



**KATE SULLIVAN**

EST. 1948

ELEMENTARY SCHOOL

# Student Handbook

## CROCODILE EXPECTATIONS

- \*Be **SAFE** at all times
- \*Be **RESPECTFUL** to yourself and others.
- \*Be **RESPONSIBLE** for your actions, belongings, environment, and your learning.
- \*Be **READY** to learn every day.

## SCHOOL ROUTINES AND PROCEDURES

### SCHOOL HOURS

7:45 a.m.	Supervision begins in the cafeteria.
8:30 a.m.	School Day Begins
2:45 p.m.	Pre-K students dismissed
2:50 p.m.	K-5 students dismissed
3:20 p.m.	All students must be picked up, unless in the Extended Day Program

### BICYCLES

Bicycle racks are provided near the front of the school next to the 3-4-5 playground. All bikes should be locked. The school will not be responsible for stolen bikes. Please remember to observe bicycle safety rules:

1. Protect your head. Wear a helmet. **This is state law!**
2. Assure bicycle readiness. Ensure proper size and function of the bicycle.
3. Ride wisely. Learn and follow the rules of the road.
4. Be predictable. Act like a driver of a vehicle.
5. Be visible. See, and be seen, at all times.
6. Stay focused. Stay alert.
7. Bikes must be walked on campus.

\*\*\*Drivers must be alert at all times for students on bicycles and pedestrians. PLEASE observe our “No Cell Phone” policy while on our campus.

### BEFORE-AFTER SCHOOL SUPERVISION

**NO SUPERVISION WILL BE PROVIDED BEFORE 7:45 am.** So, for your child’s safety, please do not bring them before this time as the teachers and staff are not available. **ALL STUDENTS MUST BE PICKED UP BY 3:20 pm.** unless they are enrolled in our Extended Day Program. All students not picked up by 3:15 pm. will be walked to the front office where someone on the student's emergency contact list will be called. **Before and after school supervision is available for a fee. Inquire about enrolling your child by calling the Extended Day Director, Ms. Menard, 850-488-1834.**

### LATE ARRIVAL (after 8:30 am)/ EARLY CHECK-OUTS (before 2:50 pm)

Students are expected to be seated and ready to begin work at 8:30 A.M. It is important that students be at school on time each day. If a student arrives after 8:30 A.M., parents **must escort** and sign their child

in at the Main Office. **Students who are tardy are required to sign in with a parent** and are given a slip to admit them to class. **Parents are not permitted to escort children directly to class.** Tardiness not only has a negative impact on the student, but it also interrupts the instructional program in the classroom. Medical and dental appointments are examples of an excused tardy. Circumstances such as excessive traffic, oversleeping, and car trouble will result in an unexcused tardy in accordance with state law. Students who accumulate multiple unexcused tardies or early check-outs (*5 or more unexcused tardies/early check-outs in a calendar month or 10 or more in a semester*) are in violation of school board attendance policy and state statute. **Excessive attendance related problems will result in a referral to a counselor, a warning letter sent to parents, revocation for students attending via school-choice/hardship and a referral to the school social worker and/or district office of Intervention Services.**

### **STUDENTS LEAVING DURING SCHOOL**

**Parents** must come into the office and sign students out. No child may wait out front or sit in the office before the parent arrives. Written permission must be given to release a student to anyone other than a parent. The school must release a child to either parent unless legal papers have been presented to the Principal/registrar showing a **“no contact” order** from the court in regards to one parent. This applies even if a child is living with only one parent. If you have filed **legal papers** in the school office, please **review** them at the beginning of each school year to be sure that they reflect the most recent court decision.

### **ABSENCES**

Parents should call the office or email the teacher when a child is out. A note **must** be sent when the student returns. Illnesses, death in the family, medical appointments, religious holidays, required court appearance, or some insurmountable circumstance are examples of excused absences in accordance with state law. Educational trips may be excused by the principal when requested one week in advance and the missed class work is turned in within one week upon return. All other absences are unexcused.

