



Parent & Family Handbook

Dear Jaguar Families,

The faculty and staff warmly welcome you to our beautiful school. We are eagerly anticipating an enjoyable and productive year. Our goal is to create a pleasant learning environment where academic achievement can flourish.

This handbook has been designed to answer many questions. It contains general information and policies of the school. Please keep it throughout the school year for your reference.

We extend an invitation to you to visit our school, attend your child's programs and become an active member in the PTA and volunteer programs. We are very happy to have you and your child with us at Beauclerc Elementary School!

Vision:

Every student is inspired and prepared for successful leadership in college or a career, with an embracing understanding of diverse cultures.

Mission:

To provide excellent educational experiences through leadership as well as through bilingual, biliterate, and bicultural dual language opportunities in every classroom, for every student, every day and in every home.

#JaguarsPersevere
#JaguarLeadersRoar

Duval County Public Schools Websites:

www.duvalschools.org - For the latest information about Duval County Public Schools, including calendars, and links to school sites, log on to duvalschools.org. Changes in policies and procedures, newsletters, and coming events are prominently displayed. You may also use this site to contact School Board Members and School District personnel. Also, please check the Beauclerc Elementary website for up-to-date information at www.duvalschools.org/beauclerc.

Table of Contents

Accompanying Children to Class	3
Arrival	3
Attendance	3
Bus Information	5
Cafeteria	5
Celebrations	5
Change of Address/ Phone	5
Classroom Visits	5
Code of Conduct	6
Communication	6
Conferences	6
Custody Cases	6
Dismissal	6
Dress Code	6
Early Check-Out	6
Early Dismissal	7
Emergencies	7
Extended Day program	7
Field Trips	7
Fire Lane Parking	7
Gifted Education	8
Grade Portal/FOCUS	8
Grading Scale	8
Health/Medication	8
Homework	9
Lost and Found	9
Patrols	9
Photos/Video	9
Rainy Days	9
Report Cards	9
Rewards	9

Safety and Security	10
School Calendar	10
School Counselor	10
School Hours	10
Social & Emotional Support	10
Textbooks/Library Books	10
Title I	11
Valuables	11
Visitors/Volunteers	11
Withdrawing	11

Accompanying Children to Class

- For the safety of our students:
 - Kindergarteners may be escorted to their classroom by a parent/guardian through the first week of school only. Patrols and other school personnel will ensure Kindergarten students get to their appropriate location.
 - 1st – 5th grade students may be escorted only the first 2 days of school. Patrols and other school personnel will ensure these students will get to their appropriate location.
- For the remainder of the school year, parents/guardians will need to sign in at the front office to proceed through the building only for scheduled conferences and/or meetings.

Arrival

- There is no adult supervision before 8:00 a.m. (Exception: Patrols and their siblings may arrive to school and enter the building at 7:40 a.m.) If you need assistance with morning arrangements, we have an extended day program that may be helpful for you. Please contact, Ms. Cross, Extended Day Director, at 904-739-5226 for inquiries.
- Students should not arrive at school before 8:00 a.m.
- Students should arrive no later than 8:25 a.m. Instruction begins at 8:30 a.m.
- If a student arrives after 8:30 a.m., they are tardy.
- If you choose to wait with your student in your vehicle before enter the building, we kindly ask that you not block the fire lane in front of the school. Unauthorized parking in fire lanes at schools is a violation of law. Please park your vehicle in a parking space.
 - The areas identified and marked as fire lanes shall not be used for personal parking conveniences, but shall be reserved for emergency vehicles providing services and for attended buses or as temporary/short- term authorized loading and unloading of vehicles.
 - The cooperation of parents and/or visitors to the school facilities is appreciated in order to ensure the safety of the occupants and the protection of school property.
 - Vehicles parked in fire lanes are subject to the issuance of fire lane summons/tickets.



Attendance

As per [School Board Policy Chapter 5](#), the below district student attendance provisions apply.

