

Charles E. Bennett Elementary Student Handbook 2015-2016

LEARNING CAN TAKE YOU PLACES!

Information about CEB can be located:
www.oneclay.net/ceb and <https://www.facebook.com/cebengage>
Download Clay County Schools APP in iOS or Android.

MISSION STATEMENT

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 learning opportunities that are rigorous, relevant, and reach 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.

ARRIVAL

| | |
|----------------------------|-----------|
| Supervision on Campus | 7:50 a.m. |
| Homeroom Bell/Morning Work | 8:10 a.m. |
| Instruction | 8:20 a.m. |
| Tardy | 8:20 a.m. |
| Dismissal | 2:32 p.m. |

ABSENCES EXCUSED/UNEXCUSED

Florida Law requires all children between the ages of 6 and 16 to attend school regularly. If excused absences become excessive, medical documentation may be required by the principal to excuse further absences.

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. The Attendance Team will attempt to set up a meeting with the parent or guardian to try to resolve the attendance problem. Legal action in the form of a Truancy Petition with the court or referral to the State Attorney's Office (FS 1003.24) may result if there is no improvement.

The following policies regarding attendance are in effect county wide: Following an absence, a note must be received from the parent no later than the third day following return to school. Notes will not be accepted after the third day and the absence(s) 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.

When a child is absent, they are responsible for class work and homework missed during their absence. After returning to school, students should make arrangements with their teacher to complete all make-up work. Children absent for more than three days may request make-up work before they return to school. **Parents must make the request the day before they wish to pick up the work.**

Absences may be pre-approved by the principal, and teachers may send work for the student to complete while they're gone. This work would be due back on the day the student returns. Please send a note to your child's teacher or the principal requesting consideration for a pre-approved absence. When school work is given for a pre-approved absence prior to leaving, it is due the day the child returns. Any scheduled tests are to be made up as soon as the teacher can schedule the make-up.

Students who are absent from school due to an excused absence, other than a pre-approved absence, may be required to make up their work within a specific time frame in order to receive credit for the missed work/tests. The time frame would be the same as the number of days absent. For example, a student absent for five days would have five days to make up the work missed and take any tests missed. If the student fails to complete these assignments, the grade received at the end of the nine weeks may reflect these missing assignments. Students are reminded of their responsibility to make up work that is missed. It is hard for a teacher to assign work for co-operative groups when the child is ill at home.

ARRIVAL

NO CHILD should arrive at school before 7:50 a.m. Parent/Guardian supervision will be required for all students arriving prior to 7:50 a.m. Drop off will begin at **7:50 a.m.** when the breakfast doors open. Students not eating breakfast will report to the classroom hallway where they will be supervised. Students will read until first the bell, then will go into their classroom.

If you plan to walk your child to class, please park in the designated lot, exit your vehicle with your child, enter at the front office, sign-in, get an A.M. Drop-off Pass, and walk your child to the class. After Labor Day, you may walk your child to their building and say good-bye at the door. Likewise students will walk siblings to the entrance of the building. In order to maintain safe supervision of our children in the building hallways, we must limit the traffic and conversation to pre-arranged conferences. We declare Tuesday, September 8, as Student Independence Day.

AWARDS

Awards will be given at the end of each nine weeks for grades K-6. A schedule will be sent home in the Bee Informed newsletter. Teachers will notify you if your child is to receive an award. Continue to encourage your child and help them understand that they may not receive an award each nine weeks, but they should be recognized at least once during the year. At the end of the year, an Awards Ceremony will be held in the cafeteria for each grade level.

- All A or A/B Outstanding Achievement Awards (Grades 3-6). Students must be working on grade level to be eligible for the Honor Roll.
- Attendance awards are given for no absences and no tardies each nine weeks (per School Board Policy 4.02g).
- Principal's Award for student who has shown most improvement
- **P.R.I.D.E.** Award: based upon demonstration of our Guidelines for Success
 - Positive Attitude
 - Respect Yourself and Others
 - Include Everyone
 - Do the Right Thing
 - Encourage One Another

BICYCLES

Students must park bicycles in the bike rack. All safety rules must be adhered to including wearing the appropriate helmet. Security of student bicycles is the responsibility of the student.