### **TRUANCY**

A habitual truant is a student who has fifteen (15) unexcused absences within ninety (90) calendar days with or without the knowledge or consent of the student’s parent or legal guardian. A student’s primary teacher shall report to the principal or his/her designee if the student is exhibiting a pattern of non-attendance and is a potential habitual truant because of at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period. The parent will be required to attend a documented school conference to address the attendance issue.

### **MORNING CAR DROP-OFF PROCEDURES**

Please drop off all students in the designated car drop-off/pick-up loop at the east end of the campus. Please, please, do not drop off anyone on Miccosukee Road as this is very dangerous! Also, please do **not** drop off anyone in the Loading Zone **unless:**

- a) your child is handicapped, and/or
- b) your child is on crutches or in a wheel chair.

Handicap spaces are in the car drop-off/pick-up loop.

## **AFTERNOON DISMISSAL PROCEDURES**

### **Car Pick-up Procedures**

1. Individuals picking up students in the afternoon must have a Kate Sullivan car tag. Each family will be provided two at the beginning of the year. If you lose your car tag or need additional car tags, they are available for purchase in the Main Office.
2. Car riders will be picked up in the designated car drop-off/pick-up loop at the east end of the campus.
3. **PLEASE BE SURE TO HAVE YOUR CAR TAG HANGING FROM YOUR REAR VIEW MIRROR WHEN YOU COME THROUGH THE LOOP TO PICK UP YOUR CHILD. PARENTS ARE NOT PERMITTED TO WALK DOWN THE CAR RIDER LINE TO PICK UP THEIR CHILD. PARENTS MUST BE IN A VEHICLE.**
4. Parents must pull as far forward as possible to help reduce the traffic jam on Miccosukee Road. **If you forget your car tag, you will be asked to park and go to the Main Office with your I.D. to get a pass to pick up your child. Safety is our first priority!**
5. (Note: Left hand turns from Miccosukee Road are not permitted from 8:00-8:45 A.M. and from 2:30-3:30 P.M.) At 3:15 P.M. students are taken to the office to contact parents. Parents must sign students out in the office after 3:20 P.M. Please call the office by 2:00 P.M. with any changes to dismissal arrangements.
6. **If you park in the neighborhood and walk to our campus to pick up your children, you will want them to be with room waiters. This will make it much easier to pick them up.**
7. Cobb Middle School and Leon High School students (siblings or children of KSES staff) must also have the car tag to pick up their younger siblings.

### **Bus and Day-care Rider Procedures**

Bus and day-care riders will go to the bus area.

### **Walker/Room Waiter Procedures**

Students who walk with their parents will wait for them in the old art room next to the car pick-up loop. Parents of these students will also need to present their "car tag" when picking up their children from this area.

## **EXTENDED DAY PROGRAM**

Before and after school supervision is available for a fee. Inquire about enrolling your child by calling the Extended Day Director, Ms. Menard, 850-488-1834.

## **CHANGE OF ADDRESS/PHONE NUMBER**

Please notify your child's teacher and the school office immediately if there is a change in your address, telephone number, or a person to contact in case of emergency. This information is **very important** in case your child becomes ill or is injured.

## **VISITORS**

For everyone's safety, all visitors **must present a valid ID upon entering the front office**. The office staff will provide you with a visitor's pass which you are required to wear while on our school's campus. Once your visit is complete, you must sign out at the front office. All classroom visits must be preapproved (teacher and administration) with a minimum of 24 hours notice.

## **VOLUNTEERS**

Volunteers are very important to the success of our educational program. We encourage all interested parents to become a volunteer. Your support is greatly appreciated. If you wish to become a volunteer, please fill out a volunteer application on line at <https://volunteers.leonschools.net/>.

## **LUNCH AND BREAKFAST**

Breakfast and Lunch will be provided for all students at no cost during the 2024-2025 school year.

