

CARR ELEMENTARY AND
MIDDLE SCHOOL



PARENT/STUDENT
HANDBOOK

2015 - 2016

1

School phone
School Board Office
School Health
Guidance

674-5395
674-5927
674-4707
674-3585

School Day

7:47 A.M. - 2:35 P.M.

Tardy Bell

7:55 (After this time, please come to the
office for a blue slip)

Absentees

K-8 (Written statements must be submitted to
the school office within 3 days of the student's
return or the absence will not be excused).

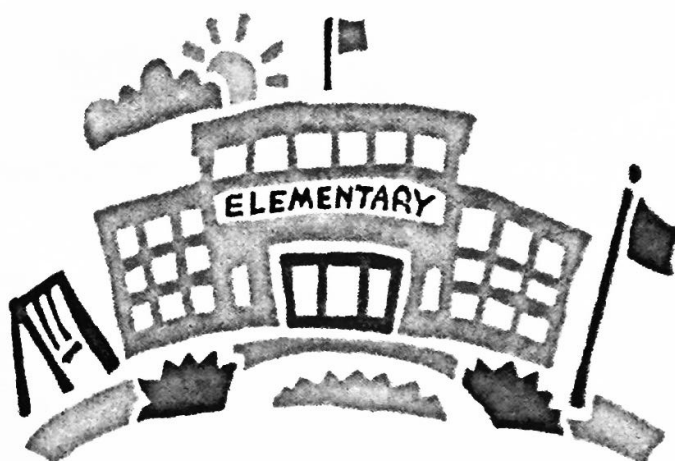
Meals

Students are assigned a lunch account number
(no tickets). Cash or checks (made to Carr
School) for lunch accounts should be taken to
the lunchroom manager for deposits.

Breakfast
Lunch

adults
adults

\$2.00
\$3.50



Promotion

School Day

Monday through Friday 7:47 A.M. - 2:35 P. M. For safety reasons, parents should pick up and drop off students in front of the school. We request that parents not pick up or drop off students in the parking lot at the north end of the building as this is our bus loading zone. Students who are car riders or who ride first bus are dismissed at 2:30 P.M. and all other are dismissed at 2:35 P.M.

Morning supervision of students begins at 6:50 A.M. Any students who arrive before 6:50 A.M. must report to the lunchroom and remain there until the duty teacher arrives. Supervision of students in the afternoon is until the last bus runs. Students are to report to the playground and remain there until their bus/ride arrives. Students that walk home should exit campus immediately after they are dismissed.

ACADEMIC PROGRESS

Report cards are issued to students at the end of each nine week grading period. Report cards will contain both academic grades and conduct grades. A new report card will be issued for each grading period. Parents are urged to make an appointment with the teacher to discuss their child's progress.

Calhoun County Numeric Grade Scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Letter Grade Scale:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Grade 1 grading code:	ELA	Numerical
	Math	Numerical
	All Others	E.S.N.U.

Grade 2-5 grading code: Numerical grades in all subjects except Music/P.E. Which will be E,S,N,U.

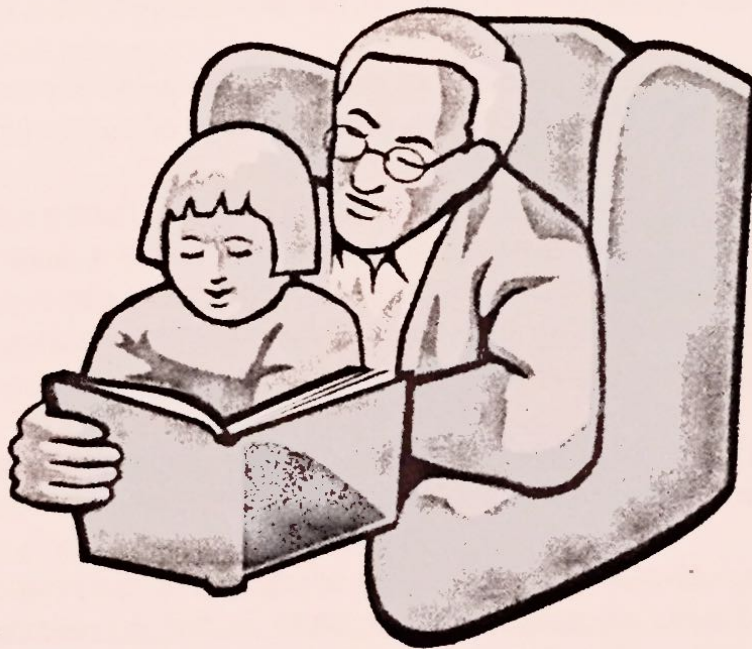
Grade 6-8 grading code All numerical grades.



