

SUMMERS ELEMENTARY

2011-2012

STUDENT/PARENT HANDBOOK

OUR VISION

Summers Elementary strives to create a safe environment that allows students from culturally diverse backgrounds the opportunity to gain a love of learning and become productive educated citizens.

OUR MISSION

Summers Elementary School strives to be a school where children are challenged to reach beyond today!

OUR MOTTO

Summers Elementary - The Path to Success



COLUMBIA COUNTY SCHOOL ADMINISTRATION

Superintendent

Mr. Michael Millikin

Assistant Superintendent

Mr. Lex Carswell

Assistant Superintendent

Mrs. Narragansett Smith

School Board Members

Mr. Steve Nelson

Mr. Keith Hudson

Mr. Linard Johnson

Mr. Glenn Hunter

Mr. Charles Maxwell



Visitors are not allowed in classrooms past 7:45 AM. Once the tardy bell rings, teachers are required to begin instruction for ALL students. If a conference is needed, please schedule one during the teacher's planning time or after school.

Due to safety concerns, only parents or their designated contacts can eat with their child during the assigned lunch time.

School Board Policy says that there will be no student visitors allowed in classes.

SCHOOL PROPERTY

Parents are responsible for any damage their child does to school property and buses whether it is to furniture, buildings, or books. Lost or damaged textbooks and library books must be paid for by the student.

TRANSPORTATION

Students transported by bus must obey all safety rules and show respect for bus drivers. To find out about bus numbers, stops or times, parents should contact the Bus Transportation Department at **755-8060**.

Bus students must present written permission signed by their parent/guardian to the principal and the bus driver **EACH TIME** they wish to ride on a different bus or in a car. "Blanket" notes for the year will not be accepted. Additional students will only be allowed to ride buses on which room is available.

No early dismissals after 2 P.M. (does not apply to bus riders)

Car riders must also present **written permission** signed by their parent/guardian to the principal and bus driver if they wish to go home on a bus or in another vehicle.

Any time there is a change in a student's regular mode of transportation, the teacher must be notified **IN WRITING**. Office staff cannot, for any reason, write notes or change a student's transportation based on phone messages. Please adhere to this for the safety of your children.



DRESS CODE

Students should dress appropriately for school activities, which include Physical Education, playground activities, and any activities that require students to sit on the floor. Students should be appropriately dressed for the weather. Comfortable shoes appropriate for P.E. should be worn **EACH DAY**.

Since the students will be engaged in daily outside activities, it is strongly recommended that flip-flops or backless shoes not be worn for safety reasons. Bedroom shoes and shoes with rollers are prohibited.

Hats, caps, scarves, bandanas, sunglasses and the like are not allowed for boys or girls except during extreme weather or when pre-approved for outdoor activities.

Short shorts, tight shorts or pants, halter tops, half shirts, see-through jerseys, tank tops, shoes with cleats or high heels are not allowed.

Girls wearing dresses to school should wear shorts under the dress for P.E.

Pants must be fastened and straps for overalls must be over both shoulders and fastened correctly. Long shirt tails should be tucked in. Pants must be worn at the waist with a belt.

Dyed hair or hairstyles which do not reflect community values and standards or that cause a disruption to the educational process are not allowed. Please see the Student Code of Conduct available on the Columbia County School District website: www.columbia.k12.fl.us

Clothing, notebooks, book bags, or lunch boxes with inappropriate pictures or wording are not acceptable.

Teachers and the principal will make the final decision on the appropriateness of clothing worn to school.

SCHOOL VISITORS

For safety reasons, all visitors **must report** to the office with identification, and sign in when arriving on campus. This includes visitors to the classroom, those eating in the cafeteria, attending conferences, or picking up a child. We are always happy to have visitors at Summers Elementary but please remember to sign in at the office and wear a visitor's badge.

SUMMERS ELEMENTARY ADMINISTRATION AND STAFF

Principal	Mrs. Terri Metrick
Secretary/Bookkeeper	Mrs. Clara Johnson
Data Processing Clerk	Mrs. Lynne Vaughn
Clerk/Typist	Mrs. Brenda Outlaw
Guidance Counselor	Mrs. Stephanie Hencin
Nurse/Clinic	Mrs. Kimberly Coon
Reading Coach	Mrs. Jennifer Saucer
Curriculum Resource	
Teacher (CRT)	Mrs. Lisa Lee
Discipline & Academic	
Resource Teacher (DART)	Mrs. Ann Henson

DISTRICT ACCREDITATION

All Columbia County public schools are accredited by the Southern Association of Colleges and Schools. The Southern Association is affiliated with other regional associations in the United States.

