

HUXFORD

Elementary School

2020



2021

Student & Parent Handbook

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Phone (251) 294-5475
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Huxford Elementary School

Welcome to Huxford Elementary School!

We are proud to serve our community by providing a quality education to our students and support to our families. Education is a positive partnership between home and school. Together we will succeed in providing a quality education for our students. I encourage you to take advantage of every opportunity offered at HES. Your child is important to us. I urge you to be actively involved in your child's education and our PTO. There is a direct relationship between parent involvement and student success, so please be involved and know my door is always open to you. It is very important for you to monitor your child's progress and school work through the school year. Absences have a negative impact on student achievement. Please ensure your child is at school as long as he or she is well.

We look forward to each day as an opportunity to help our students achieve academically and feel good about themselves emotionally. The HES faculty and staff provide our students with new and exciting challenges which will encourage and motivate students to do their very best every day.

If you have questions or concerns about your child's education, call the school (251) 294-5475 or email me at leah.fuqua@escoschools.net and I will schedule a conference to address your concerns.

#striveinourhive #everychildeveryday

Leah Fuqua

HES Principal

After reviewing this booklet with your child, complete the signature page and return to your child's teacher within five school days.

Parents and students should read and become familiar with the CODE OF STUDENT CONDUCT booklet published by the Escambia County Board of Education. A copy has been given to each student. Please return the signature portions of both booklets to your child's teacher.

Keep up with what's going on at HES!

Our school website:

<http://huxford.al.ece.schoolinsites.com/>



Our Facebook page:

<https://www.facebook.com/Wearehuxfordelementary/>



Join our REMIND messaging tool that helps us share important updates and reminders with students & parents. Subscribe by text, email, or using the Remind app.

To receive messages via text, **text @huxfo to 81010**.



Table of Contents

	Parent & Student Letter	2
	Table of Contents	4-5
	School Calendar	6-7
I.	The School Day	8-9
	School Hours.....	8
	Arrival Time.....	8
	Tardy.....	8
	Check-In.....	8
	Check-Outs.....	8-9
	Dismissal.....	9
II.	Attendance Policies	10-12
	Unexcused Absences.....	11
	Excused Absences.....	12
	Tardies.....	12-13
	Check-Outs.....	13
III.	Dress Code	14-15
IV.	Transportation	16-18
	Bus.....	16-17
	Automobile.....	18
	Walking.....	18
V.	Meals	19-20
VI.	Behavior	21

Table of Contents

VII.	Discipline	22-24
VIII.	Medical/Health Care	24
	Medications	24-25
	Nurse	25
	Head Lice	25
	Disease & Vaccine	25-26
IX.	Miscellaneous	26-28
	Telephones	26
	Visitors	26
	Assemblies	27
	Field Trips	27
	Textbooks & Library Books	27
	Report Cards	27
	Toys	28
X.	Parents	28-29
	Parental Calls	28
	Conferences	28
	Parties	28
	Student School Supplies	29
	School Volunteers/ PTO	29
	Lost & Found	29
XI.	Escambia County Zone Variance	30
	Notice of Receipt	32

School Calendar 2020-2021

Student Holidays

August 7, 2020	First Day of School
September 7, 2020	Labor Day
November 11, 2020	Veterans' Day
November 23-27, 2020	Thanksgiving Holidays
December 21, 2020-January 1, 2021	Christmas Holidays
January 18, 2020	Martin Luther King Jr. Holiday
February 12, 2021	Teacher Professional Development
March 22-26, 2021	Spring Break
April 2, 2020	Good Friday Holiday

Parent Conferences

October 15, 2020	Parent / Teacher Conferences 1:00 pm-6:00 pm
February 11, 2021	Parent / Teacher Conferences 1:00 pm-6:00 pm

Early Release Days

*Students release at 11:30 a.m.

October 15, 2020
December 18, 2020
February 11, 2021
May 20, 2021

School Calendar 2020-2021

Grading Periods

August 7—October 9

October 10-December 18

January 6-March 11

March 12-May 21

Grades K-12

1st Nine Weeks

2nd Nine Weeks (Ends 1st Semester)

3rd Nine Weeks

4th Nine Weeks

Progress Reports

September 8, 2020

November 12, 2020

February 3, 2021

April 14, 2021

Mid 1st Nine Weeks

Mid 2nd Nine Weeks

Mid 3rd Nine Weeks

Mid 4th Nine Weeks

Report Cards

October 14, 2020

January 6, 2021

March 10, 2021

May 20, 2021

1st Nine Weeks

2nd Nine Weeks

3rd Nine Weeks

4th Nine Weeks

Fall Pictures

Santa Pictures/Makeup Fall Picture

Day

Class Pictures

Spring Pictures

Graduation Pictures

September 25, 2020

November 13, 2020

January 22, 2021

March 18, 2021

April 22, 2021

I. The School Day

SCHOOL HOURS

Normal school hours are from 7:20 a.m. until 2:55 p.m.

ARRIVAL

For your child's safety, **please do not allow your child to arrive at school before 7:00 a.m.** Once students arrive to school, they will go directly to the lunchroom if they will be eating breakfast. Breakfast will be served from 7:00 a.m. until 7:35 a.m. All other students will be supervised in the auditorium (K-3) or the new building (4-6).

