

August 2017

Dear Parents:

Welcome to Sadie Tillis Elementary School. The intent of this handbook is to provide you with information about Sadie Tillis Elementary School and to establish some common procedures for all of us to follow. We hope you will find it useful. Although we have tried to include as much information as possible, if you have additional questions, please contact your child's teacher or the school office at 573-1090.

Please read this handbook thoroughly and return the parent acknowledgment form that is on the last page of the handbook. Keep the handbook available for reference throughout the school year. Each new school year offers new challenges and opportunities for all students. The staff at Sadie Tillis is committed to providing a safe, orderly, challenging, and nurturing learning environment for your child. Home and school working together as a team can make this school year a very successful one for your child.

Sincerely,  
Marianne G. Lee  
Principal



### STE "At a Glance"

In order to thrive in this exciting new era of the 21<sup>st</sup> Century, students must be prepared for two of its major features: the rapid change of pace and new ways of communicating. Sadie Tillis is designed to prepare students for both.

Duval County Public Schools (Sadie Tillis Elementary) implements a standards-based model for providing instruction and student achievement in all schools. The focus is to provide instruction based on a rigorous curriculum with high expectations for student work and mastery of the Florida Standards. Instruction is provided through the Gradual Release of Responsibility Model that engages students in their learning and differentiated instruction based on individual needs. The Academic Programs website provides additional information regarding the New Generation Sunshine Standards in Science, Florida Standards, curriculum, and performance assessment.

Classrooms utilize technology, including internet access and academic learning links, document cameras, SMARTboard Interactive Screens, data projectors. All 3-5 classrooms have laptop carts of 25 laptops and 5 laptops in all K-1 classrooms. All classrooms are wireless. In addition, a fully-equipped computer lab is used on a rotational basis for large group instruction and for ongoing research.

Our school also offers:

- Internationally benchmarked standards for all students
- Data-driven differentiated instruction
- School Advisory Council (SAC) involvement
- Business Partners and Mentors assisting in curriculum-oriented projects and safety nets
- On-site professional development for teachers
- Art lab
- Computer Lab
- Music and PE classes
- 2-5 Grade Individual Laptop Carts (25 laptops each)

- T.V. production studio
- Literacy, Math, and Science Family Nights
- 5<sup>th</sup> Grade Science Lab

### Beliefs

We believe it is fundamental to provide an environment that is safe and civil for all individuals.

We believe it is essential to create a cooperative, and supportive community.

We believe individuals should be valued and treated with dignity and respect.

We believe everyone has the ability to achieve his/her fullest potential.

We believe the success of students relies upon a strong partnership of home, school, and community.

We believe each student has a responsibility to be actively engaged in the learning process.

### STE Rituals and Routines

## STANDARDIZED DRESS CODE

### Uniforms

All students in Kindergarten to Fifth Grade are required to dress in school uniforms. The uniform consists of black, grey, or red tops with navy or khaki bottoms. Tops must be polo shirts, blouses, or shirts (long or short sleeves), turtlenecks, sweaters or sweater vests, Sadie Tillis logo t-shirts, and plain polo shirts in plain black, grey or red. Bottoms can be shorts, pants, skirts, jumpers, skorts, or capris. Belts should be worn through belt loops and bottoms should fit properly and not sag below the waist. Shirts must be tucked in for students in grades 1-5.. ***Jeans are NOT permitted.***

There is no obligation to purchase specific items. Clothing meeting the standardized dress code requirements can come from your closet, garage sales, or your favorite store or catalog. Target, JC Penney, Wal-Mart, Old Navy, Gap, and Lands End are just a few of the store or catalogs that have reasonably priced items that fit the dress code. Logo shirts are not required, but are encouraged to show our school spirit and identity.

The standardized dress code will be enforced each day. There will be a two week grace period for new students.

## COMMUNICATION

### Newsletters/Notices

Communication between the school and home is essential. The Panther's Paw, published monthly and also available on our school website, provides school- wide information and a calendar of events. Classroom newsletters and web pages provide, on a regular basis, the standards the class is working on and important deadlines. Please check at the RED folder for this information.

