.
 - c. Students on suspension are not to be on campus or at school sponsored activities and will be considered trespassing if on school grounds for any reason. Students assigned to ISS or OSS have the right to complete assignments. However, it is at the teacher's discretion if the assignments will be applied to the student's grade. Student must request work missed due to OSS.
7. After School Detention may be imposed at a teacher's discretion and will require a 24 hour parent notification. Students will be supervised by the teacher assigning detention.
8. In accordance with the Clay County Student Code of Conduct, certain offenses may result in expulsion, or the removal of the right and obligation of a student to attend a public school.
9. Any student committing a level two, three, or four offense as defined in the Clay County Code of Conduct may also be excluded from any school-sponsored activities.

DRESS CODE

The following guidelines concerning dress and appearance will be monitored by teachers and staff and are to be followed:

1. Hats and caps are not to be worn inside the school building or classrooms. Hats worn in school may be taken and tagged with the student's name and returned at the end of the year. This includes bandanas.

2. Appropriate footwear of must be worn at all times and should not present a safety concern or inhibit a student's ability to participate in school activities. Students should wear gym shoes for P.E. classes and recess. Cleats are not permitted.
3. All items of wearing apparel should be worn in good taste and not to be obscene, vulgar, or be emblazoned with drug, alcohol or tobacco related slogans.
4. Shorts are permitted. However, shorts that are particularly brief are considered inappropriate. All students shall be properly groomed and attired when on school property or participating in school activities. Outfits should be tailored in such a manner that because of fit, design, color, texture or inadequate coverage of the body does not create a classroom or school disruption as determined by the administration. School officials reserve the right to determine if the county or school dress code is being violated.
5. Clothing is to be tailored in such a manner as not to expose the body, i.e., no bare midriff, spaghetti straps, or low-cut tops. Apparel should not be excessively tight fitting or baggy as to restrict normal activity.
6. Shirts or dresses without backs, straps, or with cut out sleeves are prohibited.
7. Student dress should not distract from the activities of the school day. Parents will be notified of their child's inappropriate dress and may be asked to bring clothes for their child to change for the rest of the school day.

GUM CHEWING

To keep our campus clean, gum chewing is prohibited on school grounds.

TOYS, ELECTRONIC DEVICES

Digital learning devices (i.e., iPads, Kindles, Nooks, etc.) are recognized by ROE as highly effective tools for learning. Use of these items may be permitted for classroom use only and with prior approval of the teacher. They must be used for activities that align with classroom objectives, and when deemed appropriate by the teacher. Students are responsible for maintaining and securing these devices while on campus, and ROE cannot be held responsible for loss or damage.

Toys, electronic devices (with the exception of digital learning devices noted above), trading cards, and games are not permitted on school grounds. These items will be tagged and turned into the main office. They will be returned to the parent on request or on the last day of school. Buying, selling and trading of any item by students are not allowed.

Any cell phones that are activated during the school day will be confiscated, and parents will be notified. Disciplinary action may be taken, in accordance with CCSD policy.

Taking photographs or videos with personal devices or by any means whatsoever while on school property or while on school transportation is prohibited. The only exceptions to this prohibition are 1) Taking photos for reproduction in a school sponsored publication. 2) Taking photos during a school sponsored social event, sporting event, awards ceremony or other school sponsored activity or function at which photography is allowed and the photographs are images of activities which are reasonably considered to be part of the activity or event. 3) Taking photographs with the permission of the school administration. Publication on any internet site of any photographs, videos or images taken in violation of the prohibitions listed above is strictly prohibited, will be deemed disruptive to the order of the school and will be sufficient reason to impose disciplinary measures which may include, but not be limited to, in-school suspension, out of school suspension and recommendations for expulsion.

RELEASE FROM P. E. ACTIVITIES

If a student's medical condition requires a release from normal physical education activities, a doctor's note must be provided. The note must specify the duration of time that the student is not to participate in physical education.

SCHOOL BUS PASSES

If a child is to ride home on the bus with another student, **a pass must be issued from the front office**. Should these passes cause bus overcrowding, they will not be approved. Parents who would like their child to ride another bus must write a note specifying the particular bus, dates of ridership, and a phone number in the event of an emergency.