To be promoted to the next instructional level in Calhoun County Schools, students:

- In kindergarten, a standard based report card is used with district established levels of achievement. (See Student Progression Plan)
- In grades 1-2, must receive a final grade of "D" or better on the report card in language arts and a final grade of "D" or better on the report card in mathematics.
- In grades 3-5, must receive a final grade of "D" or better on the report card in language arts and mathematics.

Students in grades 6-8 must pass reading, math, language arts, science, and social studies.



ATTENDANCE POLICY

Grades K-12

Each parent of a child within the compulsory attendance age shall be responsible for such child's school attendance as required by FS. 1003.24. Florida Statute 1003.26 requires the parent of a student to justify each absence of the student. The justification will be evaluated based on adopted district school board policies that define excused absences.

Excused absences may only be used for the following legitimate, documented reasons:

- Illness and/or medical care
- Death in the Family
- Legal Reasons/Religious Holidays or instruction
- Financial/insurmountable circumstances with principal's prior approval
- Head lice, a maximum of two days for each occurrence
- Planned absence approved in advance by principal/designee

Examples of unexcused absences may include:

- Missing the school bus
- Oversleeping
- Shopping and/or pleasure trips
- Excessive illness (without physician verification that medical condition justifies a pattern)
- Failure to communicate the reason for the absence with the school

It is the responsibility of the parent(s) or guardian(s) to provide a written statement indicating the reason for ALL absences within **three (3) days** of the student's return to school.

A parent note will be accepted for **any three (3) absences** during the grading period. Any other absences will only be excused with a note from a doctor, dentist, school health nurse/aid, funeral program of an immediate family member, or documentation for a legal reason. Final determination of whether an absence or early dismissal is excused or unexcused is the responsibility of the local school principal/designee.

When a student has **three (3) or more unexcused absences** in a class during a nine (9) week grading period, the student will receive a grade of no more than 59 (F).

When a student receives a 59 (F) as a result of unexcused absences, a meeting will be scheduled with the student and/or their parents to discuss the attendance issue. An attendance contract will be offered to allow the student to replace the 59 grade. If the student completes the terms of the contract, the 59 grade(s) will be forgiven and replaced with the appropriate grade earned for that grading period at the end of the school year.

Make-Up Work

- Students must contact their teacher upon return for make-up and assignments
- Make-up work must be turned in within 5 school days from the absence
- When given advance notice of a test or assignment, it must be turned in on the day the student returns to school after the absence.
- Missing work due to an absence will be given a grade of "1" until the work is made up. When the make-up period has expired and the work is incomplete, the grade will be changed to "0"
- If the teacher is absent when then a student returns to school from an absence, the time to make up work may be extended
- Extension time to make up work can be approved by the principal

For students in grades 6-12, when attending a school sponsored club event or field trip, they must be present the day before the trip and day after the trip for the school sponsored trip to be an excused absence. The principal may excuse the absence for a legitimate, documented reason.

Recurring Illness

When a student has a recurring or chronic illness, parents will be required to have their medical doctor certify the extent of the illness each nine weeks. F.S.1003.24 states if a student is continually sick and repeatedly absent from school, he/she must be under the supervision of a physician in order to receive and excuse from attendance. Such excuse provides that a student's condition justifies absence from more than the number of days permitted by the district school board. The **Physician's Certification Form** must be picked up from the school principal.

Tardiness

Students are expected to be in class on time and remain in class until the end of the class period. Students who arrive to class 10 minutes late or leave class 10 minutes early will be issued a Late Absence for that period. The school principal will determine if the Late Absence is excused or unexcused. Three unexcused Late Absences in a grading period will be considered an unexcused absence for that period. Students arriving after 7:57 A.M. are considered tardy, and must report to the office before going to the classroom.

Students with a continued pattern of absence will be referred to Truancy Court.

School Responsibility and Authority to Truancy

If a student has had at least five (5) unexcused absences, or absences for which the reason is unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reason is unknown, within a 90 calendar day period, the student's primary teacher shall report to the school principal/designee that the student may be exhibiting a pattern of non-attendance. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing.

If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies.

