



Garden City Elementary

Every Student. Every Day.

Parent-Student Handbook

2022-2023

ARTICLES PROHIBITED IN SCHOOL

Toys, weapons of any kind, roller shoes and rolling backpacks have proven to be dangerous and disruptive in the school and may be in violation of the Elementary Code of Conduct. Please do not bring them to school!

ATTENDANCE

Please see your ***Student Elementary Code of Conduct*** for the School Board Policy

- **Students who leave class early or arrive late miss valuable instructional time.**
- 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 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 Log. The parent or other authorized party listed on the student's information card may sign a student out of school. A photo ID will be required. An office staff member will call the student from class.
- Parents are not to go to the classroom to pick up a student.
- Students will not be released during the last 45 minutes of the school day without permission of the principal or designee. This causes a disruption to the closing routines for all students.

BICYCLE RIDING

Only students in grades 3, 4 and 5 may ride bikes to school. Bicycles ridden to school must be parked and locked in the designated areas. All bicyclists under the age of 16 must wear a bicycle helmet (F.S. 316.2065(3d)). Bike riders are to be courteous to students walking to school and are not to ride on school grounds.

BUS INFORMATION

- Parents are responsible for supervising their child at the bus stop.
- It is recommended that an adult meet kindergarten students and / or any student who is the only one at a bus stop. Bus drivers will not release students if they deem the situation is unsafe. Please be aware that there is a 10-minute window allowed on either side of the scheduled pick-up/drop-off time.
- Students whose permanent residence is 1.5 miles or more from school are eligible for transportation. Bus schedules will be distributed to all students transported by bus and are available in the main office.
- Bus students are expected to ride to and from school daily. They are to be at the stop 10 minutes before pick-up time. Students must ride the bus to which they are assigned. Children may not change their bus assignment without prior written approval from their parents and the principal or designee.
- 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.

BUSINESS PARTNERS

We are proud to have the support of our business partners. Local businesses support our school through donations, volunteer hours and incentive awards for our students. We are always eager to acquire additional business partners. If you have suggestions for potential Business Partners, please inform the office staff.

CAFETERIA

- The cafeteria is a vital part of our school. A well-balanced breakfast and lunch are offered free for all students. All students are expected to display acceptable decorum by:
 - ✓ Talking quietly
 - ✓ Using appropriate table manners
 - ✓ Treating all employees and volunteers with respect
 - ✓ Walking carefully
 - ✓ Leaving the tables and floor around one's space in a clean condition
- Our school participates in the federal breakfast and lunch program. All pupils will receive free meals.
- Please clearly mark lunch boxes with your child's name. For safety reasons, no glass bottles or pop-top cans are to be sent in a child's lunch.
- Please do not send candy, gum or soda for lunch.
- Please inform your child's teacher of any food allergies.

CAR RIDERS / WALKERS

Parents are requested to use the marked Student Loading Zones. The Crossing Guards and/or Safety Patrols are on duty before and after school to assist our students. Students are not allowed in the building before 8:30 a.m. unless they are enrolled in an Extended Day Program.

CELL PHONES

Cell phones are addressed in the Student Elementary Code of Conduct. Specifically, students may have them at school as long as they are turned off and kept out of sight inside a backpack, purse or similar item. The use of a cell phone or camera to take pictures of other students at school is prohibited.

CHANGE OF ADDRESS/PHONE NUMBER

Please give your new address, telephone number and e-mail address to the secretary in the main office. If your work location and / or telephone number change, we need to know. It is imperative that current information is always on file in the office so we can contact you.

CONDUCT

Students are expected to behave as ladies and gentlemen at school. No student has the right to deprive another of the opportunity to learn. Each student is expected to show respect for teachers, school personnel and fellow students. Students who do not conduct themselves in the proper manner will be disciplined in accordance with the Duval County Student Elementary Code of Conduct. The Elementary Code of Conduct will be available to all students at the beginning of the school year online at www.duvalschools.org. Please notify your child's teacher to request a printed copy. Parents and students are expected to sign an acknowledgment form verifying that they have reviewed the Code of Conduct.

CONFERENCES

Parent-teacher conferences are encouraged for the purpose of sharing an understanding of the child's needs. Please contact your child's teacher through phone, email, or ClassDojo to schedule a teacher conference. Conferences are normally scheduled immediately before or after the student day. School office hours are 7:45 A.M. - 4:15 P.M.

