

LOUIS SHEFFIELD ELEMENTARY

In keeping with our school's philosophy and goals, we seek to provide our students with a strong basic instructional program in Language Arts, Math, and the Sciences. We desire to help children accept themselves and other persons as having dignity and worth. We emphasize both similarities and differences among individuals and groups.

Students need and will be provided numerous multi-faceted opportunities to reflect on and explore the rich heritage we as Americans possess and the extraordinary cultural diversity of local and global communities.

Individuals will be encouraged to maintain and enhance their unique lifestyles while gaining opportunities for and skills needed to operate and compete in our changing, growing international society.

SCHOOL HOURS

Breakfast: 8:00 – 8:30
Grades K through 5th: 8:30 – 3:00
Extended Day: 3:00-6:00

Children should be in their classrooms and ready to begin work on time. Those who walk to school should plan to arrive between 8:20 and 8:25. Teachers are in meetings and planning their day and are unable to provide supervision prior to this time.

CHILDREN SHOULD NEVER ARRIVE AT SCHOOL BEFORE 8:00 A.M. UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.

Students are to wait quietly in designated areas near their classrooms until the bell rings. Students should be at a level 0 reading a book. Walking around the school or playing on the equipment behind the school is strictly forbidden.

In the event of an emergency, and you are delayed in picking up your child, please notify the office at 696-8758. Please remember to put emergency numbers in your child's book bag.

Please discuss with your child the procedure your family uses in the event of bad weather at dismissal time. Students are permitted to use the office phones **only in case of emergency.**

CHARACTER EDUCATION

The monthly character traits are as follows:

August.....	Honesty
September.....	Self-Control
October.....	Perseverance
November.....	Respect
December.....	Responsibility
January.....	Courage
February.....	Trust
March.....	Kindness
April.....	Charity
May.....	Citizenship

SCHOOL-WIDE DISCIPLINE PLAN

We believe all students can behave appropriately while at school. We will allow no student to stop the teacher from teaching or prevent other students from learning. We have a school-wide discipline plan and all students are encouraged to stay on green or above.

Each classroom establishes rules, rewards and consequences. There are also guidelines for out-of-class behavior, in the halls, bathrooms, cafeteria and on the playground.

The choice of behavior is the student's. Appropriate behavior will be rewarded. Students may receive praise or special activities or positive phone calls to parents.

GENERAL SCHOOL-WIDE GUIDELINES

- ❖ Follow directions the first time they are given
- ❖ Keep hands, feet and objects to yourself at all times
- ❖ Walk at all times
- ❖ No name calling, cursing or teasing
- ❖ No fighting (Zero Tolerance)
- ❖ No Bullying (Zero Tolerance)

All students who make a sincere effort to follow the Code of Conduct will not need to be disciplined.

However, when this does not occur;

1. The student may be given a disciplinary referral and sent to the school office if he/she disobeys the teacher, is openly defiant, uses unacceptable language, hurts another child or misbehaves in class so as to hinder the instructional program.
2. The principal or designee will counsel with the student. He/She will discuss alternative ways the student could behave to avoid conflicts in the future. Continuous misbehavior could result in campus in-school suspension or suspension from school. Students and parents should be familiar with the Duval County Code of Student Conduct Rules.
3. Teachers, students, administration and parents work together to set up a plan to help improve the student's behavior.

REGISTRATION

When registering for school, parents need to provide:

- ❖ Proof of child's birth date (Birth Certificate)
- ❖ Immunization Record: 5 DPT, 4 Polio, 2 MMR; proof of Hepatitis B Vaccination series; and Vericella (Chicken Pox)
- ❖ Health examination completed within one year of the day of enrollment (Obtain form from physician or Health Department)
- ❖ Social Security Card
- ❖ Proof of address

DIVORCED/SEPARATED FAMILIES

Many times, children from divorced families have meaningful relationships with both the custodial parent and the other parent. This situation makes it better for the child, family and school. If your child lives with one parent/guardian and is NOT to see/visit the other parent, please send a copy of the legal court order stating custody of the child/children.

ATTENDANCE

Regular and prompt attendance is a must at our school. When returning to school after an absence, **THE STUDENT IS TO PRESENT A WRITTEN, DATED EXCUSE FROM A PARENT OR GUARDIAN EXPLAINING HIS/HER ABSENCE.** If a note is not received, the absence is considered unexcused. Excessive absences (excused or unexcused) and tardies will be referred to district attendance counselors and may be referred to the State Attorney's Office.