After fifteen (15) unexcused absences accumulate within any ninety (90) calendar days, the District will determine the appropriate steps for the enforcement of the Florida Compulsory Attendance Statute, **Florida Statute 1003.21**

DRESS CODE

Students in Grades 3-12

Student dress and personal grooming are the responsibility of the student and the parent. In the final analysis, the building administrator has the responsibility to interpret that which negates a reasonable standard of conduct and appearance. Students whose personal attire or grooming distracts or may distract others from school work shall be subject to the following:

- 1st Offense - Warning, parents called, allowed appropriated time to make required changes and return to class. (class time missed will be unexcused).
- 2nd Offense - Disciplinary action will be taken after required changes are made
- 3rd Offense - One day of In-School Suspension will be assigned after required changes are made

All additional infractions will be treated as Insubordination.

Students must comply with the following rules:

1. Footwear is required on school property.
2. Shirts must be worn at all times. (tank tops, see-through materials worn without undershirts, and halter tops shall not be worn to school.
3. Shirts must be long enough to cover the stomach and back area completely at all times. (When hands are extended above the head, etc.)
4. Spaghetti-strap or strapless shirts or dresses are not permitted. Sleeveless shirts or dresses for females must be 4 fingers wide at the shoulder.
5. Male students may not wear sleeveless shirts.
6. Female clothing shall not expose any cleavage.
7. A student's attire must cover all undergarments.
8. Appropriate shorts and skirts are allowed if they are no more than **3 inches** above the kneecap when the student is standing. (No biking shorts, spandex material, or tight fitting shorts/clothing may be worn) Jeans with holes, the Holes can't be any higher then 3 inches above the kneecap when the student is standing.
9. Drop pants or shorts (those worn below the waistline or those that display what is or appears to be an undergarment) will not be permitted for any students.
10. Hats, caps, and scarves are not allowed in the building. Bandanas, kerchiefs, head stockings, hair rollers, and combs shall not be worn at school..

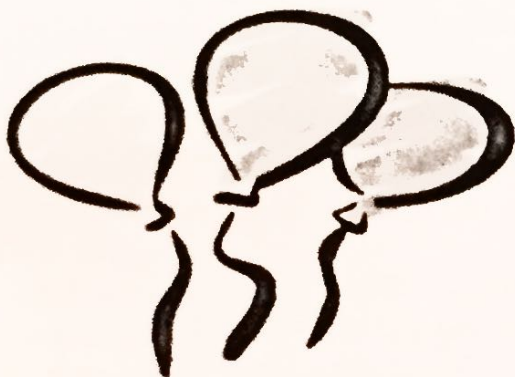


11. Clothing that promotes or endorses vulgar, alcoholic, tobacco, sexual, or offensive themes are prohibited.
12. Any clothing that is or could be interpreted as gang related is prohibited at school.
13. Wallet chains, "dog" collars, or other inappropriate chains or jewelry will not be allowed on campus.
14. No visible body piercing except earrings will be allowed.
15. Any other items worn or carried on campus that are deemed inappropriate by the principal are prohibited.
16. Tattoos or body art that promotes or endorses vulgar, alcohol, tobacco, sexual, gang or offensive themes must be covered at all times

Inappropriate items (tongue rings, nose rings, clothing, etc.) which have been confiscated, may be picked up in the office by parents.

BALLOONS

Due to safety precautions on school buses and vehicles, **BALLOONS WILL NOT BE ACCEPTED FOR DELIVERY** at school.



TELEPHONE USE

The office telephone is for school business. It may be used by students only with permission from the teacher, principal, or secretary. The student must obtain a pass from the teacher before leaving the classroom or other supervised area to use the telephone. Students are not allowed to make long distance phone calls without direct adult supervision. (This includes Wewahitchka.)



HONOR ROLL TRIP

In order to go on the honor roll trip at the end of the year, students must make the "A" or "A/B" honor roll each of the first three (3) nine weeks.

