

Dinsmore Elementary School

2019-2020

DINSMORE ELEMENTARY - DREAMS BEGIN HERE!

Welcome to Dinsmore Elementary! We are happy to have you be a part of this great school. In order to make this school year successful, it's important that you are aware of the school and district policies. Please review and sign and return that you have read. Thank you.

Vision Statement

Every student will be provided learning experiences that guarantee opportunities for success and social responsibility.

Mission Statement

To provide every student the opportunity to be empowered as lifelong learners in a safe and academically rich environment and be prepared for college and career.



Arrival/Dismissal Procedures

Attendance and Tardiness

School begins at 8:25. In order to ensure academic success, students are expected to attend school on time daily, from 8:25-3:00 P.M. Any student arriving after 8:30 A.M. will be marked tardy. Parents are required to send a note when a student is absent. Please allow teachers ample time to prepare make-up work when students leave early. Students will only be released to parents, authorized guardians, and those listed on the student information card via the main office for safety reasons.

Student Checkout

Per DCPS Policy, no child is allowed to leave school without permission from the principal or designee. A parent/guardian 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.

All parents/guardians/visitors must report to the front office per DCPS policy and for the safety of our students. Parents are not allowed to go directly to a classroom to pick up a student.

Students who do not attend school cannot attend afterschool activities.

Early Checkout

DCPS policy states that students shall not be released the last 45 minutes of the school day unless the principal or designee determines it is an emergency or an excused event. ***Students will not be recognized for perfect attendance when they have five or more unexcused tardies or five or more early checkouts in a nine-week grading period.***

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Morning Arrival Procedures

Please drop off students in the front car circle for morning arrival located on Civic Club Drive. **Students are not to arrive on campus before 7:50 A.M.** Adults must wait with their child if they arrive before 7:50A.M. VPK and Kindergarten grades will go directly to their hallway and be seated until the bell rings at 8:25. 1st, 2nd, 3rd, 4th, & 5th grade students will go directly to the cafeteria for breakfast service. Adults will be in the hallway to supervise students until the bell rings.

Lunch and Breakfast

All students attending Dinsmore will receive a free breakfast and lunch. Students must be at school no later than **8:15 A.M** in order to eat breakfast and be on time for class. Students will receive an unexcused tardy if late from breakfast unless it is school related such as a late bus or if the cafeteria is running behind schedule. Students are expected to eat at a Level 0 (No talking) for breakfast so that we can serve all students prior to school starting. Students who are behavior problems during breakfast will be held accountable for their behavior based on the DCPS Code of Conduct and Dinsmore School-wide Discipline Plan.



Dismissal Tags

All students who are picked-up from Park-n-Ride or Car Riders must have a dismissal tag to show proof of identification. **NO EXCEPTIONS. Please do not grab your child from the line or call them to come to you.** Teachers are required to check the dismissal tag and check off on a form that the child was released.

Park-n-ride means that you park your car in the field in front of the school and walk up to get your child/children. Children are organized by grade levels along the sidewalk. **No student will be dismissed to an adult without a dismissal tag.** Dismissal tags are given out initially at orientation or at any time from the school office. It is your responsibility to tell adults picking up your child this information. All adults who do not have a dismissal tag will be asked to go to the office to show ID, even if the teacher knows your child. This is for the safety of your child and all students.

Car rider means that you stay in your car and go to the back of the school to pick-up your child. A teacher puts your child in the car. **All cars must have a visor dismissal tag displayed. NO EXCEPTION. If you do not have a dismissal tag, you will be asked to go to the front to show ID.**


Each parent will be given two dismissal tags free, however; additional or lost tags will cost \$1.00

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Transportation Changes



All parents are required to put in writing when there is a transportation change. However; if there is an emergency, parents can notify the front office to make a verbal change. This must be done by 2 P.M. **Transportation changes cannot be made through Class Dojo.** The school **will not** accept verbal transportation changes from a student, it must be in writing from a parent/guardian or a phone call to the office by 2:00 P.M.

