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Mission Statement

Preparing our students for a global society.

Class Pledge

Today I will do my best to be the best.
What I do today will make a difference.

I will listen.

I will follow directions.

I will be honest.

I will respect the rights of others.

I can learn - I will learn!"

Daily Schedule

7:15	Breakfast served until 7:40
7:45	Students enter classrooms
7:50	First bell rings
7:55	Tardy bell rings
11:00-1:00	Lunches served to all students according to schedule
2:45	Afternoon announcements; prepare to dismiss
2:50	Car riders, walkers, & bicycle riders dismissed
2:52	Bus students dismissed
3:00	All students must be off campus unless attending scheduled activities with members of the school staff

Recess is an optional 15 minutes scheduled by teachers. Parents are encouraged to send healthy, nutritious snacks.

General Procedures

Student Arrival & Dismissal

Classes begin at 7:50 a.m. and are dismissed at 2:50 p.m. for car riders and 2:52 for bus riders each day. Car riders should not arrive before 7:30 a.m. However, students eating breakfast are encouraged to arrive at 7:20 a.m. School personnel are on duty at 7:15 a.m. to direct students to their designated area.

Students arriving after 7:55 a.m. must sign-in at the office before going to class. **It is required that an adult accompany the student to the office.** Students who are late due to a late bus should report directly to class. **Supervision of students is not available after 3:00 p.m. After school, all students will be picked up at designated car pickup areas.**

Transportation

Car Riders. Students must be dropped off/picked up at the designated supervised area. In the morning, please use the drive in front of the 1st grade building on the south side of the school. **It is not safe to unload or load students in front of the school or in the bus area.** In the afternoon, all PreK, Kindergarten, and 1st grade car riders will remain in front of the 1st grade building for pick up. Older brothers/sisters of these children (2nd through 5th grade) will report to the front of the 1st grade building for pick up. Other 2nd through 5th grade students will report to the south end of the office building for pickup. Cars should not park in the bus loading area or the drop off/pick up area at any time.

All parents must be in a vehicle in order to pick up their children from the car pick-up area. If there is a need to leave your vehicle, please park in available spaces in front of the school and report to the office for assistance.

Name tag passes should be displayed on the rearview mirror so names are visible to duty personnel. Only persons listed on the emergency card are authorized to pick up students in the car rider area.

Riding the school bus. It is a privilege to ride the bus. A student can be removed at anytime for disruptive and unsatisfactory conduct. See the **Discipline** section for **Bus Consequences**. All students being transported are under the authority of the bus driver and must obey his/her requests. Buses will stop at regular designated bus stops. The school principal or designee must give approval for students to ride a different bus or to get off at a different stop.

Bus notes. Students riding a different bus in the afternoon must have a note signed and dated by their parents/guardians, ***which includes the address where the student is to be let off the bus.*** Bus drivers will not allow a student to ride a different bus without a note. Students should bring their bus notes to the office to be stamped at the beginning of the day. **Only emergency requests will be accepted by telephone.**

Change of Transportation Plans. Please notify the office in writing of any changes of transportation plans. For last minute changes **notify the office prior to 12:00 p.m.** Individuals listed on the emergency card as a designated contact person should make this request.

Walking Students

Students walking to school should come directly to school, remain on sidewalks at all times and cross only at designated crosswalks. Remember, *walk with a friend and never accept a ride with a stranger.*

Bicycle Safety

Students should observe the bicycle safety rules riding to and from school. Double riding is against the law. Florida law requires children under the age of 16 to wear bicycle safety helmets.

Breakfast/Lunch

Breakfast is available to **ALL** students at **NO CHARGE** regardless of lunch status. Kindergarten through 5th grade students are served breakfast in the cafeteria from 7:15 until 7:45. Non-bus riding students should arrive in the cafeteria at 7:20 to allow time to eat. PreK children will eat breakfast at 8:00 under the supervision of their teachers. Jackson County Schools serve lunch daily. Snacks are available through the lunchroom. Daily menus are available at www.jcsb.org. Students may eat the school meals or bring a bagged lunch. Breakfast is universally **FREE** for all students.

Free or reduced-priced lunch forms must be completed EACH year within 30 days of the beginning of school to qualify. These should be returned to the teacher immediately. An application must be approved by the Food Service Office prior to receiving free or reduced-priced meals. A notification letter of acceptance or denial will be sent home with the student as soon as the application is processed. You may apply at anytime throughout the school year, depending upon changes in income or household size.