TARDY

Any student arriving after 7:35 a.m. will be considered tardy. If a student reports to school after 7:35 but before 11:30, the absence will be changed to reflect that the student was tardy. **A parent/guardian must come into the school's office to sign-in the student. This is for the safety of your child.** (NOTE: If a student rides a bus that arrives at school late the student will not be counted as tardy.) If a student is tardy, he/she will not be recognized as having perfect attendance. **** See Tardy Policy.**

CHECK-IN

On occasion, a student will be late to school because of medical appointments. Depending on the nature of the problem, time of the appointment, the time of arrival at school, and the presence of a doctor's excuse; the late arrival may be counted as a check-in rather than tardy. If your student checks in after 11:30 a.m., it will still be considered an all day absence. This will not excuse a student from making up missed assignments. These situations will be taken into consideration on an individual basis by the principal. If a student's record reflects a check-in, he or she will not be recognized as having perfect attendance.

CHECK-OUT

Students are not to be checked out of school early except for emergencies. School does not dismiss until 2:55 and students who leave early miss the end of day instruction which is important to their education. If a student checks out before 11:30 a.m., it will be considered an all day absence. The principal may require a doctor's excuse after the 5th check-out in a semester in order to determine if the check-out absence is to be excused.

If a student must be checked out of school, the person checking him out must present a picture I.D., must be listed on the child's "Student Emergency Information" sheet, and come to the main office and complete the check-out form. If the student is to be checked out by someone other than a parent/guardian we need confirmation by the parent/guardian. Only those persons listed on the Emergency Information sheet will be allowed to pick a child up from school. A parent must come by school to add or delete the names of persons they are giving permission to pick their child up from school.

No student is to leave campus at any time during the school day without being properly checked out through the office. If students are checked out of school excessively, parents may be referred to the Attendance Officer with the intent of legal action being taken against them. At this point the principal and/or attendance officer may serve the parent with "Notice to Appear" in the Early Prevention Program.

Checkouts will prevent your child from being recognized as having perfect attendance. **** See Check Out Policy.**

DISMISSAL-AFTERNOON

Students are dismissed at 2:55. If your child's afternoon daily routine is to change—if they are to ride a different bus, wait to be picked up, or ride with someone else, etc.—you must send a note to your child's teacher indicating what your child is to do. If you have more than one child, each must have his/her own note. Changes made after 2:00 in the afternoon cannot be guaranteed. Parents and guardians must make arrangements prior to his/her child leaving for school.

IF WE DO NOT GET A WRITTEN NOTE WITH CLEAR DIRECTIONS AS TO WHAT YOU WANT YOUR CHILD TO DO, OR IF YOU DO NOT COME TO SCHOOL, THEY WILL FOLLOW THEIR USUAL METHOD OF GETTING HOME.

ALL CHANGES in daily routine MUST be made by 2:00 We will not be able to guarantee your change in daily routine after this time, unless there has been an unavoidable emergency during the school day.

Your child should know before leaving for school if your plans for afternoon transportation have changed. Be specific in what you say, do not leave any doubt in your child's mind by saying "I might pick you up today". If your child is left at school because of changes in routine, miscommunication, missing the bus, etc., we will contact you or someone you have designated as an emergency contact. However, after an extended period of time has elapsed and no one has picked up your child, we will contact DHR and/or the police to take custody of your child until you are located.

II. Attendance

The Alabama Compulsory Attendance Law (Section 16-28-3) requires children between the ages of 7 and 17 to attend school. Additionally, Section 16-28-12 of the Code of Alabama, as amended May 17, 1993, requires that any parent/guardian who enrolls a student in school be responsible for the child's regular attendance and proper conduct. Effective July 1, 2000, an additional amendment to this section requires that each child who is enrolled in a public school shall be subject to the attendance and truancy provisions of this article except that any parent or parents, guardian or guardians who voluntarily enrolls their child in public school, who feels that it is in the best interest of that child, shall have the right to withdraw the child at any time prior to the current compulsory attendance age.

The Escambia County Board of Education believes it is essential for students to attend school and to be on time. Students are expected to be prompt to school and to each class period.

- Students are required to be on time for school. It is the responsibility of parents and guardians to make sure their children arrive on time each day.
- Any time a student is absent or tardy, the parent or guardian must send a written note to school satisfactorily explaining the absence or tardy. Excused absences include: illness, death in the immediate family, inclement weather, legal quarantine, and emergency conditions (as determined by principal). For scheduled family commitments, etc., parents or guardians must secure prior permission from the principal before the planned absence. A written note or doctor's statement must be sent to the school within three (3) days of the student's return to school to be counted as an excused absence.
- A written note from parents or guardians, as described above, will excuse absences for grades K through 12 for up to, but not exceeding **nine (9)** absences per year.
- Parents or guardians of any student having a chronic medical problem that may cause the child to miss school are required to provide the school with a clinical or doctor's PHYSICIAN'S STATEMENT OF ILLNESS verifying the child's condition at the beginning of the school year. The statement will reflect the nature of the child's illness, and state that the child may have to miss school from time to time due to illness. Failure of the parent/guardian to provide the school with a chronic illness statement will result in multiple unexcused absences. When the student is absent, the parent/guardian is required to send an excuse to explain why the student was not at school.

was absent. If the absence is due to the condition to the condition stated in the Physician's Statement of Illness, the parent may simply write, "See doctor's letter'. Failure of the parent/guardian to provide the school with excuses may result in unexcused absence accumulation and referral to Juvenile Court. The Physician's Statement of Illness should include the following:

- *Be written on the physician's or the medical office letterhead
- *Include the signature of the physician
- *List the diagnosis
- *Provide a list of any physical limitations the student may have
- *A NEW STATEMENT MUST BE PROVIDED EVERY YEAR*

- Students must be in attendance one-half of the instructional day to be counted present. Tardiness and early checkouts are strongly discouraged.
- Students are allowed one (1) excused absence for each occurrence of head lice.