DRESS CODE

Student behavior is influenced by proper dress and grooming. The Duval County School Board has established guidelines to aid parents and students in selecting proper attire. These are found in the Student Elementary Code of Conduct. Costumes may be worn only as part of a school activity and when recommended by a teacher or activity sponsor. If a staff member finds any clothing or jewelry to be distracting, unsafe or not healthy for the students, the student may be sent to the office to call their parent to bring other clothes.

Garden City Elementary will begin transitioning to uniforms on an optional basis. GCES will have uniform shirts available for purchase. Students are to adhere to the student dress code policy everyday unless the school sends home a notice in writing stating otherwise. The uniform options are listed below:

- Black or Khaki pants, shorts, capris or skirts
- Yellow, Black, Red, or White Polo style shirts (preferably with Garden City's logo)
- Students may wear shoes of their choice, however **NO Crocs, flips, or any backless shoes**, sneakers should be worn on P.E. days.

EXTENDED DAY & TEAM UP PROGRAM

The Extended Day Program operates only on days school is in session for students. Extended Day consists of a morning session (7:00-8:30 A.M.) and TEAM UP consists of an afternoon session (3:00-6:00 P.M.). 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/TEAM UP Office.

FIELD STUDIES/TRIPS

- Field trips provide valuable educational experiences. A student must have a field trip permission form SIGNED by his / her parent or guardian before he/she is permitted to go on a field trip. PERMISSION CANNOT BE GRANTED OVER THE PHONE.
- Money and permission slips must be submitted to the school or through <https://dcps.schoolcashonline.com> by the due date listed on the permission slip.
- Parents may be asked to chaperone field trips. Only parents approved through the District's Volunteer Office may serve as a chaperone. Chaperones have a very special responsibility in providing this supervision. 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. Parents driving their own vehicles may not transport their own children to the activities.

- A child may be signed out at the end of the trip if arrangements are made in advance with the teacher. The parent then assumes full responsibility for his/her child at the completion of the event.
- 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 field trips with them to ensure the child's safety.
- Students who do not have permission to attend a field trip will be assigned to another class at school.

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 E-Excellent Progress (K-1)
C Average Progress 70-79%	S S- Satisfactory Progress (K-1)
D Lowest Acceptable Progress 60-69%	N N- Needs Improvement (K-1)
F Failure 59% and below U	U- Unsatisfactory Progress (K-1)

GUIDANCE

The school counselor provides 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 Collaborative Problem-Solving Team and Eligibility Determination Team.

HEALTH / 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, nurse or clinic volunteer will make the student as comfortable as possible. A parent will be called using the emergency numbers provided by the parent. It is important that we have an emergency phone number for every student. *The school clinic does not have facilities to care for a sick child for a prolonged period. The school is limited in the amount of first-aid treatment that can be given. **We cannot administer medication without written approval from the parent.**
- Please instruct your child to report any injury to the teacher as soon as possible.

- **Medicine at school:** In the event that a child is to take medicine during the day, the parent must do the following:
 - a. Sign a medication liability release form and have it filed in the office. ALL medications, including over the counter medicines, must be in the original containers.
 - b. Have a copy of directions for administering the medicine from a licensed doctor or dentist attached to the original prescription container or written directions for non-prescription medications.
 - c. Bring the medicine in the original container to the office so that it may be administered.
Students may not transport medication to and from school.
- **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.
- **Head Lice:** 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:
 1. Any child found to have head lice or nits would be isolated and sent home. A call will be made to a parent to pick up the child immediately.
 2. The child will be excluded from school until he/she is completely free of lice and nits (eggs).
 3. Other children in the class will be checked for lice.
 4. A letter will be sent to parents of all the children in the classroom where live lice are found, to inform them of how to detect head lice and its treatment.
 5. 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.

HOMEWORK

ALL students are expected to READ every night!

Homework is an important factor in reinforcing skills and learning. Please check your child's folder 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.

IMMUNIZATION

Florida Law, (s. 1003.22, F.S.) requires that all students show proof of immunization before admission to school. Students who do not have proof of immunization will be excluded from school until such proof is presented.

INSTRUCTIONAL STANDARDS AND BENCHMARKS

All students receive instruction in the Florida B.E.S.T. standards through Gradual Release of Responsibility Model. Your teacher can explain how this method of instruction will help your student achieve the standards and benchmarks.

Communication between the Teacher and Parent is a key element in your child's success. Student achievement is our top priority!