In the event a student forgets or loses his/her lunch money, a lunch charge can be arranged in the cafeteria through the student's account on the computer. **NO more than three charges are permitted** until the cafeteria is reimbursed. Students with three charges will receive an alternative meal with a *cheese or peanut butter and jelly sandwich*. If your child constantly forgets or loses his/her lunch money, it is suggested that you arrange for a pre-paid lunch. Advance payment for lunches may be paid on Monday of each week or can be paid on-line through www.mealpay.com (an account will have to be set up using your student ID number).

Only students prepaying for meals may pay by check (made out to Jackson County Schools). No other checks will be allowed in the serving line. In case of a returned check for NSF, the parent will be

responsible to repay the amount in cash or money order within 30 days of notification. Failure to comply will result in further legal action.

Students may also bring lunch to school.

1. Students are encouraged to purchase milk.
2. **NO CARBONATED DRINKS ARE ALLOWED for lunch (or snack).**
3. Parents eating with their children may sign in with the front office and receive a "Visitor Pass."
4. All students must eat a lunch unless they bring a note form their parents stating they do not have to eat.
5. **All** food shall be consumed in the cafeteria, unless authorized by the principal.

Telephone

School telephones are business phones to be used by students in case of an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school).

Cell Phones

Cell phones are permissible for students. **They must be retained in their backpacks during school.** They are NOT allowed to be turned on during school or while riding the bus.

1st Offense: Parent is called to pick up the phone.

2nd Offense: Phone is retained in the office the remainder of the school year and may only be picked up by a parent.

Electronic Games/Devices/Toys/Inappropriate Items

Electronic games/devices/toys/inappropriate items are not permitted during school day unless authorized by principal.

1st Offense: Parent is called to pick up the game/device.

2nd Offense: Game/device is retained in the office the remainder of the school year and may only be picked up by a parent.

Attendance

Students are expected to attend all classes each school day unless the school excuses them. Absence from school without permission is a serious violation of School Board Policy and Florida School Law. Students who are absent without permission are subject to school disciplinary actions and/or referral to court. Attendance will be checked daily. Absences will be investigated.

Tardies and Checkouts

1. A student who arrives to school after the scheduled beginning time will be recorded as tardy for that day.
2. A student who is checked out before the class or school day is officially over will be declared a "checkout". Checkouts are recorded in the school office. However, it is the right of the school principal to excuse any student from any consequence arising from recorded checkouts. **The principal will investigate excessive early checkouts.**
3. Students who have four (4) tardies and/or four (4) checkouts in a nine (9) week period will be referred to the principal or his designee for a Child Study Team meeting. The parent **must** attend the child study team or the child/parent will be referred to Truancy Court. At the child study team meeting, tardies/checkouts will be addressed. GES will make an effort to work with the parent to ensure that the child is in attendance. Any future failures to have the child in attendance for a full

day during that nine-week period will result in the child/parent being referred to Truancy Court.

Absences

1. Students are to sign in/out when missing school for excused appointments or emergencies and are to comply with the individual school procedures established with the school's attendance office. Failure to sign out may result in an unexcused absence and the consequences thereof.
2. Excused Absence will be given for the following reasons:
 - *Religious instruction and/or religious holidays. *Sickness, injury or other medical condition. *Other academic classes or programs. *School leave - school approved trips such as instructional field trips, club events, athletics, etc. *Educational trips - when requested by parents, trips for educational purposes may be granted. *Pre-approved absences - absences from school approved by the administration prior to occurrence.
 - *Funerals. *Legal reason (documentation must be provided).

Students must bring a written excuse to explain their absence. A parent note will be accepted for any FOUR (4) absences during a nine (9) week period. **After the fourth absence, a note from a doctor, dentist, funeral program of an immediate family member, religious holiday or documentation for a legal reason will be required.** Students must turn in excuse notes to the teacher within three (3) days after an absence. Excuse notes brought in after three (3) days will not be accepted. After the fourth (4) unexcused absence in a nine-week period a mandatory Child Study Team meeting will be held.

Change of Address/Telephone

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone numbers during the school year.