### Websites

Sadie Tillis Elementary School has its own website that can be accessed at [www.duvalschools.org/sadietillis](http://www.duvalschools.org/sadietillis) to obtain additional information about the school. Please note the Panther's Paw and school calendars are always available on this site. Additional websites that you may find useful to access are [duvalschools.org](http://duvalschools.org) for Duval County Public Schools.

## CURRICULUM

### Field Studies/Trips

Field studies provide valuable educational experiences. Before a student is permitted to go on a field study, he/she must have a field study permission form SIGNED by his/her parent or guardian. This form is sent home by the teacher for a signature. Money and permission slips **must be submitted to the school by the due date listed on the permission slip. PERMISSION CANNOT BE GRANTED OVER THE PHONE NOR BE HAND-WRITTEN.**

**Only parents who have been screened and cleared to volunteer by the DCPS Community and Family Engagement Office will be allowed to chaperone a fieldtrip. Teachers submit their list of chaperones at least 10 days prior to the scheduled date of the trip and clearances are verified at that time. If there is a problem with a parent's clearance he/ she will then be notified by the teacher. Chaperones have a very important responsibility when serving as a chaperone. Therefore, children who do not attend our school will not be allowed to accompany a chaperone on a fieldtrip.**

A child must be in attendance at school in order to participate in field study activities. Students must ride on the authorized transportation. Parents driving their own vehicles may not transport their own children to the activities. If arrangements are made in advance with the teacher, a child may be checked out at the conclusion of the activities. The parent then assumes full responsibility for his/ her child. No student will be allowed to leave with another student or parent. A student who has been disruptive at school or who have had difficulty in following school rules on a previous field trip, may be required to have an adult family member attend the field study with the child; otherwise, the child will be excluded from the trip.

### Grading Scale

The Duval County School Board has adopted the following grading scale that correlates with the State of Florida’s scale for all students, grades K-12.

#### Grades 2-12

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

#### Grades K-1

E	Excellent Progress
S	Satisfactory Progress
N	Needs Improvement
U	Unsatisfactory Progress
R	Readiness (Kindergarten only)

### Homework

Homework is an important part of each student’s educational experience. Please check the planner daily to see what homework has been assigned. By county guidelines (listed below), the assignment and amount will vary from class to class. In general, homework will be assigned each school day, except Friday. It is the responsibility of the student to complete the assignments and bring these to the teacher. Homework completion is checked and is an important factor in reinforcing skills and learning. The time parameters below are average times. All children do not work at the same pace. If you have questions, please contact the teacher.

<b>Grade Levels</b>	<b>Average amount of time per night (Total)</b>
Kindergarten	Assignments are sent home daily. 10-15 minutes
First and Second	20-30 minutes
Third	30-45 minutes
Fourth	45 minutes – 1 hour
Fifth	1 hour

### Internet Use

All schools have Internet accessibility. Parents must give permission for their students to use the Internet at school. A permission form is provided on the registration sheet given at the beginning of the year. It is imperative that parents sign this form as some assessments are only online.

### Physical Education

All students are expected to participate fully in physical education activities (minimum 30 minutes/daily), whether the students are with the classroom teacher or physical education teacher. Appropriate shoes and clothing enhance both the students’ safety and participation.

If a child has a temporary illness or injury that will limit or prohibit a child’s participation, a written note from the parent must be sent to the teacher. Verbal messages from students cannot be accepted. Extended limitations require a written note from a doctor.

### Promotional Requirements

1. Kindergarten – Grade 1 Promotional Criteria: Students must demonstrate mastery of curriculum standards in communications (reading and writing) and math.
2. Grades 2 – 3 Promotional Criteria: Students must demonstrate mastery of curriculum standards in reading and math.
3. Grades 4 – 5 Promotional Criteria: Students must demonstrate mastery of curriculum standards in reading, math, science, and either language arts or social studies.
4. Additionally, 3<sup>rd</sup> grade students must achieve a level 2 or higher in reading on the FSA (Florida Standards Assessment).

If a student is in danger of not meeting promotional requirements, this will be indicated on the report card each nine weeks. The parent should schedule a conference with the teacher(s) immediately.

