

PARTIN ELEMENTARY

Parent/Student Handbook
2022 - 2023



1500 Twin Rivers Blvd
Oviedo FL 32766
407-320-4850

Principal: Martha Garcia
Assistant Principal: Lynette Bornemann

National Blue Ribbon School of Excellence



The mission of the Seminole County Public Schools is to ensure that all students acquire the knowledge, skills, and attitudes to be productive citizens.

WELCOME

We welcome you to Partin Elementary School. Through the years at Partin Elementary, we have had endless opportunities to work together to create an exciting and successful environment for students.

It is our desire for school to be a positive educational experience for all children. Our staff, parents, and students make Partin Elementary an outstanding school!

MISSION

The mission of Partin Elementary is to provide quality learning experiences for students in a supportive environment to ensure academic and social growth.

2022 – 2023 Partin Theme



SCHOOL HOURS

(Monday, Tuesday, Thursday, Friday)

First Bell	8:30 a.m. Classes
Begin	8:35 a.m. Tardy
2 nd Bell	8:35 a.m.

Dismissal- Car Riders	3:00 p.m.
Dismissal- All Others	3:05 p.m.

(Wednesday Dismissal)

Dismissal-Car Riders	2:00 p.m.
Dismissal-All Others	2:05 p.m.

Partin Pride

Positive Attitude and Behavior

Respect Myself and Others

Involvement in Learning

Determined to Succeed

Eager to Learn



ARRIVAL PROCEDURES

★ Drop-off is between **8:00 a.m. – 8:30 a.m.** Adult supervision begins at this time. Please **DO NOT** drop off early. Car riders, who enter via SR 419, are **NOT** to turn left into the school between 8:00 - 8:30 a.m. and 3:00-3:30 p.m. M, T, TH, F and 2:00-2:30 p.m. on Wednesday. All car riders are dropped off in the front parking lot by the Administration Office. **Cars may begin to line up no earlier than 20 minutes prior to arrival or dismissal.** Bus & Daycare riders are dropped off in the back parking lot by the kindergarten playground.

★ No U-turns at the two posted No U-turn signs.

★ As a courtesy, go to the end of the line on Twin Rivers Blvd. when dropping off or picking up.

★ As you make a right turn into the school, please do not block the cross walk.

★ Please do not block driveways, intersections, or the bus loop.

★ Please be safe and treat each other with respect and kindness.

All students will report to their assigned holding station in the morning, where they will sit with their class. A Safety Patrol will escort students to their classroom at 8:25 a.m.

Morning Holding Stations Upon Arrival
Grades KG & 1: Report to Cafeteria and sit at assigned table.
Grades 2: Report to Small Covered Court Behind Cafeteria. In case of inclement weather, grade 2 will be relocated to the cafeteria stage.
Grades 3, 4 & 5: Report to Large Covered P.E. Court. In case of inclement weather, grade 3 will relocate to the art room, grade 4 to the Music Room, and grade 5 to the Media Center.

Morning Procedures, Breakfast, and Holding Areas

- Students will need a pass from their teacher to be anywhere other than their holding area.
- Students arriving before 8:00 a.m. will not have entrance as the gates are locked.
- Students who arrive to school on a bus will enter the cafeteria door by the outdoor parent lunch pavilion.
- Breakfast is served until 8:25 a.m., unless a bus/daycare van is late.
- Students will go to breakfast first, then to their holding area or a teacher's classroom with a pass.

★ **If you arrive after the 8:35 a.m. tardy bell, you must escort your child to the office to sign them in and walk him/her to class. Parents may not walk their child to the holding area or class unless they have first signed in as a visitor.**

★ All car riders must be dropped off at the main entrance under the canopy (car ramp). **Students may not be dropped off on the bus ramp.** Dropping students off on street corners near the school is discouraged.