UNEXCUSED ABSENCES

The following guidelines apply:

- 1 Unexcused absence-Parent/Guardian will be notified by the school attendance officer.
- 2-3 Unexcused absences-Parent/Guardian will be notified by the school attendance officer.
- 4 Unexcused absences-Parent/Guardian will receive a phone call and a letter from the District Attorney's Office state that this is the last warning before the legal system is involved.
- 5 Unexcused absences-Parent/Guardian will receive a letter stating that attendance is mandatory at the Early Warning Truancy Program.
- 7 Unexcused absences-A court petition can be filed on the parent and student.
- Grades K-8 Students **may** be given zeroes for all work missed including classwork, homework quizzes, tests, and projects-**to be determined by the principal.**
- Students in grades K-8 who miss a class due to unexcused tardies or check-outs may be given zeroes for all work missed including classwork, quizzes, tests, and projects.

EXCUSED ABSENCES

- When excused absences become excessive, the attendance officer and principal may do a home visit to verify the absences.
- When a student has accumulated nine (9) days of parental/guardian excused absences/, the parent will be notified of absences by the attendance clerk and/or principal. The principal and or designee will contact the parents/guardians regarding the absences and/or may send the attendance officer to verify the reasons for the absences.
- When a student surpasses nine (9) parents/guardians absences, a doctor's notes will be required for the absence or the absence will be recorded as Unexcused. At this point the principal and/or attendance officer may serve the parent with "Notice to Appear" in the Early Warning Prevention Program. Principals have discretionary authority to excuse absences in case of emergencies only.
- In case of prolonged absence due to illness, the parent or guardian should seek assistance from the Homebound program or make other responsible arrangements with the principal of the school.
- The principal or his designee will make every reasonable effort to contact (by telephone or in writing) the parents of any absent students on the day of the absence.
- In cases of extended illness or hospitalization, the parent should keep the principal posted regarding the student's attendance.
- A student will have five (5) days to make-up work missed due to excused absences. After five (5) days, if the student has not completed work missed zeros will be give to the student.

TARDY POLICY

- A parent/guardian must come into the school's office to sign-in the student. This is for the safety of your child.
- Noting that tardiness of an elementary-age child is usually due to the parent, penalties for the child should be minimal.
- Each tardy will be documented.
- Parent contact should be made after the third incidence.
- Excessive tardiness (determined by the principal) should be referred to the Attendance Office for follow-up to determine if and/or when the parent would be required to attend an early warning session.
- Possible charges may be filed against parents of K-4 students who are habitually late.

Our instructional day begins when the tardy bell rings at 7:50. When the tardy bell rings at 7:50 a student is either present or absent at this time. Regardless of whether or not the student is on campus, he/she is considered absent if not in his/her classroom at 7:50. The absence may be changed to tardy as discussed in Section III.

The Escambia County Board of Education believes students' promptness to school is essential. It is critical for students to not miss instructional time or interrupt the class work of others due to tardiness. It is also understood that parents of elementary children are normally responsible for their children's tardiness because of circumstances beyond the control of the child. THERE ARE NO EXCUSED TARDIES. They are all recorded as unexcused.

Excessive tardiness (as determined by the principal) will be referred to the System Attendance Office for follow-up to determine if and/or when the parent would be required to attend an early warning session. Possible charges can be filed against the parents of 3rd and 4th grade students who are habitually late.

CHECK-OUTS FROM SCHOOL

- Students who need to leave school for any reason must have a parent/guardian or designee to come to the school to check out this student. Parents and/or guardians or their designees must provide a picture I.D. when checking out a student in all grades. If extenuating circumstance occurs, sudden illness, accident or similar incidents; parents/guardians or their designee must check out the student.
- The reason for the check-out will determine whether the absence from any part of the school day will be excused.

EARLY WARNING TRUANCY PROGRAM FOR GRADES K-12

- The Early Warning Prevention Program is used in all Escambia County Schools during the 2020-2021 school year. Students can be referred to the program for excessive absences, unexcused absences, trancies, and suspension absences. This program is coordinated by the system's Attendance Officer in accordance with the Escambia County Juvenile Court and Escambia Count District Attorney.
- The parent will receive official notification by U.S. Mail.

- If the parent and student fail to appear at the scheduled Early Warning Program, the parent may receive legal notice and a court referral.

CHILDREN UNDER PROBATION

- The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Alabama (1975), 12-15-100 and 105.
- When a child under probation is truant, the school attendance officer may immediately notify the juvenile probation officer.

III. Dress Code

TOPS FOR MALES AND FEMALES

1. All shirts/blouses must have collars and must be white or the school color.
2. No logos larger than a quarter should be on any shirt or blouse.
3. Turtlenecks may be work in school colors only.
4. All shirts/blouses must be tucked in as part of the uniform.
5. Undershirts worn under the uniform shirt must be white, school color or a combination of.
6. Long sleeve shirts may be worn under short sleeve shirts. Long sleeve shirt must be white, school color, or a combination of.