## **SNACK**

Please bring nutritious snacks i.e. fruit juices, cheeses, fruit, popcorn, vegetables, or crackers. Candy, beverages in glass bottles or soft drinks should not be brought to school. If your child has a reusable water bottle, please label.

## **ACADEMICS**

### **GRADING**

Grading Scale: The Leon County Schools standard grading scale is: **A = 100-90 B = 89-80 C = 79-70 D = 69-60 F = Below 60**

### **REPORT CARDS**

Report Cards are issued on a nine-week schedule. Mastery of standards, academic achievement, growth and participation in class play a key role in grades. Report cards will be published electronically to FOCUS and will be sent through email to the parents/ guardians linked to FOCUS. *Kindergarteners will not receive a first nine-week report card, teachers will conference with parents.*

### **INTERIM PROGRESS REPORTS**

Interim progress reports will post to FOCUS and will be sent through email to the parents/ guardians linked to FOCUS.

### **GRADING SCALE**

#### **Kindergarten – First**

- A** Student has learned and can use at least 90% of the skills/concepts/processes.
- B** Student has learned and can use at least 80% of the skills/concepts/processes.
- C** Student has learned and can use at least 70% of the skills/concepts/processes.
- N** Not meeting grade level expectations/standards.

#### **Second – Fifth Grade**

- A** Student has learned and can use at least 90% of the standards/ skills/concepts/processes.
- B** Student has learned and can use at least 80% of the standards/skills/concepts/processes.
- C** Student has learned and can use at least 70% of the standards/skills/concepts/processes.
- D** Student has learned and can use at least 60% of the standards/skills/concepts/processes.
- F** Student has learned and can use less than 60% of the standards/skills/concepts/processes.

#### **Behavior and Work/Study Skills**

- E** Student is very consistent in demonstrating all characteristics listed under Behavior and Work/Study Skills.
- S** Student demonstrates characteristics listed under Behavior and Work/Study Skills most of the time.
- N** Student is inconsistent in demonstrating the characteristics listed under Behavior and Work/Study Skills.
- ✓ Student consistently demonstrates this individual behavior/skill.

### **HOMEWORK**

The expectation is that students are reading every night. Please adhere to the homework procedures established by your student's teacher.

## **STUDENT RECOGNITION**

Students are recognized throughout the year in many ways. Certificates, ribbons, and school-wide recognition programs are used to honor students with excellence in academics, citizenship, and work/study habits at the end of each nine weeks.

## **HONOR ROLL CRITERIA**

### ***Academic Excellence***

1. All "A's"
2. All 3's in Effort
3. An "E" in Behavior and "E" in Work/Study

### ***Academic Achievement***

1. All "A's or "A/B's" or "GP's" (no "C's")
2. All 3's in Effort
3. An "E" or "S" in Behavior and "E" or "S" in Work/Study

### **Good Citizenship K-5th**

1. An "E" in Behavior AND in Work/Study
2. All 3's in Effort

## **PROMOTION POLICY**

Pupil promotion is based on each student's achievement in terms of appropriate instructional goals. The Florida Statewide Assessment Program Test (FAST) is not the sole determiner of promotion. Students enrolled in grades kindergarten through fifth are expected to show mastery of all Florida State Standards in reading, writing, mathematics, science, and social studies. Mastery is defined as 70 percent proficiency on each benchmark. Students are also expected to show proficiency on district and state assessments. For more information regarding promotion please visit: [Statutes & Constitution :View Statutes : Online Sunshine \(state.fl.us\)](#)

## **CONFERENCES WITH TEACHERS**

Communication is an essential part of our educational program. It is vital for parents and teachers to confer if problems persist in academic, behavioral, or social areas. The parent, teacher, or an administrator may initiate conferences. Requests for conferences can be scheduled by contacting the teacher. The teacher will also contact you to schedule a time. You may also send a note with the child or a request written in the student handbook containing a daytime telephone number. Please do not make visits without appointments or interrupt a class to speak with a teacher.