### **Report of Student Progress**

**Report cards** are issued every nine weeks. The Acknowledgement Strip and Report Card Envelope should be signed by the parent and returned to the homeroom teacher within 3 days to indicate that it has been received. This does not mean that the parent approves or disapproves of the report. If a report card is lost, it should be reported to the office by way of a note from the parent. A duplicate report card will be sent home for signing.

**Scholarship Warnings:** This report, which can be sent to the parents by the teachers at any time during the 9-week grading period, indicates that the child is in danger of failing a subject or is having severe difficulty in a particular area. Upon receiving this report, the parent should investigate the problem that the child is experiencing. **THE SCHOLARSHIP WARNING MUST BE SIGNED AND RETURNED TO THE SCHOOL WITHIN THREE (3) DAYS, TO INDICATE THAT IT HAS BEEN RECEIVED.** Please make arrangements with your child's teacher to discuss the situation.

### **Standards**

Sadie Tillis Elementary is a standards-based school. Standards define academic expectations. There are two kinds of standards: content and performance. Content standards define what a child should know at a given grade level. For example, a child should know his/her multiplication tables by 3<sup>rd</sup> grade. Performance standards define what a child should know and how that knowledge is demonstrated. For example, a child should know his/her multiplication tables and be able to use them to solve real-life math problems, such as determining how much a pair of shoes costs if they are 20% off. Sadie Tillis Elementary School uses the Florida Standards and Florida's Next Generation Sunshine State Standards.

## **GENERAL INFORMATION**

### **Business Partners**

We are proud to have the support of local businesses. These business partners support our school in many ways, including donation of volunteer mentoring hours and incentive awards for our students. We are always eager to acquire additional business partners.

If you have suggestions, or would like to become a business partner, please contact the main office.

### **Lost and Found**

All lost and found articles will be placed in the designated lost and found area. Students' belongings should be labeled in order to facilitate the return of each article to its rightful owner. Students should check the lost and found on their lunchtime. Several times a year, **unclaimed articles will be donated to charity.**

### **Parent/Community Organizations**

All parents and interested individuals are encouraged to join the PTA, attend PTA meetings, and participate in PTA-related activities. Membership dues are a donation that assists in providing special programs and activities for our school.

SAC, our School Advisory Council, is made up of parents, staff, business people, and citizens of the community. It meets monthly and plays an active role in advising school personnel and informing the community of mutual needs and interests. Continued school improvement is a key issue addressed by SAC. Attendance by the public is encouraged at all meetings.

### **Volunteers**

Volunteers provide essential services to our school and are most welcome. Everyone who wants to volunteer in any capacity (i.e. classroom volunteers, active PTA members, field trip chaperones, etc.), **MUST** be screened and cleared by Duval County Public Schools before they are allowed to volunteer. To apply for the clearance, submit the online application that is available on the Duval County website under the Parents "tab". This process will be handled by the Community and Family Engagement Office and can't be done immediately, but may take up to 2 weeks to complete.

When you come into the school to volunteer, "check-in" with the front lobby receptionist, who will provide you with a visitor's pass to wear while you are in the building. You should "check-out" with the receptionist when you leave so your volunteer hours can be tracked. Guidelines for parents for volunteering in the classroom are the same as chaperoning a field trip; siblings (younger children not attending our school) cannot be with a parent while he/ she is volunteering in the classroom.

### Withdrawals

We encourage notification at least three days in advance of a student's withdrawal date. This will allow ample time for completion of records and other necessary details. All indebtedness should be paid before the withdrawal date. All library books and textbooks must be returned to the appropriate person(s).

## SCHOOL PROCEDURES

### Arrival Time

Students are not admitted into the building before 8:00 AM.. **There is no supervision provided for students who arrive early.** Therefore, students may not be dropped off prior to 8:00 AM. Children must remain in their parent's vehicles until the doors open at 8:00 AM.

### Tardiness

The first bell rings at 8:25 a.m. A student arriving after the second bell at 8:30 a.m. is considered tardy and must go directly to the front desk in the lobby for a tardy slip admitting him/her to the classroom. Students riding the bus or day care vans are not considered tardy when the bus or day care van is late.