PANTS AND SKIRTS

Khaki or tan uniform style pants are to be worn and fit appropriately at the waist. All pants, Capri pants, shorts, skorts, skirts, and jumpers must be Khaki or tan color. Shorts, skorts, skirts, and jumpers must be no shorter than two (2) inches above the knee.

K-1 has an option. They may wear elastic pants or belt looped pants with belt.

***Tights**-Tights may be worn under the uniform bottom. Student tights must be solid white or uniform color.

BELTS

Belts must be worn with pants and shorts that have belt loops in grades 2 through 12. No exceptions. Correct size and length will be worn. End of belt cannot hang down. Belt must be properly buckled at all times.

SHOES/SOCKS

1. Tennis shoes and fully enclosed shoes toe and heel must be worn
2. BOOTS cannot be worn by students in K-6 grade.
3. All laces must be tied and laces must be both of the same color. Shoes must be both of the same color.
4. Slides, clogs, Crocs, Heelys, or shoes with lights or wheels are prohibited.
5. Socks or tights (solid white or uniform color) must be worn with shoes.

OUTERWEAR

Coats, jackets, sweaters, sweater vests, and sweatshirts are considered as outerwear and must be worn with a uniform shirt/blouse.

MISCELLANEOUS

- All clothing must fit properly. Sagging pants and excessively tight clothing are prohibited and will not be tolerated.
- No excessive jewelry to create distractions: including tongue rings, nose rings, eyebrow rings, lip studs, nose studs, ear weights, unusually large necklaces or earrings.
- No heavy chains, spiked armbands, spiked necklaces, spiked belts, etc.
- Nothing will be allowed to hang from pockets of pants including but not limited to key chains, towels, etc.
- No caps, hats, bandannas, do-rags, hoodies (or hoods from sweatshirts) sports headbands, ear muffs, or any type of head wear are to be worn at any time in the school building. Heads must remain un-covered in the building.
- No sunglasses are to be worn at any time in the school building.
- Combs and picks are not to be worn in the hair.
- No rolling book bags
- Gang related apparel is prohibited at all times at school, any school function or school sponsored activity.
- Principal discretion will be used for students honoring bona fide religious customs.
- Items deemed inappropriate under this category are at the discretion of the principal.

IV. Student Transportation

Students have two basic modes of transportation to and from school: school bus and car. We suggest students ride a bus if they live within the Huxford Zone which is served by bus. This reduces the number of tardies and check-outs. Students will not be allowed to walk or ride bicycles unless under direct adult supervision. If they must ride a bicycle, they must wear a helmet.

BUSES: RULES AND REGULATIONS

It is the position of the Escambia County Schools that misbehavior on the bus creates a danger for many lives and will not be tolerated. **Riding the school bus is a privilege, not a right.** The principal is authorized to suspend or terminate bus privileges base on severe factors: (1)The severity of the infraction; (2) the age of the student; (3) the number of existing infractions.

Consequences for failing to follow bus rules and regulations will follow administrative disciplinary action guidelines present in the Escambia County Student Code of Conduct. Parents and students should check and follow the local school board policies pertaining to infractions and consequences on the school bus. If a child loses his/her bus riding privilege, the parent assumes full responsibility for transportation to and from school at that time.

Bus guidelines include:

1. Arrive at the bus stop five minutes prior to pick-up time. Failure to be at the bus stop on time will result in being left.
2. Students must engage in appropriate behavior at the bus stop.
3. Be respectful and follow the instructions of the driver at all times. This includes remaining in assigned seats on buses.
4. Board and leave the bus in an orderly manner at designated stops only.
5. Take your seat promptly and stay seated while the bus is in motion.
6. Keep the aisle of the bus clear at all times.
7. Always keep hands, head, feet, and belongings inside the bus.
8. Talk quietly! The driver needs to concentrate to safely drive the bus.
9. Fighting, shouting, throwing objects or use of obscene language is not allowed and will not be permitted.
10. Be absolutely silent when approaching a railroad crossing.

Bus guidelines include (continued):

11. Eating, drinking and chewing gum is not allowed on school buses at any time. This rule protects students who have food allergies and anaphylaxis, prevents the possibility of choking, and helps maintain bus cleanliness.
12. Remain in the seat until the bus comes to a complete stop.
13. Do not leave paper or trash on the bus.
14. Students may only ride their assigned bus unless the parent/guardian provides a written request to school administrator. This written request must be submitted before noon or the request will be denied.
15. Cell phones and other electronic communication devise may be used on the bus at the Principal discretion with permission from the bus driver and/or Transportation Supervisor. Use of the cell phone CANNOT be a distraction for the bus driver.
16. No audio or video recording is allowed by students on the school bus.

Please note the following statement is posted on the outside of all buses:

- * NO TRESPASSING ON THIS SCHOOL BUS
- * OFFENDERS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW
- * PUNISHMENT COULD RESULT IN A FINE OF UP TO \$6000 AND UP TO ONE YEAR IN JAIL

Routine inappropriate behavior will be handled as follows:

1st bus referral - Principal/student conference and home contact by principal.