Afternoon Dismissal Procedures

All car riders will be dismissed from the cafeteria or car circle area. Students will be escorted to the cafeteria by a teacher. Students that have siblings will all meet in the cafeteria and will be dismissed together once their car arrives in the line.


Dismissal Times: 2:55 – Car Riders Superma
3:00 – Walkers & Park-n-Ride
2:55 – Buses
3:00 – Club Rec

Early Release Dismissal Times: 1:35- Car Riders
1:40- Buses
1:50- Walkers & Park-n-Ride
1:50- Club Rec

Dismissal Area - All car riders are picked up in the circle located behind the cafeteria. The bus loop is for buses only during morning and afternoon dismissal.

If you drive up in a car your child is not considered a walker and will not be released to you in front of the school. Walkers are students who walk home. All walkers will be dismissed out of the front of the school. Students will be guided beyond the flagpole, where they will disperse in their various directions.

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.

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Kindergarten Dismissal Procedures

A signed form must be completed to indicate how kindergarten students will be picked-up. **Your child's teacher will provide this form.** During the first few weeks of school, kindergarten students who ride a bus will wear an ID that indicates their address and bus stop. Parents can help assure safe and convenient transportation by communicating any changes to the teacher **in writing** and clearly to their child. **Frequent changes in dismissal transportation make it confusing for the child and the staff.** Please try to be as consistent as possible. Kindergarten students will not be allowed to walk home alone. They must be supervised.



Rainy Day Procedures

Please make alternate dismissal plans for rainy weather in advance so your child will be informed (especially for pick-up concerns). Students will NOT have time to call home to inquire about alternate plans.

Before/After School Programs

Extended Day

The Extended Day Program will be available for all parents interested in early drop off and late pick up. Please see front office for more information or contact Extended Day Director Tina Prince or Elizabeth Mayernick at 924-3126.

House Keeping Procedures



SMOKING

All Duval County Public School property is smoke-free. **Smoking is prohibited in the building(s) and on school grounds or in cars on school grounds.**

Illness and Use of Medications

The office staff will always attempt to contact parents/guardians in the event your child becomes injured or ill while at school. Please make sure we have your current phone numbers and the required emergency information available at all times throughout the school year. **For any prescribed or over the count medication to be administered at school, the parent/guardian must complete the authorization form and the form must be signed by a physician; this includes self-carry medication.** All medications must be in a prescription bottle labeled with the name of the child for whom the medication is intended. For safety reasons, students may not bring or keep medications in the classroom.



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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.

Birthday Celebrations

Celebrating birthdays are welcomed at Dinsmore. If you would like to bring cupcakes, please bring them during your child's lunch period. **Due to liability issues, cupcakes and other food items should be store bought.**

Change of Address, Telephone, or Transfer



Please notify your child's teacher and front office when you have a change in personal information. Remember, parents must be available to authorize treatment in the event of an emergency. If you do not have a phone, please leave a number for someone who can reach you.

Permission Slips

Signed parent permission slips are required for all students planning to participate in school field trips. A blanket permission form is provided for this purpose. Parents will be notified in advance of all school-sponsored field trips.

Student ID Badges & Bear Communication Folder



This school year students will be using a daily school communication folder, called the *Bear Communication Folder* in lieu of agendas. Folders will be sent home every day. Parents are to sign any information needed and return the folder with the student each day. Replacement costs for folders are \$2.00. Students will also receive two student ID badges this year that will be used to track attendance and other school based tracking including our positive behavior program. It is very important that students keep up with their badges. If the ID badge is lost, the replacement cost is \$1.00 and \$5.00 for the second one. Students who do not have ID badges or their Bear Communication Folder will have a reduction in their citizenship grades as it relates to student's responsibilities. This year, loss of ID badges will be an infraction in the DCPS Student Code of Conduct.