### Absences

It is imperative that your child attends school daily. If your child is absent, you are required to send in an excuse note within three days of your child's absence. After five unexcused absences in a quarter, a letter will be automatically generated from the State Attorney's Office.

### Birthday Parties

We extend our "Happy Birthday" wish to each youngster on their "special day", but request that birthday parties be held outside of school. **No deliveries of gifts, flowers and balloons for students will be allowed in classrooms.** Please arrange to give these things to your children at home, as it is disruptive to the class.

### Change of address/phone number

Please give your new address and telephone number to the secretary in the main office, as soon as possible, if there is a change of address, home phone number and/ or cell phone number, and emergency contact number(s). This also includes your work or business location and telephone number. **It is**

**imperative that the correct information is always on file in the office.**

### Cell Phone Policy (for students)

Wireless communication devices may be brought to school with the following conditions as well as procedures outlined in the DCPS Code of Student Conduct:

- Devices **must** be turned off during school hours.
- If emergency calls to or from students are necessary they should be placed through the school office and not to or from the student's telephone.
- Devices should be kept secure to prevent theft (e.g., backpacks or purses)

Violation of these provisions will result in the confiscation of the wireless communication device(s) and its return only to the parent or guardian at the main office.

Any student who chooses to bring a wireless communication device to school shall do so at his or her own risk. School personnel shall not be responsible for loss or theft of the wireless communication device.

### Conduct (Student Code of Conduct)

Students are expected to behave in a manner that is conducive to supporting an optimum learning environment for all students. No student has the right to deprive another of the opportunity to learn. **At all times, each student is expected to show respect for teachers, school personnel and fellow classmates.** Students who do not conduct themselves in the proper manner at school or on the bus will be disciplined in accordance with the **Duval County Code of Conduct.** A copy of the code is provided for every student and is discussed at the beginning of the school year. Parents and students are expected to sign an acknowledgement form verifying receipt of the **Code of Student Conduct.** Acknowledgement forms should be returned to your child's teacher.

### Conferences

Parent-teacher conferences are encouraged for the purpose of giving each parent/guardian a better understanding of their child's needs. Parent-teacher conferences are conducted before and after school

hours and should be scheduled with your child's teacher

Parents are always welcome to our school. All visitors must show picture identification, sign in and out at the front reception desk, and wear a visitor's badge while in the building. For safety reason, parents are to only go to the identified area on their visitor badge. Teachers have many responsibilities at the start and closing of each school day. Teachers are always willing to meet with you if you have a question, concern or would like to schedule a conference. **Please do not show up to your child's classroom to talk with the teacher or to expect a conference. These interruptions interfere with the instructional day.** Please send in a note, email a message or call the school to schedule an appointment. Please understand that these requests are for our students' safety and instructional well-being. We appreciate your willingness to adhere to these policies and procedures.

#### **Custody Issues**

The office and the teacher should be notified of any custody issues involving your child. This notification should be written court documents, which clearly states who has custody and who has access to your child. The school **cannot** deny access to a custodial parent unless there are court documents prohibiting such contact. **Please update the documents each year in the office.** The office staff will adhere to paperwork on file. "Word-of- Mouth" agreements will not be accepted.

#### **Dismissal**

We request that students not be signed out prior to regular dismissal times, unless it is an emergency. Every moment of instructional time is critical to helping students achieve mastery of the standards. When a student is taken out of class prior to the end of the day, he/she is missing valuable instruction and directions for homework assignments. As stated in the DCPS Code of Conduct, a student should not be released within the final forty-five minutes (2:15 PM regular days/1:00 PM early release days) of the school day unless the principal determines it is an emergency or an excused event. Additionally, every interruption of the class caused by calling students via the intercom disrupts the instructional flow for the remainder of the students.

- School hours are 8:30 a.m. – 3:00 p.m.
- The days that are designated as "Early Release Days" will have a 1:45 p.m. dismissal time.
- Parents waiting to pick up their children at dismissal must remain inside their vehicles in the car rider area. Parents are not allowed to park in the parking lot and wait for their child. For safety reasons, the front lobby area needs to be clear at dismissal for bus rider dismissal.
- Walkers are students that leave the school property on foot and who live within 2 miles of school. Parents waiting for Kindergarten students (walkers) should wait by the small gate by the bike rack, as they will be escorted out by an attendant to that location at 3:00 PM.
- Any changes to your child's transportation home from school must be in written form and given to the teacher. Since the identity of a caller cannot be verified, telephone calls regarding changes in transportation are not accepted.
- All parties signing out students in the front office must be listed on the student information card and are required to present picture identification. If the individual signing out your child is not on the blue card, your child will not be released.