BULLYING/HARASSMENT

Bullying/harassment takes many forms which could be based on sex, race, color, sexual orientation, national origin, or disability, even in an elementary setting. It may include spoken, written, or physical conduct that's severe, persistent, pervasive, and offensive so that it makes the victim not want to participate in school activities or benefits provided by the school.

At school, students are to report to an adult: any event such as a written note that hurts their feelings, jokes, spreads rumors, threatens, or a shove/touch that makes them feel uncomfortable. Students should be prepared to give details of who, what, when, where, and how using the CEB Bully/Conflict form. The forms are available in the media center for students to complete. The form is also available on our webpage (www.ceb.oneclay.net) on our Parent Links page. These forms are viewed daily by guidance and/or administration. Please also refer to the Code of Student Conduct.

BUS TRANSPORTATION

Dismissal changes cannot be made via telephone. Students may not be picked up from school during bus dismissal. Students would need to be met at the bus stop. View routes at www.oneclay.net – Bus Stop Info under Parent/Students link or on the Clay County Schools APP.

Students who ride the bus are expected to be mannerly and well behaved so that the driver can safely transport them. All students should follow the directions of the bus driver who is in complete control of the bus. 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 interior lights are on; talk 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. Arrive five minutes early to the bus stop.
9. No profanity or offensive language.
10. Glass containers 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. Parents will be notified and will be responsible for providing transportation to and from school.

A student is to ride the bus assigned. Students cannot ride another bus or get off at a different stop without an approved bus pass. Bus pass changes in writing must be done at the beginning of the day. If the bus is at capacity, the child will not receive a bus pass and parents will be notified that transportation needs to be arranged.

Bus Pass Request should include:

- Name and grade of student,
- Bus number,
- Where student is to board or exit the bus, which is different from assigned stop,
- When this different boarding/exiting is to occur, and
- Reason for special request.

CAFETERIA

Through Community Eligibility Provision (CEP) all children at CEB are eligible for free breakfast and lunch with no application required.

Breakfast is served in the cafeteria each morning from 7:50 a.m. – 8:15 a.m. Students who arrive in the cafeteria after 8:15 a.m. will receive a Grab 'n Go breakfast.

Salads and hot, healthy lunches are served daily in the cafeteria. Students may also bring their lunch and buy milk and/or juice. Carbonated drinks are not permitted. Menus are available at www.oneclay.net.

Healthy snacks are available for sale to first thru sixth graders who have money in their account.

Students must turn in money to their teacher not the cashier. Make checks payable to Charles E. Bennett Elementary and indicate the names of all children and account number(s) included in the check on the front of the envelope. Payments may also be made online at www.oneclay.net by clicking on Online Meal Payments. This payment option is also available on the Clay County School APP. If you do not want your child to be able to purchase snacks or extras, please call the Cafeteria Manager at 529-2126, ext. 2237. Students in ISS may not purchase snacks.

Parents are encouraged to eat lunch with their child at the Bee Hive; however, students must leave lunch with their class. Parents may eat **with their child only**. Please sign in at the front office to receive your Bee Hive sticker.

Students are taught and expected to use responsible cafeteria behavior while in line, in the serving area, and dining room area. Students are taught to Do the Right Thing in the CEB Cafeteria:

- ✓ An Inside Voice is Your Best Choice
- ✓ Honor the Quiet Zone
- ✓ Stay in Your Seat While You Eat
- ✓ Clean Your Place Before Leaving Your Space
- ✓ Students may not trade or share food

CELL PHONES AND WIRELESS COMMUNICATION DEVICES

Students may possess a wireless communication device while on school property or in attendance at a school function for after-hours usage. The wireless communication device must be **powered off and kept in a location out of sight** upon arrival to school and throughout the entire school day, or while on school transportation at any time. If the wireless communication device is "powered on", it will be interpreted as being in "use". Usage of a wireless communication device during school hours or while on school transportation at any time, unless permission is granted and authorized by school administration, will result in disciplinary action consistent with other Level 2 offenses.