DISMISSAL PROCEDURES

- ★ Car rider dismissal: 3:00 p.m./**2:00p.m. - Wednesday**
- ★ Walkers, KidsZone, bike and bus riders' dismissal: 3:05 p.m. /**2:05 p.m. - Wednesday**
- ★ Car riders, who enter via SR 419, are **NOT** to turn left into the school between 8:00-8:30 a.m. and 3:00-3:30 p.m. M, T, TH, F and 2:00-2:30 p.m. on Wednesday. **Cars may begin to line up no earlier than 20 minutes prior to arrival or dismissal. Dismissal line begins at 2:40 pm M, T, TH, F and at 1:40 pm on Wednesday.**
- ★ **Front Parking Lot by Administration Office:** Starting 20 minutes before dismissal (2:40 p.m. /1:40 p.m. Wednesday), parents may start lining up to pick up students from school on the front ramp. When arriving you will need to snake through the parking lot. Please pull all the way up to the car ramp and stop. DO NOT pass cars in line.
- ★ **Back Parking Lot by the Kindergarten Playground:** All PreK and ASD students are picked up on this ramp from 2:45 – 3:00 p.m./1:45 – 2:00 p.m. - Wednesday. If you have an older sibling to pick up, they will be released at the same time. Go straight into the ramp and keep to the left as buses and daycare vans will line up on the ramp to the right. Bus and daycare vans will start pick up at 3:00 p.m. DO NOT pass cars in line.
- ★ No U-turns at the two posted No U-turn signs.
- ★ As a courtesy, go to the end of the line on Twin Rivers Blvd. when dropping off or picking up.
- ★ As you make a right turn into the school, please do not block the cross walk.
- ★ Please do not block driveways, intersections, or the bus loop.
- ★ Please be safe and treat each other with respect and kindness.



WALKERS AND BIKE RIDERS



- ★ Bike racks are provided for bike riders on both the east side of our school (Live Oak) and on the south side (bus ramp-Riverside). Bikes must be walked on all Partin sidewalks. All bikes should be locked (Partin and SCPS is not responsible for lost or stolen bikes). All bike riders must wear a helmet.
- ★ If your child is a walker/bike rider from Riverside the “tree” at the south entrance of the school is the designated drop off and/or pick up waiting area. If your child is a walker/bike rider from Live Oak, the “tree” by the playground is the designated drop off and/or pick up waiting area. Please do not meet your child at their classroom.

Cell Phone Use

Cell phone use is **NOT** permitted on the bus or car ramps for the safety of all students.

CHANGE OF TRANSPORTATION

At the beginning of the year, we ask parents to indicate how students will be going home. If a student will be going home in a different manner than usual, a note from the parent or legal guardian, signed and dated, must be sent to the school on the day of the change. We cannot accept a child's statement as change. Frequent changes can be confusing to children and teachers. Please be sure the teacher is informed of your transportation arrangements. If the change is due to unforeseen circumstances or emergencies, please contact the front office. DO NOT leave transportation change messages on the teacher's voicemail. The teacher may be absent or may not have an opportunity to check messages before dismissal.

Bus Information

School bus drivers have the authority to monitor and control the behavior of students anytime they are being transported to and from school. Students who do not normally ride the bus route cannot be transported on a bus. Bus riders may not invite friends to ride the bus. Bus drivers cannot transport students without the principal's written permission to the driver. Permission can be given only for emergency reasons related to the health, welfare, and safety of the student.

ATTENDANCE

Instructional time is important. Parents are responsible for their child's attendance daily. We encourage families to schedule vacations to coincide with school holidays. On the day, a student returns to school, he/she must bring a written excuse from a parent or legal guardian indicating the reason for the absence. A note is also necessary if a student is to be excused from Physical Education. A note from a physician is required to be excused from P.E. for 3 or more days in succession. A parent request for early release or late arrival is not an excused absence unless the release is for illness, medical/dental treatment, or other excused absence.

Excused and Unexcused Absences

Florida Statute 1003.21 establishes that regular school attendance is required of **all** students enrolled in public school. Regular attendance provides students the opportunity to master standards at each grade level. Children who miss school tend to have difficulty mastering standards and keeping up with their work. We know that you are interested in the best possible success for your child. Thus, we are requesting your cooperation in assuring your child be on time and attending school daily.

An excused student absence is defined as illness, death of a family member, family emergency (approved by the principal), and religious instruction or religious holidays. The principal has the authority to determine if an absence is excused. For our students' safety, we have a procedure in place when students are marked absent from school. We use an automated calling system to notify parents when a child is absent.