2nd bus referral - Principal/student conference, report sent home, home contact by principal and warning letter of impending bus suspension sent home to be signed and returned.

3rd bus referral - Principal/student conference, report sent home, home contact by principal and student bus suspension to begin the following day.

Subsequent reports --- Student suspended from bus for extended period of time with each remaining violation; bus suspension might last remainder of semester and can last remainder of school year.

IF A BUS VIOLATION IS SEVERE, STUDENT MAY BE SUSPENDED FROM THE BUS AT ANY TIME AND FOR ANY LENGTH OF TIME AT PRINCIPAL DISCRETION.

Again, riding a school bus is a privilege and not a right.

AUTOMOBILES-ENTRANCE AND EXIT

All non-bus traffic will enter the school grounds through the driveway entrance on the far right of the school. In the mornings you should stop only long enough to allow your children to get out of the car and onto the sidewalk. Children they should be ready to exit cars as quickly as possible. Cars should not block traffic. If you need to park, please move to a parking spot in front of the school. **At no time should cars block other parked cars.**

You are asked to remain with your car (in the car line) during afternoons when picking your child up after school.

DO NOT GET OUT OF YOUR CAR TO PICK UP YOUR CHILD. Please do not enter the building unless you have a need. If you have a need or issue to address with the office, you must park your car in a parking spot in front of the school.

Car students will be dismissed at 2:50 p.m.

Cars are to line up in the circle area. The first car should stop at the designated spot marked 1. Cars will be positioned in the middle of the curb by the main entrance and other cars are to be lined up behind in an orderly manner. Following these guidelines will make dismissal time much easier.

All students should be picked up each afternoon by 3:15 p.m.

WALKING STUDENTS

Students should not walk to and from school except under parental supervision and will not be allowed to leave school grounds until all traffic from student pick-ups have left school grounds.

V. Meals

BREAKFAST

Breakfast is served each day from 7:00 until 7:35. If you want your child to participate in the breakfast program, he/she will have to report to the lunchroom in time to be finished eating by 7:45.

“Breakfast Students” are to report directly to the lunchroom upon arrival to school. They will leave their backpacks in the hall prior to entering the lunchroom. Unless a bus is late, students will not be allowed to go to breakfast after 7:35.

The above rules apply to all students. If extenuation circumstances occur, parents should notify principal.

SNACK

Students in grades K-6 will have a scheduled snack break daily, except on half days. Students may bring a snack from home or they can purchase one at school.

NO CARBONATED DRINK OR SODAS OF ANY KIND ARE TO BE SENT TO SCHOOL FOR ANY REASON.

Snack time is not required by board policy and may be withheld from a student as a result of student misbehavior.

LUNCH

All students are expected to eat lunch every day and will go to the lunchroom as scheduled. Students must either bring a sack lunch or purchase a school prepared lunch. A student may bring a thermos of beverage (as long as it is not carbonated) or purchase milk for lunch.

NO CARBONATED DRINK OR SODAS OF ANY KIND ARE PERMITTED.

PARENTS CANNOT BRING FOOD FROM FAST FOOD

RESTAURANTS TO SCHOOL FOR A STUDENT'S LUNCH. This is a violation of federal and state child nutrition regulations. If fast food is sent for lunch it has to be wrapped and packed in a regular paper sack or lunch box. Students are not allowed to carry soft drinks or any glass containers into the lunchroom.

MONIES FOR BREAKFAST, LUNCH, AND SNACK

The Escambia County Board of Education is participating in Community Eligibility Provision (CEP.) This allows schools to offer both breakfast and lunch at NO CHARGE to all students while eliminating the traditional school meal application process.

Students WILL NOT have to pay for their meals each day.

Students WILL have to pay for any extra items they wish to purchase. For example; if a student wants an extra slice of pizza or an extra milk, the student would be responsible for paying for these items from their lunch accounts.

Students may not charge a la carte items or extra sales. My School Bucks, the online student account management system will be available to add funds to your student's account. They will be able to use their accounts for a la carte and extra sales.

To sign up for My School Bucks, go to www.myschoolbucks.com and follow the online instructions.

All money sent for meals will be deposited into your child's account. Please send your child's money for meals in a sealed envelope with their name, lunchroom account number, and amount enclosed on the outside of the envelope. No change will be given back to your child.

Parents may combine payment for breakfast and lunch.

DO NOT SENT SNACK MONEY IN WITH BREAKFAST AND/OR LUNCH.

Monies for breakfast and lunch go to the lunchroom and money for snack goes to the school.

2020-2021 Prices*	Breakfast	Lunch
2nd Student Meal	\$1.75	\$2.75
Employee	\$2.75	\$3.75
Visitor	\$3.75	\$4.75

****If these change, we will notify parents and post in lunchroom.****

VI. Behavior

It is our intent to promote a positive atmosphere within the school which is conducive to learning and one which ensures the protection of the rights of all. Rights are related to responsibility. Students have a responsibility not to interfere with the teaching-learning experiences of other students' educational process. We ask all parents and guardians to discuss with students the importance of and need for excellent behavior and positive attitude while at school.

All schools require policies and procedures to be established for the safety and well-being of all. Some of the more common policies and procedures are contained in this handbook, so parents and guardians can help the school reinforce student expectations. However, the policies and procedures in this handbook are not exhaustive. Parents and guardians should refer to the Escambia County Schools Student Code of Conduct for a more formalized list of disciplinary actions.

