



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. **As COVID-19 mandates are lifted, changes will be made to this handbook.** Please refer to it periodically.*

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.

#JaguarStrong
#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.

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Accompanying Children to Class

- In order to maintain the highest possible health and security measures for our students and staff, no visitors will be allowed on campus beginning on the first day of school. We understand this request is difficult especially for our younger students.

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 or CrossS@duvalschools.org 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 entering 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.
- **Kindergarten students will have a TEMPORARY (two week) entrance on the East side of the building near the bus loop / kindergarten building/playground.**
- All students must wear a face mask when entering the building.
- All students will have a temperature check.



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.

Calendar

The District calendars are available on the [DCPS website](#). Our school specific calendar of events is found on our school website [calendar](#) and in your parent FOCUS account.

Cafeteria

The cafeteria is a vital part of our school. A well-balanced breakfast and lunch are offered free. Breakfast is served in the classroom beginning at 8:30 a.m. Students' behavior should reflect self-respect and consideration for the rights, feelings, and property of others. Students are not allowed to share food.

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!



CHAMPS: CHAMPs is a proactive and prosocial approach to classroom management covering eight aspects, which are vision, organization, clarifying expectations, teaching expectations, motivation, systematic monitoring, correction, and advanced motivation. This program will be implemented in our school with fidelity through our PBIS plan. Every student is eligible to attend the Paw Party quarterly by earning paws/points on their Paw Card.






Change of Address/ Phone Number

It is imperative that the school be notified immediately of a change of address, home telephone, office telephone number, emergency information and email during the academic school year. Please make changes to the emergency information with the main office and in your parent FOCUS account.

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. Please download these apps to be informed:

APPS	Purpose
<p data-bbox="321 235 386 262">DCPS</p> 	<ul data-bbox="574 235 1354 472" style="list-style-type: none">• Access to Parent FOCUS account (check student grades, assignments, check for student attendance, register for Duval Homeroom, and bus transportation registration)• Access to school and district notifications• Access to lunch menu• Access to school bucks and more
<p data-bbox="293 514 412 541">ClassDojo</p> 	<ul data-bbox="574 514 1406 751" style="list-style-type: none">• Sharing classroom moments with parents (pictures and/or videos)• Staying connected with school updates and events• Private message between teachers and parents• Daily student conduct reports• Emergency dismissal change• Translates messages into 30+ languages
<p data-bbox="289 802 412 829">Instagram</p>  <p data-bbox="293 1087 412 1115">Facebook</p>  <p data-bbox="305 1392 401 1419">Twitter</p> 	<ul data-bbox="574 802 1354 1115" style="list-style-type: none">• Follow Beauclerc on Instagram (beauclerces)• Follow Beauclerc on FaceBook (Beauclerc Elementary School)• Follow Beauclerc on Twitter (@BeauclercES)• Stay connected with school, district and community news, updates, events and meetings

Conferences

Due to COVID-19. All parent conferences will be virtual until further notice. 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 through ClassDojo and or on their personal voicemail. **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 within 24 hours.

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.

COVID-19

The District is working closely with the state's health department and the Center for Disease Control and Prevention (CDC) to ensure our school is following guidelines for maintaining a healthy environment for all students. The below steps will be in place to ensure safety for all students on our campus.

- All K-2 students will receive 1 face shield. The face shield will stay in school. It will be the student's responsibility to wipe down their face shield every day.
- All K-5 students will receive 1 face mask. A face mask is to be worn upon entering the campus, transitions, lunch line and dismissal.
- All 3-5 classrooms will have individual desk shields.
- Every student will have their temperature taken before they enter campus. If the student has a fever of 100.4 or higher, they will be sent to a designated isolation room and the parents will be contacted immediately.
- Each classroom will have hand sanitizer, antibacterial wipes, hand soap, and gloves.
- Social distancing guidelines will be enforced and monitored.