Please note the Elementary Student Attendance policy (SCPS 5.371) below:

- On the day, a student returns to school, he/she must bring a written excuse from a parent or legal guardian indicating the reason for the absence.

- The note must be **received within 3 days**, or the absence(s) will remain unexcused. After 3 days of unexcused absence or a pattern of absence in a calendar month, with no parental notification, the principal or designee shall contact the parent/guardian. After 5 unexcused absences in a calendar month, school-based interventions will be utilized. The principal or designee will refer a student accumulating 10 unexcused absences within 90 calendar days to the school social worker.
- A student may be excused for a continued or repeated illness up to 10 attendance days in a span of 90 calendar days. After this period, medical verification will be required. If no verification is submitted within 3 student attendance days, referral to the School Board nurse will be required.

Absence Due to Tardiness, Late Arrival or Early Release

A student who accumulates 5 ½ hours of absence due to tardiness, late arrival, or early release during the regular school day shall be deemed absent for one school day.

Please follow the directions below if your child is tardy or being released early:

- The parent and the child must come to the front office to obtain a tardy slip. Parent must sign in and walk the student to class.
- If your child needs to leave early, you **must** check him/her out through the front office.

All absences, tardies, late arrivals and early releases **not** defined in the Excused Absence Category listed above will be considered **unexcused**. As always, it is our intent to collaborate jointly with you to help ensure your child receives the best possible education. If you have any questions, please feel free to call the front office at 407-320-4850.

Signing out a student during school hours

Anyone signing out a student, including parents or legal guardian, will be required to know the child's security code and show identification. **Students will be released ONLY to a person listed on the Security Card.** Early dismissal should be kept to a minimum. If it is necessary for your child to leave school at a time other than at regular dismissal, please notify the teacher. The person picking up the student will need to sign into the front office and go to the classroom to pick up the student and then sign out at the front office before leaving. Please allow enough time for this process as students will not be taken out of class until someone arrives to pick them up.

GUIDANCE

Our guidance counselor provides services to the school community regarding educational, and social/emotional needs. These services include:

Small Guidance Groups	Screenings for All Referrals
Student Study Team Meetings	Parent Conferences
Classroom Guidance	

The guidance counselor is always willing to assist students and parents with problems or concerns. If you wish to make an appointment, please call the guidance office at 407-320-4802 or 407-320-4854.

EXCEPTIONAL STUDENT EDUCATION

Partin Elementary School offers several exceptional student educational services. Our exceptional students are included within the general school setting as much as possible.

Partin provides special education services to meet student needs. Some of the services available include: Gifted Education, Speech/Language, Specific Learning Disabilities, Autism Spectrum Disorders and Pre-Kindergarten ESE services to name a few.

PROGRESS REPORTS AND REPORT CARDS

Mid-term progress reports and Report cards will be posted to Skyward on the dates listed below. Students who have been entered for more than 20 days will receive report card grades.

P1 Progress Report 9/9/2022

P2 Progress Report 11/11/2022

P3 Progress Report 2/8/2023

P4 Progress Report 4/27/2023

R1 Report Card 10/11/2022

R2 Report Card 1/6/2023

R3 Report Card 3/22/2023

R4 (Final) Report Card 5/25/2023

PARENTAL INVOLVEMENT

Our parents are partners with us in the educational process. We welcome and encourage parent involvement. Parents can become involved through PTA (Parent/ Teacher Association), SAC (School/Advisory Committee), and the Dividends Program.

Our PTA is continually active in supporting our school. This involved group of parents arranges informative general meetings for parents, promotes both teacher and student appreciation activities, and assists in improving the educational climate of our school.

The Partin School Advisory Committee (SAC) represents a concerned and responsible group of parents/staff members who want our school to be the best that it can become. They address areas of concern and suggest ways to improve existing conditions. Their positive support is both welcome and needed. The SAC is a volunteer group required by law to provide parent/community input and communications. The meeting days will be published, and everyone is welcome to attend.