No child is allowed to leave school without permission from the principal or designee. A parent who wishes to pick up a child during school hours must come to the main office and sign the Student Sign-Out Book. The parent or other authorized party must be listed on the student information card in order to sign the student out of school. A photo ID is required. Please do not ask that your child be released within 45 minutes (2:15-3:00) of normal dismissal time, as this causes a disruption to the closing routines for students.

Students who leave class early or arrive late miss valuable instructional time!

WITHDRAWALS

The school should be notified at least three days in advance of a student's withdrawal date. This allows ample time for completion of records and other necessary details. All library books and textbooks should be returned to the appropriate places.

4H

Our school is proud to have an award winning 4H program as a part of our Academy of Life Sciences. Students are excited to join and look forward to all of the exciting activities planned by this organization. Ms. Blackburn and Ms. Perez provide a nurturing and enriching program that students benefit from. Students are encouraged to participate in poultry judging contests, raising award winning rabbits, representing Sheffield at City Council meetings, and so much more.

SAC

Our School Advisory Committee is made up of parents, staff, business partners and citizens of the community. SAC meets at least eight times a year and plays an active role in advising school personnel and informing the community of mutual needs and interests. School improvement is a key issue addressed by SAC.

PTA

The Louis Sheffield PTA is an integral part of the total program. It serves students in many ways, and thus serves the school. To function effectively, the PTA needs volunteer workers with a broad range of talents and skills. We urge all parents to become involved.

PARENT-TEACHER CONFERENCES

Conferences between parents and teachers are encouraged. Such conferences should be arranged at a time before or after school. Conferences during school hours shall be permitted only with the knowledge and approval of the principal during non-student contact time to avoid interrupting the teaching. Teachers prefer you schedule a conference. You can call the school at 696-8758 to schedule a conference.

MEDICATION

When medication is to be given to a student during school hours, the office must have a written statement from the physician verifying the amount and number of doses to be given during the school day. The medicine is kept in the main office and the student must go to the office to take medicine. Under no circumstances may a child receive medication in the classroom. Also, written permission from the parents must be on file before the principal or his/her designee can allow a child to take the medication (including aspirin and cough drops). Forms are available in the school office. Students cannot be given medicine marked "Take as Needed" unless the doctor specifies that the child may make the decision.

DISEASES

If your child has one of the listed 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, and Whooping Cough. A Doctor's note is required.

ILLNESS

If a child should become ill at school, the staff will make every effort to make the child comfortable until a parent or designated adult can be reached, and the child can be taken home. Since we do not have adequate facilities to care for sick children for any length of time, it is **imperative that we have an emergency phone number on file** at school in order that we might reach you. Children should not come to school when they have a fever.



HEADLICE

Do not be overly alarmed. Any child with head lice or nits may not attend school by order of the Duval County Health Department.

We will do the following:

* Any child found to have head lice or nits will be removed from the classroom and sent home. A call will be made to a parent to come to get the child immediately. 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 must accompany the child for this examination. Should the child still have lice or nits, he/she **MUST** leave the school premises for treatment.

PARENT REQUEST FOR CLASSROOM CHANGE

If a parent would like to request a classroom change for their student there is a process that must take place. First, the parent must have a parent teacher conference to discuss concern(s) with teacher and put a plan in place. Next, the parent must have a teacher/school administration conference to discuss concern(s), plan that was put in place, and outcome of the plan. Finally, school administration will decide if your student should be placed in a new classroom.

GRADES

The elementary school grading scale is A, B, C, D, F and I in most subject areas (E, S, N, and U in Grades Kdg-1st):

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	Insufficient Enrollment	-----

Each student receives a report card at the end of a nine-week period. This indicates the student's grades in each subject. The grades are determined by averaging the student's daily grades, grades on various tests in the nine-week period, and the grade on the nine-week's test (if given) at the close of the period. Kindergarten and First Grade report cards are handled differently, and parents affected are notified as to the procedure.

Prior to the end of the nine-week periods, scholarship warnings will be sent home to parents of students who are not doing satisfactory work.

All report cards must be taken home, signed by the student's parents or guardian, and returned to the teacher the following day. Parents should study this card carefully so that they may understand the progress made by the student during the report card period.

Students and parents are asked not to call a teacher or the principal concerning grades. Instead, they are asked to arrange for a conference with the teacher so that the grades,

written assignments, and social and academic behavior may be thoroughly discussed.

HOMEWORK

Homework is an important part in reinforcing skills and learning. Please check with your child each day to determine the homework that has been assigned. The assignment and amount of work will vary from class to class. It is the responsibility of the student to complete the assignments and bring them to the teacher. ALL students are expected to READ every night! All grade levels have homework.