Use of any photographic or image recording device, including but not limited to cell phones, wireless communication devices, video recorders, or cameras of any kind or nature whatsoever (hereinafter referred to as "devices") on school board property during school hours, and before school and after school hours, is strictly prohibited. Use of said devices while at any school sanctioned activity or function, to record images of any activity other than those which are reasonably considered to be part of said activity or function is strictly prohibited.

Publication on any internet site of any photographs, videos or images, the taking, recording or acquisition of which was in violation of the prohibitions set forth is strictly prohibited and will be deemed to be materially disruptive to the orderly processes of the school per se, and will be sufficient reason to impose disciplinary measures.

CHECK-OUT/EARLY DISMISSAL

Only persons listed on the student's emergency contact list may check a child out of school. Written permission must be on file before a child will be dismissed to any person not on the pick-up list. For the safety of the children, we cannot accept telephone changes to a child's pick-up list. The change must be in writing and signed by the parent or guardian. We will accept a signed, faxed note at 529-2133. Students will not be called out of class until the parent arrives at school. It takes about 15 minutes when checking your child out early. Please plan to arrive in plenty of time to make your appointment. For the protection of your child, we ask that all parents or others checking out your child, be able to provide proper identification if asked. Please do not be offended if we request some identifying information or a number at which to call you. Please be considerate. The front office is a work area. Refrain from engaging CEB personnel in lengthy conversation or using your cell phone.

Note to Divorced or Separated Parents: The school is required by law to prevent an estranged parent from picking up their child if there is a court order that specifically says that the parent may not have the child. A court decree of divorce awarding custody is **NOT** enough to keep the other parent from checking out your child.

**STUDENTS MUST BE CHECKED OUT NO LATER THAN 2:00 P.M.,
OR WAIT FOR DISMISSAL AT 2:32 P.M.**

CLINIC

It is vital that emergency phone numbers be up to date on all forms so we can contact a responsible individual in the event parents cannot be contacted about a sick student.

1. When a student is ill, it is the parent's obligation to keep the child home.
2. When a student becomes ill at school, s/he will be sent to the clinic to be picked up by a parent or designee. For the well-being of all children, parents should pick up sick children as soon as possible.
3. Students should be fever-free for 24 hours before returning to school. (Temperature must be less than 100 degrees without fever reducing medicine.)
4. Students are not permitted to carry any medication, including over the counter medication, e.g., cough drops, without doctor's orders on record in the clinic. All medicine will be kept in the clinic except those covered by written doctor's orders.
5. ALL medication must be delivered to the nurse by the parent AND a Parental Authorization for the Administration of Medication form must be on record in order to dispense medication to the student.
6. Prescription medication must be in its prescribed container and brought to school by a parent. The prescription must be current (within 90 days).
7. All medications must be picked up by the parents by the student's last day of school, or they will be destroyed.
8. When a child requires the use of a wheelchair or crutches, the parent must provide the equipment as well as a doctor's statement of need.
9. If your child has any chronic or acute medical condition, please notify the school immediately.

Children who have been absent with lice must be brought to school by a parent or guardian and cleared for return by the school nurse. They are not allowed to ride the bus until they are cleared by the school nurse.

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. Specified grade levels receive an annual health screening.

CONFERENCES

Our school strongly encourages communication between home and school. Conferences should be scheduled from 7:45 – 8:10 a.m. or during the teacher's planning/conference period. Please do not go directly to your child's room to speak to the teacher without checking in at the office. Conversations while teachers are on duty compromise the safety of our students, and therefore are discouraged.

With written consent, teachers may communicate with the parents via email. Please see the school secretary for this required form.

CONTACT INFORMATION

It is very important for emergency and administrative reasons, that every parent maintains an up-to-date address record and phone number for their child at the school office. Please notify the school immediately if you have a change of address or phone number(s) during the school year. If you don't have a home phone, the school must have a phone number or a way to reach you in the event of an emergency (cell phone or someone who can contact you).