LIBRARY RULES

Library rules for RideOut Elementary are as follows:

1. Library opens at 8:20 a.m.
2. A book can be checked out for a period of two weeks and may be renewed for the same period, if not in demand.
3. The student who checks out a book is responsible for its return. A student may not check out additional books if previous books have not been returned or paid for.
4. Students should conduct themselves in accordance with the CCSD Code of Conduct while visiting the library.

The library staff is willing to help parents and students in any way they can. Feel free to call upon them.

CLINIC

Students who become ill will obtain a clinic pass from their teacher. No student will be allowed in the clinic without a pass. Students will be returned to class after a maximum of 20 minutes unless it is necessary to send that student home.

The RN will not diagnose illnesses or prescribe treatment. Severe injuries or illnesses will be reported to the Principal immediately. In the event the child has a fever, the parent will be called to take the child home. Please be sure that the school nurse is aware of any special needs our child may have. Illnesses and disorders should be specified on the child's health card.

All medications to be administered by school personnel shall be received and stored in **ORIGINAL** containers. **NO PLASTIC BAGS WILL BE ACCEPTED AS APPROPRIATE MEANS OF MEDICATION STORAGE. NO MEDICATION WILL BE GIVEN IF PRESENTED AT SCHOOL THIS WAY.** Administration of all medications (non-prescription and prescription) will require authorization signed by parents on a parental authorization form MIS 12470 stating name, purpose, and dosage of medication. Over the counter prescriptions will be given according to age appropriate doses as stated on medication label.

NO STUDENT WILL BE ALLOWED TO CARRY PRESCRIPTION OR NON-PRESCRIPTION MEDICATIONS ON THEIR PERSON WITH THE EXCEPTION OF EMERGENCY MEDICATIONS (i.e., epi-pen and asthma inhalants). MIS form 1240 must be completed and returned to the school before the student is allowed to carry their emergency medication.

TEXTBOOKS

Students are responsible for the safety and care of textbooks and/or library books issued to them during the year. If a student loses or damages a book, he/she will be charged for the book. Charges must be paid before a new book can be issued.

Per CCSD policy, due notice shall be given the student or parent/guardian as to the amount to be paid for lost or damaged textbooks. The failure to collect such sum upon reasonable effort by the principal may result in the suspension of the student from participation in extracurricular activities or satisfaction of the debt by the student through community service activities at the school site as determined by the principal. Failure of the student or parent/guardian to pay the amount assessed may result in no further issuances of state owned textbooks to the student.

CAFETERIA

Students are not permitted to leave the school grounds during their lunch period or to go home for lunch. Information on school breakfast and lunch prices, menus, calendars, and school foodservice initiatives may be obtained at the CCSD website at

<http://oneclay.net/food-service/>. Meals may be purchased in weekly/monthly blocks from the cafeteria manager. If a check is sent to cover costs for more than one student, please specify all students' names and homeroom section on the check. Parents are encouraged to monitor and make payments to their child's account via the county's online program, [https:// www.myschoolbucks.com](https://www.myschoolbucks.com).

While in the cafeteria, students are expected to follow posted rules. They are to be reasonably quiet while eating their lunch. Once seated, they are to remain seated until they are dismissed from the cafeteria. Misconduct in the cafeteria will result in disciplinary action. Staff members on duty will enforce rules accordingly.

Breakfast serving line is open from 7:50 - to 8:15. Monitors begin breakfast dismissal from the cafeteria at 8:05 a.m., and the cafeteria is cleared of all regular education students by 8:15 a.m. No open food or drink items, other than water bottles, may leave the cafeteria. No lunches are served on early dismissal days.

Parents who wish to visit their child for lunch may do so, in accordance with school procedures, and parents may eat lunch with their child in the ROE courtyard. **Approved visitors who join their students for lunch are not permitted to take other students to areas where they are not supervised by ROE staff (i.e., courtyard). Lunchtime visits should be limited to the cafeteria/courtyard and should not extend to the classroom unless advance arrangements have been made with the teacher.**

BICYCLES, SCOOTERS

Students will not be permitted to ride bicycles or scooters while on campus. These items must be walked to a designated bicycle rack and be **locked securely**. Folding scooters and skateboards will not be allowed in the classroom. ROE cannot be held responsible for items reported missing from the bike racks. Should a student's bicycle be stolen, please report the theft to the Clay County Sheriff's Office.