**PUPIL PROGRESSION PLAN/CODE OF STUDENT
CONDUCT**

August 2011

You may view both of these very important documents on the Columbia County Schools' website at www.columbia.k12.fl.us.

PARENTS RIGHT TO KNOW

As the parent of a child attending a school receiving Title I funds you have the right to request information on the qualifications of your child's teacher. The information you may request includes the following:

- Whether or not the teacher has met the certification requirements of the state.
- Whether or not the teacher is teaching under an emergency or other provisional status.
- The bachelor's degree major of the teacher and any other graduate certification or degree held by the teacher in the field or discipline of his or her certificate or degree.
- Whether or not the child receives service from a paraprofessional and, if so, his or her qualifications.

Requests for this information are to be made in writing to your schools principal. The principal will provide the requested information within 10 working days.

You may visit www.columbia.k12.fl.us for more information.

Dear Parents,

Welcome to another exciting and wonderful year at Summers Elementary School. The faculty and staff are looking forward to providing your child with an enjoyable learning experience.

I am honored to have the opportunity to assist and encourage your children to reach their highest potential. Together we will inspire and motivate your child to be successful while in an enriched and positive environment.

Please feel free to visit or call me if I can be of any assistance to you during the school year. My goal is to maintain excellent communication between the school and parents.

I look forward to seeing and visiting with each and every one of you during the upcoming school year.

Sincerely,

Terri Metrick
Principal

GRADING SCALE

Report cards are issued each (9) nine weeks. The grading scale for Columbia County Schools is as follows:

Kindergartners will receive either “S” for satisfactory progress, “SI” for skills improving or “N” for needs improvement, and “NG” for no grade assigned. The marking for Art, Music, and Physical Education will be “P” for participates in activities or “NP” for does not participate in activities.

1st graders will receive:

E	Excellent
S+	Very Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Grades 2nd -5th will receive:

A	90-100	Outstanding Progress
B	80-89	Above Average Progress
C	70-79	Average Progress
D	60-69	Lowest Acceptable Progress
F	0-59	Failure
I	0	Incomplete

Art, Music, Physical Education, handwriting, and process writing will use the following grading scale. (First grade does not grade process writing.)

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Science will be taught and graded all year long. Social Studies will be taught all year but students will only be graded on this subject during the second semester.

REPORT CARDS ISSUED

October 25, 2011	1 st nine weeks
January 10, 2012	2 nd nine weeks
March 23, 2012	3 rd nine weeks
June 1, 2012	4 th nine week

HONOR ROLL

“A” Honor Roll means Straight A’s (No grade lower than an A). **No U’s or N’s** in Art, Music, PE, or Process Writing.

“A/B” Honor Roll means all A’s and B’s or all B’s. **No U’s or N’s** in Art, Music, PE, or Process Writing and Handwriting.

Conduct and Work Habits with a grade of “U” will EXCLUDE students for consideration of the Honor Roll.



HOMEWORK

Homework is given at the discretion of your child’s teacher. It is important to set aside time each evening for your child to read or study. If your child does not have assigned homework, then he/she should spend time reading, writing, studying spelling words, or practicing math facts. You may want to play memory games or quiz games. Homework is an excellent way for your child to build important basic skills and to develop a sense of responsibility.

BEHAVIOR AND DISCIPLINE

We at Summers Elementary believe that all children can behave properly while at school. We will not allow students to stop the teacher from teaching or prevent other students from learning by misbehaving while in the classroom or any other location on campus. Each classroom is responsible for establishing its own rules, rewards and consequences. Summers Elementary has also developed a school-wide behavior/discipline plan.

The Code of Student Conduct, which details expected behavior and consequences of misbehavior, may be accessed through the Columbia County School District’s website @ www.columbia.k12.fl.us/.

Developing values including trust, respect, responsibility, honesty, and cooperation is a high priority of Summers Elementary. Parents are encouraged and expected to work with teachers and administrators to develop positive character traits and appropriate behavior for their children at school.