AWARDS

Upon completion of each 9 weeks, there will be an awards ceremony to recognize academic and behavioral excellence. Sheffield's recognition system consists of student awarded ribbons in the following areas: "A" Honor Roll, "A/B" Honor Roll, Perfect Attendance, "A" Citizenship, as well as Most Improved Reading, Math and Science award.

9 Weeks awards ceremonies will be held in the classroom. Please refer to the monthly calendar to see when your child's grade level will be having their ceremony. All are welcome to attend.

TESTING

The following major tests are administered in order to assess student progress and provide information for promotion:

TEST	GRADE
✓ FSA ELA Writing	4, 5
✓ Florida Standards Assessment	3,4,5
✓ Science FCAT	5

The results of the tests are sent home and you may request a conference for further interpretation of the scores. In addition to the above, classroom tests are administered periodically to evaluate daily progress.

PROMOTIONAL REQUIREMENTS

KG – GRADE 3 PROMOTIONAL CRITERIA:

- Students must demonstrate mastery of reading and math standards.
- The State of Florida requires that all THIRD Graders achieve a score of Level 2 or above on FSA ELA for promotion to Fourth Grade.

GRADE 4 – 5 PROMOTIONAL CRITERIA:

- Students must demonstrate mastery of standards in reading, math, science and either language arts or social studies.

WEAPONS

Absolutely no knives, slingshots or weapons or facsimile of a weapon are allowed at school or on the bus. The bringing of toy guns to school is a **CLASS II** offense as described in the Code of Student Conduct. Zero Tolerance.

ARTICLES PROHIBITED IN SCHOOL

Toys, weapons of any kind, roller shoes, skateboards and rolling backpacks have proven to be dangerous and disruptive in the school setting in addition to being violations of the Code of Student Conduct. Please do not bring them to school! No gum or candy is allowed.

VISITORS

For your child's safety: **Permission** (for individuals to visit the building) **MUST be granted by the office**. No student visitors are permitted during classes. Parents are encouraged to visit the school, the teacher and the classroom provided that prior arrangements are made **24 hours in advance**. Parents are to sign in at the office upon arrival. Lunches, clothing, homework and messages are to be left in the school office for distribution. Visitors are required to have a "**Visitors Pass**" which they obtain from the front office. No Exceptions.

TEXTBOOKS / LIBRARY BOOKS / MATERIALS LOANED OR CHECKED OUT TO STUDENTS AND CARE OF SCHOOL PROPERTY

Parents or guardians are financially liable for any loss, destruction or failure to return textbooks, library books, and other materials loaned to students for their use (Florida Statute, Section 233.47). Written notification of lost or damaged books will be sent to parents 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 to our students will be referred to the proper law enforcement agency.

TRAFFIC PATTERN FOR AUTOMOBILES FOR YOUR CHILD'S SAFETY, WE ASK THAT:

1. Parents who furnish transportation for children should leave them and pick them up at the side of the school. Supervision is provided in this area beginning at 8:00 a.m. until 3:20 p.m.
2. The traffic pattern at the side of the school is a **one lane**, single-file pattern.
As a safety precaution, children will be asked not to cross driveway to parked cars. All children will be asked to stay on the sidewalk at the car port to be picked up.
Car movement is slow at times, but the safety of children is our first concern. Please continue to drive around the circle if your child is not at the car port when you arrive to pick them up. Do not park in the traffic lane and wait, as this holds up the line.
3. Speed should not exceed **5 MPH** on school campus.
* **PLEASE DO NOT PICK UP YOUR CHILD** *
AT THE FRONT OF THE SCHOOL.
The front is for buses and day care vans.

BICYCLES

** Kindergarten and First Grade students **ARE NOT** permitted to ride bicycles to school. It is very hard for young children to ride their bikes safely to our school and carry lunchboxes, etc. We know parents will think carefully about their child's capability on his/her bike before making this important decision.

Please have your child observe the following regulations if he/she rides a bike to school:

1. Ride on the sidewalk if there is one. If not, ride on the right hand side of the street **with traffic**.
2. Only one child to a bike.
3. Ride single file on bikes. Dismount when crossing the street.
4. Walk bicycles on the sidewalk adjacent to the school and on school grounds.
5. **Park and lock** bikes on school campus.
6. Bike helmets are required by law (F.S. 316.2065 (3d)).

BUS TRANSPORTATION

Those students riding buses to school are expected to follow school bus rules and regulations. Failure to do so could result in suspension or removal from the bus. Bus Transportation is a privilege. It is required that an adult meet Kindergarten student and/or any student who is walking alone at the bus stop. If there is no adult there to meet Kindergarten students, the bus will return them to school.