Withdrawing From School

Parents should notify the guidance office *at least two days prior* to the student's last day at Graceville Elementary School. This notification should be in person so that the appropriate withdrawal forms can be completed and signed. The parent should give the office two days notice when requesting copies of student health records. Student records will be mailed to the student's new school upon request. Please make sure the student returns all textbooks and library books. All fees and lunch accounts should be cleared before a student withdraws from school.

Cancellation of School

School will not be cancelled unless a significant safety risk has been created by unusual circumstances.

Checking Out Early

Adults listed on the student's emergency card are the only ones authorized to check a student out early. A written note should be sent to the school office if someone who is not listed on cards will be checking out a student. Students will not be allowed to leave the classroom without notification from the school office.

Conferences

Parent/teacher conferences will be scheduled during the teacher's planning period. Please send a note to the teacher to schedule a conference.

School Visitors

All visitors must report to the office. They will be given a visitor's badge and sign the visitor's book. Visitors on campus without a visitor's badge will be sent to the office. Children who do not attend Graceville Elementary School will not be allowed to visit during the school day. Parents are encouraged to visit the school and go into the instructional area to observe their child's performance in the classroom. However, permission from the principal is required and the teacher will be notified beforehand so that a time can be scheduled. *Visitors should check out in the office at the end of their visit.*

School Parties

Classes may plan the following parties: Fall Celebration, Christmas, Valentine's Day, Easter, and End of the Year. We encourage parent volunteers to help with these parties.

If your child chooses to give Valentines to classmates, please be courteous and include all students.

Birthday invitations are private affairs. Unless everyone in a class is invited, these should be handled after school. Flowers and balloons are also private affairs and are welcome to be given at home but not at school.

Personal Belongings

Toys, sport equipment, radios, CDs, CD players, electronic games, trading cards, dolls, stuffed animals, or inappropriate items, are not allowed at school unless requested by the teacher. Found items such as jewelry or any other articles of value will be turned into the office. Students may claim them after proper identification.

Valuables

The school administrator and staff are not responsible for valuables brought to school. Students should leave all valuables at home. If special circumstances make it necessary to bring substantial cash or other important possessions to school, registering them and leaving them at the main office can safeguard these items.

Lost and Found

Lost and found items, except money and jewelry, are located in the production room. Remember to mark all sweaters and jackets with the student's name so that the items can be returned if lost.

Emergency Drills

Fire drills, tornado drills and bomb threat drills are conducted throughout the year. Detailed escape plans are posted inside the door of each classroom.

A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations.

Communication

Education is a team effort and at Graceville Elementary we feel that communication with the home is of utmost importance. We will communicate through progress reports, report cards, parent conferences, Pinnacle communicator and Tuesday Tracks.

Pinnacle

Pinnacle is a software program for K-12 schools. This secure online grade book allows you to view your child's grades, attendance and class announcements.

GES Website

<http://www.graceville-elementary.com>

Tuesday Tracks

Tuesday Tracks is a weekly bulletin that will be sent home with other notes and student work. *Please ask your child for this information each Tuesday.*

Instructional Program

PreK

Jackson County's Prekindergarten Readiness and Head Start Program is a combination of state and federal early intervention legislative initiatives. The mission is to enhance school readiness for at-risk children by ensuring quality services to families, which are comprehensive, integrated, family-focused and friendly. Home visits and parent conferences are scheduled throughout the year.

Kindergarten

Parent conferences will be scheduled the first and third nine weeks. Report cards will be sent home each nine weeks. Progress reports will be sent home the midpoint of each nine-week grading period.

First through Fifth Grades

Individual parent conferences will be scheduled at the beginning of the first semester and throughout the year as needed. Notification of the conference date and time will be sent home by the teacher.

Report cards will be sent home the 1st, 2nd and 3rd nine weeks. At the end of the year the report card will be given at the Awards Day Program or the last day of school. Progress reports will be sent home during each nine-week period.

Grading

Report cards reflect the achievement of students as recorded in grade books, performance charts, class participation, etc.

Study Skills

The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible.

Homework

Homework is important. It is an extension of the learning that takes place in school. Parents can help their child by arranging a quiet, comfortable place for the student to work.

Positive Behavior System

GES is implementing a Positive Behavior System (PBS). School-wide personnel give Tiger Paws for good behavior. Rewards are given periodically. Posters are displayed throughout the school. PBS school rules are as follows:

- G - Get responsible.
- E - Engage in learning.
- S - Show respect.