GENERAL STUDENT POLICIES

1. Students are responsible to all teachers in matters of discipline. Students are expected to treat all personnel with reasonable courtesy and respect.
2. Students should walk quietly and orderly in the hall and keep hands and feet off the walls.
3. Bus students should put up books, use bathroom if necessary, eat breakfast, and clear the building as soon as possible in the mornings. During rainy weather or extreme cold, students in grades 4-8 will stay under the P.E. shelter until 7:47. Students should not be in classrooms unless a teacher is present and has given permission.
4. During rainy weather in the afternoon, students will wait under the P. E. shelter with the duty teacher or in the classroom if directed to do so. Do not push or shove as buses approach for loading and do not run out of the building into the bus loading area. Students are not to play in front of the main building or on the porches and steps of the other buildings before or after school. Access to the main building will be through the lunchroom and north entrance.
5. All students should stay between the storage building, middle school buildings and in the P.E. area. **Students transported by car should load and unload at the front entrance.** Do not play on the front campus while waiting for your ride.
6. Students are not to leave campus during school for any reason without permission. Notify the teacher and sign out in the office before leaving. Students who wish to go home with another student should bring a note from home giving permission to do so. These should be turned in to the office after the teacher has initialed them. Do not wait until you get to school and want to use the phone to make arrangements for spending the night with a friend.
7. Students may check out library books after 7:30 A.M. and from 2:35 until 3:00 P.M. after school in addition to regularly scheduled class periods. Students should not be in the library unless library personnel or a teacher is present. Remember, the library is a place for quiet work.

STUDENT VISITORS ARE NOT ALLOWED ON CAMPUS

8. Stealing is a violation of law and school policy: However, students are responsible for any item left on the campus or in the building where it can be stolen. Do not leave things of value where they can easily be picked up.
9. Students should not interrupt other classes unless it is an extreme emergency and then only with the approval of the office or their teacher. Students will be required to have a pass to leave their classroom. This includes P.E. classes where the P.E. shelter or playground is considered a classroom. Students from P.E. or any other class are required to stay with the class unless they

have a note or pass from the teacher.

10. Throwing objects such as rocks, sticks, pinecones, etc., is not allowed on campus or in the building.

11. No item should be traded, bought, sold, loaned or otherwise exchanged on campus or on the bus for any reason unless approved by the principal in advance. Violation of this policy can result in suspension.

12. Destruction of school property will not be allowed. Students are encouraged to help keep trash picked up off the campus. Report those you see throwing trash on the campus, writing on wall, etc. Students and/or parents are responsible for paying for damaged school property.

13. Noise in the lunchroom should be held down. Milk cartons or food should not be taken out of the lunchroom. All food is to be eaten in the lunchroom.

CHEWING GUM SHOULD NOT BE BROUGHT TO SCHOOL

15. The illegal use, possession, distribution, or sale of alcohol, drugs, tobacco, or other controlled substances, as defined in CH. 893, Florida Statutes, or knives or other weapons by any student while such student is upon school property or in attendance at a school function is grounds for suspension and/or recommended expulsion by the school board.

16. Students in the middle school buildings should use the bathrooms behind the building at break, lunch and other times.

17. Fighting or use of profanity will not be allowed on campus or bus.

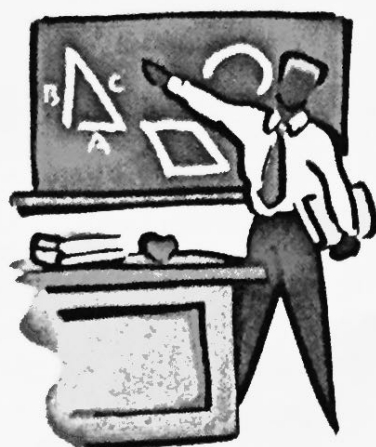
18. Students should remain in assigned play areas during break.

19. Students who are suspended out of school are permitted to make up work. It is the responsibility of the student and or parent to request and pick up assignments during the suspension period. Work is due upon the students return to school.

20. Students are not to bring toys, radios, or other personal items to school except on special occasions when permission is given by a teacher or the principal.

21. Students who wear caps/hats are not to wear them inside. Students who continue to violate this policy will have hats/caps taken by the principal or teacher and returned to the student at the end of the day. Chronic violations of this policy will result in the wearing of caps/hats being discontinued altogether.

22. Students who are chronically disruptive in the classroom, on the bus, or on the playground may be subject to a suspension..
23. Students who plan to withdraw from school should turn in all school materials, clear all debts, and utilize the withdrawal forms in the office before leaving school on the last day of attendance.
24. A student's locker or other storage is subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects.
25. In order to participate in extra curricular activities, students must be present at least half of the school day on the day of the event.