- School attendance shall be the direct responsibility of parents and students. All students are expected to attend school regularly, receive total instructional time, and to be on time for classes to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.
- Open communication between parents and schools is an integral component of the educational process. Schools and parents shall work together to encourage students to attend school regularly. Regular attendance in each forty-five (45) day grading period is necessary for a student to be successful in school. Missed work shall be made up for all absences, including suspension. Make-up work shall be allowed for each day of absence, when appropriate or as determined by the principal. Each student shall receive full credit for such work.
- If a student has at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90- calendar day period, the student's primary teacher shall report the student's attendance to the principal. The principal shall, unless there is clear evidence that the absences are not a pattern of non-attendance, refer the case to the school level Attendance Intervention Team (AIT). The AIT will schedule a meeting with the parent(s) or

legal guardian and a representative of the district attendance office. If appropriate, a contract will be developed and signed by the participating parties. If the contract is violated, the case may be referred to the State Attorney's office.

- Students returning from an absence shall be required to present a written explanatory excuse from their parent(s) or legal guardian, stating the cause for the absence. The following causes are acceptable excuses for being absent:
 - Illness or injury of the student;
 - Serious illness or death in the student's family;
 - Inclement weather;
 - Official religious holiday of a religious sect or for religious instruction (see below);
 - Insurmountable conditions as determined by the school principal or other designated district or school personnel; and,
 - A bus failure or irregular schedule which causes the absence or tardiness of a student who is eligible for and regularly transported by the District.
- Parents shall be notified in writing on or before the fifth absence, within each forty-five (45) day grading period, of the student from any school day to request their cooperation in preventing further absences. Principals may authorize a waiver of notification if school personnel have determined the student has contracted an illness, such as a communicable childhood disease, resulting in an extensive number of absences.
- Students who are absent shall receive a grade of zero (0) for work missed for the day(s) in which the absence(s) occur. Students shall be responsible for making up missed work for each absence. Students shall receive appropriate grades for the make-up work to replace the zero (0). The school principal shall determine the appropriate length of time for completion of assignments.
- Nonattendance for instructional activities is established by an accumulation of tardiness, early check outs and absences for all or any part of the school day. For learning activities to be fully effective, it is reasonable to require that each student arrive to class on time and remain for the entire school day. A student who is tardy to class or who is checked out not only places his or her learning in jeopardy but also interrupts the learning of other students.
 - Tardiness is defined as the physical absence of a student in the classroom at the beginning of a regularly scheduled session at which he or she is scheduled to be present when the school tardy bell rings.
 - Early check out is defined as a parent or guardian signing out a child before the end of the school day.
 - A parent shall notify the school as to the reason for the tardiness or early check out. Justifiable reasons shall be determined by the principal.
 - Schools shall establish procedures for early check outs that ensure students are treated consistently. A student should not be released within the final forty-five minutes of the school day unless the principal/designee determines it is an emergency or an excused event.
 - The School will provide written notice to parents after three tardies or three early check outs within thirty days. Additional tardies or early check outs will result in the following interventions:
 - A mandatory parent conference with the guidance counselor.
 - A mandatory conference with the principal.
 - In accordance with the Code of Student Conduct, other appropriable penalties such as detention beyond the regular school schedule or appropriate counseling for programs for students and parents may be administered at the school principal's or designee's discretion.
 - Students will not be recognized by the School for perfect attendance when they have three or more unexcused tardies or three or more unexcused early check outs.
 - Six unexcused tardies or six early check outs in any forty-five day grading period will

- result in the student and their parents being referred for the following interventions:
 - Referral to the Attendance Intervention Team
 - At the principal's discretion, assignment to Saturday School as detailed in the Student Code of Conduct.
- If it is determined that the parent is the cause of the chronic tardiness or early check out without an acceptable excuse, then a referral shall be made to the State Attorney's Office. For the purposes of this policy, tardiness and early check out without an acceptable excuse are seen as violation of 1003.21, F.S. (compulsory attendance).
- A parent or guardian may appeal an unexcused tardy or unexcused early check out if the parent or guardian has documented proof of a student's chronic illness as a reason for the tardiness or early check out.

