

Reynolds Lane Elementary



2022-2023

Expectations

Parents,

In order to ensure the safety of and provide the most effective educational environment for our students here at Reynolds Lane Elementary School, we ask that you adhere to all District and School Policies and that you encourage your child/children to respectfully adhere to all policies as well. Please review and discuss all pertinent information with your child/children, as they will be expected to adhere to these policies while attending Reynolds Lane Elementary. Thank you again for your continued support!

Sincerely,

Kim Jennings
Principal

ARRIVAL

Adult supervision is not provided until **8:00 a.m.** Therefore, to ensure your child's safety, students should not arrive to school prior to **8:00 a.m.** each day. Students who arrive before the specified time will:

- (1) Receive a verbal warning by the principal.
- (2) Receive a written warning followed by a phone call to the parent.
- (3) Principal will notify the Department of Children and Families for parental negligence.

***All students, with the exception of bus students, should enter the front gate of the school (Reynolds Lane) each morning and go through the cafeteria doors.**

BREAKFAST

The gates will be opened at 8:00 a.m. each morning. Breakfast will be served in the classroom each morning from 8:00 a.m. – 8:30 a.m. If your child arrives after the specified time, then he/she **will not** be able to eat breakfast that day.

TARDINESS

Research states, student achievement is greatest when children are actively engaged in a structured and organized learning environment. Therefore, all students should be present and **on time** each day! School begins **promptly at 8:30 a.m.** each day. Students arriving to school or class at 8:30 a.m. will be marked **TARDY!** Tardiness is a Class 1 offense (1.05 Code of Student Conduct). After **3 Tardies** within a Nine Week period, students who arrive tardy will:

- (1) School staff will send home a certified letter about the problem to the parent via US mail
- (2) School staff may ask parents/guardians to come to school to discuss the problem and district procedures through our District Social Worker.
- (3) Non-compliance will result in both the parent and student being referred to the State Attorney's Office

*** If your child is late to school you must walk them inside and sign them in so that they can receive a late slip. This is for safety purposes and also accountability on the parent's part. If not, they will be reported to the Truant Office.**

CHECK-IN / CHECK-OUT

Please go directly to the main office to check your child in or out of school. Teachers will not allow students to enter or exit their rooms until informed by the main office. **(No Student Check-out between 2:00-3:00 p.m. daily).** You may not walk down to the classrooms to meet your child. Please wait in the car riding zone or walker area until your child is dismissed.

***Anyone granted permission to pick up a child from school must show proper identification (driver's license, work I.D., etc...), INCLUDING THE PARENT! No Child Will Be Released Until Proper I.D. Is Shown!**

***Under No Circumstances Will Your Child Be Released To Anyone Not Listed On Their Student Information Card (Blue Card/Sheet).**

DISMISSAL

Students are dismissed each day as follows: Walkers and Car Riders (2:50p.m.) Bus riders (2:50 p.m.), and Team- Up (3:00 p.m.). All students should be picked up **no later than 3:10 p.m.** each day. Adult supervision is not provided after 3:10 p.m. Students who remain after the specified time will:

- (1) Receive a verbal warning by the principal
- (2) Receive a written warning followed by a phone call to the parent
- (3) Principal will notify the Department of Children and Families for parental negligence

***All students, with the exception to bus/daycare riders, will exit the gate near the cafeteria. Car riders will report to cafeteria and wait to be called. VPK will sit on the benches and wait for car to pull forward. Walkers will exit building and proceed in the direction of their home.**

**** Parents must go through the car riders' line in order to pick up your child. You will not be allowed to come up to the benches to pick up your child.**

***Please Make Arrangements For How Your Child Will Get Home Each Day In Advance!!!!**

***STUDENTS WILL NOT BE PERMITTED TO USE THE OFFICE PHONE UNTIL 3:15 p.m.**

VISITATION

We encourage you to visit with your child or his/her classroom; but, please make arrangements with your child's teacher first. Unannounced visits interrupt the educational momentum in the classroom.