Books and Materials

Books and materials are issued to students for use during the school year. Students are expected to care for these books and materials properly. It is the responsibility of the student to pay for lost or damaged books or materials.

Library Policies

The GES library-media center is opened daily for student use. Students in kindergarten through second grades are permitted to check out one book at a time. Students in third through fifth grades are allowed to check out two books at a time, if desired. Library books circulate for a period of one week. Overdue library records must be cleared before a student is permitted to check out an additional book.

Multimedia Permission Form

Parents must sign a *Multimedia Permission Form* in order for their child to be photographed or videotaped in any school related curriculum or program for the local school or local news media. The forms are filed in the library-media center to comply with county policies each year.

DVD/Video Tapes

Students are not allowed to bring DVDs or videos to school, unless approved by the principal.

Acceptable Use Policy

Teachers, parents, and students must sign an *Acceptable Use Policy* in order to participate in the use of the Internet for accessing information. Please read carefully each contract and sign in the appropriate places. All forms must be returned to the classroom teacher.

Field Trips

Parents will receive notices of field trips in advance of the scheduled trip date. Sometimes a small amount of money may be requested from each student to help defray expenses. Teachers will secure chaperones, as needed, for these trips. All parent volunteers should complete a volunteer form located in the office at the beginning of the school year. It generally takes two weeks for the background check to be completed. Please check with Mrs. Odom if there is a question. Parents attending field trips should be dressed in proper attire.

Parents wishing to take his/her child home from the location of the field trip should obtain a signed note from the office, prior to the trip. This note should be given to the child's teacher. Children will **not be allowed** to ride home with anyone other than their parents.

Character Education

GES has adopted *Character First* as its character education program. Through this program we promote, support, and encourage good character awareness.

Discipline

Corporal Punishment

The administrator may administer corporal punishment. Due process will be followed.

1. Adult witness must be provided
2. Student and witness must be informed of misconduct
3. Effort will be made to contact parent
4. Action will be documented on JC-167, a copy mailed home to parent.

Note: Parents who do not approve of corporal punishment should send a note to the school requesting that their child not be paddled. GES respects this request.

Student Suspension

Suspensions from school are given by the principal or designee for the very worst infractions of school rules and policy and/or excessive numbers of student discipline reports.

Cheating

Cheating is a serious offense and will not be tolerated. If cheating is discovered, the student's work will be confiscated. A failing grade will automatically be recorded for the work and parents will be notified. A second offense will result in a student discipline report.

Fighting

Fighting is strictly forbidden in the school or on campus. Breaking this rule will result in 1-9 days immediate and automatic suspension from school and a conference with the student's parents.

Disrespect

1-9 days suspension

Cell Phones

Student cell phone policy: 1st offense -Parent picks up phones from principal.
2nd offense - Cell phone retained until the end of year by principal.

Bus Rules

All students are expected to obey the bus driver and all posted rules. Any action that jeopardizes the safety of those on the bus will be grounds for the denial of bus riding privileges. As a minimum, students are expected to adhere to the following rules. The bus driver may provide other rules.

1. Obey the instructions of the bus driver.
2. Board and leave bus as directed by the driver.
3. Buckle up and stay bucked with the seat belt if available.
4. Keep hands, feet and objects to yourself.
5. Talk quietly as not to distract the driver.
6. Remain seated.
7. Do as the driver says ~ the first time.
8. No food or drinks on the bus.
9. Severe clause: disrespect to the driver, defiance, fighting, abusive or obscene language, and threats.

****When a student is suspended from riding the bus, he/she is suspended from ALL SCHOOL BUSES (including field trips).*

****Students suspended from bus are expected to be present at school.*

Bus Infractions

1st Offense ~ warning; **2nd Offense** ~ school option; **3rd Offense** ~ 3 days off bus;
4th Offense ~ 5 days off bus; **5th Offense** ~ 9 days off bus and recommendation for expulsion

Severe clause: Immediate 1 or more days suspension from bus.

Vandalism

Our school and school equipment is public property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. Payment for damage is required before a student is allowed to return to class.

Weapons Prohibited

Any student who has a weapon or carries any item intended as a weapon on the school grounds, buildings, or bus may be subject to suspension or dismissal from school. **In the case of a knife, the student will receive an automatic suspension by the principal.** In the case of a firearm the student will receive an automatic expulsion as required by Federal Law.