EMERGENCIES

Please be sure that the office has an emergency card on file for your child. It should include the current home phone number and an emergency number so we may get in touch with you or a family member if necessary

Student Pick Up

1. We ask all visitors to enter through our front entrance and to check in at the office.
2. Parents picking up students during the school day (7:45-2:35) should come to the front office and sign the student out and we will call the student to the office for pickup.
3. Parents picking up students as car riders at the end of the day, should wait for their child at our front entrance or in the hall in front of the office.
(If parents need to see a child's teacher at the end of the school day, arrangements should be made through the office.)
4. If you are picking up a child other than your own, please have a note from the parent giving permission for you to pick up their child.
5. To help avoid any miscommunication, we ask that all after school arrangements for students to be done ahead of time and with a note. We will handle emergency occurrences on a case-to-case circumstance.

PARENT CONFERENCES

Parent/Teacher conferences are vital to each child's total educational experience. School and home must work together in an attempt to provide success for each child.

Unannounced or unscheduled conferences tend to be disruptive and distract from the proper supervision of students. A parent/teacher conference should be arranged by calling the school office or by sending a note to the teacher. Conference times are from 2:35 to 3:15 p.m., or during the classroom teacher's planning time.

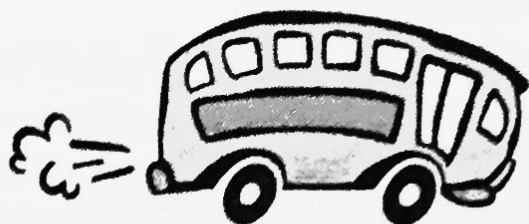
We invite and encourage parents to visit our school, however for your child's safety and the safety of others we ask that all parents check in with the office to let us know that you are on the grounds.

TRANSPORTATION

Please send a note to your child's teacher to indicate a change in the normal route home.

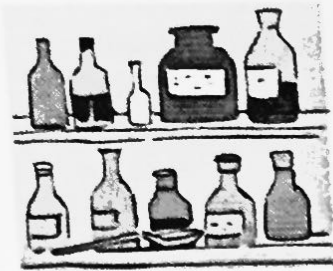
All children who normally ride the bus will ride unless the teacher receives a note. If a child has a regular meeting (ball practice, scouts, etc.) after school, one note from the parent will suffice for the entire year. When a child is to change his mode of transportation from school for any reason the school must be notified. If parent authorization is not received and approved, the child will be sent home as usual. **Please notify the office before 2:00 P.M. about any changes that are to be made for that day.** Parents must go to the office and sign their child out when they must leave between 7:47 and 2:35. Your child will then be called to meet you in the office.

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. All students who ride a bus to school are subject to school bus rules/regulations. Any misbehavior which distracts the driver is a **VERY SERIOUS VIOLATION** and jeopardizes the safety of everyone. Violation of bus rules may result in stringent disciplinary action, including suspension from riding the bus.



MEDICINES

Students who need to take a prescribed medication need their parents to fill out a Permission Slip with the health aide on campus. Medications must be brought to school by a parent and left in the health room. Medications must be in the original container with label stating the prescribed dosage.



All Calhoun County Schools have a “No Nit” policy. Any student found to have live lice and/or nits will be sent home. Before returning to class, students will need to be brought in by a parent or guardian to be checked by a school official.

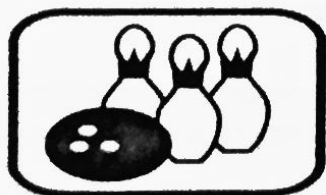
Track Meet

In order for a student to participate in the school or county track meet, students must meet the following criteria:

1. 2.0 GPA for the previous semester (all courses).
2. No “U” in conduct for the year. No more than (1) N in conduct for 3rd nine weeks..
3. Under the age of 16 the day of the event.
4. No more than 3 days of bus or school suspension (ISS or OSS) during the 2nd semester.

FIELD TRIP POLICIES

1. Chaperones needed for field trips **will be contacted by the classroom/supervising teacher.**
2. Students are required to ride to and from the trip on the bus, unless a parent/chaperone wants their child to accompany them home after the trip. A note will be required for any student other than the parent's/chaperone's child to not ride home on the bus.
3. Chaperones will supervise a group of children assigned them by the teacher.
4. Chaperones are expected to enforce guidelines set by the teacher.
5. Chaperones may be asked to carpool behind the buses.
6. No small children or children not involved in the trip may accompany parent/chaperones.
7. **In order for a student to accompany their class on a field trip, they must have all school work turned in, no "U's" in conduct for the school year and no more than 3 unexcused absences for that nine weeks.**
8. **Students who are chronically disruptive and unmanageable in the classroom or on the bus may be suspended from their field trip if recommended by the teacher and principal under the following conditions.**
 - A. **The student has four or more office referrals and/or bus referrals.**
 - B. **The student has 2 or more "U"s in conduct during the year.**



Student Debts/Fines

In order for a student to be eligible to participate in any extra-curricular activities (field trips, sporting events, etc.) all debts or fines must be paid.