INTERNET USE

- All schools have Internet accessibility. Parents must opt their student out if they do not want them to use the Internet for online assessments and other online instructional programs at the school. An opt-out form will be provided at the beginning of the school year.
- The School Board maintains a website to provide information to parents at: www.duvalschools.org.
- Students and parents may access grades and attendance information through FOCUS. Creating a Parent/FOCUS account gives you 24/7 access to services such as applying for schools online, reviewing your child's grades and assignments, emailing teachers, and registering for transportation. Directions for creating a Parent FOCUS account can be found at <https://dcps.duvalschools.org/Page/15745>. You will be able to log into your account at <https://duval.focusschoolsoftware.com/>

LOST AND FOUND

All found articles should be placed in the designated Lost and Found area. Students' sweaters, coats, hats, gloves and books should be labeled in order to facilitate the return of each article to its rightful owner. Unclaimed articles will be donated to charity at the end of the school year.

NEWSLETTERS/NOTICES

Communication between the school and home is essential. Teacher and school notices will be sent home regularly to keep parents informed of school events and other important information. All teachers will be using ClassDojo as a form of communication. Please check the school's website at www.duvalschools.org/gardencity for additional information.

OPEN HOUSE

Open House will be held shortly after the school year begins. We welcome all parents, relatives and visitors to attend. We encourage them to meet our faculty and staff and learn more about the school's education program. Open House dates will be publicized to parents as soon as they are received.

PARENT / COMMUNITY ORGANIZATIONS

- Your membership counts! All parents and interested individuals are encouraged to join the PTA, attend PTA meetings, and participate in PTA activities. Membership dues are a donation that assists in providing special programs and activities for our students and staff. Our PTA is part of the district, state and national PTA.
- SAC, our School Advisory Committee, is made up of parents, staff, business stakeholders 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. Attendance by the public is encouraged at all meetings.

PETS

For the safety of our students, no animals will be brought to school unless the principal or designee has granted permission. Pets are not allowed on school buses. Do not allow your pets to follow students to school.

PHYSICAL EDUCATION

All students are expected to participate fully in physical activities (150 minutes per week) whether the students are with the classroom teacher or a physical education teacher. Appropriate shoes and clothing are necessary for the students' safety and participation.

- If a child has a temporary illness or injury that will limit or prohibit a child's participation, a written note from the parent must be sent to the teacher. Verbal messages from students cannot be accepted. Extended limitations require a written note from a doctor.
- Tell your child's teacher if he/she has asthma or another serious medical condition!

PROMOTIONAL REQUIREMENTS

- **KINDERGARTEN - GRADE 3 PROMOTIONAL CRITERIA:**
 - Students must demonstrate mastery of reading and math standards.

- The State of Florida requires that all THIRD Graders meet the requirement on the state reading assessment or qualify for a good cause exemption to be promoted to Fourth Grade.
- GRADES 4-5 PROMOTIONAL CRITERIA:
 - Students must demonstrate mastery of standards in reading and math and either science or social studies.

RAINY DAYS

Parent and child together should establish a rainy day procedure, so that the child knows automatically what to do after school in the event of bad weather. Our phone system cannot accommodate all of the children who want to use the telephone on rainy days. **All changes in transportation must be documented in writing, verbal changes will not be accepted.**

READING GOALS

The Superintendent challenges all students to meet a minimum reading goal of 25 books per year. Students who meet higher goals will be rewarded with incentives and/or invited to a special celebration at the end of the year.

REPORT CARDS / SCHOLARSHIP WARNINGS / PROGRESS REPORTS

Report cards are issued every nine weeks. These are to be SIGNED BY THE PARENT AND RETURNED TO THE HOMEROOM TEACHER WITHIN THREE DAYS TO INDICATE THAT YOU HAVE RECEIVED IT. If a report card is lost, send a note to the office and a duplicate report card will be sent home.

Scholarship Warnings are indicated on progress reports. This report indicates that the child is in danger of failing a subject or is having difficulty in meeting standards. Upon receipt of this report, the parent should contact the teacher to schedule a conference. **THE PROGRESS REPORT/SCHOLARSHIP WARNING MUST BE SIGNED AND RETURNED TO THE SCHOOL WITHIN THREE DAYS TO INDICATE THAT YOU HAVE SEEN IT.**

Progress Reports are provided 4-5 weeks following report cards. These reports are used to inform parents about their student's progress toward meeting academic goals. They may be used as a substitute for a Scholarship Warning since they would indicate unsatisfactory progress. **PROGRESS REPORTS SHOULD BE SIGNED AND RETURNED TO THE TEACHER TO INDICATE THAT YOU HAVE SEEN IT.**

The FOCUS Parent Portal is available to all parents. This program allows you to monitor your child's attendance and grades at any time from any computer connected to the Internet.

SAFETY AND SAFETY PATROLS

Show your child the safest route to school and / or the bus stop. Students are to cross roads at intersections or crosswalks only.