Information should include:

- Parent's or guardian's name
- Complete and up-to-date address
- Home phone, work phone, or cell phone
- Emergency phone number of friend or relative
- Medical alert information
- Authorized people who may check out your child

DELIVERIES AT SCHOOL

Deliveries of special gifts for students will be handled as follows: Students will be called to the office at a time convenient in the daily schedule to see the gift. The gift will remain in the office throughout the day. Students can get the gift at the end of the day. **No** glass containers, balloons or large containers may go home on the bus.

DISCIPLINE

Each student is expected to behave in a manner that ensures and promotes a positive, safe learning environment in all areas of the school including the bus. Each student has a right to learn and each teacher has a right to teach. However, at time anyone can make poor choices. Before receiving a discipline referral, the following strategies may be used: guidance referrals, parent conferences, Multi-Tier System of Support, conference with an administrator, or short term removal from classroom.

Teachers may send home a Behavior Incident report informing you of the behavior and strategy used. If the strategy used is time out from the classroom, students go to the Honey Comb. The supervising adult will call home to let you know that your child had time out, and the Behavior Incident report will be sent home with the notes from the teacher. During their stay in the Honey Comb, they will complete a behavior reflection form.

Should a discipline referral be written, the Clay County Code of Conduct and the Administrator's Guidelines and Procedures Manual will be used for consequence. Classroom and school rules will be taught at the beginning of the year and periodically reviewed with students.

PRIDE REFERRALS are written to recognize students who have demonstrated one of the P.R.I.D.E. guidelines for success. The referrals are read on the CEB News and a phone call is made to parents.

DISMISSAL

Your child's safety is our #1 priority; therefore, we ask that you adhere to the new afternoon dismissal procedures. Dismissal will begin at 2:32. Your patience is appreciated as it takes approximately 15-20 minutes to dismiss all students. Students are dismissed in the following order:

BUS RIDERS

Bus riders will be dismissed before walkers and bike riders. A final call for all bus riders is announced prior to departure. Buses are released according to the Clay County Transportation schedule. A student may not be pulled from the bus by a parent. If you need to change the way your child goes home, it must be in writing. If you do not pick your child up for early release by 2:00 p.m., the child would need to be met at the bus stop.

BIKERS AND WALKERS

Students must cross Oakridge in front of the school where there is a Crossing Guard. Students must cross Ferris (SR 16) at the intersection of Ferris and Oakridge where there is also a Crossing Guard. Crossing Guards must be treated with respect. Students are encouraged to travel in groups, with siblings, and report anything unusual immediately. Monitor your child's route home to ensure their safe and timely arrival. Wait across from the school at the crosswalk where a CEB staff member will release your child to you. Do not call for your child to run out to you. Follow the directions of CEB staff to ensure everyone is safe. Watch your child carefully once they are released to you and promptly exit the area.

CAR PARENT PICK-UP

In order to pick-up students, a CEB Parent Pick-Up Sign must be displayed in the window. The signs will be available for pick-up on orientation day or in the front office. Stay in your vehicle and pull forward as directed by CEB staff. Students are dismissed from buildings 14 and 16.

- GOLD ZONE (grades 3-6) is the large loop in front of the administration building. RIGHT TURN ONLY to EXIT ONTO OAKRIDGE.
- GREEN ZONE is the large loop by the portables. This loop is for grades K-2 and older siblings. LEFT TURN ONLY to EXIT ONTO OAKRIDGE.
- Parking is not permitted in either area. **No walk ups are allowed in this area.**

After loading, please look carefully before pulling out into traffic. Exit area at 5 mph.

DAY CARE VAN RIDERS

Day Care Van Riders will be dismissed with Car Parent Pick-up students to report to the Day Care pick up area on the north end of campus by the portables (parent parking lot).