DIVIDENDS



Our volunteer program is conducted through the countywide "Dividends" Program. Dividends are parents and citizens who serve as a vital part of the Seminole County Volunteer Program. These wonderful people give their time, spirit, and energy to help broaden the educational opportunities of our students. If you would like to volunteer, you may do so by applying online at www.scps.k12.fl.us. Dividends must complete this process annually. **All registered dividends must sign in at the front office with their picture ID.**

VISITORS

All Visitors and Dividends (volunteers) are **required to have a picture ID to sign-in and out at the office** on each visit and receive a new visitor sticker (even if you leave and come back). Visitors are not permitted to enter classrooms without a visitor sticker. Staff members are instructed to stop anyone without a sticker and notify the office.

During classroom parties and special activities during the school day, babies, toddlers & siblings of any age are **not permitted to attend**. This is due to space, safety, and supervision concerns. We plan many events for evening hours and all family members are welcome to attend those events.

RED APPLE DINING ROOM

Lunchroom Visitors

Our goal in the cafeteria is to provide a pleasant place where children can converse and enjoy their meals in an orderly and mannerly environment. During the first two weeks of school, we are teaching dining room procedures and expectations to the students. Visitors are welcome to join their students for lunch 2 weeks after school starts. Visitors need to be extra quiet when on campus during testing. During poor outdoor weather conditions, students will not be allowed to sit outside with visitors. Please help us by honoring the following procedures:

- **Check-in at the main office to obtain a visitor sticker.** This is required for the safety of all. Your name will need to be listed on the Partin Elementary Security Card and you will need to provide a picture ID when you sign in. Do not go directly to your child's class or the lunchroom.
- You will meet your child at the designated eating area **outside of the Red Apple Dining Room** unless directed to do otherwise. Other classmates are not permitted to join you and your child for lunch. Students are not permitted to leave the campus-designated areas for lunch. Older or younger siblings, who do not attend the school, must follow outside dining procedures. Visitors are not permitted to take pictures or videos of any other students or staff at any time.
- Visitors are allowed to purchase adult lunch but are not allowed to visit other students. Please make sure that your badge is visible for staff members who are supervising or working in the cafeteria. If you are not wearing a visitor sticker, you will be asked to return to the main office prior to having lunch.
- **When lunch is over, please do not follow your child to any other campus area. Please allow the student to go back into the cafeteria prior to their lunch time ending to meet their class.**

Lunch is a time for students to build and develop friendships and independence. Therefore, please allow them this time to socialize. School volunteers, who are registered, must also follow the lunchroom procedures by signing in at the front office. The principal, or principal's designee, has the authority to exclude any parent/visitor who is considered disruptive or does not supervise their child in the designated lunch area. The administration can also approve other visitors not designated on the security card.

To limit disruptions to the classroom-learning environment, dropping off items for lunch should be limited to special occasions or special circumstances.

Birthday Celebrations

Due to the county policy, parents will not be allowed in the dining room to hand out birthday treats. If sending in treats, they will be handed out by your child and/or Partin staff. Please contact your student's teacher to decide snacks for birthday treats. Delivery of balloons, flowers, stuffed animals, etc., are discouraged, but if they are delivered, they will be held in the front office until the end of the day. At which time, the student will be called to the office to pick them up. These type items are not allowed to be transported on SCPS buses.

School Lunch Menus <http://foodservice.scps.k12.fl.us>

Prepayments

For your convenience, you may utilize **www.myschoolbucks.com**, MC/Visa, Checks or Cash for lunch payment. If using a check for a pre-payment, please place your child's name, lunch account pin number, and your telephone number on the check. Your child will be able to choose from a variety of entrees. They also may select from a variety of a la Carte items.

Breakfast

The cost of breakfast is \$2.50. It is served daily from 8:00am - 8:25am.

Lunch Prices

Standard lunch entrees will be \$3.75. Reduced priced meals are \$.40 and free lunch is available to those that qualify. A new application needs to be submitted each year. If your child forgets to bring money for lunch, he/she will be provided one for that day. Please have your child return the money owed promptly.

Ala Carte Items

Items are available for your child's selection. Please keep in mind that these are not part of the National School Lunch Free and Reduced Program.