***In order to ensure the safety of all of our students; we ask that all parents stop by the main office for a Visitor's Badge! In order to receive a visitor's badge you will need identification (Florida Driver's license or ID card). If you are without a Badge, we will assume you are Trespassing.**

CIVILITY

Children are easily influenced by adult behavior. Therefore, we ask that all visitors remember to demonstrate positive behavior while on campus. Any visitor exhibiting unruly behavior will be asked to leave the school grounds (using profanity, making threats to cause bodily harm, refusing to adhere to school and/or district policy, disrupting academic instruction or school functions, etc...). For any visitor who refuses to leave the school grounds:

- (1) Principal will notify the Jacksonville Sheriff's Office/Police Board Police immediately!
- (2) You will be served a No Trespassing Warrant. (If you violate the warrant, you will be subject to arrest for "Trespassing on Public School Property" – Florida Statute 810.097)

Parent Dress Code

Parents must wear appropriate clothing while on campus. You must follow the student dress code while on campus. There should be no pajamas, torn or ripped clothing, and no inappropriate language on clothing. **Make sure that all body areas are covered. Failure to comply will result in you being asked to leave to school.**

Student Dress Code

It is required that **ALL** students wear uniforms at Reynolds Lane Elementary School. We have a partnership with G6 Promo & More and he will provide you a shirt with the school's logo on it. The front office has his contact information and website to purchase shirts. We have found that the students are better behaved and take learning seriously when the clothing aspect is out of the equation. Uniforms consist of light blue, navy blue, and white logo polo shirts and khaki and navy pants, shorts, shirts and dresses.

DISCIPLINE

Students are expected to adhere to all district, school, and classroom rules. It is our belief that if a student disrupts the educational environment and prevents the teacher from teaching and your child from learning then he/she must be appropriately disciplined. We are confident that with your support, together we will be able to be successful here at Reynolds Lane Elementary School.

PATROLS

Patrols are on post daily from (8:00 – 8:30 a.m.) and (2:45 – 3:15 p.m.). We ask that both parents and students respect and follow the directions of our Safety Patrols here at Reynolds Lane Elementary. Students not conforming will be reported and appropriately disciplined!

*Please direct all questions concerning patrols to the Patrol Sponsor:

- Mr. Thomas/ Ms. Matteson

PRE-K/Head Start

Head Start/ Pre-K hours for students are 8:30 a.m. – 3:00 p.m. Adult Supervision is not provided until 8:00 a.m. each day. Therefore, Head Start/ Pre-K students should not arrive prior to 8:00 a.m. each day. All Head Start/ Pre-K students are expected to be present and on time each day! Please remember, it is the parent's responsibility to make arrangements to have their child picked up at 3:00 p.m. daily. Unfortunately, parents unwilling to follow Head Start/ Pre-K guidelines will result in the dismissal of your child from the Head Start/Pre-K program.

EARLY DISMISSAL PROGRAM

A program to provide professional development for teachers by releasing students early was approved by the School Board on June 1, 2004. The early dismissals will take place on 16 alternate Wednesdays throughout the school year. Please mark these dates on your Calendar.

August 31	September 28	October 26	November 30
December 14	January 25	February 22	March 29
April 26	May 17		

Student dismissal times on those dates are as follows:

- Walkers and Car Riders (12:50 p.m.) Bus riders (12:50 p.m.), and Team-Up (12:50 p.m.)

*All students can be checked out no earlier than 12:15pm on Early Dismissal Days.

*All students should be picked up no later than 1:15 p.m.!

Adult supervision will not be provided. Therefore, it is the Parent's responsibility to make arrangements for how their child will get home!

Students who remain after 1:15 p.m. will:

- (1) Receive a warning and sign slip;
- (2) After warning, Principal will notify the Police and the Department of Children and Families for parental negligence

Memos will be sent home reminding Parents of Early Dismissal Days

CHILD CUSTODY

In case of separation, divorce, or child custody cases; the parent or legal guardian must have a court order and provide the school with a copy of who can legally pick up the child, or have (school related) information pertaining to the welfare of the child {report cards, attendance, etc....}

***Under No Circumstance Will Information Pertaining To Any Child Be Released Via Telephone..... All Inquiries Must Be Made In Person With Proper Identification Available!**

EMERGENCY INFORMATION SHEET (Blue Card/Sheet)

An Emergency Information Sheet must be on file for every student enrolled at Reynolds Lane Elementary. This sheet provides the school with the name of a contact person who should be notified in case of an emergency. It also provides important information about the child should the school not be able to contact the family. At least 2 - 3 working emergency contact numbers are required. **Please keep information updated at all times to ensure the safety and care of your child.**

- If emergency contacts cannot be located, the Department of Children/Families or the Jacksonville Sheriff's Office will be called for assistance

ILLNESS

If your child becomes ill while at school, he/she will be isolated if the illness appears to be communicable. This will be accomplished by removing the child from the classroom and moving him/her to the clinic. You will be contacted and informed of the situation. You must then make arrangements to have your child picked up.