Students and parents must realize the principal has final discretion on policies and procedures, as well as disciplinary actions.

It is important students understand that acceptable standards of behavior will be expected at all times when on school campus and field trips. We believe that student behavior at Huxford Elementary School should be based on the following premises.

1. Students have primary responsibility for their actions. We encourage self-control.
2. Students are expected to practice responsible decision-making.
3. Students must observe safety rules of the school for their own security and that of others.
4. Students shall respect others and their property as well as themselves and their own property.
5. We share and communicate high expectations with our students.

Good behavior is expected regardless of whether the student is in the classroom, on the playground, in the halls, restrooms, lunchroom, or on the bus. Students are expected to talk quietly if necessary, keep feet off the walls, face the front of the line, and keep hands, feet, and negative comments to themselves. Pushing and shoving has no place at school. Rough play or throwing objects on the playground will not be allowed. Loud talking, horse-play, playing with food, bad table manners, etc. in the lunchroom will not be tolerated. Every student is expected to use proper manners. Students are expected and will be required to clean spills, dropped food, paper products, and so forth before leaving their area.

VII. Discipline

All parents and guardians are reminded that all teachers and/or staff members have the right and responsibility to correct and/or report unruly student behavior and rule violations.

The principal has the authority to administer corporal punishment, suspend students from school, from the school bus, and to recommend expulsion for students who seriously disrupt the school's learning environment. The following are some examples of student behavior which violate school policy. (See ECS Student Code of Conduct for a more complete list.) Students will face disciplinary action for any of the following:

1. Insolence, disrespect, or insubordination
2. The use of improper, vulgar and offensive language
3. Fighting or causing bodily harm to any person
4. Threatening, intimidating, or any form of harassment of others
5. Vandalizing, damaging, or stealing items which do not belong to them
6. Rowdy behavior, running, pushing, shoving, yelling, etc.
7. The possession, transmission, and/or use of tobacco, drugs, or alcohol
8. The possession of a knife, club, gun, or any other weapon deemed dangerous by principal
9. Discipline issues on the bus
10. Refusal to follow the ECS Uniform Policy

DISCIPLINE PLANS

In an effort to ensure all classroom environments at Huxford are conducive to learning, each teacher will develop a discipline plan specific to his/her classroom. Teachers will inform their students of classroom rules and routines and the consequences which will result from not following those rules. This plan will be sent home for parent review and signature of support. When students do not follow classroom rules, the teacher will initiate actions to correct the inappropriate behavior. This begins with parent contact. If behavior problems persist or if there is a severe behavior problem in the classroom, then the student will be sent to the principal.

EXPLANATION: Withholding of privilege may include missing snack time. A special assignment may require writing a report, copy spelling words, writing math facts, etc. or being placed in "time out". If notes are not signed and returned, this may cause the student to move to the next offense level.

Examples of the procedures followed when a student is sent to the principal for disciplinary action: (Actions will vary depending on the offense and at principal discretion.)

- Student/principal conference to discuss the infraction. Privileges may be taken away. Parent is notified.
- Student/principal conference to discuss the infraction and a note sent home for parent signature. Parent notified. Privileges will be revoked.
- Student/principal conference to discuss the infraction and a note sent home for parent signature. Parent notified. Student may be paddled and/or suspended in either on or off campus setting.
- Student/principal conference to discuss the infraction and parent is called for a conference with principal and teacher (if possible.) Student may be sent home for the remainder of the day. If the parent cannot be reached or fails to come to the school, student will be isolated from his peers for the remainder of the school day. Student may be unable to attend school until a parent calls or comes in for a conference.
- Student/principal conference to discuss the infraction and the student will be suspended from school.

In cases of serious misconduct which threatens the safety and well-being of the student, another person, or property; the first three steps of the above disciplinary process can be waived and the student will be suspended from school. **Any threat, verbal or physical, which involves the use of an intended weapon, will cause a student to be immediately suspended.** Any time a student is suspended from school a conference must be held with parent, student and principal before student can come back to school. Other disciplinary actions may be deemed appropriate and/or necessary for certain cases of misconduct. This includes a suspension notification to the Escambia County District Attorney's Office.

If a student's behavior interferes with the safety or education of others, the administrator and teacher will decide on a plan of action. Listed below are actions to be taken, including:

1. Parent notification
2. Time out (length of time out will be determined by the child's infraction and child's age)
3. Writing (or dictating) a letter of explanation or apology
4. Loss of privileges (recess, time with peers, etc. etc.) These loss of privileges can be temporary or permanent, depending upon if student chooses to change his/her behavioral choices.
5. Counseling provided by or facilitated by the guidance counselor
6. Parent Conference required at school

7. Temporary removal from school for remainder of day either in On-Campus Suspension or Off-Campus Suspension
8. Suspension from school (1 to 5 days for each offense)
9. Expulsion from school and notification of authorities

When misbehavior continues, the severity of disciplinary actions will increase in severity. This is in hopes of changing your child's behavioral choices. Out of school suspensions may only be given when it is determined by the principal that a behavior is too disruptive to the operation of the school.

Each student will be required to have a "Student Emergency Information" form completed and on file at school. The teacher will keep a copy of the form in the classroom and will take it on all field trips. Another copy of the form will be on file in the office. Information on this form will determine who can pick your child up from school as well as providing information for emergency medical attention.