WALKING STUDENTS

In good weather, we encourage as many children as possible to walk to school, as it is not only healthful for the children, but also helps with a serious traffic problem in front of the school.

ALL WALKERS SHOULD OBEY THE FOLLOWING RULES:

1. You should not arrive more than ten minutes before the first bell. When leaving home, allow only enough time to get to school on time.
2. Walk with someone else, preferably an older student.
3. Stay on sidewalks or walking paths, and walk as far off the side of the street as possible.
4. Stay out of darkened areas. Do not cut across vacant lots or parking areas with cars in them.
5. Do not approach or get into a stranger's car.
6. Go directly home when school is out unless other arrangements have been made.
7. Cross the street only at designated crossings.
8. Look both ways before crossing the street.
9. Do not enter the crosswalk unless there is enough time to get all the way across the street safely.
10. Do exactly what the traffic policemen, crossing guards, and Safety Patrol members tell you to do.

FIELD TRIPS

Field trips provide valuable educational experiences. Before a student is permitted to go on a field trip, he/she must have a field trip permission form SIGNED by his/her parent or guardian. **PERMISSION CANNOT BE GRANTED OVER THE PHONE.** Money and permission slips must be submitted to the school by the due date listed on the permission slip. In an emergency, the principal may accept a fax from the parent.

Parents may be asked to chaperone field trips. Chaperones must have completed a volunteer application prior to the date of the trip. Children who do not attend our school will not be allowed to accompany a chaperone on a field trip.

A child must be in attendance at school in order to participate in field trip activities. Students must ride on the authorized transportation.

If arrangements are made in advance with the teacher, a child may be signed 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 without written permission from his or her own parent.

Students who have been disruptive at school may be required to have an adult family member attend the field trip with them or denied participation. Students who do not have permission to attend a field trip will be assigned to another class at school for educational activities.

MULTIDISCIPLINARY REFERRAL TEAM

The school "MRT" Team determines whether a child is eligible for services through an Exceptional Student Education Program. Please call our counselors for more information.

The Student and Grief Program is designed to help children understand and cope in a healthy way with grief due to a loss. This includes not only grief from the death of a family member or relative, but also grief from a family separation or divorce, a change of school or neighborhood, a disagreement with a close friend, or even the death of a pet.

Some children respond to grief by becoming hyperactive in an effort to deny a loss. Others try to excel in everything in an attempt to prove they are good and worthwhile, believing the responsibility and blame for the loss is theirs. Still others may withdraw or show no outward change in behavior, while others turn to skipping school, or taking drugs and/or alcohol.

If your child should experience a loss, whether he/she has the above-mentioned symptoms or not, we may assist the child in coping with the loss. You may contact the counselors at 696-8758

PETS

It is school policy that dogs, cats and other pets are not to be allowed to follow the child or be brought to school. Please keep all pets at home. **ANIMAL CONTROL WILL BE CALLED TO PICK UP STRAY PETS FROM THE SCHOOL CAMPUS.**

SAFETY PATROL

Patrol students are stationed at various points in the school zone to help the students in observing the safety rules. Complying with their instructions is most important. If you

have a concern with a safety patrol student, please do not discuss with the student, but contact the Principal.

STUDENT DRESS

In order to promote safety and discipline and to enhance the learning environment, students are expected to follow the dress code found in the Student Code of Conduct. Shorts, Skirts, and slacks are acceptable and must be at least fingertip length and without holes. Short shorts, hip hugger pants, exposed midriff, tank tops or halter tops **are not** permissible. All children must wear shoes at all times. No flip-flops or backless shoes.

Due to its distracting nature, **colored hair IS NOT** permitted in school unless it is a natural hair color (brunette, blonde, black, or natural red).

Research has proven that **good dress habits and grooming have a positive effect on a student's achievement and attitude** in school.

LOST AND FOUND

All lost and found articles should be placed in the designated Lost and Found area. Students' sweaters, coats, hats and gloves should be labeled in order to facilitate the return of each article to its rightful owner. Several times a year, unclaimed articles will be donated to charity.

PHYSICAL EDUCATION / RECESS

Each student is required to participate during physical education unless he/she has a written excuse from home or a doctor's note. Verbal messages from the student cannot be accepted. Tennis shoes should be worn for safety reasons.