*For the safety and well being of your child, we ask that you make arrangements to have your child picked up from school **within the hour** for the following illnesses/emergencies:

- Two or more Symptoms of COVID
- FEVER (100.00 or Higher)
- Diarrhea (Stomach Cramps)
- Vomiting (more than usual "spitting-up")
- Severe Asthma (with rapid heartbeat / student unable to speak)
- Abscess Tooth (with pain)

*Parents please note: In order to ensure your child's safety, if the child is not picked up **within the hour** or if emergency contacts cannot be located, then the proper authorities will be notified.... (i.e. Jacksonville Fire and Rescue, Department of Children & Families, Jacksonville Sheriff's Office)

Communicable Illnesses

Your child may return to school following a contagious illness when the following circumstances are present:

- ✓ Chicken Pox all lesions are dry (medical statement required)
- ✓ Conjunctivitis no eye drainage (medical statement required)
(pink eye)
- ✓ Scabies medication (medical statement required)
- ✓ Pin Worms medication (medical statement required)
- ✓ Hepatitis Doctor's release (medical statement required)

- ✓ Strep Throat medication (medical statement required)
- ✓ Head Lice Proof of treatment is shown / Head Check
- ✓ Ringworm Proof of treatment (medical statement required)
- ✓ Skin Lesions all lesions are dry (medical statement required)

ALLERGIES

Please inform the school of any allergies your child may have at the time of enrollment so that the proper precautions may be taken. If the allergy involves food, please provide us with a medical statement/form completed by your doctor that can be shared with teachers, food service workers, or anyone who has contact with your child. All Allergies should be noted on your child's Emergency Information Card as well!

MEDICATION

Medications should be handed directly to the secretary or school nurse in the Main Office by the Parent only! Proper medical documentation and forms must be completed before medicine can be taken and administered.

- Please do not give medications to your child for transport to and from school
- Upon completion of administering the medicine, it will be returned to you or discarded if not picked up

According to Florida Statue 402.305, prescription and nonprescription medication brought to the School by the custodial parent or legal guardian MUST be in the original container. Prescription medication must have a label stating the name of the doctor, child's name, name of the medication, and medication directions. All prescription and nonprescription medication shall be dispensed according to written directions on the prescription label or printed manufacturer's label.

FAMILY INVOLVEMENT

- Families are the most significant adults in a child's life. Therefore, our doors are open to families at all times. During the year, Reynolds Lane Elementary will sponsor events that all families are expected to participate in, such as Open House, Parent Nights, Best Standards Workshops, and Chaperone Field Trips.
- All parents are asked to complete the Volunteer Application online (<http://www.duvalschools.org>) in order to accompany your child on field trips and other school activities. The volunteer application process takes approximately 2 weeks to be approve and expires in two years.
- Communication between family, child, and teacher is important to ensure a good working relationship. We encourage daily communication between families and teachers. **Please look at your**

child's daily Home-School Notebook and Class Dojo for important information concerning your child or the school.

CELL PHONES/ WIRELESS COMMUNICATION DEVICES

Wireless communication devices may be brought to school, but **must** be out of sight and kept in an "off" mode while on the school property during regular school hours. Use of a wireless communication device may include the imposition of criminal penalties if the device is used in a criminal act. (Any student who chooses to bring a wireless communication device to school shall do so at his or her own risk.)

- Violation of the conditions in this paragraph will result in confiscation of the device by school officials and may result in other disciplinary actions set forth in the Code of Student Conduct under Class II Offenses. The confiscated device will be returned to the student's parent/ guardian only.
- During state testing and other testing which is determined by the principal or his/her designee, students may not have any electronic or recording devices, such as cell phones, pagers, or electronic games, in their pockets, at their desk or anywhere they can reach them, before, during, or after the testing session. Possession of any electronic device that reproduces, transmits, records, or calculates (except for the FCAT calculator), will result in the student's test being invalidated.

SALES ON SCHOOL GROUNDS

No students will be allowed to sell items door to door. The principal must approve all school-sponsored sales before any sales representatives are contacted. The principal must sign any and all contracts before the activity takes place.

- For safety and health reasons, no homemade foods can be sold or distributed on school grounds.

Student Name _____

Please sign and return this page acknowledging your understanding and agreement to the “Expectations” at Reynolds Lane Elementary School.

(Parent/guardian signature)

Agrees to and understands the Expectations at Reynolds Lane Elementary School.

(Student signature)

Agrees to and understands the expectations of me while attending Reynolds Lane Elementary School.

(Name of Child’s Teacher)

(Date)