Adult Meals

All Adult Meal Deals are \$3.25. There are also several ala Carte items available every day for our adult customers.

As always, we welcome your questions or comments concerning our lunch program. You may contact our Partin Dining Room Manager at 407-320-4852.

PARTIN ALL STAR CAFETERIA BEHAVIOR

Raise your hand if you need help or to use the restroom.

Eat your own food. No Sharing food.

Stay in your seat unless you have permission to get up.

Please keep your hands to yourself.

Everyone uses inside voices. If lights go off, voices are off.

Clean tables and floors before leaving.

Treat everyone with RESPECT.

Dining Room Rules

- Please write students first & last name in his/her lunchbox.
- Always walk
- Follow your teacher to the table or walk in line.
- Sit down in appropriate seats and remain in the same seat.
- Raise your hand if help is needed.
- Use inside voices.



The principal or the principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code. When it is determined that a student's clothing or appearance does not comply with the dress code, depending upon the circumstances, a parent may be asked to bring an appropriate change of clothes, or the student may be asked to take corrective action. Dress code violations may result in a discipline referral (see SCPS Student Conduct and Discipline Code).

SCPS STUDENT APPEARANCE AND DRESS CODE

Responsibility for the dress and appearance of students enrolled in the Seminole County Public Schools primarily rests with parents and the students. Some student apparel, however, may not be appropriate to wear to school even though that same apparel may be appropriate to wear in other settings. To assist parents and students in making appropriate fashion and grooming decisions for school, the School Board has established the following minimal guidelines for the appearance and dress of students.

The standards of appearance for students shall insure that the students be clean, neat, and properly dressed. They shall observe modes of dress and standards of personal grooming which are appropriate for the academic environment.

It is the responsibility of the principal to see that the dress appearance of any student shall not be extreme, to the point of creating a disturbance, or is hazardous to oneself, others, or school property, whether the specific case is covered by the information below. The principal or principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code.

Head

- (a) No hats, caps, visors, hoods, bandanas, sunglasses, or other headgear may be worn on campus except with administrative permission (i.e., medical necessity, religious, school related events).

Upper Garments

- (a) Garments must be of a length and fit that are suitable to the build and stature of the student.
- (b) All garments must have a collar or sleeves. Therefore, the following items are prohibited: halter tops, tube tops, backless dresses/tops, spaghetti straps, and **tank tops**.
- (c) Necklines of all upper garments must be modest. Low cut necklines are prohibited, and the cut of garments must not expose undergarments or cleavage.
- (d) Shirts must touch, at a minimum, the top portion of lower garments always.
- (e) Garments that are distracting or inappropriate are prohibited, including but not limited to those with see-through materials, skintight items, pajamas, trench coats, rips/tears, printed profanity, or language/symbols/styles that promote the use of alcohol, drugs, tobacco products, gang-related or other illegal activities.

Lower Garments

- (a) Pants and shorts should conform to the build and stature of the students.
- (b) Undergarments and the buttocks **MUST** remain entirely covered even while seated.
- (c) Dresses, skirts, and shorts must be at least mid-thigh or below in length.
- (d) The waistband of pants, shorts or skirts must be worn and secured between the hips and the waist.
- (e) Undergarments as outerwear, pajama pants, bathing suits, cheer shorts, bike shorts and spandex material bottoms are prohibited.

Footwear

- (a) All students shall wear shoes/footwear. Students must wear shoes that are safe and appropriate for the learning environment. Students must wear athletic shoes in all PE classes.
- (b) Cleats, slippers, and shoes with wheels are not permitted to be worn on campus. Cleats may be worn for appropriate extracurricular sports in proper areas.

Note: Partin Elementary does not allow the wearing of Flip Flops of any type. All shoes must have a back.

Accessories

- (a) Clothing, jewelry, and accessories shall not convey messages that are: crude, vulgar/profane, violent/death-oriented, gang related, sexually suggestive, promote alcohol, drugs, or tobacco.
- (b) Jewelry or accessories that pose a safety concern for the student or others are prohibited. Dog collars, wallet chains, large hair picks or chains that connect one part of the body to another are prohibited.