Grade Portal



Duval County Public Schools has purchased a license for FOCUS, a comprehensive online grade book program. You will be able to monitor your student's academic progress and attendance on a regular basis. Parents and students will each receive their own username and password to access the Grade Portal. Please see the front office staff for this information.

One View

Duval County Public Schools has created the OneView site that will allow parents to access information regarding their child's school. This includes events that will take place throughout

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the year along with specific information regarding students. To access this site please visit <https://oneview.duvalschools.org> and register for access.



PETS

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

Community/ Parental Involvement



Volunteers

Parents are encouraged to become involved in our school. A minimum of three volunteer hours are required from each family. Please sign the Volunteer Sign-In Book each time you visit our school. We invite parents to participate with the Parent Teacher Association. The PTA strives to involve all members of the community in the improvement of the educational process for the students we serve. More information regarding policies and procedures for volunteers can be found in the Volunteer Handbook. For a copy of the Volunteer Handbook please see front office staff.

School Visitation/Teacher Conferences

Parents and guardians are encouraged and welcome to visit the school, however; cannot interrupt classroom instruction. If you wish to observe a class, please contact school administration for approval per DCPS policy. To schedule a conference please contact the teacher directly through email, Dojo or a phone call. Phone calls during the school day will be put through to the teacher's voicemail. Two parent conferences are required each year per student.

Daily Procedures



Dress Code

Shoes must have closed heels or backs. Students are required to dress appropriately each day. Shorts must be appropriate length. NO short shorts. Shoes must have straps and/or full coverage. No flip flops should be worn to school. School uniforms are available if interested see front office for ordering information.

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Cafeteria Services

This year, we will continue with the Breakfast in the Classroom program. Students in VPK, kindergarten will be served breakfast in the classrooms until 8:30 AM. Students in grades 1st - 5th will be served the same breakfast, however; it will be served from the cafeteria between 7:50 AM and 8:30 AM. This modified breakfast will allow us to utilize arrival time to feed students, so that instruction can start promptly at 8:30 for our older students. Students must be in line by 8:15 in order to eat and get to their classroom by 8:30.

When students arrive, VPK and kindergarten will go directly to their hallways and sit outside of their classroom and read quietly. *Students who attend Extended Day may begin arriving at 7:00 AM and will go directly to the cafeteria and be dismissed at the appropriate times to their hallways.* Students in 1st – 5th grades will go to the cafeteria to eat breakfast and then be dismissed to sit in their hallway and read quietly until the first bell rings at 8:25.



Textbooks

Textbooks and library books are provided for your child's use on a loan basis. Please assist your child by keeping track of all school assigned books and putting a cover on each subject area book. It will be the parents' responsibility to replace any damaged or lost books.

Lost and Found

Student articles that are lost and found around the school should be returned to the office. Please check with the front office to look through the lost and found box located in the cafeteria. Parents can avoid problems by labeling everything, especially expensive jackets and coats or book bags. **ELECTRONIC TOYS, ELECTONIC DEVICES ARE NOT ALLOWED.**

Technology

Students are allowed to bring cell phones to school. However, the school **will not be liable** for stolen or lost phones per DCPS policy. All phones must be turned off in a child's book bag and will only be used in an emergency. **Students who ride buses should keep phones in bookbags and should only be used in an emergency. Please refer to the DCPS Student Code of Conduct for details.**



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Important Phone Numbers:

Dinsmore Elementary

Main Office	924-3126
Fax	924-3142

Duval County Public Schools

School Board Main Line	390-2000
Transportation	858-6200
Pupil Assignment	390-2144
Magnet Program	390-2082
Elementary Programs	390-2877



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Please return this page to your child's teacher indicating that you have review the Parent Handbook by Friday, August 17th.

Student Name _____

Teacher _____

_____ I have reviewed the Dinsmore Parent Handbook and will adhere to the policies and procedures.

Parent/Guardian

Signature _____

