



*Marlena Palmer*  
Principal

*Jill Williams*  
Asst. Principal

## *Southside Elementary School*

1112 Jasmine Street

Fernandina Beach, FL 32034-

3599

904-491-7941 Fax: 904-321-5873

*Amy Robertson*  
Guidance Counselor

*Cyndi Bingham*  
Secretary/Bookkeeper



## **STUDENT/PARENT HANDBOOK 2020-2021**

Welcome to Southside Elementary where learning is fun. We know you are your child's first and most important teacher; therefore, we encourage your involvement. Be an active participant in your child's education by reading all the information we send home.

### **Nassau County School District Mission Statement**

Our mission is to develop each student as an inspired life-long learner and problem-solver with the strength of character to serve as a productive member of society.

### **Southside Elementary School Vision Statement**

Positively empowering each other to make good choices to become life-long learners and responsible, model citizens.

### **SCHOOL CALENDAR 2020-2021 SCHOOL YEAR**

Meet and Greet	Aug.21 <sup>st</sup>
First Day of School	Aug.24 <sup>th</sup>
Labor Day - NO SCHOOL	Sept.7 <sup>th</sup>
Picture Day	Sept.8 <sup>th</sup>
Half- Day for Students	Sept. 25 <sup>th</sup>
Teacher Planning Day	Oct. 26 <sup>th</sup>
Half-Day for Students	Nov. 6 <sup>th</sup>
Veteran's Day observed- NO SCHOOL	Nov.11 <sup>th</sup>
Thanksgiving Holiday - NO SCHOOL	Nov.25 <sup>th</sup> - 27 <sup>th</sup>
Christmas Break – NO SCHOOL	Dec.21 <sup>st</sup> - Jan.1 <sup>st</sup>
Martin Luther King Jr. Day – NO SCHOOL	Jan.18 <sup>th</sup>
Teacher Planning Day	Jan. 19 <sup>th</sup>
Half-Day for Students	Feb.5 <sup>th</sup>
President's Day – NO SCHOOL	Feb.15 <sup>th</sup>
Spring Break – NO SCHOOL	March 22 <sup>nd</sup> - 26 <sup>th</sup>
Teacher Planning Day	April 2 <sup>nd</sup>
Half-Day for Students	April 23 <sup>rd</sup>
School Holiday-NO SCHOOL	April 30 <sup>th</sup>
Last Day of School	June 4 <sup>th</sup>

Positively empowering each other to make good choices to become lifelong learners and responsible, model citizens.

## STUDENT DROP-OFF AND PICK-UP PROCEDURES

**\*\*FOR THE SAFETY OF OUR STUDENTS AND STAFF PLEASE REFRAIN FROM USING CELL PHONES IN OUR DROP-OFF AND PICK-UP LINES\*\***

### ARRIVAL

#### Morning Drop-off (No Earlier than 7:15 am)

1. Cars must be in a single line for the safety of the children and yourself. Crossing through the cars is unsafe for all.
2. **Please note that it is a one-way turn only into our drop-off/pick-up area (this is enforced by law enforcement). Parents will need to enter from Lime Street from 14<sup>th</sup> Street and then turn right into our drop-off/pick-up parent loop.**
3. Refrain from using your cell phone in the drop-off/pick-up area for the safety of our students and staff
4. Please have your child ready and prepared to exit your vehicle immediately on the passenger side. This helps keep the traffic flowing.
5. Pull all the way to the end of the covered walkway to allow more cars in the drop-off area.
6. Staff will assist your child as they exit the car.
7. ALL students will grab breakfast (if needed) and go straight to their classroom. The tardy bell rings at 7:45 a.m. If your child is not in their classroom by the time the tardy bell rings, they are late and will be marked tardy.
8. Parents may walk students to class until September 4th. This will help students navigate their way through the campus and become confident with our morning procedures. We will have several staff members throughout campus ready to assist your child in getting to class, if needed.