Bus Information

It is a requirement that an adult meet kindergarten students and /or any student who is the only one at a bus stop. All kindergarten students must have a transportation release document on file with the teacher and main office before being allowed to ride a bus. Bus drivers will not release students if they deem the situation is unsafe. Students whose permanent residence is two miles or more from school, may be eligible for transportation. Bus schedules will be distributed to all students transported by bus and are also available in the office. Bus transportation is a privilege. The school principal or designee may suspend any transported students who refuse to obey the rules from riding on a school bus. **The Transportation Office number is 904-858-6200.**



Cafeteria

The cafeteria is a vital part of our school. A well-balanced breakfast and lunch are offered free. Students' behavior should reflect self-respect and consideration for the rights, feelings, and property of others. Parents, Guardian's and those listed on the blue emergency contact sheet may have lunch with their student in our outdoor picnic area. Photo identification must be presented at the time of sign-in. The students' parent will be escorted to the cafeteria / picnic area. Students are not allowed to invite other students to have lunch with them outside. Students are only permitted to have outside lunch with their parents and or guardians.

Celebrations

We extend our "Happy Birthday" wish to each youngster on their "special day", but request that birthday parties be held outside of school. Our district wellness policies are changing and sweet treats of any kind for any reason are phasing out. No deliveries of gifts, flowers and balloons for students will be allowed in classrooms. Please arrange to give these things delivered to your children at home, as it is instructionally disruptive to the class. Thank you for maximizing learning for all!



Change of Address/ Phone Number

It is imperative that the school be notified immediately of a change of address, home or office telephone number or emergency information during the academic school year. Please make changes to the blue emergency and white information sheets in the main office.

Classroom Visits

Please know that teachers are entitled to prior appropriate notice for parents/caregivers to visit the classroom.

Code of Conduct: The Duval County Student Code of Conduct is essential to our schools, but your understanding of these rules and requirements is even more important. Please click on the link provided to view the [Elementary Code of Conduct policies](#).

Communication

Communication between the school and home is essential. Flyers, school-wide newsletters, ClassDojo, and our website will be used to communicate valuable information regarding school, community and district events.

Conferences

Parent-Teacher conferences are encouraged for the purpose of each person better understanding the needs of the child. When you desire a conference, notify the teacher by leaving a message. **Teachers are not to be called to the phone during instructional time.** If you wish to speak with a teacher, leave your number and your call will be returned. You may also send the teacher a message through ClassDojo.

Conferences may be scheduled before school (8:00 to 8:20 am), after school (at 3:00 pm) or on teacher planning days.

Conferences with the Principal may be scheduled before and after instructional hours, if the conference concerns your child's work, classroom activities or the teacher, the parent should have a conference with the teacher first.

Custody Cases

Any special custody cases should be brought to the attention of the front office. Please notify the front office of any court orders restraining an individual from picking up your child from the school.

Dismissal

Safety is our top priority. If your child needs to change their method of getting home for a day or a short amount of time, **we must have it in writing** (ClassDojo message, email, hand written note are all acceptable). Students enrolled in Extended Day or any of the after school activities should follow the arrival and departure guidelines of the program. Car Rider dismissal procedures are:

- All cars must display the tag on the rearview mirror so that the number is visible. Only afternoon car-riders need a hanging car tag.
- The car-rider zone is a cell phone free zone.
- Extra car tags for additional vehicles/lost tags can be purchased in the front office for \$1.00.
- If a vehicle does not have a hanging car tag, the driver must park, provide ID and sign-out the student from the main office.