#### **Distribution of Literature and Materials to Students**

In accordance with DCPS Board Policy 9.50, students may distribute non-school related literature and materials to other students (i.e., birthday invitations, event flyers, etc.) on School District property only with the approval of the principal. The principal shall determine the proper time, place and manner in which the literature or materials may be distributed. At no time shall such distribution by students cause a disruption to the educational process. Parents and students are not allowed to bring party invitations to school and/or distribute them through the backpacks or cubbies without permission from the principal. Also, the office cannot provide students' addresses or phone numbers to parents or students. . This rule not only protects the feelings of students not invited to parties, but also ensures that our office and communication systems are used exclusively for educational purposes.

### **Health/Illnesses or Accidents at School**

Students should remain home for a minimum of twenty-four hours following a fever or nausea. A child who suddenly develops a headache, chills, fever, vomiting, or other signs of illness should be kept at home.

When a student becomes ill or has an accident at school, the teacher will direct the student to the office. An office staff member will make the student as comfortable as possible. If deemed appropriate, a parent will be called to come pick up the child. A parent is required to pick-up any student with a 100 degree temperature or higher, vomiting or diarrhea. The school clinic does not have adequate facilities or staff to care for a sick child for a prolonged period of time.

The school clinic is limited in the amount of first-aid treatment that can be given and is prohibited from giving any over-the-counter medicine (including Motrin or Tylenol). **It is important that we have accurate phone numbers for every student at all times.** Please keep your child's teacher and the school office informed of any changes that occur in addresses, phone numbers (work, cell, and home), and emergency contact persons. Please instruct your child to report any injury to his/her teacher immediately.

### **Medicine at school**

In the event that a student is to take prescribed medicine during the day, the parent must do the following:

- Have a copy of directions for administering the medicine from a licensed doctor or dentist attached to the original container.
- Sign a medication liability release form and have it filed in the office.
- Parents must bring the medicine to school (**original prescription bottle only**) so it can be placed in the office and administered by office personnel. Children may not transport medicine or self-medicate.

### **Diseases**

If your child has one of the following communicable diseases, he/she must remain at home until after treatment from your doctor or clinic and a release is given: chicken pox, hepatitis, measles, mumps, pinkeye, ringworm of the scalp or skin, rubella, scarlet fever, MRSA, and whooping cough.

If your child has head lice, do not be overly alarmed, but be concerned. Any child with head lice or nits may not attend school. We will do the following:

- Any child found to have head lice or nits will be sent home. A parent must come get the child immediately, take them home, and treat the condition. A second treatment is required seven (7) days later and the verification of treatment and hair check will be done by the front office. **THE CHILD WILL BE NOT BE ALLOWED TO RETURN TO SCHOOL UNTIL A DESIGNATED OFFICE EMPLOYEE HAS CHECKED THE CHILD'S HAIR TO DETERMINE THAT ALL NITS HAVE BEEN REMOVED.**
- All children in the class may be checked and a letter will be sent home to inform parents of how to detect head lice and its treatment.

### **Messages to Students**

Messages will be given to students only when there is an emergency in the family and the student must be informed. Important informational items will be handles through the school office and by the school staff. Please allow plenty of time for messages to be sent. It cannot be guaranteed that your child will receive a message if it is left at the end of the school day.

### **Pets**

No animals can be brought to school unless the principal or designee has granted permission. Pets are not allowed on school buses and should not follow students to school.