1 st Offense	3-9 days suspension
2 nd Offense	recommendation for expulsion

Tobacco, Alcohol and Drugs

The possession, sale, or use of tobacco, alcohol, drugs or any other controlled substance on the school campus or buses is strictly forbidden. Violation of this rule will cause immediate suspension.

Search and Seizure

Student desks/storage areas are the property of the school board and are subject to inspection by school authorities at any time. If stolen or illegal property or items prohibited by law or school board rules are found, action will be taken as provided by law or school board rules. The principal, a teacher, or other member of the instructional staff is authorized to question a student when circumstances indicate that the student has committed, is committing or is about to commit a violation of the law or rules of the school board.

School Dress

A student's dress and grooming are the responsibility of the student and her/his parents. Good taste in selecting school apparel is expected.

PreK-3rd Grade Dress Code Guidelines

1. Boys and girls may wear shorts of reasonable length.
2. **Oversized style clothing with underwear showing is not appropriate.**
3. Tank tops, biker shorts or pants, net shirts, halter-tops, muscle shirts and tops where midriff shows are not permitted. Clothing should not bear any suggestive language or drug, tobacco or alcohol beverage advertisements, promotion of violence or weapons or any symbols that might have a negative impact on the learning environment.
4. Belts must be buckled and suspenders fastened.
5. **Closed toe shoes must be worn at all times.** Shoes must be either Velcro closed or tied with shoe strings. Shoe strings are to be tied, not to be tucked-in the sides of the shoes. No sandals, flip-flops or clogs are to be worn at any time.
6. Students may not wear "in-line" tennis shoes (roller shoes).
7. Armbands, wristbands, belts or other items with heavy metal projections and chains, including wallet chains are prohibited.
8. Hats and caps are not allowed at school unless they are part of religious attire or special events.
9. Bandannas are not allowed on campus.
10. Students may not display inappropriate markings (i.e. signs, graffiti, symbols, etc.) on themselves or any items they have at school.

****If students do not follow the dress code guidelines parents will be called to bring a change of clothing. Repeated disregard to dress code guidelines will result in a student discipline report.***

4th & 5th Grade Dress Code Guidelines

1. Shorts, skorts, skirts, and dresses may be worn to school. The length of these items of clothing cannot be more than 3 inches above the knee.
2. Males and females will wear their pants in proper placement at the waistline. No underwear should be visible. Pants with belt loops require a belt.

3. **Oversized style clothing is not appropriate.**
4. Articles of clothing so small as to be very tight fitting should not be worn.
5. Tops that are to the point that the abdomen area shows are not appropriate; if a portion of the body is shown when the arms are raised, then it cannot be worn.
6. Tank tops with straps less than three inches wide are not allowed.
7. All suspenders, belts, gallowses, or other fastening devices must be fastened at all times.
8. Clothing should not bear any suggestive language or drug, tobacco or alcohol beverage advertisements, promotion of violence or weapons or any symbols that have a negative impact on the learning environment.
9. The following are not permitted: see-through blouses, bicycle shorts, or cut-off shorts, low-cut blouses, headgear including hats, caps, scarves, bandanas, and any other headgear (unless they are part of religious attire or special events)
10. Pants legs should be symmetrical.
11. Wallet chains, "dog" collars, or other inappropriate chains will not be allowed on campus.
12. **Closed toe shoes must be worn at all times.** Shoes must be either Velcro closed or tied with shoe strings. Shoe strings are to be tied, not to be tucked-in the sides of the shoes. No sandals, flip-flops or clogs are to be worn at any time.
13. If in the teacher's opinion, a student's clothing, jewelry, or other item is causing some adverse effect on the educational climate or is affecting students adversely; the student is expected to correct the situation.
14. Body piercing - ear piercing is acceptable; however, other visible body piercing is unacceptable such as eyebrow, tongue, nose, etc.

****If students do not follow the dress code guidelines parents will be called to bring a change of clothing. Repeated disregard to dress code guidelines will result in a student discipline report.***

Health Services

Emergencies

A full time Health Aide is on duty in the clinic. The Health Aide may administer first aid in case of emergency. Parents or guardians will be notified as quickly as possible by telephone. Parents are responsible for providing accurate contact information to the school. Notify the office (263-4402) of any changes of address or phone numbers at any time during the school term.