Dress Code

We are asking that parents help ensure students are following the general code of appearance which will add to the positive example set by the faculty and staff. We are an air-conditioned, uniform school. If a student is improperly dressed that will disrupt the learning environment or be a safety concern, they will not be allowed to attend class. Please refer to the student [Code of Conduct](#) for details.

Early Check-Out

Parents who wish to pick up their child during school hours before 2:15 must come to the main office to sign the child out in the sign-out book. **Do not go directly to the classroom.** Students can only be signed out to an authorized adult with picture ID.

Early Dismissal

The below dates are Early Dismissal dates. You may view the full calendar by clicking [here](#). Early Dismissal begins at 12:45.

August 28, 2019
September 25, 2019
October 30, 2019
November 13, 2019
December 11, 2019

January 29, 2020
February 26, 2020
March 25, 2020
April 29, 2020
May 20, 2020

Emergencies

If an emergency arises during the day, such as illness or accident, the student will be sent to the office and the parents will be notified. It is vitally important that the classroom teacher and the main office have an up-to-date home telephone number and an emergency number of parents or guardian during the school day.

Extended Day Program

The Extended Day Program operates only on days school is in session and consists of a morning session (7:00-8:00 a.m.) and an afternoon session (3:00-6:00 p.m.). Fees must be paid in advance every month. A late fee of \$15.00 will be charged for late payments and for any child not picked up by 6:00 p.m. If a child is not picked up by 6:00 p.m., the parent will be assessed \$1.00 per every minute. A schedule of payment due dates and fees will be given to parents at the time of registration. To be eligible for enrollment in the Extended Day Program, a child must be enrolled as a regular student at the school and the parent must work. For more information, call the Extended Day office at 904-266-1214 Extension 213.

Field Trips

Field trips are designed to enhance the instructional program. Parents are invited on studies to help supervise students. Due to safety and liability restrictions of the Duval County School Board, other siblings cannot participate. Florida Law requires that a child must have written permission on a School Board Release Form from the parent to leave the school premises for an educational trip. Fieldtrips must be paid by cash, money order, or cashier's check. Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission slip from a parent / guardian is required for all field trips. **PERMISSION CANNOT BE GRANTED OVER THE PHONE. Children and/or Siblings will not be allowed to accompany a chaperone on a field trip. Cash, Check, Cashier's Check or Money Order only and No Refunds will be given. A volunteer application must be submitted and cleared prior to a chaperone attending a field trip. (Clearance can take as much as 10 days in peak season)**

Fire Lane Parking

- Unauthorized parking in fire lanes at schools is a violation of law.
- Frequently, during events at schools throughout the county, attendees park in fire lanes as a matter of convenience.
- The areas identified and marked as fire lanes shall not be used for personal parking conveniences, but shall be reserved for emergency vehicles providing services and for attended buses or as temporary/short-term authorized loading and unloading of vehicles.
- The cooperation of parents and/or visitors to the school facilities is appreciated in order to ensure the safety of the occupants and the protection of school property.
- Vehicles parked in fire lanes are subject to the issuance of fire lane summons/tickets.

Gifted Education: Our students are able to stay at Beauclerc and be service Monday-Wednesday.

Grade Portal/FOCUS

By creating a OneView Account, Parents/Guardians can access Duval County Public School's Student Information System, Focus. Here you can see your child's grades, fill out school choice applications, review class assignments, email teachers and much more. Click [here](#) to register for a Parents/Guardian Oneview account.

Grading Scale

The Duval County School Board has adopted the following grading scale for all students' grades K--12.

A	Outstanding Progress	90 - 100%	I	Incomplete	0%
B	Above Average Progress	80 - 89%	E	Excellent Progress	
C	Average Progress	70 - 79%	S	Satisfactory Progress	
D	Lowest Acceptable Progress	60 - 69%	N	Needs Improvement	
F	Failure	59% and below	U	Unsatisfactory Progress	
NG	No Grade / Insufficient Enrollment				

Health/Medication

PARENTS MUST BRING IN ALL MEDICATIONS. Any type of medication must be kept in the school office and given to students by office personnel only.