**2011-2012
SCHOOL CALENDAR**

August 22	First Day of Classes
September 5	Holiday-Labor Day
September	Open House
	Grades PreK-2 at 6:30pm
September	Open House
	Grades 3 rd -5 th at 6:30pm
October 17	End of 1 st Grading Period
November 11	Veteran's Day -Holiday
November 23	All Personnel & Student Holiday
November 24-25	Thanksgiving Holidays
December 16	Last School Day before Holidays/End of 2 nd Grading Period
December	Holidays-Christmas & New Year
January 2	Teacher Workday/Student Holiday
January 3	Students return to school
January 16	Holiday-Martin Luther King Jr.
February 17	Teacher Workday/Student Holiday (Olustee Festival)
February 20	President's Days/Student Holiday
February 28-March 1	FCAT Writing
March 15	End of 3 rd Grading Period
April 2-6	Spring Break (System Closed)
April 16-27	FCAT Reading/Math/Science
May 28	Memorial Day / All Personnel And Student Holiday
June 1	Last Day of classes 2012

BELL SCHEDULE



7:05-7:40 AM	Breakfast served
7:30 AM	First Bell-Teachers admit students
7:45 AM	Tardy Bell-Morning Announcements
2:15 PM	Dismissal Bell



ARRIVAL/DISMISSAL

Classrooms will be opened at 7:30 a.m. Any child arriving at school after 7:45 a.m. is considered tardy and must report to the office before going to the classroom. Children may be dropped off beginning at 7:05 a.m. to avoid delay. The peak time for drop off is 7:20 a.m. to 7:40 a.m.

If your child is participating in the breakfast program, they should be at school by 7:05 a.m. Breakfast is served from 7:05 a.m. to 7:40 a.m. Students should **not** be on campus before 7:05 a.m. **No supervision is available before this time.**

NO EARLY DISMISSALS WILL BE GRANTED AFTER 2 P.M. as students will be out of their classrooms and already in the process of leaving for the day.
Dismissal time for all students is 2:15 p.m.

PARENT INVOLVEMENT

Parents are encouraged to get to know their child's teacher and to stay in regular contact with him/her. Conferences may be arranged during the teacher's planning time. Please make appointments in advance to see your child's teacher by calling the front office at 755-8250.

Everyone is invited to become involved with the ParentTeacher Organization (PTO). The PTO will begin regular meetings following installation of officers at Open House. Information regarding dates and times of meetings will be sent home with your child. PTO always welcomes your participation, suggestions and ideas.

Parents interested in serving on the School Advisory Council (SAC) should contact the principal. Parent representatives will be voted on by other parents and will meet with school and community representatives to guide school improvement.

Volunteers are always needed at the school. If you are willing to help, please contact Lisa Lee at 755-8274, our Volunteer Coordinator, by calling the school office. Help is needed and appreciated in many areas!

Please keep in mind that students who have parents that are involved in their child's education are usually the most successful. We welcome and encourage you to become involved at Summers Elementary. A Parent Resource Room is available for parents who wish to check out educational materials and games to use at home.

All parents who wish to go on field trips or work with children in any way must complete a volunteer application each year, be approved by the School Board, and go through an orientation (School Board Policy). **We encourage you to complete the process early in the school year as it takes some time to be processed and approved by the CCSB. You will be approved for the entire school year and will be prepared to attend field trips as they should arise during the school year.**

ITEMS BROUGHT TO SCHOOL

No student, teacher, or parent is allowed to bring any animal, dead or alive, to school-sponsored activities without prior written permission of the school principal. (School Board Policy)

Students are not allowed to have alcohol, drugs, or tobacco in any form in their possession including any facsimiles. Any student who brings knives, guns, or any other items intended as a weapon may be suspended from school. Toy guns are not allowed at school for any reason. Laser pointers are not permitted at school.

Cell phones, beepers, cameras, etc. should not be brought to school during school hours. Toys, skateboards, trading cards, expensive jewelry, electronic games, CD players, DVD players, etc. should not be brought to school.

Chewing gum or hard candy should not be brought to school. Candy items or other items should not be brought to school to be sold as a fundraiser. All school fundraisers will be authorized and approved by the school principal prior to the event.

Glass containers and canned carbonated drinks should not be brought to school for safety reasons. **Articles of clothing, book bags, lunch boxes, as well as any other items, should be labeled with the child's first and last name.**

PHONE CALLS AND MESSAGES

Students will be allowed to use the telephone ONLY in the case of an emergency. Students may not use the phone in order to obtain permission to go home with friends, to ride a different bus, or to have homework or other information brought to them.

Telephone messages will not be delivered to students except in emergency situations. All transportation arrangements or changes in routine should be made before school and in writing or in person by the student's parent/guardian. Faxes will be accepted in emergency situations only with a legible parent/guardian signature.