MOTORIZED SCOOTERS, SKATEBOARDS, AND ROLLER BLADES ARE NOT PERMITTED. Rolling backpacks will only be permitted if their use is prescribed by a physician for the student.

EMERGENCY DRILLS

To ensure student safety and preparedness, RideOut Elementary will conduct monthly emergency drills during the school year. Students are to remain quiet and follow the instructions of the teacher. Evacuation routes are posted in each classroom.

VISITORS ON CAMPUS

Parents interested in observing their child's classroom for a particular reason during the instructional day may be granted permission by the principal, **BY APPOINTMENT and with 24 hours advance notice to the teacher. Under no circumstances should a parent or outside visitor go directly to the classroom without first reporting to the school**

office where a visitor pass can be issued. All entry to RideOut will be through the main office.

Parents visiting/dropping off students in the morning are asked to observe the school instructional start time of 8:20 a.m. by exiting the classrooms at that time so that teachers may adequately supervise and begin the academic day.

MONEY

Any and all money paid by check to the school for materials, field trips, book orders, etc. should be made payable to the school. All school money must go through Internal Funds and be paid out through these accounts.

Families having children in several classrooms are requested not to make one lump sum payment to the school office to be distributed to the various rooms. Please send each child's money separately by him/her to his/her own teacher. This procedure aids in ensuring financial protection, as well as accuracy and clarity in record keeping.

When check payment results in insufficient or uncollected funds, we may re-present your check electronically to debit your account for the amount of the check plus a processing fee up to the limit allowed by the State. When paying by check you acknowledge and accept of this policy and its terms and conditions. Our check cashing system is managed by Insuracheck and they may be reached at 866-268-0030.

INSURANCE

Student accident insurance may be purchased at the beginning of the school year. The insurance is offered through a reputable insurance company, which is approved each year by the school board. Applications are sent to parents at the beginning of the school year.

LOST AND FOUND

The school assumes no responsibility for lost or stolen articles. All found articles should be, taken to the Clinic. Lost items of value should be reported to the main office immediately. All items left after the school year concludes will be donated to a charitable institution. Please put your child's name in jackets, sweaters, lunch boxes, etc.

COMMUNICATION and PARENTAL INVOLVEMENT

The RideOut Administration is proud to enhance school-home communication to digital means via the ParentLink automated phone system. In addition, parents can download the OneClay App on their smartphone to receive notifications from the school and district.

Parental participation is critical in ensuring the success of our students, and parents are encouraged to be involved in school initiatives at any level. The ROE Volunteer Program is

a vital part of our total school program due to the varied experiences, unique talents, and special skills of our caring parents. A Volunteer form will be sent home at the beginning of the school year. Please take some time to review, complete, and return the form to school so that ROE will be empowered by your involvement.

Key parent organizations at RideOut Elementary are the Parent Faculty Association (PFA) and the School Advisory Council (SAC). Parents will receive advance notice of PFA and SAC meetings and all are welcome to attend. Please check the RideOut Elementary web site calendar for dates and times of these meetings. Volunteers should respect the workplace privacy of school employees by restricting their involvement in areas such as administrative offices and the faculty lounge. ROE volunteers are asked to abide by expectations of appropriate conduct and dress. Please review the Volunteer Handbook for more information.

SAFETY PATROL

Safety Patrol is an organization designed to promote good citizenship and safety on school grounds. Patrol members must be in the sixth grade and are selected by a faculty committee. Since patrol members are role models for other students, their behavior should be exemplary. IF A PATROL MEMBER RECEIVES A REFERRAL, HE/SHE MAY BE REMOVED FROM THE SAFETY PATROL.

STUDENT COUNCIL

Student Council provides leadership opportunities as well as community and school services. Council members are elected from grades four through six with officers elected from the sixth grade. Student council will meet monthly. IF A STUDENT COUNCIL MEMBER RECEIVES A REFERRAL, HE/SHE MAY BE REMOVED FROM THE STUDENT COUNCIL.