TELEPHONE

In order to use the telephone for emergencies, a student must have a note from his/her teacher giving the reason. Forgotten items are not usually considered emergencies. Plans for afternoons must be made before the student leaves home in the morning. Children who walk to school should plan ahead with their parents as to what they should do in case of rain at dismissal time. **No information regarding students can be given out over the phone or via fax.**

CELL PHONES

Cell phones should be off in and back packs. First two occurrences of being found on without permission teacher is to take away until the end of the day and contact parent. On the third occurrence the parent must come to school to pick it up.

MEALS

Breakfast and lunch are served every day. We are a CEP (Community Eligibility Provision) school. Under the CEP program all LSE students receive free lunch. **Parents wishing to eat lunch with their child must sit at the "Parent Picnic Area". You may only remove **YOUR** child from the cafeteria table (and not their friends!).**

Current prices for meals:

Breakfast Free

Lunch Free

Please clearly mark lunch boxes with your child's name. Students seated in the lunchroom are expected to use good manners. They are expected to talk softly during the lunch period. Once seated, they are to remain seated. The trading of food between students is prohibited. Elementary students are not to bring can or glass drinks or candy in lunch boxes.

INSURANCE

Insurance covering accidents that may occur during school hours is offered. Forms are in the first day packet. Insurance may be purchased during the month of August. We highly recommend that you take advantage of this low-cost insurance offer to cover any accident at school particularly if your child does not have health care coverage. The school has no specific information regarding coverage. Applications are returned to the school where we will forward them to the company.

The School Board is not liable for medical expenses if your child is injured unless there is provable negligence on the part of the School Board employee that causes the injury.

VALUABLES

Students are responsible for their own belongings. Please instruct your child not to lend, sell or borrow things from other students. Thefts should be reported to the classroom teacher. However, neither the school nor its personnel will be responsible for losses of personal property.

EQUAL EDUCATIONAL OPPORTUNITY FOR STUDENTS

DUVAL COUNTY PUBLIC SCHOOLS

Students enrolled in Duval County Public Schools shall be provided equal opportunity with regard to academic programs and extracurricular activities in an atmosphere free of bias or harassment. Participation in courses, counseling, special programs, clubs, athletics, musical and student governmental organizations, and vocational job placement shall not be denied to qualified students on the basis of race, sex, religion, national origin, marital status or disability.

The person(s) designated to assist students with problems involving discrimination are the school principal and/or the school Title IX Equity Coordinator.

The designated district Title IX Equity Coordinator for Duval County Public Schools is:

Josephine Jackson
Office of Equal Opportunity/Equal Access
1701 Prudential Drive
Jacksonville, Florida 32207
Phone: 390-2181

Any student or parent charging discrimination may file a complaint with the designated school or district coordinator or directly with the Office of Civil Rights.

NO SMOKING

All Duval County Public School Property is smoke-free. No smoking in the buildings and on school grounds.

VOLUNTEERS

Volunteers provide essential services to our school and are most welcome. **You must have completed the on-line volunteer application.** When you come into the school to volunteer, always sign in and out in the Volunteer Book located in the main office and wear your badge. Volunteers are to remain with the teacher that e/she is working with. We do not use volunteers in any of our common areas such as the main office, cafeteria, teachers lounge, or gymnasium. □

CHANGE OF ADDRESS / PHONE NUMBER

Please give your new address and telephone number to the secretary in the main office. If your work or location and / or telephone number change, we need to know. It is imperative that current information is always on file in the office. We need to reach you between 8:30 a.m. and 3:00 p.m.



PROGRESS REPORTS SENT HOME

September 12th
November 18th
February 12th
April 28th

REPORT CARDS SENT HOME

October 28th
January 13th
April 2nd
May 29th

SCHOOL HOLIDAYS

Labor Day.....	September 2, 2019
Open House.....	Sept. 5 (K,2,4) and Sept. 12 (1,3,5)
Planning Day.....	October 18, 2019
Weather Day.....	October 21, 2019
Veterans Day.....	November 11, 2019
Schools Closed	November 27, 2019
Thanksgiving	November 28 - 29, 2019
Winter Break.....	Dec. 20 – Jan. 3, 2020
Planning Day.....	January 6, 2020
Weather Day.....	January 17, 2020
M. L. King’s Birthday.....	January 20, 2020
President’s Day.....	February 17, 2020
Spring Break.....	March 9- March 13, 2020
Planning Day	March 27, 2020
Spring Holiday.....	April 10, 2020
Memorial Day.....	May 25, 2020
Last Day of School.....	May 29, 2020

EARLY DISMISSAL Wednesdays at 1:15 p.m.

August 28	January 29
September 25	February 26
October 30	March 25
November 13	April 29
December 11	May 20

Students enrolled in Extended Day will remain here. All others must have arrangements to be picked up.