Illness at School

Should a student become ill during the school day, he/she will be sent to the clinic. The health aide or a designated person will care for the child and will contact parents if necessary.

Immunizations

Regulations of the Florida State Department of Health and Rehabilitative dictate that certain immunizations are required for school attendance.

Medication Policy

Every effort should be made to minimize the administration of medicine in schools. If at all possible, parents are urged to administer medication before school and/or after the child returns home. If the physician deems it necessary for a child to receive medication during the school day, parents must provide the school with a complete **Medication Form** containing the following:

1. Complete written instructions from the prescribing physician including the date of order, identification of drug by name, dose time and circumstances of administration, length of time medication is to be continued, reason for prescription, and possible side effects. Medication can only be given for 30 days. Forms must be renewed for each 30-day period.

2. Signature of parent stating his/her desire to have medication administered and relieving the school, its agent, employees, or representatives of any responsibility for ill effects resulting from the administering of the prescribed drug.
3. The health aide will administer only medication prescribed by a physician. The medication should be brought to the school by the parent in the pharmacy container with all labeling information intact. School personnel will not administer unlabeled medicines. Medications carried on school property without labeling information will be retrieved and parents contacted. Medication forms are available at the GES office.

*****Students are not permitted to bring any medications to school.***

Other Health Services

The physical education teacher records each student's height and weight in the spring. Fluoride rinse is available on a weekly basis throughout the school year for all students with parent permission. Students in PreK-2nd grade will receive blue dental forms. PreK, Kindergarten, 1st and 3rd grades will receive vision and hearing screenings.

Accidents

If an accident occurs during the school day, **students must report the accident to the teacher on duty.** The teacher will arrange for necessary treatment at school and will complete an accident report. If the accident is serious, the parent will be notified.

School Insurance

Students injured during school-sponsored activities are covered by a supplementary student accident insurance plan. This insurance will be secondary, with a \$100.00 deductible each incident, over any other insurance plan you have, such as a group-health medical plan. It is designed to cover deductibles, usual and customary charges and other out-of-pocket co-insurance for which you are responsible. It is not designed as a primary insurance.

In case of an accident, you will be given a form to complete and **it will be your responsibility to file claims to the insurance company.** There are certain limitations and exclusions to this policy.

Counselor Services

A certified guidance counselor is a full-time staff member at our school. Confidentiality is guaranteed to students. Every effort is made to assist students in solving problems, and support of families is encouraged.

Speech Therapist

A speech therapist is part of our school faculty. If any parent feels his/her child may need help in the area of speech development, they should contact their child's teacher to request an evaluation by the therapist.

Parent/Community Involvement

School Advisory Council

Graceville Elementary School Advisory Council consists of parents, teachers, non-instructional personnel and community persons. They assist in the development of the school improvement plan and provide recommendations for specific components of the plan.

Parent Volunteers

Graceville Elementary considers its parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. Mrs. Odom is the Volunteer Coordinator. A parent volunteer form should be completed at the beginning of the school year. Please contact Lucy Polston for a volunteer form.

P.T.O.

The Graceville Elementary PTO has been highly involved in improving our school. Meetings are scheduled throughout the year and they are announced in advance and parents are encouraged to participate.

Student Activities

SGO

Members of Student Government act as guides for special school functions. The morning message is delivered by 5th graders. Becky Collins and Caron Harris are sponsors.

Beta Club

The National Junior Beta Club is an honor society to recognize students who excel in academics and exemplify outstanding behavior. GES makes membership available to 5th grade students who have made all A's and B's on their report cards while in the 4th grade as well as demonstrate excellent conduct. Our 5th grade teachers sponsor this club.

School Safety Patrol

Members of the GES Safety Patrol assist students in the car rider area as they arrive each morning. Mrs. Caron Harris is the sponsor of the School Safety Patrol and will contact interested 4th and 5th grade students to discuss eligibility.

Physical Education

The P.E. curriculum includes activities to promote a healthy lifestyle.

In order for students to participate in P.E. they must be dressed appropriately:

1. Tennis shoes (or similar shoes) and socks - **no sandals, flip-flops, or clogs. No black soles are allowed on the gym floor.**
2. Comfortable clothing

Grades will be determined by skill attainment, participation and effort.

Music Program

GES has an active music program. Each class is scheduled for music on a weekly basis.