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

In order to maintain the highest possible health and security measures for our students, you may only choose one dismissal option. We understand this request is different from years past, but this request is necessary for the health, safety, and security of all of our students and staff. Dismissing students and placing them with the correct dismissal staff member and adhering to social distancing guidelines at the end of the day is a very important task. To ensure the safest exchange of students, we need your help with maintaining organized records and reducing confusion. Consistency with rituals and routines will reduce the chance of error. For example, if your child will be riding the bus, we highly encourage your child riding the bus home beginning on the first day of school.

Please do the following before completing this form:

- (1) Log into your Parent FOCUS account and verify your contact information is correct.
- (2) Log into your Parent FOCUS account and identify the 2020-2021 grade and homeroom teacher for your child. You will need this information when completing this form.

(3) If your child will be a bus rider, log into your Parent FOCUS account and complete the Transportation Registration Form. A bus number and stop will be assigned 7-10 days from the date of submission.

(3) Take a picture of your driver's license or valid state issued identification. You will need to upload the image for the purpose of school staff verifying your identity and ensuring safety measures.

Once you have completed the steps above you are ready to complete the online dismissal form! The form will allow you to use the back button to change answers, save your responses and return to the form at a later time. **If you have multiple children, please complete a form for each child separately.**

Online Dismissal Form Link:

https://dcps.qualtrics.com/jfe/form/SV_6mVjgPMFtW2IBFz

Please read the dismissal policies and procedures carefully before choosing what will work best for your family. In addition, please make sure your information is up to date in FOCUS as your information will be verified.

- **Bus Rider:**

- **The Transportation Office number is 904-858-6200.**
- The Transportation website is <https://dcps.duvalschools.org/domain/4424>
- As per our Student 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 on the bus as well as other motorists, pedestrians, and members of the community. Parents/guardians are urged to discuss with their children appropriate school bus conduct in order to ensure bus safety. 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 are required to attend school. Bus suspension does not affect or excuse school attendance.
- As per Student Code of Conduct: Bus Safety Rules
 - Be respectful to the bus operator, monitor, and all other passengers
 - Enter bus orderly, take assigned seat quickly, buckle seatbelt, and wear it during the entire trip
 - Face forward and remain in your seat until you get off at your bus stop
 - Talk quietly
 - Keep all parts of the body and objects inside the bus window at all times
 - Keep hands, legs, and belongings to yourself
 - Eating, drinking and smoking is not allowed
 - Follow directions given by the bus driver or monitor at all times
 - A student who boards or attempts to board a school bus other than the one to which the student is assigned or who boards or departs a school bus at a location other than assigned pick-up or drop-off bus stop without prior school administration permission is considered to be trespassing.
- Responsibilities of Parents and Guardians of Transported Students (excerpted from F.A.C. 6A-3.0121)
 - To ensure the safe travel of students to and from school and home when students are not under the custody and control of the district, including to and from home and the assigned bus stop.
 - To ensure that students ride only in their assigned school buses and get off only at assigned bus stops, except when alternative buses or arrangements have been made.