DRESS CODE

CEB will follow the Clay County Code of Conduct Guidelines for School Dress as follows:

- Outfits are to be tailored in such a manner so as not to expose the body while in normal activity.
- Shorts, dresses, or skirts should be **three inches above the knee or longer**. If leggings are worn, then the top MUST be the proper length of three inches above the knee or longer.
- Pants and shorts should be worn at the waistline without the necessity of support whether a shirt is tucked in or out and fastened at the top closure. Belts will be buckled at all times if worn.
- Jeans/pants that have frays/holes above the knee must have something underneath them, such as leggings that cover the skin, so as not to expose skin or undergarments.
- Shirts must cover the shoulder and midriff, and not expose undergarments in any manner.
- The neckline of a shirt must limit exposure of the body.
- Footwear, other than bedroom slippers or backless shoes, must be worn at all times. Please remember that all students are outside daily for physical activity. Cleats, wheelies, or platform shoes are not safe for such activities.

Apparel Not-Permitted:

- Apparel with off-color remarks, pictures, or emblazoned with drug, alcohol or tobacco related slogans,
- Apparel displaying violent imagery,
- Apparel that is deemed to be tight fitting, such as yoga pants, spandex skirts/dresses, leggings without proper length, cheer shorts, etc. **YOGA Pants are not acceptable attire for school**
- Sleepwear, such as bedroom slippers, pajamas, etc.,
- Tank tops, halter tops, tube tops, spaghetti straps, mesh/see-through shirts,
- Muscle shirts,
- Hats, hoods, bandannas, and caps are not to be worn in class or the buildings unless approved by the administration or special events, and
- Any apparel or accessory determined by administration to present a safety hazard for the student or the school.

Any questionable clothing will be referred to administration that reserves the right to make the final determination. The Clay County Code of Conduct consequence process will be followed.

FIELD TRIPS

Parents will receive notices of academic field trips well in advance of the trip. Parents must sign a field trip permission form. If a financial problem exists which affects field trip payment, the situation should be brought to the administration's attention so that suitable arrangements can be made. If the teacher deems a student's participation a risk, an adult from home may be required to accompany the child. Children are not allowed to call home to get permission slips. Parent participation for field trips is based on a minimum adult to student ratio. Chaperone seating may be limited due to available bus seating. Only students enrolled at CEB in the grade level for the trip may participate.

For your child's safety and to ensure there are no delays during the field trip, it is the policy of the school that students ride with their class **to and from** the field trip destination. Exceptions stating a valid reason must be presented in writing to the principal for approval prior to the day of departure.

For varying circumstances, field trips may be rescheduled. Refunds will not be made unless a substitute trip is unable to be rescheduled before the end of the school year.

GRADES, EMAIL & PARENT PORTAL

If a parent or guardian wishes to communicate with staff via email or allow email communications about his/her child to others outside of the school district, the parent or guardian of the student must have a completed **EMAIL TRANSMISSION FORM** on file.

Parents may access grades and report cards for every student through the Parent Portal at <https://focus.oneclay.net/focus/auth/>. If you do not currently have an account, complete the following: create your account, then present valid identification to a CEB Staff member who will activate the service. It is important to remember the email address and password you used to set up the account.

GRADES 3 - 6

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

GRADES K – 2

M equals Mastery
P equals Progressing
I equals Insufficient Progress

More information will be forthcoming

Interim Reports are posted to the Parent Portal for all students at the midpoint each nine weeks to indicate your child's progress. If you have concerns, please request a conference with your child's teacher. The dates for the interims are:

- Wednesday, September 16, 2015
- Monday, November 16, 2015
- Thursday, February 18, 2016
- Friday, May 6, 2016

Report card grades will be posted in Parent Portal on the following dates:

- Thursday, October 15, 2015
- Thursday, January 7, 2016
- Thursday, April 7, 2016
- Friday, June 3, 2016

MTSS (Multi-Tiered System of Support)

The academic progress of all students at CEB is important. Should a student begin to struggle in an area, the teacher will work on the skills needed in a small group setting. If the deficiency is not remediated, the student may be referred to the Student Services Team to discuss moving to Tier 3 of MTSS. The team would recommend and oversee interventions to assist the student in making adequate progress. If the student's deficiency isn't remediated while receiving Tier 3 interventions, a referral for evaluation for Exceptional Student Education may be recommended. If the documented deficiency hasn't been remediated, the student may be retained in accordance with State guidelines.