The Safety Patrol students perform a valuable service to our school by assisting students. Parents are asked to follow directions from Safety Patrols and staff while at school. All adults and students should respect these students who are working for the safety of all persons at school. All school visitors will be asked to check in with the office, show picture ID and wear a badge at all times.

SCHOOL HOURS

The school hours are: 8:30 a.m. until 3:15 p.m. Students are expected to be in class and ready to begin instruction at 8:30 AM. All students are dismissed by 3:15 PM.

SCHOOL PARTIES

School Board Policy states that two class parties per year may be held during school hours. Special birthday / holiday treats should be arranged in advance with the teacher. All food items must be store bought.

SMOKING

All DCPS property is smoke-free. Smoking is prohibited in the building(s) and on school grounds.

STUDENT SERVICES

Our District Student Services Office offers many services that assist students in their educational development. This division extends its services to schools through the following units: School Psychology Services, Social Work Services, and School Health Services.

SUPPLIES

Personal supplies such as notebooks, pencils and other consumable supplies used by the student are the responsibility of the parent. Teachers will notify you at the beginning of the year of supplies needed.

TARDY / EARLY OUT

- Tardiness is not acceptable and is the responsibility of a parent.
- Students may enter their rooms when the first bell rings at 8:25 a.m.
- Students arriving after 8:30 a.m. are tardy and must go directly to the main office for a tardy slip permitting him / her to enter the classroom. A parent must accompany the child to the office if he / she is tardy.
- Bus students are not considered tardy when the bus is late.

TELEPHONES

Students will be permitted to use the school telephone before 9:00 a.m. in the case of lost/forgotten lunch money, eyeglasses left at home, and in emergency situations. Students will not be allowed to use the phone to get permission to go home with a classmate, ride another bus, forgotten homework, etc.

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 (s. 1006.28. F.S.). 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 PATTERNS

- A designated area is reserved for loading and unloading of students. Please do not park in these lanes. Please do not walk between cars or encourage your child to do so.
- A designated area is reserved for loading and unloading school busses; car traffic is prohibited in these areas. Walking through the bus loading area is prohibited and very dangerous!
- Fire Regulations prohibit parking in FIRE LANES. Use the designated parking spaces if it is necessary to park.
- The auto lane is the only place where parents may drive a car on school grounds to drop-off their children.
- Driving cars on other areas of the school property is prohibited because it creates a dangerous, hazardous traffic condition for our students.

- An adult **MUST** walk with the child in the designated pedestrian walkway through the traffic areas.
- Students who walk or ride bicycles are to use the sidewalks, cross only in the cross walks and obey the Safety Patrols.

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 THE LOSS OF PERSONAL PROPERTY.**

VISITORS

Visitors are always welcome! For the safety of our students, all visitors are required to sign in and out in the Main Office and show picture ID. Visitors and volunteers must wear a visitor's badge at all times to help us maintain security for our students. Adults should model appropriate dress and behavior when visiting school.

VOLUNTEERS

- State Regulations require that all volunteers have a background check prior to being allowed to volunteer at school. This is for the safety of ALL of our students. Please apply online at www.duvalschools.org.
- Volunteers provide essential services to our school and are most welcome.
- When you come into the building for volunteer work, always sign in and out in the Volunteer Book located in the front office and wear your badge.
- Please sign in when you come to school to volunteer; your volunteer hours help us win recognition from the State Department of Education.

WEAPONS

Absolutely **NO REAL, FACSIMILE or TOY** weapons are permitted on school grounds, during school activities or on school transportation.

WITHDRAWALS

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

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.

[HTTPS://DUVAL.FOCUSCHOOLSOFTWARE.COM](https://duval.focuschoolsoftware.com)

This website will allow you to monitor your child's attendance and grades. Access is gained through the DCPS website and requires a password which may be obtained by contacting the school office in person

Duval County Public Schools Success Agreement

Student	School	Parents
Attend school regularly and on time	Encourage school attendance and promptness	Ensure daily attendance, all day, every day.
Participate in class, complete and turn in all homework	Provide effective and appropriate instruction	Encourage your student and monitor performance on assignments
Treat everyone with value, respect and dignity	Treat everyone with respect and dignity	Treat everyone with respect and dignity
Follow school and classroom rules	Enforce school and classroom rules fairly and consistently	Support the school and teacher in enforcing school rules
Promote a safe school environment by following the school rules.	Provide a safe school environment	Support a safe school environment by reporting safety concerns
Wear appropriate dress	Enforce appropriate dress	Provide and ensure appropriate dress
Read daily	Provide reading activities	Support reading activities at home AND school