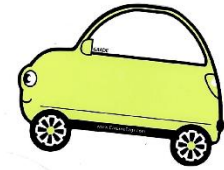
- To ensure students are aware of and follow the expected rules of behavior while they are at the bus stops and to provide the necessary supervision during times when the bus is not present.
 - To provide the necessary assistance for students to get on and off at the bus stop when the physical disability of the student renders them unable to get on and off the bus without assistance (as required by district policy or the student's individual education plan).
 - Safety Procedures and Responsibilities of Students Being Transported
 - Arrive at the bus stop ten (10) minutes prior to the scheduled pick up time
 - Take responsibility for their behavior and conduct themselves in a respectful, orderly manner while waiting at the bus stop for the bus to arrive
 - Wait until the bus comes to a stop before attempting to get on or off
 - **MANDATORY: A face mask must be worn at all times inside the bus**
 - Enter or leave the bus only at the front door after it has come to a stop, except in the case of an emergency as directed by the driver
 - Leave the bus only with the consent of the driver
 - Be silent when approaching or crossing railroad tracks
 - Keep the aisle and step well clear at all times
 - Do not tamper with door handles, windows, and other safety equipment at any time
 - Do not use wireless communication devices, or electronic devices.
Exception: Field trips in which the school administration approves the use of these devices or as a planned intervention for special needs students
 - Do not use wireless communication devices except in an emergency concerning safety-to-life issues (defined as a bus accident, mechanical breakdown which delays the normal route, and/or thirty (30) minutes or more in a route delay)
 - **IMPORTANT: If your child is in kindergarten and will be riding the bus home in the afternoon, a kindergarten letter/form MUST be on file with the main office. This letter/form gives instructions as to whether your child can walk home by themselves, with an older sibling or if a specific adult must be present. This letter/form MUST be completed by the first day of school of the student. If this letter is not on file with the main office the student will not be allowed to ride home. All bus drivers are instructed to transport only those kindergarten students for whom they have a completed letter/form. A copy of the letter/form can be found on our [website](#). You may email your kindergarten bus letter/form to riquelmee@duvalschools.org, jenningsk@duvalschools.org and CoxMatosA@duvalschools.org . Please write KG Bus Form on the subject line.**
 - School Bus Vandalism/Criminal Mischief: Vandalism or criminal mischief that occurs on a school bus or other contracted mode of transportation shall not be tolerated, and shall be handled according to the Code of Student Conduct. Vandalism or criminal mischief shall include, but not be limited to cutting, scratching, writing on, puncturing, ripping, breaking, or otherwise marring, defacing, or damaging any part of the bus. It is the student's responsibility to report any existing damages and to refrain from making the damage worse. Parents/guardians shall be responsible to the owner of the bus for restitution of any damages. If restitution is not received for bus damages, the student's riding privilege may be revoked.

- Cameras: All school buses are equipped with video cameras for the purposes of ensuring the health, welfare and safety of all staff, students, and drivers.
- All Bus Riders will be assigned a yearly backpack tag with their name, grade and teacher. **Please do not remove the backpack tag. The tag is to stay on your child's backpack all year. This will ensure that dismissal runs smoothly as possible.**
- **There is a \$1.00 fee for a permanent change in dismissal as a new backpack tag must be made to ensure safety. This \$1.00 fee also applies to lost or damaged backpack tags. Please contact the main office if you need a new backpack tag.**



- **Car Riders:**

- The car rider zone is a cellphone free zone.
- All car rider students will be assigned a yearly car rider number which will be written on a hanging tag and a backpack tag. **Please do not remove the backpack tag. The tag is to stay on your child's backpack all year.** Please help your child(ren) remember their assigned number. This will ensure that car dismissal runs smoothly as possible.
- **There is a \$1.00 fee for a permanent change in dismissal as a new backpack tag must be made to ensure safety. This \$1.00 fee also applies to lost or damaged backpack tags. Please contact the main office if you need a new backpack tag.**
- All vehicles must display their assigned hanging tag on the rear view mirror so that the number is clearly visible. Only afternoon car riders need a hanging car tag. If a hanging tag is not clearly visible, you will be asked to park and visit the main office to show ID to obtain your child.
- Extra hanging tags for additional vehicles and/or lost tags can be purchased in the front office for \$1.00. Lost backpack tags can also be purchased in the front office for \$1.00.
- **You must remain in your vehicle.** Do not leave your vehicle unattended and attempt to locate/pick-up your child. You will be asked to return to your vehicle. Please be patient as the beginning of the school year tends to take longer while everyone is getting accustomed to the process.
- There are two lanes in the car rider zone. The right lane is for grades K-3 and the left lane is for grades 4 & 5. Parents with students in both primary and intermediate grade levels should use the right lane (K-3) and your 4th or 5th grader will be escorted down the sidewalk to your car.
- Please pull all the way forward in the car rider zone. Students must enter the vehicle on the passenger side. Students will not be permitted to enter a vehicle until the car has come to a complete stop. In order to keep the car rider lanes running smoothly, please begin teaching your child how to buckle their own seat belt.
- **Car rider pick-up begins at 2:50 pm and ends at 3:10 pm.** Teachers are off duty at 3:10 as per teacher contract hours. Due to unavailable staff to ensure student safety, any child/children not picked up by 3:10 will be taken to the media center. Parents will need to park and enter the main office to obtain their child/children and sign the late pick-up log. Be prepared to show ID.
- Late pick-up times will be logged into FOCUS and warning letters will be distributed after the third late pick-up.



