

PINETTA ELEMENTARY SCHOOL



Expect the Best

STUDENT HANDBOOK
2020-2021

Pinetta Elementary School's Vision

We believe all children can be successful, just not on the same day in the same way.

Pinetta Elementary School's Mission

Pinetta Elementary School is committed to providing an environment which will enhance development of the whole child.

Lunches

Every student in the Madison County School District will receive free breakfast and lunches daily.

Packed lunches from home

When packing lunches from home, do not send glass bottles or sodas. Students are allowed to bring containers with water in them. All lunchboxes and bags need to be labeled with the student's name. Remember that students only have 30 minutes for lunch, do not send an "all you can eat" buffet or items that need to be microwaved for longer than a minute.

Lunchroom Behavior

Students are expected to enter the lunchroom in a quiet and orderly manner, sit at their assigned tables, and remain quiet for the first 10 minutes. Students may not get up until they are told to throw their trash and plates away. If lunchroom rules are broken, students may be sent to the timeout table to sit by themselves or to sit in ISS for the remainder of lunch. Weather permitting; students may earn the privilege to eat outside at the picnic tables.

So, you are tardy?

Our school day begins at 8:00 a.m. Students are to walk straight to class upon arrival. This is so teachers can start class at 8:00 a.m. If **your child is tardy (after 8:00)** you must go by the front office, sign your child in with Mrs. Kim, and get a tardy slip. With three unexcused tardies, your child will be written up (receive an office referral) for excessive unexcused tardiness (as stated in the code of student conduct). A student is allowed 3 parent written tardy excuse notes per 9 weeks. If your child receives a referral in our student system, they will be ineligible for our end of the semester celebration. Excessive tardiness will result in the principal referring the student to the School Intervention Team and/or the district truancy officer.

Early sign out by parent

Our school day ends at 2:45. For safety reasons, we ask that NO student be signed out after 2:15. If you are going to sign your child out, **it must be before 2:20**. This will prevent your child from being "misplaced".

Bus or Parent Pick-up??

If your child needs to change how he or she is getting home, this must be done before 2:00. No messages or phone calls will be sent to the teachers after that time. Bus riders will be lining up to go home a 2:40 this year in an effort to cut down on students gathering.

Absences

If you are absent from school you must bring an excuse note either from the doctor if you saw a doctor or from a parent. This note should be given to your homeroom teacher or Mrs. Kim. You are only allowed three days excused by a parent note per nine weeks. If you know that you are going to be absent, let your teacher know before you are gone. All missed work must be turned in to your teacher ASAP when you return. Excessive unexcused absences will result in the principal referring the student to the School Intervention Team and/ or district truancy officer.

Perfect Attendance

A student **WILL NOT** be recognized for perfect attendance for the 9 weeks if they:

- have more than 3 tardies and/or signed out before 2:30
- have any kind of school day absence (including any day when they did not complete 3 hours of instruction).

A student **WILL NOT** be recognized for perfect attendance for the school year if they:

- have more than 6 tardies and/or signed out before 2:30 for the year
- have any kind of school day absence (including any day when they did not complete 3 hours of instruction).

Dress Code

All students must adhere to the district's dress code. Please see attachment.

Library

Students will be allowed to check out books on a weekly basis or as they finish a book. If there is record of a student having a book checked out (overdue or lost) they will not be allowed to check out another book until that book has been returned or paid for. Please see Mrs. Molly Buchanan if you have any questions concerning a book or payment.

Morning Routine

There will be NO supervision before 7:30 AM and after 3:30 PM. Parents can start dropping off students at 7:30 A.M. All students must go directly to their classrooms. **No Pinetta students should be on campus before 7:30 a.m.**

Afternoon Routine

There will be NO supervision before 7:30 AM and after 4:00 PM. The school day ends at 3:00 P.M. For parents picking up students (Kindergarten, 1st and 3rd) on the north end of the building, the line begins at the back gate looping around behind the lunchroom. **Please do not park and get out of your vehicle.** If you have a child (PreK, 2nd, 4th, and 5th) on the south end of the school you will begin lining up at the sidewalk in front of the main office. **For Safety Purposes; DO NOT PARK ACROSS THE STREET OR AT THE END OF THE BUILDING AND WALK TO PICK UP YOUR CHILD!!!** If you have children on both ends of the building, you will pick up your children on the south end first, and then drive in front of the school to get in line on the North side to pick your Kg- 1st grade student. Students being picked up by parents should be done by 3:00 unless they are staying for a predetermined school function.