### DISMISSAL

#### Pick-up (starts promptly at 1:50 pm)

1. Gates will be opened at 1:15 PM and on Wednesday's at 12:15 PM.
2. **Please note that it is a one-way turn only into our drop-off/pick-up area (this is enforced by law enforcement). Parents will need to enter from Lime Street from 14<sup>th</sup> Street and then turn right into our drop-off/pick-up parent loop.**
3. Your child has been assigned a colored tag. It must be visible on your passenger dashboard. This tag connects you with your child and is important for safety. Keep this for the whole school year. If you need a new one/extra one, please see the front office. Additional tags will cost \$1.00.
4. **NO TAG, NO CHILD, NO EXCEPTIONS—YOU MUST GO TO THE OFFICE TO SHOW ID!** This is for you and your child's safety.
5. Please make sure your child knows their first and last name. This will make the process move faster.
6. Please stay in your lane and car; staff will assist your child as they enter the vehicle from the passenger side.
7. If a child is to go home a different way than their normal way, the office must be notified one hour prior to dismissal by either a parent/guardian note or phone call. If it is a bus change, please state the bus # and bus stop. If we do not receive notification in a timely fashion, students will be required to follow their normal routine. If you must sign your child out early, arriving before 1:30 pm is mandatory. Dismissal procedures have begun and our bus lanes/pick up lanes are beginning to be used for dismissal.

Positively empowering each other to make good choices to become lifelong learners and responsible, model citizens.

## DRESS CODE

### School Dress and Personal Appearance

I. The wearing of appropriate clothing is an essential part of education; therefore the wearing of garments suitable for school shall be required as referenced in 5.85 of the NCSB Administrative Rules.

II. Students shall observe the following:

- A. Attire with distracting character is unacceptable;
- B. Personal cleanliness and attire shall be consistent with the maintenance of good physical health, safety and the avoidance of giving offense to others;
- C. Shoes shall be worn at all times except as directed by the teacher; (no flip flop type shoes or shoes without a back) athletic shoes are preferred
- D. Students shall wear shirts with sleeves and shall wear garments which are not shorter than 3” above the top of the knee cap; clothing should fit properly (not too tight, too loose or too low)
- E. Students shall wear dresses or skirts or hemmed shorts or pants which are not shorter than 3” above the knee cap; clothing should fit properly (not too tight, too loose or too low)
- F. Students shall not wear midriff or tank tops or low riding revealing clothing.

## STUDENT ATTENDANCE

### **1. Attendance**

Regular school attendance is a necessary part of a student’s education. Excessive absences impair a student’s educational progress, impacts whether the student passes or fails a grade, and may result in court proceedings and/or the loss of driving privileges. Students will be considered absent when they miss 50% of their school day. Absences shall be classified and treated as follows:

#### **Excused Absences**

Students must be in school unless the absence has been excused for one of the reasons listed below. Excused absences include the following:

- Personal Illness.
- Illness of an immediate family member.
- Death in the family.
- Religious holidays of the student’s religious faith.
- Required court appearance or subpoena by a law enforcement agency.
- Special events, including, but not limited to, important public functions, student conferences, student state/national competitions that are school-sponsored, administrative approved post-secondary educational institution visitation, as well as exceptional cases of family need.
- Doctor or dentist appointments.
- Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (Florida Statute 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of two (2) days excused absence for an infestation of head lice.

Positively empowering each other to make good choices to  
become lifelong learners and responsible, model citizens.

## **Unexcused Absences**

Unexcused absences include, but are not limited to, the following:

- Shopping trips
- Pleasure/Vacation trips
- Truancy
- Other avoidable absences.

**\*\*Our current attendance policy states, after fifteen (15) days of absence, whether excused or unexcused, a student must present verification from a licensed doctor for all subsequent absences due to illness. COVID-19 related absences will be excused and not count toward the 15 days of absences for the 2020-2021 school year.\*\***

## **2. Reporting Absences**

Any student who has been absent from school shall bring a note from a parent or guardian within forty-eight (48) hours of returning to school stating the cause of the absence. Failure to bring in a note will result in an automatic unexcused absence. However, the fact that the student brings in a note does not require the school administration to excuse the absence. The principal or designee will decide whether the absence meets the criteria for an excused absence, and that decision will be final. The administration may request additional documentation, such as a doctor's note. The excuse must state specific dates of absence, and must be signed by the treating, licensed physician. After fifteen (15) days of absence, whether excused or unexcused, a student must present verification from a licensed doctor for all subsequent absences due to illness.