- **Day Care Van:**

- Below are Day Care Centers that provide transportation for a fee. Our school will communicate with the Day Care Center to verify payment has been made.
 - Mrs. B's Learning Abode (904) 228-6817
 - Baymeadows Children's Academy (904) 574-8441
 - Bright Future Learning Center (904) 739-3666
 - duPont Family YMCA Youth Development Campus (904) 731-2006
 - Karate America (904)268-4424
- All Day Care Van riders will be assigned a yearly backpack tag with their name, grade, and teacher **after verification of payment has been made. Please do not remove the backpack tag. The tag is to stay on your child's backpack all year.** This will ensure that dismissal runs smoothly as possible.
- **There is a \$1.00 fee for a permanent change in dismissal as a new backpack tag must be made to ensure safety. This \$1.00 fee also applies to lost or damaged backpack tags. Please contact the main office if you need a new backpack tag.**



- **Extended Day**

- Complete an online registration form at <https://dcps.duvalschools.org/extendedday>
- Ensure online payment process is complete. Keep a copy of online receipt for your records.
- Extended Day director will communicate with school staff to verify student placement for afternoon extended day enrollment.
- All Extended Day students will be assigned a yearly backpack tag with their name, grade, and teacher after verification of enrollment has been made. **Please do not remove the backpack tag. The tag is to stay on your child's backpack all year.**
- **There is a \$1.00 fee for a permanent change in dismissal as a new backpack tag must be made to ensure safety. This \$1.00 fee also applies to lost or damaged backpack tags. Please contact the main office if you need a new backpack tag.**
- Students enrolled in Extended Day or any of the after-school activities should follow the arrival and departure guidelines of the program.

- **Gate A: Park & Pick up:**

- Gate A is only for parents who park their vehicle and walk-up to pick up their child(ren). Ensure you have a plan for rainy days, be prepared with raincoats and/or umbrellas.
- All Gate A students will be assigned a yearly backpack tag with their name, grade, and teacher. **Please do not remove the backpack tag. The tag is to stay on your child's backpack all year.** This will ensure that Gate A dismissal runs smoothly as possible.
- **There is a \$1.00 fee for a permanent change in dismissal as a new backpack tag must be made to ensure safety. This \$1.00 fee also applies to lost or damaged backpack tags. Please contact the main office if you need a new backpack tag.**
- All Gate A students will be assigned a yearly parent walk-up sign with student name, grade, and teacher. **After parent ID has been verified, a walk-up sign will be distributed.**
- **All parents must adhere to social distancing guidelines when at Gate A.**



- All parents must present their walk-up sign when picking up their child(ren). If a walk-up sign is not clearly visible, you will be asked to visit the main office to show ID to obtain your child.
- If your walk-up sign has been lost or damaged, you may obtain a new one in the front office.
- **Gate A dismissal begins at 2:50 pm and ends at 3:10 pm.** Teachers are off duty at 3:10 pm as per teacher contract hours. Due to unavailable staff to ensure student safety, any child(ren) not picked up by 3:10 will be taken to the front office. Parents will need to visit the main office to obtain their child(ren) and sign the late pick-up log. Be prepared to show ID.
- Late pick-up times will be logged into FOCUS and warning letters will be distributed.

- **Walkers:**

- All walkers and/or bicycle riders will be assigned a yearly backpack tag with their name, grade, and teacher. **Please do not remove the backpack tag. The tag is to stay on your child's backpack all year.** This will ensure that dismissal runs smoothly as possible.
- **There is a \$1.00 fee for a permanent change in dismissal as a new backpack tag must be made to ensure safety. This \$1.00 fee also applies to lost or damaged backpack tags. Please contact the main office if you need a new backpack tag.**
- An adult will escort and dismiss the students at **3:00 pm** to the crossing guard location at the southeast corner of the school campus (by the school marquee).
- **Students are expected to leave campus on their own in a timely manner and should stay on the sidewalks. The adult escort will supervise students as they leave campus until 3:10 pm.**
- Parents who wait in the area near the school's parking lots must wait off campus and retrieve their child/children off campus. Crossing the driveway and/or intersection traffic to pick up your child is a safety hazard and puts you and your child in danger. This is a safety precaution and we will continue to revisit this process to make it more efficient. You may want to consider simply getting in the car rider's line early and beat the rush. In addition, if you do not feel comfortable with your child walking home on their own, please look at other dismissal options.
- Ensure you have a plan for rainy days, such as making sure your child(ren) have raincoats.