FORMS MUST BE UPDATED WHEN ADDRESSES and PHONE NUMBERS CHANGE. If at any point during the school year this information should change, it is the parents/guardians responsibility to notify the school office immediately.

In the event of a serious accident or illness at school, parents will be called. If we are unable to reach you, the numbers you list on the "Student Emergency Information" sheet will be called. Please be sure those relatives or neighbors are aware you have given their numbers as emergency contacts and they agree to accept the responsibility for the care of your child if contacted.

VIII. Medical

The school does not have medication for headaches, stomach aches, sore throats, etc. We only administer medicine sent to school for a particular student and then only under state guidelines.

If your child must take ANY TYPE medication during the school day, there are forms which must be completed by parents and the doctor, and on file before medication can be administered.

Students are not to bring medication to school or send to school on bus. Parents are to bring medication in the original container labeled with student's name, medication name and directions for administering and turn in at the nurse's office.

The school nurse will conduct a conference with parents to discuss the regulations governing the administering of medications by authorized school personnel. If your child is on a short-term medication, please schedule dosing so medication can be given at home. *For example, medication that is to be taken three times a day can be taken before school, upon arrival at home from school, and again before bedtime.*

NURSE

We make a sincere effort to "check" your child if he/she complains. Please be reminded there are no trained medical staff members other than the nurse. A school is limited to administering routine first aid, taking temperatures, dispensing routine medications sent to school, etc. We are not equipped to change surgical bandages or treat serious wounds. Our supplies are limited to basic first aid only. If a child has a temperature of at least 99.8 or is experiencing continued discomfort or pain, parents will be notified to pick the child up from school. PLEASE ensure your child's contact sheet is up to date in the office when numbers and/or addresses change.

If your child is sick or is complaining before leaving for school, please ensure you have checked on him/her. You know more about your child's health than we do. If the child has a temperature, please keep him/her home. School personnel know that you will eventually be called to pick up your child anyway. This is especially true if you tell him/her to call you if they do not feel better.

HEAD LICE

If a student has head lice (live bugs) he/she will be sent home. A student may return to school 24 hours after being treated providing the school nurse has checked and no live bugs are found. A parent must accompany the student to school and remain until the nurse has checked the student for live bugs. If live bugs are still present the student will be sent back home. Students are allowed (1) one excused absence for each occurrence of head lice. If during a head lice check, nits are discovered, a letter will be sent home and the parent/guardian is expected to treat nits and the child's environment. If further assistance is needed please contact the school nurse.

Important Information on Meningococcal Disease and Vaccine

What is meningococcal disease?

Meningococcal disease is a serious illness caused by bacteria. It is the leading cause of bacterial meningitis in children 2 to 18 years old in the United States.

How do you catch the disease?

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshmen living in dormitories also have an increased risk of getting the disease. The disease is spread through the exchange of respiratory droplets or saliva with an infected person including: kissing, coughing, sneezing, and sharing drinking glasses, and eating utensils.

In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the meningococcal disease?

- Fever
- Headache
- Stiff neck
- Red Rash
- Drowsiness
- Nausea and vomiting

Meningococcal vaccine: Who should get the vaccine and when?

MCV4 or the meningococcal vaccine is recommended for all children, 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

IX. Miscellaneous

TELEPHONES/CELL PHONES/ELECTRONIC DEVICES*

If a student needs to reach his or her parent or guardian during the school day, a telephone is available in the school office.

The use of electronic devices (including, but not limited to, cell phones, smart watches, cameras, iPods, iPads, e-readers, laptops, electronic notebooks and tablets, mp3 players, and game systems) is prohibited and must not be visible during school hours or turned on except when such use is required for educational or instructional purposes as determined and authorized in advance by the principal.

The school is NOT responsible for the loss, theft, damage, etc., of electronic devices brought on campus.

Students riding the school bus will be allowed to use electronic devices.

However, **they must have ear buds and/or headphones** while being transported to and from school and while waiting in the bus line.

Loud music is prohibited. NO EXCEPTIONS.

*See The Escambia County Student Code of Conduct for more information.

VISITORS

We want everyone to feel free to visit our school and be comfortable while here. Due to safety issues the following guidelines are in place: All visitors, including parents/guardians, must report to the front office to obtain permission to visit.

If permission is granted, you will be asked to sign in and a visitor's pass will be issued. Persons who have not been issued a PASS will be considered trespassers. A pass is required for admittance beyond the front lobby. A picture ID may be required.

ASSEMBLY PROGRAMS Assemblies and programs will be held throughout the school year as they are a vital part of the educational experience. Visitors are expected to conduct themselves in a way which exhibits good manners and common courtesy. If this is not followed, visitors will be asked to leave by the principal and could possibly face a ban from school campus for remainder of school year.

FIELD TRIPS

Field trips are planned as additional educational experiences for our students.

- Students must have a signed parental permission form in order to participate in an off campus activity. This is state law.
- Only the principal has the authority to exclude a student from a field trip. This may be due to student exhibiting inappropriate conduct on a regular basis which may create an unsafe situation.
- Chaperones are adults who accompany teachers and students with the understanding that the teacher holds the leadership position and is responsible for all decisions made on field trips. Parents will not be allowed to bring other children or other people not in the participating class trip. Chaperones cannot travel on school buses with the children and teacher.
- Please see the Escambia County Student Code of Conduct for more detailed regulations.