Appropriate shoes are necessary in music classes. Tennis shoes or closed in shoes are appropriate. Sandals, flip-flops, or clogs are not acceptable. Girls wearing dresses should make sure they are long enough to cover themselves when sitting on the floor.

Grades will be determined by skill attainment, participation and effort.

Art Program

GES has an art program incorporating many of the subjects learned in the regular classroom.

Picture Schedule

GES picture schedule will be announced in our weekly Tuesday Tracks and on the GES website, <http://www.graceville-elementary.com>.

**The School District of Jackson County
Instructional Calendar
2009-2010**

August, 2009

13(Thursday)	First Teacher Day/Inservice Day 1
14(Friday)	Inservice Day 2
17-18(Monday-Tuesday)	Inservice Days 3, 4
19-20(Wednesday-Friday)	Teacher Work Days
24(Monday)	First Student Day

September, 2009

7(Monday)	Labor Day Holiday 1 pd Holiday
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October, 2009

19-20 (Monday-Tuesday)	Fall Break
28 (Wednesday)	End of 1st Nine Weeks

November, 2009

6 (Friday)	Report Cards/Kindergarten Conferences
11 (Wednesday)	Veterans Day Non Paid Holiday
24 (Tuesday)	Early Release (1:00 p.m.)
25-27(Wednesday-Friday)	Thanksgiving Holidays-1 Pd Holiday

December, 2009

21-31(Monday-Thursday)	Christmas Holidays 2 Pd Holidays
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January, 2010

1 (Friday)	New Year's Day - 1 Pd Holiday
4 (Monday)	Students/Teachers Return
15 (Friday)	End 2 nd 9 Weeks / End 1 st Semester
18 (Monday)	Martin Luther King 1 Pd Holiday
19 (Tuesday)	Teacher Work Day
26 (Tuesday)	Report Cards

March, 2010

24 (Wednesday)	End of 3rd Nine Weeks
29 (Monday)-April 2(Friday)	Spring Break

April, 2010

9 (Friday)	Report Cards
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May, 2010

31 (Monday)	Memorial Day / Non Paid Holiday
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June, 2010

4 (Friday)	Students' Last Day / End of 4 th 9 Weeks / End of 2 nd Semester
8 (Tuesday)	Teachers' Last Day

Board Approved January 20, 2009

Notice to Parents of Jackson County Students with Disabilities

The following important information regarding your child's Exceptional Student Education services can be accessed online at the Jackson County School Board (JCSB) Website, <http://web.jcsb.org>. There is a link to Exceptional Student Education, and the informational brochures listed below.

- 1) Least Restrictive Environment Consideration Related to Individual Education Plans.
- 2) Transition Planning for Students with Disabilities: *A Guide for Families Involved in Transition Planning*.
- 3) High School Diploma Options for Students with Disabilities.

In Florida, children who have special learning needs because of a disability are called exceptional students. The special help they are given at school is called **Exceptional Student Education (ESE)**. The purpose of ESE is to help each child with a disability to progress in school and prepare for life after school.

*FL DOE publication: "What is Exceptional Student Education for Students with Disabilities?"

For more information or questions, contact ESE Office, JCSB, 482-1200, ext. 236 .

Non-Discrimination and Student Rights

It is the policy of Graceville Elementary School that no discrimination will take place in any phase of our school program. Students or parents/guardians of students who do not wish to have their names, pictures, athletic data or other information released to the press or public should report this decision each school year, in writing, to the person in charge of that activity or to the Guidance department within ten (10) days after student enrolls.

Privacy Act and Notice of Confidentiality

In accordance with the Family Rights and Privacy Act of 1974 and FL Statute 228.093, you are notified that educational records, including files, documents and any other materials directly related to each child are kept and maintained on each child. Parents and students, over the age of eighteen have the right to review, inspect and challenge the individual student's record. However, without the consent of the parent, only the parent, school personnel and persons specified in School Board Policies will have access to a student's records. Directory information on students may be released, unless the parent makes a request in writing for the school not to do so. Such information includes the student's name, address, date and place of birth, dates of attendance, participation in officially recognized sports and activities, weights and heights of athletic team members, awards received, names of parents and the names of the current school attended. The written request not to publish any or all of the above information must be on file at the student's school within ten (10) days after student enrolls. ***Note*** This written request must be submitted each new school year. When a student transfers from one school to another, the educational records of that student are forwarded to the new school upon the request from the school.