A medication release form signed by the parent must be on file in the office. Prescription medication must be in the original container with the instructions from the doctor on the label and the student's name clearly marked.

A child with a communicable disease or a fever should not be sent to school. Please call the school if your child has contracted a communicable disease. When a student becomes ill or has an accident at school, you will be called. If you cannot be reached, we will contact the emergency number you have provided.



Please notify the office of any change of address or telephone numbers (home and work) in order that we may reach you in the event of an emergency. For the safety of your child, this information must be kept up to date.

- **Diseases:** If your child has a communicable disease, he / she must remain at home until after he/she has been treated and released by your doctor. Chicken Pox, Hepatitis, Measles, Mumps, Pinkeye, Ringworm of the scalp or skin, Rubella, Scarlet Fever, and Whooping Cough all require a doctor's attention.
- **Illnesses or Accidents at School:** When a student is ill or has an accident at school, the teacher will send the child to the office. An office staff member or clinic volunteer will make the student as comfortable as possible. A parent will be called using our emergency numbers. **It is important that we have an emergency phone number for every student!** The school clinic does not have adequate facilities to care for a sick child for a prolonged period of time. The school is limited in the amount of first aid treatment that can be given. We cannot administer medication without prior written approval from the parent and signed documentation by physician. Please instruct your child to report any injury to the teacher as soon as possible.

- **Head Lice:** Any child with **head lice or nits** may not attend school by order of the Duval County Health Department. The child will be excluded from school until he / she is **completely free** of live lice and nits (eggs). A school employee will examine the child prior to admission back to school. **A parent / guardian must accompany the child for this examination.** Should the child still have lice or nits, he / she **MUST** leave the school premises for treatment. A letter will be sent to parents of all the children in the classroom, to inform them of how to detect head lice and its treatment. Other children in the class will be checked for lice.

Homework

School Board policy requires homework to be assigned to students on a regular basis, Monday through Thursday. Parents are encouraged to make sure that the homework is completed and returned promptly the next day. Homework is a student's responsibility.

- Children will not be permitted to call home for forgotten homework.
- Early training in this area leads to student responsibility. If your child does not have homework on a regular basis, the parent should immediately contact the teacher.
- The parent and teacher should work together to see that the child assumes responsibility for completing the assignments.
- Homework may be made up when a student returns to school following an absence.
- See your child's teacher to receive the grade level homework expectations.

Lost and Found

Please label all of your child's belongings. If you are looking for a lost item, please check the labeled file cabinet in the Multi-Purpose-Room after checking in with the office.

Patrols

Fifth grade student leaders are chosen to help support the safety and well-being of all. They will model and remind students of CHAMPs expectations.

Photos/Video

A permission slip is included in the welcome/registration packet. Please review and sign.

Rainy Days

Parents and children should establish a rainy day procedure together, so that the child knows automatically what to do after school in the event of bad weather. Our school phone cannot accommodate all students who may want to use the telephone on these days. Children should have adequate rain gear to wear when they are dismissed.



Report Cards

Report cards are issued every nine weeks. Each parent will have an opportunity for a report card conference at this time. A progress report will be sent home on the fifth week. Each teacher will let you know the procedure for sending papers home from that class on a regular basis. If there are any questions concerning your child's progress, please schedule a conference with the teacher.

Rewards

Students have the opportunity to earn "Paw Points" on their PBIS Paw Card. Based on the number of "Paw Points" a student will be eligible entry into the Paw Party. There are 4 Paw Parties (one for each quarter).