CLINIC INFORMATION

Students who become ill or are injured during the school day may be excused by their teacher to visit the clinic.

Illness Policy

Students must be excluded from school if:

- He/she has a temperature of one hundred degrees or higher
- He/she vomits at school
- He/she has diarrhea. Students must remain at home until symptom free.

Please be considerate of other students & staff by following these guidelines.

Emergency Information

The care of an accident or illness at school is first aid only. A call is usually made to parents or legal guardians when a student is in the clinic. Please make sure we have current home, work & emergency phone numbers listed on the emergency card.

Medications

Parents should not send over-the-counter medicines such as cough drops, Tylenol, lip balms to school with students. **Students are not permitted to take medications at school, unless School Board Policy is followed.** All medications must be dispensed through the clinic. **Students may NOT carry inhalers without specific authorization from a doctor.** Only those medications prescribed by a doctor may be administered at school. **Parents or legal guardians must complete an**

Authorization for Medication form prior to the administration of any medication. The Physician's signature is also required. Medication must be in the original container; clearly labeled with the student's name, name of drug, directions for usage, physician's name, and recent date. **All medication must be delivered to the clinic by a parent or legal guardian.** Please contact the clinic for more information.

EMERGENCY CARDS

At the beginning of the school year, or time of admission, we ask parents to complete an Emergency Card. Please notify the office promptly if you have a change of address (additional documentation will be needed for all address changes), phone or work number. **In the event of illness or injury, it is critical that we have current phone numbers and the name of an emergency contact person.**

LOST & FOUND

We strongly recommend that all sweatshirts, jackets, lunch boxes and backpacks be labeled with the student's First and Last name. All lost sweatshirts, jackets, lunchboxes, etc. are placed on a table or garment rack in the cafeteria. Money and other valuable items will be taken to the front office. Lost items that are not claimed by the holiday break and by the end of the year will be given to a charitable organization.

PARTIN ELEMENTARY SCHOOL-WIDE BEHAVIOR PLAN

Positive Behavior Support

Partin utilizes Positive Behavior Support (PBS) with a restorative approach, which is based on a problem-solving model and aims to prevent inappropriate behavior through teaching and reinforcing. The **Student Code of Conduct and Discipline** is available for viewing online.

MANAGEMENT OF STUDENT BEHAVIOR

All-Star Behavior All-star behavior is defined as: Safe, Responsible, Respectful

Active Teaching of the Rules and Expected Behavior

The following are Partin School-wide expectations for common areas:

Playground	Cafeteria	Hallways	Waiting Areas (Morning waiting areas and car, bus waiting areas in the afternoon)
Act appropriately.	Raise your hand if you need help or to use the restroom.	Walk safely.	Stay only in your waiting area.
Listen to adult supervision.	Eat your own food. No sharing food.	Walk silently.	Listen to adult supervision.
Let everyone participate.	Stay in your seat unless you have permission to get up.	Walk straight.	Use inside voices even if you are outside.

Share.	Please keep your hands to yourself.	Walk in a single-file line.	Students must have a pass to leave a waiting area.
Take turns.	Everyone uses inside voices. Light out, voices off.		
Always keep hands to yourself.	Clean tables and floors before leaving.		
Respect each other.	Treat everyone with RESPECT.		
Stay safe, play, run and have fun.			

POSITIVE REINFORCEMENT

Each classroom will have clear expectations and procedures. All teachers and staff are empowered to use the following incentives for positive “All-Star Behavior”:

Verbal Praise about Effort
Starbucks
P.A.W. Nominations (Positive Attitude Wins)
Classroom / Teacher-Based Incentives
Business Partner Incentives
Announcement and Administrative Recognitions



Starbucks

Our “Starbucks” are the currency of school-wide incentives. Students will keep track of and use Starbucks to acquire prizes at the front office for the following levels:

10 Starbucks
25 Starbucks
50 Starbucks
75 Starbucks
100 Starbucks

CONSEQUENCES

Partin believes in taking a restorative approach to aid in resolving conflict and teach expectations. Depending on the severity of the infractions, consequences will be handled by the classroom teacher. In cases of severe misbehavior (see below), student consequences will be managed by administration.