A select number of student council members will be selected by guidance to be ROE Ambassadors. Ambassadors will conduct tours of RideOut Elementary for new students and their families or serve in other leadership roles throughout the year. Selection as an ROE Ambassador is a special privilege, and we are proud of our inductees.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities exist for varying grade levels as long as passing grades are maintained and no discipline referrals exist for those wishing to participate. These activities include Track for 4-6th grades, Run/Walk for all grade levels, and Jr. Chorus/Sr. Chorus for 3rd-6th grades. Other opportunities may become available as teacher sponsorship is initiated.

ROE believes in offering multiple programs to enable students to share talents and enhance the “whole child,” but academic progress is our priority. If scheduled extracurricular activities interfere with a student’s ability to attend needed academic programs, such as after-school tutoring, the student will be excused from extracurricular activities in order to participate in academic programs that foster scholarly improvement. Permission slips with parent signatures will be required prior to student participation in any extra-curricular activity. To ensure the safe delivery from students to and from school, **any deviation from a student’s typical arrival/dismissal routine will require prior notice, in writing, from parents.**

VIDEOTAPING OF STUDENTS

Many students at this school have the opportunity of being videotaped at school. Some of these tapings may eventually air on Clay Cablevision Channel 29 – an educational access channel. In addition, some video tapings are utilized at local, state or national conferences or workshops. If you have an objection to your child’s name or videotape being used for the above purposes, you must notify the school in writing within 48 hours of your child’s enrollment at this school.

USE OF TELECOMMUNICATIONS AND NETWORKS

If a parent or guardian wishes to communicate with staff via email, the parent or guardian of the student must personally come to the school to present ID and sign a request and consent for such transmission and provide the address to which such e-mail transmissions should be sent. This procedure ensures the protection of the students’ private information. Parent access to the online FOCUS Student Information System is available for students in qualifying grades.

CURRICULUM

The Florida Standards are the curriculum for Clay County schools at all levels. Instructional materials are acquired and implemented in alignment with these standards. County level support staff members serving the school on a regular basis include school psychologists, attendance/social workers, and a health nurse. Accelerated Reader is a district adopted supplementary program that provides reading practice and a lifelong love of reading. It is an incentive based reading program that has numerous, proven positive outcomes.

CONFERENCES & TEACHER COMMUNICATION

Open House/Orientation will be held in August, and is an opportunity for parents to become acquainted in greater detail with their child’s teacher, daily routines, and overall academic program in a group setting. If parents wish to have an in-depth discussion with the teacher about their child, they will have the opportunity during Open House to set up a conference for a later date.

Conferences are encouraged between parents and teachers. A cooperative relationship between parents and teachers can contribute greatly to the degree of success a child achieves. Such conferences could be arranged in advance and on any day between 7:50 a.m. and 8:15 a.m. Conferences during student contact hours shall not be permitted except with the knowledge and approval of the principal. If your child's teacher does not schedule a conference with you, please feel free to contact the teacher or administration to arrange a conference.

STUDENT PLANNERS

In grades 3-6, all students are issued a customized planner, free of charge, at the start of the school year. The use of the planner is required in the respective grades, as it is a key tool in enhancing daily communication between the school and the home. Parents should review and sign the student planner daily to demonstrate their awareness of their child's daily assignments, progress, and receipt of important information or documentation from their children's teachers. If the student's planner is lost during the school year, he or she will be charged a fee of \$3.00 for a replacement.

HOMEWORK

Homework is an important extension and reinforcement of class work. Students are expected to complete all assigned homework.

GRADING SYSTEM and FOCUS PARENT PORTAL

The *FOCUS Student Information System* is the Clay County School District's student data management system. FOCUS features a Parent Portal that enables parents to review their child's classroom grades, as well as other information, in a secure, online environment at any time. Access information is distributed at the start of the school year and is available at <https://focus.oneclay.net/focus/auth/>. Letter grade scales for first grade through six grade are as follows:

Grades K-2 With the adoption and assessment of the Florida Standards the following progress reporting system will be used:

- M** - Student has independently and consistently demonstrated mastery of the standard.
- P** - Student is making sufficient and expected progress toward mastery.
- I** - Student is making insufficient progress and is in need of remediation and additional support.