Early Pick-up

If you need to pick up your student early from school, do so by 2:30. You must go to the office and sign them out. Mrs. Kim will then call for your child to come to the office. Please do not make this a daily occurrence; students need to be in school for the entire day.

Early Release Days

All early release days students will be released at **12:30.**

Items from home

Toys, games, electronic devices, balls, etc. do not need to be brought to school. The school will NOT be responsible for lost, broken, or stolen items. On special occasions students may be asked to bring something from home to share with the class (Kindergarten has show and tell). If a cell phone is brought to school, it must remain in the student's backpack, in the off mode while the student is on campus, if not, according to the districts Code of Student Conduct, the phone will be confiscated.

Textbooks

Students assigned a textbook or a workbook will be held responsible for that book. If it is lost, the child is responsible for the cost of the book. Many of our textbooks can be viewed on line. Contact your child's teacher for login information.

Visitors

We invite you to come visit our school, although this needs to be arranged two days prior to the visit. Lunch is a perfect time to spend with your child, but plan for it to be a picnic outside away from other students. If you need to speak with a teacher, see them after school or set up a conference time that is convenient, before school and during is not the appropriate. **Always** wear a mask and sign in at front office before going to the classroom or lunchroom.

Homework

Teachers assign homework as an extension of what has been taught in the classroom (extra practice). Follow your teacher's rules about homework, and remember; **late homework is late homework**. Teachers are not responsible for going into a child's backpack to find homework, which is the child's responsibility, no matter the age. Teachers will ask or remind students to turn in homework.

P.E.

All students will be required to participate in physical education activities unless excused with a doctor's note for medical reasons. The state requires physical activity for at least 150 minutes per week and recess for 20 minutes a day. With the scheduled 50 minutes a day, we meet both requirements.

Use of school phone

Students are NOT allowed to use school phones unless it is an emergency. Calling to ask to go home with someone and parent to bring homework are not emergency situations.

Medicine

If your child needs to take medicine at school, Mrs. Judy (our nurse) has forms to be filled out by a parent as well as the child's doctor. The school is not allowed to dispense medicine without these forms being filled out prior to bringing the medicine to school. When forms are completed, an adult must bring them and the medicine to school. DO NOT send the medicine to school with a child!

Field Trips

Throughout the year, students will go on various field trips. Make sure that all paperwork is turned in to the teacher prior to the day of the trip. Making arrangements the day of field trip causes discourse and causes the whole class to leave on time. All parents/adults who attend a field trip must pass the volunteer screening. Students must ride to the destination on the bus with the rest of their class. If you choose to have your child ride home with you, you will need to sign him/her out from their teacher.

PTO Meetings

The purpose of the PTO is to aid the students at Pinetta Elementary by providing the funds for extra programs and activities- educational and recreational-beyond the basic classroom activities that the District Board of Education provides for, as well as to promote open communication between the administration, teachers and parents. By working together, what we can accomplish will be limitless.....

By attending these meetings, you can share and voice your concerns and vote on important issues. These meeting will be held every 4th Tuesday of the month, with the first one being August 28th. This year there will be class presentations at each meeting. In addition, you and your child can earn incentives.

Book bags

All book bags need to be labeled with the child's name and grade. Rolling book bags are NOT allowed.

The Pledge of Allegiance

The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state. Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s. 1006.07(2) that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes, as

provided by Pub. L. ch. 77-435, s. 7, approved June 22, 1942, 56 Stat. 377, as amended by Pub. L. ch. 77-806, 56 Stat. 1074, approved December 22, 1942.

Highly Qualified Teachers

A parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom teacher within the school and grade in which the student is currently enrolled. The school district must approve or deny the parent's request and transfer the student to a different classroom teacher within a reasonable period of time, not to exceed 2 weeks, if an in-field teacher for that course or grade level is employed by the school and the transfer does not violate maximum class size pursuant to s. 1003.03 and s. 1, Art. IX of the State Constitution. If a request for transfer is denied, the school must notify the parent and specify the reasons for the denial. An explanation of the transfer process must be made available in the student handbook or a similar publication. This subsection does not provide a parent the right to choose a specific teacher.

School Web Site

We encourage you to view the school website often to help inform you of school happenings!

<http://pes.madison.k12.fl.us/>