Minor Infractions

The following list is taken from school report card comments and includes items that may require formal notification.

- Not using materials appropriately
- Not putting forth best effort
- Not accepting responsibility for actions
- Not managing time wisely
- Not listening and not following directions
- Not working in an organized manner
- Not working independently when necessary

- Not working cooperatively with others
- Not participating in class activities/discussions
- Not respecting authority
- Not having a good relationship with peers
- Not practicing physical self-control
- Not practicing verbal self-control
- Not respecting the rights/opinions of others
- Not finishing work in assigned time

Notification

Misbehavior requiring consequences will involve strong communication with parents/guardians. The following chart explains the typical procedure for dealing with repeated misbehavior and its documentation:

- Written Warning (one): First communication between teacher and student regarding inappropriate behavior. Reteach expectations. Note sent home with the student and/or call the parent to discuss.
- Written Warning (two): Second communication between teacher and student regarding inappropriate behavior. Reteach expectations. Note sent home with the student and call the parent.
- Written Warning (three): Third communication between teacher, student, parent, and administrator. Reteach expectations. Phone call home is required (conference may be scheduled). The student may get a pre-referral for continuous misbehavior with the same infraction.
- Written Warning (four): Fourth communication between teacher, student, parent, and administrator. Office visit and parent notification is required. Upon review of the infraction and timeline of written warnings, a SCPS Discipline Referral may be written. Consequences would be served at an administrative level according to SCPS Code of Conduct.

Severe Misbehavior and the SCPS Discipline Referral

The SCPS Discipline Referral is utilized in cases involving chronic or severe misbehavior that requires immediate administrative intervention and will be part of the student's Skyward record.

Examples of Severe Misbehavior

Fighting
Assault
Theft
Bullying
Large Scale Vandalism or Destruction of Property
Weapons (knives (of any kind) or guns)
Other "Zero Tolerance" Items

Examples of Possible Consequences

Verbal Reprimand
After-School Detention
In-School Suspension
Saturday School
Out-of-School Suspension
Recommendation of Expulsion

BULLY FREE ZONE



On my honor, as a Kid Against Bullying, I promise to live Bully Free and

- ★ **To speak up when I see bullying.**
- ★ **To reach out to others who are bullied.**
- ★ **To be a friend whenever I see bullying.**

Speak Out Hotline: 800 – 423 –TIPS

Seminole County Public Schools defines *Bullying* as systematically and chronically inflicting physical hurt or psychological distress on one or more students, a district employee, or a district volunteer, including: unwanted and repeated written, verbal, or physical behavior. This includes any threatening, insulting, or dehumanizing gesture; that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Teasing (unwanted/taunting);
2. Social exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence.
7. Theft.
8. Sexual, religious, or racial harassment.
9. Public humiliation
10. Destruction of property.

It is the goal of Seminole County Public Schools that:

- All students shall have a safe, healthy school environment.

- All schools shall promote mutual respect, tolerance, and acceptance.
- All students/staff shall immediately report incidents of bullying/harassment to the principal or designee.

Student Conduct Code

The Student Conduct and Discipline Code is posted online at www.scps.k12.fl.us. It may be accessed by choosing Student Conduct Code, which is found immediately under the listing for Dress Code in the selection box on the left of the School Board's "home page." If you do not have computer access, please contact your child's guidance counselor for a paper copy of the code.

Partin ALL-STAR PLAYGROUND RULES

Act appropriately.

Listen to adult supervisors.

Let everyone participate.

Share.

Take turns.

Always keep hands to yourself.

Respect each other.

Stay safe, play, run, and have fun.

Hallways

While walking in the hallways, students must walk:

- **Safely**
- **Silently**
- **Straight**
- **Single-File**

Conferences

All teachers are expected to have a parent/teacher conference the first 90 days of school. Every grade level will also host a data sharing day. Open communication is important for the academic success of your child. If you need a conference with your child's teacher, please contact the teacher directly. We are all working together for the success of your child! Thank you for being a part of the Partin All Star family!

Image Non-Consent Form

If you wish to not have your child's image/photograph released to the media and/or outside recipients please: print, complete, & sign the form at the end of this handbook and return to the front office.