Students **should not** be picked up early except for unavoidable reasons as students are missing valuable teaching time. **A written request for early dismissal should be sent on the morning of the dismissal with the date and parent/custodian signature.**

When possible, we strongly encourage dentist and doctor appointments to be scheduled after school hours.

Any time there is a change in a student's regular mode of transportation, the teacher must be notified **IN WRITING**. Office staff cannot, for any reason, write notes or change a student's transportation based on phone messages. Please adhere to this for the safety of your children.

Students are to be dropped off or picked up **ONLY** through the drop off/pickup line. The grassy area parking lot may be used (when driving conditions permit) for parking and walking students in to the sidewalk/school. **Students may not walk unescorted by an adult through the grassy parking lot for safety reasons.**

Cars are **not allowed** in the bus or daycare zones during pickup and delivery times (7:05-7:45 and 2:00-2:45).

We continue to strive to provide the necessary precautions to ensure the safety of your child. Therefore, **all vehicles must display a Summers Elementary car tag with your child's name in your windshield.** If you should need additional car tags for other family members' vehicles, please request one in the front office. **Any individual picking up a student without a car tag will be required to show a valid picture ID.** The Summers' staff will then verify that the individual is listed as a contact on the student's pick-up list.

Please help us maintain safety for your children at all times by following the arrival/dismissal procedures.

STUDENT PICK UP

Students will be released only to a parent or guardian listed on the pick up list **unless** the school has been notified in writing that someone else has permission to pick up your child.

NO EARLY DISMISSALS WILL BE GRANTED AFTER 2 PM.

Students must wear an early dismissal badge issued by the front office to leave early with their parent/guardian. **For security reasons, children may not be picked up from the classrooms. All parents must request students from the office. A picture ID is required.**

ATTENDANCE POLICY

The importance of regular attendance at school cannot be overemphasized. Students should, and need to be, in class every day that they are physically well. It is extremely difficult for students to keep up with class work if attendance is irregular.

Perfect Attendance certificates are awarded to students who have been at school for 180 days with **no tardies or early dismissals**. School hours are from 7:45 to 2:15 p.m. **Students must be in school from the first bell to the last bell of the school day.**

A parent, guardian, or custodian may document up to ten (10) days excused absences each year. Absences shall be excused when covered by a note signed by a doctor or parent **within two (2) days** after the student returns to school. Teachers are required to call the parent/guardian if a written excuse is not received within two days. Any doctor's note submitted to excuse an absence must show the signature (not initials) of a licensed ARNP, PA, practicing physician, dentist, or optometrist.

When a student is absent from class with an excused absence, he/she shall be responsible for all work and assignments missed during his/her absence. The student shall make arrangements with the teacher for makeup work. Upon the student's return to school, two (2) days shall be allowed for each day of absence to complete all makeup work except for work that was assigned previous to the absence. Work assigned previous to the absence will be due on the assigned date.

PAYMENT FOR MEALS

Please remind your child that they are responsible for keeping up with their lunch money. When they lose their money, or you forget to send it, you will be called to bring money to the school. Due to budget cuts, money may not be available for loan from the office. **You may pay for your child's meals daily, weekly, monthly, semiannually, or yearly.** Money or checks should be placed in an envelope with the child's name, teacher's name, lunch number, and amount written plainly on the outside of the envelope.

Example: William Jackson Robinson
Mrs. Metrick-Grade 5
12345
\$8.75-5 lunches
\$5.50-5 breakfasts

Practice at home to make sure your child knows their assigned account number for the cafeteria. This will help keep the line moving and help relieve anxiety for your child to remember the account number.



MEDICATION

THE PARENT MUST GO BY THE NURSE'S OFFICE AND FILL OUT A PARENT REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL FORM.

Only the school nurse, or other authorized personnel, may administer any kind of medication to students and only after the parents/guardians have completed a form requesting that the child be given the medication. The form is available in the school nurse's office. Only medicines prescribed by a physician may be given at school. Tylenol, cough medicines, or other over-the-counter medications may not be given unless prescribed by a doctor. All medicines must be kept in the clinic, not in the classroom. Make sure all medications are properly labeled in their original container with the student's name and dosage information.

LICE POLICY

A student sent home for having live head lice and/or nits will be granted ***two*** (2) full days of excused absences for corrective measures. In the event a student has had lice and/or nits more than ***twice*** during any school year, all absences after the second day will be considered unexcused. Parent(s) must accompany the student upon returning from the absence(s) to receive clearance from the nurse.