Grades 3-6

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

INTERIMS AND REPORT CARDS

Interim reports are only provided in paper format for students in grades K-2. Daily/interim progress for students in grades 3-6 may be retrieved from the FOCUS Parent Portal. Interim progress reports go out to K-2 parents on:

- September 13, 2016
- November 8, 2016
- February 9, 2017
- May 2, 2017

Report cards go out to parents on:

- October 14, 2016
- January 11, 2017
- March 31, 2017
- June 15, 2017

It is the student's responsibility to deliver progress reports and report cards to his/her parents. If your student does not attend on the last day of school, report cards will be available in the front office during the summer. Reports may also be retrieved via the FOCUS Parent Portal.

HONOR ROLL

Students in grades 3 through 6 must be working on grade level to receive honor roll. The "A" and "A-B" honor roll requires all A's and/or A's and B's in Language Arts, Math, Social Studies and Science on the report card.

GUIDANCE SERVICES

The guidance department provides many services that will assist students with social and/or academic concerns through the year. The counselor works to help students learn more about themselves, their abilities, and their interests, and is trained to listen to student problems.

If a student would like an appointment with guidance, he or she should contact his/her teacher or office personnel. The counselor will send for the student when she is available.

Multi-tiered Systems of Support (MTSS) and admission to Exceptional Student Education programs is done on an individual basis through the guidance department. Parent involvement and approval is required for either of these programs. Specific classroom interventions are required for a pre-determined duration prior to testing, and if the MTSS implementation reveals that a student may be eligible for Exceptional Student Education, our school psychologist will conduct the appropriate testing. If a student qualifies for placement in an Exceptional Student Education program, a staffing will be held with the parents to explain test results and obtain parent permission for placement.

TESTING

Test schedules are set annually at the state and/or district level and administered on a countywide basis at designated times. The Florida Standards Assessment (FSA) will be administered in the spring of the school year to grades 3 through 6 in both ELA (English/Language Arts) and Math. In addition, students in grades 4-6 will be assessed in writing. Students in grade 5 will take the FCAT 2.0 Science test.

8 HABITS INITIATIVE

The purpose of the 8 Habits Character Education initiative is to facilitate the positive interaction between students, faculty, staff and parents at RideOut Elementary.

The 8 Habits are:

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, Then to be Understood
6. Synergize
7. Sharpen the Saw
8. Find Your Voice

Notice to Parents

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.

Funding of Instructional Materials

Funding for instructional materials is appropriated by the Florida legislature each year. This is based on a per student basis and includes funding for textbooks in all core classes and funding to maintain enough books for each student as growth occurs and replacement is necessary.

In addition, the state instructional materials appropriation includes funding for library media materials, dual-enrollment textbooks, science laboratory supplies, ESE, adult education, and applied technology materials. However, at no time can state funding purchase equipment, even if the equipment is bundled with textbooks or software.

If there is an amount of the appropriation left after satisfying the required needs, the funds may be used to meet further needs identified by the school staff and School Advisory Committee.

All instruction materials purchased from the state appropriation must be selected through procedures adopted by the Clay County School Board.

Textbook Provision and Adoption

According to Florida Statutes, Clay County District Schools provide a textbook for every student in mathematics, language arts, social studies, science, reading and literature.

Following the 6-year adoption cycle set by the Department of Education, district adoption committees meet and evaluate materials based on state-defined criteria and the correlation of the materials to Sunshine State Standards, Curriculum Frameworks, and/or Course Codes.

After the district adoption committee determines the top ranking materials submitted for adoption, every classroom teacher assigned to teach that subject reviews the materials and publisher presentation. Following this review, every classroom teacher assigned to teach the subject votes for the materials that best meet the needs of Clay County students. Upon adoption of new instructional materials, training sessions are held to assist the teachers in using the materials.

Additional information on the Clay County adoption process is available on the District web site at www.clay.k12.fl.us/instructional_materials.htm.

WEB SITE RESOURCES

The school web site is www.clay.k12.fl.us/roe (No Login Required). Click on *Parent Guide* for links to useful information. In addition, student online textbook resources are available at our school website under ***For Teachers*** > Textbooks.

You may visit the CCSD website at <http://oneclay.net/> for additional resources.

RideOut Elementary School is proud to partner with you in your child's education.

Please contact us with your questions or concerns at any time at 291-5430.