GUIDANCE

Charles E. Bennett Elementary has one full-time guidance counselor and one part-time guidance counselor to assist students and parents with problems in school. Students should ask their teacher for a pass to guidance if they need assistance.

During the year, small group counseling sessions & mentoring opportunities will be held with parent permission. Our PRIDE characteristics support the Clay County Character Traits. Large group counseling will be held during the year supporting the character traits or specific areas identified by the classroom teacher.

GUIDELINES FOR SUCCESS

In order to be a successful CEB Bee, students will follow these Guidelines for Success:

- Positive Attitude
- Respect Yourself and Others
- Include Everyone
- Do the Right Thing
- Encourage One Another

HOMEWORK

Homework is assigned by the classroom teacher as an extension of the learning that takes place in school. We ask that you provide a quiet study time each evening of no more than 60 minutes (Grades 3-6).

Please include independent reading time in your routine. All grade 1-6 students will be provided, at no cost, a school/home assignment planner. Parents are encouraged to check the planner nightly for homework assignments and other communication. No homework will be assigned during state and district testing.

Unfinished class work sent home differs from homework. Encourage your child to use class time wisely to reduce the work s/he is completing at home.

LICE

If your child is found to have nits or bugs, we will notify you immediately to pick up your child. Siblings will also be checked. Our staff will work with you to get your student(s) back in school as soon as possible.

The Clay County Health Department requires that a student be free of nits (eggs) before returning to school. If your child is sent home with lice, you must come with your child the first day back to school so that the nurse can issue a readmit pass. The nurse arrives at 7:45 a.m. Students should not ride the bus until cleared by the clinic, doctor, or Health Department as being without bugs or nits. Absences due to head lice will be excused up to two days per incident for a total of ten days per year.

LOST AND FOUND

THE SCHOOL ASSUMES NO RESPONSIBILITY FOR LOST ARTICLES. You are encouraged to label all your child's clothing or special items. Students can ask about lost articles in the clinic. Any articles not claimed will be donated to charity periodically throughout the year. All items remaining in Lost & Found after Friday, May 27, 2016 will be discarded.

MEDIA CENTER

Students may use the Media Center to read, check out books, return books, use audio-visual materials, do reference work, or work on special projects. There is no fine for overdue books, but lost or damaged books must be paid for before a student can check out a book again. Students who owe for a lost library book must clear the account before spending discretionary money on non-essential items (e.g., a la cart cafeteria items, yearbooks, field trips, club t-shirts, etc.).

MONEY (PAYABLE TO SCHOOL)

All checks written to the school should be made payable to Charles E. Bennett Elementary School unless notified otherwise. This includes field trips, t-shirts, book fair, etc. 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, 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. **Checks will not be accepted after May 6, 2016.**

NEWSLETTER

Our newsletter, "**Bee Informed**", contains items of interest to students and parents. Copies will be sent home periodically in the Wednesday Take Home folder.

PHYSICAL EDUCATION

The Physical Education Bill (HB967) requires 150 minutes of physical education each week for grades K-5 and is defined as the development or maintenance of skills related to strength, agility, flexibility, movement, and stamina, including dance; the development of knowledge and skills regarding teamwork and fair play; the development of knowledge and skills regarding nutrition and physical fitness as part of a healthy lifestyle; the development of positive attitudes regarding nutrition and physical fitness as part of a healthy lifestyle; and the development of positive attitudes regarding sound nutrition and physical activity as a component of personal well-being.

Students who need to be excused from P.E. for medical reasons must have a note from a parent/guardian, and an alternate activity will be provided. A doctor's note is required if a student needs to be excused from regular physical activities for more than one week.

In order to meet the 150 minutes of physical education/activity each week, students will participate in scheduled P.E. classes on the resource wheel and in structured activities with the classroom teacher known as "Bee Healthy". Please make sure your child is properly dressed for P.E. – no cleats, sandals, cowboy boots, cloths, flip flops, heeled shoes, dresses or skirts.