- If your child needs to change their method of getting home due to an emergency, please submit your request for an emergency dismissal change in writing via ClassDojo to the teacher(s) and email to Ms. Cox-Matos at CoxMatosA@duvalschools.org . **We will not honor any dismissal changes over the phone or after 12:00 pm. If the emergencies become frequent in occurrence, you will be asked to permanently change your child's or children's dismissal option and be charged a \$1.00 fee for a new backpack tag. Please contact the main office if you need a new backpack tag.**

Dress Code / Uniforms

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. Please visit our website for our school specific [uniform policy](#) and [uniform order form](#). Uniform collection money may be placed in the uniform collection box found in the main office. You will be contacted once uniforms are ready for pick up, this process usually takes about 1-2 weeks.


Please read the below in regards to facial coverings and the student Code of Conduct.

FACIAL COVERING 2020-21

COVID-19

Facial Covering Procedures in Schools

Properly Wearing Facial Coverings




DO secure facial covering tightly around nose & chin

As we enter the 2020-2021 school year, it is necessary to make clear our expectations for students wearing facial coverings within the Code of Student Conduct in alignment with the CDC Guidelines related to the pandemic. The wearing of facial coverings will be required during certain times of the school day to mitigate the spread of COVID 19. Students who do not have appropriate facial coverings will be provided one. All facial coverings must meet the requirements of the General Code of Appearance in the Code of Student Conduct. This mandate applies not only to the school day, but also to all school sponsored events.


- Bandanas may NOT be worn as facial coverings.
- Facial coverings or shields must cover the nose and mouth only and may not conceal the majority of the student's face.

Students who do not follow the guidelines may be charged with a Code of Student Conduct infraction and be subject to the appropriate consequences.

DON'T wear facial covering below mouth



DON'T wear a loose facial covering



Early Check-Out

Parents who wish to pick up their child during school hours before 2:15 must do the following:

- Parents/guardians will buzz the intercom located outside the front office.
- Front office staff will verify the nature of their request and ask to see ID.
- Parent/guardian will remain outside while identity is being verified.
- Once verified, student will be called and escorted out of the building to their parent/guardian.
- Check out will be logged into FOCUS.

Early Dismissal

TBD. Please check the district calendar by clicking [here](#).

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. Registration is online at <https://dcps.duvalschools.org/extendedday>. To be eligible for enrollment in the Extended Day Program, a child must be enrolled as a regular student at the school. For more information, call the Extended Day office at 904-266-1214 Extension 213.

Field Trips

Field trips have been suspended at this time until further notice.

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 serviced 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 Parent/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. COVID-19, 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 contact your child's teacher.

Media Release

Within the online registration form, there is a section for parents to authorize the videotaping/ filming/ photography of their child, and/or the release of his/her name and achievement(s) for publishing (print, World Wide Web) and/or broadcasting purposes.

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.

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 can view the report card through their parent FOCUS account and will have an opportunity for a report card conference at this time. A progress report are issued on the fifth week and also available to view through the parent FOCUS portal. 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 the Department of Children and Families and Jacksonville Sheriff's office.**

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.

Supply Lists

Supply lists can be found on our [website](#). Please ensure you have one facial mask for every day and a personal water bottle.

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) Students who choose Duval Homeroom will access textbooks online.

Title I

Beaulec 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, cell phones, and electronics) at home.

Visitors/ Volunteers

Due to COVID-19. No visitors/ volunteers are allowed on campus until further notice.

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 parent or guardian must come to the school to complete the forms.