Safety and Security

- Each school has a safety plan and emergency response team.
- All school classrooms are locked when occupied by students.
- School plans are reviewed with staff each semester.
- The District has a highly trained School Police Department, giving all schools direct access to school resource officers.
- The District utilizes various major security monitoring methods including camera surveillance and monitored controlled access systems.
- All schools and District offices have a District Emergency Communications Network radio with direct access to School Police and District leadership. School Police have direct access to the Jacksonville Sheriff's Office.
- All schools conduct regular evacuation drills (fire drills).
- All schools conduct regular emergency and lockdown ("code red" and "code yellow") drills.

School Calendar

Please click [here](#) to view full school calendar.

School Counselor

Our School Counselors provide guidance services. The primary function is to assist students with their academic, career, and personal / social development. This is carried out through classroom programs, individual, and small group counseling with students, conferences with parents and teachers, interpreting assessments, referrals to community resources, screening for Gifted programs and working with the Intervention Team and Eligibility Determination Teams.

School Hours

School hours are from 8:30 a.m. to 3:10 p.m. each day. Students should **NOT** arrive earlier than **8:00 a.m.** or remain on campus later than **3:10 p.m.** unless they are participating in a supervised activity. **Supervision WILL NOT be provided for students unless they are enrolled in the Extended Day Program. Multiple late pick-ups will result in the school contacting Jacksonville Sheriff's office for assistance in transporting students home safely.**

Social and Emotional Support

- All schools have support through district Crisis Intervention Teams (social workers, psychologists, and behavioral specialists).
- All schools have access to the Child Guidance Rapid Response Team.
- All schools have access to the 24/7 District Crisis Hotline for employees to report student mental/emotional health concerns.
- All students and parents have access to the Bullying Hotline via phone (904-390-2255) or text (390Call@Duvalschools.org).
- All schools have access to a school-based nurse.
- All employees have access to an Employee Assistance Program (904-296-9436).
- Other support resources are available through the United Way by calling 211.

Textbooks/Library Books

Books are supplied by the State of Florida and are issued to all pupils. This is a loan for the period the pupil uses the book, and all books should be treated as borrowed property. In case of loss or abuse of books, a reasonable charge for such loss or abuse must be paid by the parent/guardian. (State Statute 233.47)

Title I

Beauclerc Elementary is a Title I school. Title I is a federal grant that:

- provides supplemental funds to schools with high concentrations of poverty to meet educational goals
- supports the professional development of teachers
- supports parent engagement programs

As a Title I school, we must:

- Provide information on how the school works with parents, community, volunteers, and business partnerships to increase student achievement
- Provide trainings to staff on effective strategies to engage parents in their children's education
- Provide academic parent trainings designed to increase student achievement
- Explain the curriculum, assessments, and the minimum standards that students are required to meet

A School-Parent Compact is written every year with parent collaboration. The compact sets out the responsibilities of the students, parents, and school staff in striving to raise student achievement. Compacts are shared during parent-teacher conferences.

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. Be advised that 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.

Visitors/ Volunteers

Visitors and Volunteers are always welcome! For the safety of our students, all visitors are required to sign in and out in the Main Office and get a visitor's badge to wear. Volunteers must complete an application and undergo a criminal background screening, free of charge, conducted by our school district. Applicants must be at least 18 years of age. Designated school staff will verify your clearance to volunteer at the school using our online process. DCPS is no longer using volunteer cards as a proof of clearance. Apply at <http://www.duvalschools.org/static/offcampus/volunteer/> this process can take up to 2 weeks.

We welcome your participation in the Beauclerc Elementary School Parent Teacher Association (PTA) and School Advisory Council (SAC). Please call the office if you have time to volunteer at our school.

All visitors and volunteers must obtain a pass from the receptionist, which must be returned when leaving the building. We value instructional time and will keep interruptions of any kind to a minimum. Therefore, permission must be granted from the principal or designee to visit classrooms while in session.

Withdrawing

When parents/guardians plan to move a student to another school, they should notify the school as soon as possible. The school needs a few days to process the paperwork that must go to the next school with the student. The students cannot withdraw or transfer themselves or fill out the proper forms. The parent or guardian must come to the school to complete the forms.