### **School Parties**

School Board Policy Chapter 4.00-Curriculum and Instruction School Functions 4.44. IV states two (2) parties per school year may be held during school hours. STE classes will host their two celebrations one prior to the Winter Break and at the other one at the end of the school year. For birthday celebrations, parents may bring in a store bought class treat that will only be served during the scheduled lunch time. Only items in individual serving sizes are allowed. (i.e. cupcakes, single serving sized cups of ice cream, juice boxes, etc.) No adornments (rings, toys, etc.) on the cupcakes; no candles or balloons. On Valentine's Day the school will hold balloons, flowers, or candy for students until the end of the day. There must be a treat for every child in the class. Either the parent or student (grade 3 and up) must serve the items and

help with clean-up. Parents should check in at the front desk with the treats just before the child's scheduled lunch time. Parents must notify the teacher in advance of the birthday celebration.

### **Smoking**

To safeguard the health and safety of school district employees and students, the use of tobacco products on any School Board property is prohibited. School Board property shall mean any building owned or part thereof owned or used by the School Board, and the grounds upon which such building is located. Please refrain from leaving cigarette butts anywhere on the school campus.

### **Textbooks/Library Books/Materials**

Students and parents are responsible for textbooks, library books, and other materials loaned for their use. Parents or guardians are liable for any loss, destruction, unnecessary damage or failure to return books (Florida Statute, Section 233.47). Written notification of lost or damaged books will be sent to parents throughout the school year at which time the parent is responsible for monetary reimbursement to the school.

Anyone who willfully destroys school property through vandalism, arson or larceny, or who creates a safety hazard for our students will be referred to the proper law enforcement agency.

### **Valuables**

Students are responsible for their own belongings. Please instruct your child not to lend or expect to borrow money from other students. **ALL THEFTS SHOULD BE REPORTED TO THE CLASSROOM TEACHER: HOWEVER, NEITHER THE SCHOOL NOR ITS PERSONNEL WILL BE RESPONSIBLE FOR ANY LOSSES OF PERSONAL PROPERTY.** Students should leave personal possessions (i.e. toys) at home.

## **TRANSPORTATION**

### **Bicycle Riding**

Bicycles ridden to school must be parked and locked in the designated area near the walker/bike gate. By law, all bicyclists under the age of 16 must wear a bicycle helmet. While using the sidewalks, bike riders are to be courteous to students walking to school and are not to ride on school grounds. Students who ride a

bike or walk to school are dismissed at 3:00 PM/ 1:45 Early Release Days.

### **Bus Information**

Students whose permanent residence is two miles or more from school are eligible for transportation. Bus schedules will be distributed to all students transported by bus. Bus rules are listed in the Student Code of Conduct; please review them with your child.

Bus students are expected to be at the stop 10 minutes before pick-up time. Students must ride the bus to which they are assigned. Students may not change their bus assignment without prior written approval from the principal or designee.

Safety is a primary concern of parents and the school system. As stated in the school bus code section of the DCPS Elementary Code of Conduct, **BUS RIDING IS A PRIVILEGE, WHICH MAY BE REVOKED.** Misconduct by any student while riding a school bus represents a serious threat to the safety of all occupants of the bus as well as other motorists, pedestrians, and members of the community.

The following rules have been established in order to ensure the safety of all students who ride buses:

- Go to your assigned bus stop.
- Use orderly behavior at the bus stop as well as on the bus.
- Remain seated, facing front, when the bus is in motion.
- Talk quietly to the people near you.
- Talk to the driver only when it is necessary.
- Put all trash in receptacle supplied by the bus driver – do not throw anything on the floor or out the windows.
- Stay quiet when the bus is crossing the railroad tracks.

Parents are urged to discuss with their children appropriate school bus conduct in order to ensure bus safety. The following are established policies and procedures for school bus discipline:

- The bus driver will report misbehaving students to the school administrators and complete a Bus Discipline Referral.
- The school administrators will immediately notify the parent or guardian by telephone or via a Bus Discipline Referral.
- The first offense will receive a warning.
- The second offense will result in bus suspension for one to five days.



- The third offense will result in bus suspension for five or more days.

All students who misbehave while riding the school bus will be disciplined according to the Code of Student Conduct. A bus suspension is separate from a school suspension and applies only to the loss of bus riding privileges unless subject to other disciplinary actions, such as out-of-school suspension. Students suspended from the bus are still required to attend school. The parent or guardian will be responsible for bringing the child to school during a bus suspension period. **Failure to bring the student will be treated as truancy.** Bus suspension does not affect or excuse school attendance. Students who are suspended from a bus cannot ride another school bus during the suspension period.