## **3. Make-Up Work**

When a student is absent from school the student shall be responsible for all work and assignments missed during the student's absence. The student shall make arrangements with teachers for "make-up" work. The number of days allowed to make up the work shall be the same as the number of days the student was absent. This deadline may be extended with approval of the teacher or principal. Previously assigned projects or tests are due upon return from absence or as determined by the teacher's grading standards.

## **4. Truancy**

A student may be deemed truant after (i) five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month, or (ii) ten (10) unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period.

Students are subject to the following actions for preventing and correcting truancy:

- When a student may be exhibiting a pattern of non-attendance, the principal shall refer the student to the school's attendance team to determine if a pattern of truancy is developing.
- The school's attendance team shall meet with the student and parent or guardian to determine if a pattern of truancy is developing and to identify and implement potential remedies.

*Positively empowering each other to make good choices to become lifelong learners and responsible, model citizens.*

- If the school-based efforts to resolve non-attendance are unsuccessful, the student shall be referred to the Superintendent or his designee for truancy
- The Superintendent or his designee will review the case and may refer the student to the District Truancy Prevention Task Force. The District Truancy Prevention Task Force is conducted with representation from law enforcement, school district, State Attorney's Office, Department of Juvenile Justice, Department of Children and Families, Youth Crisis Center, the parent, and the student. A decision may be made to file a petition in court for truancy.

### PARENT-TEACHER CONFERENCES

Teachers are required to have conferences throughout the year. Please make an appointment if you wish to talk to your child's teacher. Contact the school or teacher to set up a timeframe for conferencing. Keep in mind that communication starts with the classroom teacher.

### DISCIPLINE

It is the responsibility of school personnel to provide a safe, healthy learning environment and to promote self-discipline at school and on the bus. In order to guarantee all children an excellent learning climate they deserve, the school staff has adopted Community Expectations to guide behavior. In addition, rules have been developed to demonstrate the Community Expectations that help to maintain a positive learning environment. Students are to follow the set rules/procedures and NCSB District Code of Conduct while at Southside Elementary. Parents will be notified when they are not following the school rules/procedures and actions will be taken according to the Student Code of Conduct.

### EMERGENCY PROCEDURES

Procedures are in place to handle the emergencies that may arise at school. Teachers, staff and students practice drills that will promote a safe, orderly response to an emergency. There may be occasions when it is necessary to close the school. If this is required, the superintendent notifies the school, local television and radio stations. Monitor the stations during severe weather for the latest information in school closing and reopening dates. We also have a system called School Messenger that will call you in emergencies.

### SCHOOL VOLUNTEER PROGRAM

Parents are a big part of each students learning and we need your assistance. Please contact the school for additional information on how you can get involved. Volunteers are to be approved by the school board. Please remember to complete a Volunteer Application.

### VISITORS

For your child's protection, everyone **must** sign in at the office to be issued a visitor's pass. This must be worn on campus and please sign out before leaving. All persons wishing to gain access to the school campus must come in through the front office and present their drivers license.

**\*\*Note: At this time we are not allowing volunteers/visitors on campus due to health and safety concerns. We will notify parents when this policy changes.\*\***

Positively empowering each other to make good choices to  
become lifelong learners and responsible, model citizens.

## **NOTICE OF NON-DISCRIMINATION**

The Nassau County School District does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Mark Durham/Assistant Superintendent for Instruction  
1201 Atlantic Ave. Fernandina Beach, FL 32034  
(904)491-9900  
E-mail: [durhamma@nassau.k12.fl.us](mailto:durhamma@nassau.k12.fl.us)

Positively empowering each other to make good choices to  
become lifelong learners and responsible, model citizens.