TEXTBOOKS AND LIBRARY BOOKS

Students will be provided the use of a (LOANED) textbook for each subject requiring one. Students are responsible for the books they are issued and for books they check out from the media center. A fee is charged for lost or damaged books. If a book is lost or allowed to get wet, the full purchase price of the book is charged. A prorated share of the purchase price is charged for damaged, but usable books. Failure to return books or pay for damaged books shall result in forfeiting the right to free textbooks. Students will not be issued another textbook until the debt is paid.

REPORT CARDS

Report cards are issued following the end of each grading period (see enclosed calendar). Report cards are generated by computer and issued four times during the school year. The final report card will be sent on the last day of school or mailed if a self-addressed, stamped envelope is furnished. (See *school calendar for dates*).

TOYS

Students are not to bring any type of toy, trading cards, games, etc. to school unless he/she has been instructed to do so for a specific reason. Students are not to buy, sell, or trade items with other students at school or on the bus. School personnel will collect these type items and return them at the end of the day with instructions to take them home. If toy items are brought to school again they will be taken and returned only to an adult. If the problem persists, items will be taken and not returned.

Students are not to be escorted to their room in the morning after the first week of school.

X. Parent Information

PARENTAL CALLS

If you wish to talk to a staff member, the secretary will take your number and notify the staff member to return your call. Telephone conversations will not be held during a teacher's instructional time. We also ask parents to not call and ask that messages be delivered to your child. PLEASE understand the school office is an extremely busy place at certain times of the day, especially from 2:15-3:00 and from 7:00-7:30. Therefore, messages will NOT be delivered to students after 2:15, unless in extreme emergencies.

CONFERENCES

If you have concerns and need a parent/teacher conference, please feel free to call the school and an appointment can be set up for you. You can also email teachers at their school email address on the school website. Plans must be made to supervise students in the absence of the teacher. It is important the teacher know ahead of time you are coming so plans can be made.

PARTIES

Parents are not to plan any type party or "special treats" for their children or children's classes during the school day without first consulting the child's teacher. There are four parties planned for each year: Halloween, Christmas, Valentine's Day, and Easter.

Homeroom mothers should work in conjunction with the homeroom teacher on these activities.

STUDENT SCHOOL SUPPLIES

School supplies must be replaced periodically. Teachers of the younger students will normally send a note to parents about specific needs. This will enable parents to furnish supplies as needed. The older children are usually responsible for monitoring their own supply needs. The school does not sell notebook paper and pencils at this time.

PTO

We invite you to become a member of our PTO and other parent organizations. We will have monthly PTO meetings and student programs will be organized

PARENT RESOURCE CENTER

We invite you to visit our Parent Resource Center where you will find materials available for you to use to assist your child with his/her educational process. This is located in the Media Center. If you need specific information to help your child, please contact the principal.

LOST AND FOUND

Lost and found items are turned in to the school office. Clothing items are usually displayed in the lobby area and other items kept in the office. Children should check the "lost and found" area to recover lost items. Permanently label all personal items so children are able to identify their items. Leave valuable items and excess money at home.

Encourage your child to be responsible for his/her personal property.

XI. Escambia County Zone Variance

If a parent/guardian wants their student to attend a school outside the zone in which he/she resides, the parent must submit a completed request form online and provide any and all supplemental information requested by the District.

If a student is approved for a zone variance, it will be the responsibility of the parent/guardian to provide transportation. An approved application will be valid for one year only. All accepted variances must be resubmitted each year.

Priority criteria for Zone Variances:

- Space availability at the receiving school
- Harmful or dangerous special circumstances as determined by the Zone Variance Request Committee
- Health considerations

Zone Variance approval/denial process:

- Principals from both the requested and present school must agree to the variance.
- The completed request is sent to the Zone Variance Committee.
- The committee approves or denies the request.

The Escambia County School System reserves the right to revoke the zone variance at any time because of:

- Space availability
- Unacceptable student behavior
- False, misleading or incomplete information on the enrollment application
- Failure to remain in good academic and disciplinary standing
- Violation of district policies or procedures, or court order

In the event of a revocation, the Superintendent or designee shall notify the parent/guardian of the circumstances which resulted in the revocation decision. There is no appeal process for revocation of the zone variance decision. The decision of the Superintendent is final.

You will also receive an Escambia County Student Code of Conduct Booklet which will provide additional and more detailed information. You are encouraged to read both books thoroughly.

****THE ESCAMBIA COUNTY STUDENT CODE OF CONDUCT IN THE BOOKLET SUPERSEDE THE HUXFORD PARENT/STUDENT HANDBOOK POLICIES.****

PLEASE COMPLETE THIS PAGE, DETACH IT AND RETURN IT TO YOUR CHILD’S TEACHER WITHIN FIVE SCHOOL DAYS.

Student’s Name

Please print – Last name, first name

NOTICE OF RECEIPT

I hereby certify that I have received a copy of the *PARENT/STUDENT HANDBOOK* from Huxford Elementary School for the 2020-2021 school year and have reviewed the information.

Date

Parent/Guardian Signature

Student Signature

Revisions to school policy and procedures are routinely made as needed. Please check with the school if you have questions.