Watch for information on before school activities related to physical activity including Track and Cross-Fit.

PICTURES AND VIDEOTAPING

Pictures and videotaping are used throughout the year to showcase students and their work. This is routinely used for public display including social media. If parents have any objection to your child's student work, name, or picture being used for public display, the school must be notified in writing of your objection within 48 hours of your receipt of this information.

PLANNERS

Title 1 Family Involvement funds will provide one planner for each student in grades 1-6 free of charge. The intent of the planner is twofold. First, the student benefits by writing their assignments daily. Second, there is a constant communication tool between home and school as to what your child is doing in school. Parents are encouraged to review the planner daily. If your child loses his/her planner they must purchase a new one for **\$5.00.**

PLAYGROUND AND NATURE TRAIL

- * Students must be within eye contact of the teacher.
- * A teacher must go onto the Nature Trail with students.
- * Students are expected to use equipment in a safe manner.

PROHIBITED ITEMS

1. Skates/skateboard (unless left in the front office)
2. Electronic gaming devices including, but not limited to MP3, iPods, etc.
3. Toys or trading cards
4. Any item to sell or trade
5. Tobacco products
6. Chewing gum/candy/sunflower seeds/stick candy
7. Carbonated drinks except on field trips
8. Live animals without administrative permission
9. Glass containers
10. Baseball bats
11. Fireworks, smoke/stink bombs
12. Any item labeled as "Keep out of reach of children"
13. Body art or jewelry inappropriate for school, including heavy chains, metal chokers, and spiked items.
14. Invitations to out of school events such as birthday parties, skating parties, or other functions not related to school
15. Any item that becomes a distraction to learning.

READING PROGRAM

A Literacy Block (ELA Block) of approximately 150 minutes is included for K-5 students. Included in the block are literacy skills such as phonemic awareness and/or phonics, a skill or strategy lesson, guided practice and small group instruction, independent or partner activities designed to practice fluency, independent reading, grammar instruction and instruction in the writing process. Social Studies content is imbedded in the ELA block. Our goal at CEB is to provide the very best opportunity for students to be successful, lifelong readers.

Sixth grade students scoring below the State established proficiency score in reading will be targeted for remediation under the Middle Grades Reform Act.

RECYCLING AND GREEN TEAM

CEB has an environmental awareness team: CEB Green Team. The purpose of this group is to promote recycling efforts on campus, general awareness of the need to reduce, reuse, and recycle and to sponsor Earth Week Activities. Participation is open to fifth & sixth grade students based upon their interest and teacher recommendation.

Recycling containers can be found throughout the CEB campus, cafeteria, and classrooms for recycling paper as well as other recyclables. Green Team members make regular collections.

RIGHT TO KNOW

As a parent at Charles E. Bennett Elementary School 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. 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, and
- Whether any teacher aides or similar paraprofessionals provide services to your child and if they do, their qualifications.

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. Results are reviewed by school administration and assist supervisors in recognizing performance or identifying growth opportunities.

SAFETY PATROL

Safety Patrol is an organization to promote school citizenship and safety on school grounds. Patrol members must be fifth or sixth grade students recommended by their teacher. Safety Patrols are expected to serve as good examples for academics, behavior and citizenship. Safety Patrols receiving discipline referrals are suspended from duty. Members and parents receive written criteria established by the Safety Patrol Sponsors.

SCHOOL ADVISORY COUNCIL/SCHOOL IMPROVEMENT PLAN

Membership is composed of parents, community members, teachers, and support employees. The purpose of the council is to assist the Principal in the development of a School Improvement Plan, annual report, development of the school budget, and provide assistance and advice requested by the Principal. SAC members provide assistance in the area of public relations and communications between the public and the school. Each School Advisory Council meeting will be advertised and open to the public. Meetings are publicized in the Bee Informed newsletter. If you have an item that you would like to have on the agenda, notify the Principal.

A copy of the CEB School Improvement Plan can be viewed by visiting our web site at www.oneclay.net/ceb and clicking on the School Improvement link. You may also drop by the office and view a copy of the plan.