Guidelines for transporting children under the age of six will be given to the parents of our kindergarten students at the beginning of the school year. Arrangements should be made for meeting kindergarten students at the bus stop. Kindergarten students will be returned to the school campus if there is no adult or sibling to meet them at the bus stop.

#### Traffic Patterns

1. **All vehicles must adhere to the carpool procedures as established by our School Advisory Council and Foundations Team.**
2. A designated area at school is reserved for loading and unloading of students. **PLEASE DO NOT LEAVE CARS UNATTENDED IN THE FIRE ZONE (FRONT OF SCHOOL) OR CAR RIDER ZONE,** located on the East (9A) side or front of the building.
3. Only buses use the designated bus area for loading and unloading. Walking through and parking in the bus loading area is prohibited.
4. **Fire Regulations prohibit parking in the designated CAR RIDER ZONE (OR IN FIRE ZONE AT THE FRONT OF THE SCHOOL).** Use the designated parking areas if it is necessary to park or remain on the grounds. The Car Rider Zone is the only place where parents may drive a car on school grounds to drop off their children.
5. Students who walk or ride bicycles are to use the sidewalks and cross only in the cross walks.

## STUDENT SERVICES

### Cafeteria

The cafeteria is a vital part of our school. A well-balanced breakfast and lunch are offered at a reasonable price through Chartwells, a contracted food service provider.

Students are expected to follow the rules below:

1. Use voice levels 0, 1, or 2.
2. Keep hands, feet, objects, and negative comments to oneself.
3. Follow the directions of the Paraprofessionals or faculty/ staff in charge.
4. Walk, don't run.
5. Leave the tables and floor around one's space in a clean condition for others.
6. Deposit all litter and garbage in appropriate containers.
7. All students will be expected to display acceptable cafeteria behavior and table manners. Food cannot be taken out of the cafeteria.

The school participates in the federal breakfast and lunch program. All Sadie Tillis students qualify for free breakfast and lunch. Car riders must be here at school by 8:20 to eat breakfast.

Please clearly mark lunch boxes with your child's name. **We ask parents not to send candy or gum with a child's lunch.** For safety reasons, neither glass bottles nor pop-top cans are to be sent in child's lunch.

Parents are welcome to have lunch **with their child only in the Wildcat Café** during their child's designated lunch time. Please You will need to sign in with the front office to get your visitor's pass. Afterwards, check with the cafeteria attendants to locate your child.

### Guidance

The school counselor provides guidance services. The primary function of the guidance department is to assist students with their educational and personal development. Throughout the year, the guidance department will conduct assemblies to address pertinent social issues of our students. Notices will be sent home informing parents of these along with an

opt-out option. For more information, call Extension 111.

**IMPORTANT NUMBERS**  
**School Office**  
**(904) 573-1090/ 573-1169 FAX**

**Bookkeeper/Principal's Secretary**  
Desarae Cox  
573-1090 Ext. 112

**Front Desk**  
Loretta Newsome  
573-1090 Ext. 101

**Records**  
**(904) 573-1090 Ext. 103**

**Records Clerk**  
Michele Dye

**Cafeteria**  
**(904) 573-1090 Ext. 158**

**Manager**  
Ms. Vern

**Guidance Services**  
**(904) 573-1090 Ext. 111**

**Guidance Counselor**  
LaTona Johnson

***PARENT HANDBOOK ACKNOWLEDGEMENT FORM***

**Sadie Tillis Elementary**

**Student's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Teacher's Name (please print)** \_\_\_\_\_

I was given a copy of the *Sadie Tillis Elementary Parent Handbook* at school today. I know that the *Parent Handbook* contains information about Sadie Tillis Elementary School and establishes common procedures for everyone to follow. I understand that it is my responsibility to learn what those procedures are and who to contact should I have additional questions.

**Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Note: Failure to return this acknowledgement form will not relieve a parent/guardian from responsibility for knowledge or non-compliance of the contents of the Sadie Tillis Elementary Parent Handbook.**