CONTROLLED OPEN ENROLLMENT PLAN CALHOUN COUNTY SCHOOL DISTRICT

Calhoun County School District shall continue to offer controlled open enrollment in all of the five district schools. If parents wish for their child to change schools or attend a school out of their transportation district, then they can apply at the school of choice between April 1 and August 1 of the upcoming school year. Parents will also place a second and third choice on the letter of application. This process will not be necessary for students attending any school prior to the initiation of the application procedure. If a school reaches capacity, then assignments will be made up to the educational capacity of the school, in accordance with the racial, and ethnic diversity guidelines and the following preferences:

- A. Sibling Preference
- B. Random Lottery Number

Students who cannot be accommodated at their first choice school will be assigned to their second or third choice depending on seat availability. Students also may be placed in an eligibility pool for possible re-assignment to their first choice school at the beginning of the next semester if space becomes available in their particular grade level. Hardship cases may be appealed to the School Board on an individual basis.

Student transfer procedures will permit equitable, but limited and necessary movement of students from school to school. Once a student enrolls in or is assigned to a school, they must request School Board permission to transfer to another district school during the school year. All transfers will be made a the change of semesters.

Calhoun County School District will continue to design bus routes that will accommodate controlled open school enrollment within the confines of safety and economic feasibility. At the present time, there are tow bus connection points in the district whereby students can transfer and connect to a school of their choice.

A parent will be selected by each school to represent and communicate with other parents and the community about open enrollment issues.

The district shall make information available to parents to assist them in making informed choices about where to send their children to school. This information will provide statistical data as well as general information about each of the five schools in the district. Additional information can be provided on an individual basis on request. For further information contact:

Director of Student Services, Special Programs Office, Blountstown, FL.
(674-8734 Ext 225)

CALHOUN COUNTY SCHOOL BOARD

20859 Central Avenue E., Rm. 020
Blountstown, Florida 32424

Notification of Social Security Number Collection and Usage

In compliance with Florida Statute 119.071 (5), this document serves to notify you of the purpose for the collection and usage of your child's social security number by Calhoun County School District.

Calhoun County School District collects and uses your child's social security number only for authorized purposes. Specifically, Calhoun County School District collects your child's social security number for the following purposes:

- * District Data Reporting to Florida Department of Education and United States Department of Education
- * Identification Numbers for Testing
- * Medicaid Reporting

To report your child's identity, Calhoun County School District will secure your child's social security number from unauthorized access and assign your child a unique student identification number. This unique identification number will then be used for all associated educational purpose for Calhoun County School District.

Calhoun County School Calendar 2015/2016 School Year

Pre-School Planning Aug 3-Aug 11

Opening Day of School Aug 12

Labor Day Sept 7

End of Grading Period 1 Oct 16

Fall Holiday for Student & Employees Oct 19

Early Release Day (Students dismissed at 1:00 PM) Oct 30

Report Card Day Nov 2

Thanksgiving Holidays Nov 23-27

Early Release Day (Students dismissed at 1:00 PM) Dec 18

End of Grading Period 2 Dec 18

End of Semester 1 Dec 18

Christmas Holidays Dec 21-Jan 1

Teacher Work Days Jan 4-5

School Resumes for Students Jan 6

Report Card Day Jan 14

Martin Luther King, Jr. Day Jan 18

Holiday for Students & Employees Feb 15

End of Grading Period 3 Mar 11

Report Card Day Mar 22

Early Release Day (Students dismissed at 1:00) Mar 25

Spring Holidays Mar 28-Apr 1

Early Release (Students dismissed at 1:00) Apr 29

Altha Public School Graduation May 19

Blountstown High School Graduation May 20

End of Grading Period/End of Semester/Early Release May 25

Calhoun County Alternative Ed Graduation May 26

Post Planning May 26—May 31

Calhoun County School Board

Danny Ryals.....District 1

Kelley King.....District 2

Tim Smith.....District 3

Kenneth Speights.....District 4

Danny Hassig.....District 5