SIDEWALK/HALL MANNERS

Students are asked to **walk** on the right side of the sidewalk or hall like traffic moves. Students should not cluster or stop as this causes congestion during busy times. When walking with a class, students should walk in a quiet single file line.

STANDARDS-BASED TESTING

Students in grades three thru sixth participate in Statewide Testing. A more detailed schedule will be forthcoming. Third grade is a mandatory retention year in accordance with State Policy. Parents of third graders will receive additional information throughout the year.

STUDENT COUNCIL

CEB has an active student group: Student Council. The group sponsors special activities to promote academics, honor teachers, and support community outreach through giving back to local charities. Members are nominated by faculty and staff annually.

TAKE HOME FOLDER - WEDNESDAY

In order to communicate more effectively, we send home a Wednesday Folder with letters, graded papers, notes from your child's teacher, calendars, assignment sheets, or other items of importance. There will be an insert on the left inside cover for comments from the teacher to you and also a place for your signature and comments. Please have your child **return this folder on Thursday** each week. By sending a folder home on Wednesday each week you will know that if you don't receive the folder, check with your child's teacher. If you have several children in your family, they will all bring folders home on the same day. Replacement folders are \$1.00.

TARDY (Arrival in the classroom after 8:20 a.m.)

Students who are late must report to the front office for a tardy slip before reporting to class. Each time your child is tardy, they miss important information. Please encourage your child to be on time. Missed instructional time due to tardies and early departures shall be accumulated as excused or unexcused using the same policies as for absent days. (School Board Policy 4.01:6.7)

TELEPHONE

Telephone usage is reserved for emergencies. Students may not call for permission to go home with another student or for items they left at home. These arrangements should be made prior to school. If a student is ill, the call will come from clinic personnel.

TEXTBOOKS

Students will be issued textbooks at the beginning of the year and are responsible for the care and upkeep. Students will be charged for lost and damaged books according to state and county guidelines. If a student owes for a lost textbook, their account will be flagged to restrict purchases of discretionary items until the book has been paid for or returned.

VISITORS, VOLUNTEERS, AND SCHOOL SAFETY

Volunteer assistance is welcomed at Charles E. Bennett Elementary. A volunteer form will be sent home at the beginning of the school year. We hope that you will complete the form and return it to school. Parents have many varied experiences, unique talents and skills that help add to the learning atmosphere of our school. There are a variety of ways that working parents or parents with small children can be involved from home. Volunteer training will be offered early in the school year. You must have a completed Volunteer Registration Form on file to attend a field trip with your child.

1. All visitors/parents **must** check in at front office upon arrival at campus.
2. If you are bringing item(s) to a student, e.g. lunch boxes, supplies, classroom treats, etc., come to the front office, and we will make sure the student receives the item(s). **DO NOT GO DIRECTLY TO THE CLASSROOM OR CAFETERIA.**
3. All visitors/parents must have a visitor pass while on campus. Visitor passes assure faculty and staff that administration is aware of each visitor and the reason for his/her visit.
4. Friends or relatives of students enrolled at Charles E. Bennett Elementary are not allowed to attend classes.
 - a. On occasion, visitors may be scheduled to visit or share with classrooms.
 - b. All visitors must sign in at the front office and wear a visitor's badge at all times during your stay at CEB.
 - c. We do invite parent participation and/or visits, but please schedule this **time 24 hours prior to the visit** with the principal.
5. Children not enrolled at CEB may not visit the classroom during school hours including parties. They may attend a brief classroom awards program with the parent.
6. Parents may not check their child out of one class at CEB to visit another class at CEB or to attend a program during the school day. **Once a child is checked out, they must leave campus.**
7. If a parent would like to eat lunch with their child, they are asked to do so at the Bee Hive. They may do so **with their child only**.
8. Out of courtesy to others, please refrain from talking on your cell phone while on campus, particularly in the front office.

WITHDRAWAL PROCEDURES

Students withdrawing from school should contact the school office at least 24 hours before the last day of attendance. All library and textbooks must be returned. Official school records will be forwarded to the student's new school upon written request from the receiving school.