LOST AND FOUND

Lost lunch boxes and jackets are always heartbreaking. Please help us return these items to your child by properly labeling them. EVERYTHING your child brings to school needs to have his or her name placed on it. Remember to use a permanent marker such as a laundry marker when labeling your child's belongings. Don't rely on stickers and sew-in nametags that can be torn out or easily removed. Check in the front office if your child is missing an item. Lost and found will be cleaned out quarterly with unclaimed items donated to charity.

PHYSICAL EDUCATION EXCUSES

Any student who must be excused from participating in PE due to illness or injury must have a note from the parent/guardian. This note may excuse a child for up to three (3) consecutive days. After three (3) consecutive days, a doctor's note is required. Any time a student sees a doctor, and needs to be excused from Physical Education class, the doctor should be asked to write an excuse for the duration of time to be excused from PE.

EMERGENCY INFORMATION

Please keep us **UP-TO-DATE** on any changes of address or phone numbers (home or work), so you can be reached quickly in the case of an emergency. A few extra minutes spent looking for additional contact numbers can seem like a lifetime to your child when they are sick or injured. Also, please be sure to include names and numbers of additional persons who may be contacted in case you cannot be reached.

LEGAL NAME

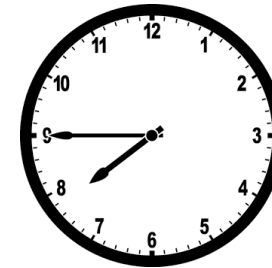
All students will be enrolled by their legal name as it appears on their birth certificate. The legal name of the student must be used on all official school documents until the name is changed by court action.

MEALS

Breakfast is served daily from 7:05 a.m. to 7:40 a.m. The full price cost is \$1.25 and the reduced price is \$.30.

The cost for a full price student lunch is \$2.00. Reduced priced lunches are \$.40. Extra milk is \$.60. Parents wishing to eat lunch with their child will pay \$3.00.

We are always striving to ensure the safety of your child, therefore, we require that you fill out a lunch visitation form with the names of those authorized to have lunch with your child. We will not allow anyone to have lunch with your child without their name being listed in the front office. A picture ID will be required for all lunch visits.



TARDY POLICY

It is extremely important that students be on time each day. Students who arrive after 7:45 a.m. must present a note stating why they are late. A parent or guardian may write up to five (5) notes for tardies and/or early dismissals each school year. Otherwise, tardies will only be excused for a doctor's appointment (verified by a note from the doctor).

GET AN EDUCATION



STAY IN SCHOOL

TRUANCY

NOTES



The school is required to notify the school board of each student who has accumulated **ten (10) unexcused absences** within a 90 calendar day period or **five (5)** within a calendar month.

To avoid possible truancy, any student who has **three (3) unexcused days** or **ten (10) unexcused tardies** will be **required** to have a parent conference. Students who have **four (4) unexcused days** or **fifteen (15) unexcused tardies** will require parents to attend a Truancy Intervention Partnership Program (TIPP).

The principal will be notified after five (5) unexcused absences or (20) twenty unexcused tardies. An evaluation for pattern of non attendance and a Child Study Intervention meeting will then be scheduled. A referral of non compliance will be initiated after (5) five unexcused absences within the calendar month or (10) ten unexcused absences in (90) ninety days or (25) twenty five unexcused tardies.



	All Settings	Sidewalks	Playground
Respect Yourself	Follow directions of adults. Give your best effort.	Walk at all times.	Have a plan.
Respect Others	Be kind. Keep your hands, feet, and objects to self. Help and share with others.	Walk to the right.	Play safe. Be a friend – include others. Share equipment.
Respect Property	Recycle. Clean up after yourself.	Pick up litter. Keep your area clean.	Use equipment properly. Put litter in garbage cans.
Respect for Learning	Be prepared. Be on task.	Save talking and yelling for the playground.	Teach and learn new games.

Cafeteria	Media Center	Assembly	Bus
Eat only your food. Eat healthy.	Study or read.	Sit in your assigned area.	Use your seatbelt. Watch for your stop.
Practice good table manners. Talk to those sitting next to and across from you.	Whisper if you must speak to someone.	Save talking for the playground or cafeteria. Use appropriate applause.	Use a very quiet voice. Stay seated and facing forward.
Clean up eating area before leaving.	Push in chairs. Treat books carefully.	Pick up after yourself.	Keep your bus clean.
	Return items on time so others may use them.	Listen and watch the program.	

In order to maximize learning opportunities and build a safe and nurturing school wide community, we will encourage responsibility and respect for self and others.

***Cool Cubs with Character
Show Respect***