## **FIELD TRIPS**

Educational field trips are an important part of the instructional program and will be used as a delivery model to teach the Florida Standards or as an extension of classroom activities. Students must have a **LCSB Activity Participation form** on file in FOCUS for participation. In order for your child to benefit from these activities, appropriate behavior from all students is necessary. We reserve the right to prohibit students from attending field trips because of inappropriate behavior. For each field trip behavior stipulations will be outlined on the field trip permission form.

### **BOOKS AND EQUIPMENT**

Textbooks, media center books, and school equipment are furnished to your child by the Leon County School System on a loan basis and should be treated as borrowed property. It is the student's responsibility to protect textbooks, media center books, and school equipment. Students must pay for loss or damages. Students who lose or damage borrowed property shall be assessed according to the Leon County School System's listed price for the lost property.

### **LOST AND FOUND**

Student's names should be marked on all personal clothing, lunch boxes and backpacks. If you have missing items, be sure to check in Lost and Found right away. All unclaimed items will be given to charity at the end of each nine-week period.

## **STUDENT BEHAVIOR PROCEDURES**

### **KSES PHILOSOPHY**

Kate Sullivan has a strong, positive discipline program which includes: specific school wide behavior expectations; recognition for good behavior; and a parent notification system for inappropriate behaviors and the consequences that may follow. All of these procedures are in place to help all students be successful. Most behavior modification occurs in the classroom and the teachers will outline their classroom management plans during the first week of school. Repeated or severe discipline problems will be addressed by administration. Consequences will always be administered in a fair and consistent manner and may include loss of privileges, lunch detention, and in-school detention. Occasionally, suspensions will be assigned for extreme situations or zero tolerance offenses. All school actions will be in line with the District "Student Code of Conduct" which will be available the first week of school. In all cases, parents will be expected to be involved with the school to help the child improve his/her behavior. The student service team of counselor, social worker, and school psychologist may be called upon to assist students with recurring behavior problems. Kate Sullivan Crocodiles should always: Be Safe, Be Respectful, Be Responsible, and Be Ready to learn.

### **LEON COUNTY SCHOOLS STUDENT CODE OF CONDUCT**

The Student Code of Conduct is available online. The SCC covers serious behaviors which will result in suspension or expulsion. These include having or selling drugs, tobacco, alcohol, weapons, fireworks, vandalism, serious threats or violence toward others, sexual harassment and tampering with fire alarm/extinguishers. Any violation of the SCC may result in a disciplinary action.

### **STUDENT USE OF PHONES**

While cell phones are allowed on campus, they must be turned off and kept inside the book bag at all times while on campus. **If seen or heard, cell phones will be confiscated and held for parent pick up.** Cell phones and other electronic devices are prohibited during testing and will cause a student's test to be invalidated.

### **STUDENT DRESS CODE**

Safe and appropriate shoes for stairs and physical education must be worn. Flip flops, backless shoes, sport shoes with cleats, and shoe skates are not acceptable. Shorts should reach the end of the fingertips when the arms are extended at the sides. Backless halter tops, midriff shirts, spaghetti straps, low cut or see-through shirts are not allowed. Offensive language, gestures, slogans or drug related topics are not allowed on clothing. Pants must remain pulled up and secure. Caps, scarves, and hats are not to be worn in the building or on buses unless a religious or medical exemption exists. Students dressed inappropriately will not return to class until parents are called and appropriate clothes are brought to

school. Additionally, appropriate shoes (tennis shoes/sneakers) must be worn to Physical Education (P.E.). **Students cannot expect to earn an “A” in P.E. on days they do not wear the appropriate shoes.**

### **THINGS TO LEAVE AT HOME**

**GUM** - Gum may not be chewed at school or on the buses. It damages carpets and seats. **TOYS** – Toys, trading cards, toy guns or weapons, electronic games, electronic devices including cell phones, skateboards, scooters, and inline or shoe skates must be left at home. These items will be taken away and returned to a parent. The school is not responsible for the theft of these items since they should not be at school.

### **CAFETERIA PROCEDURES**

Breakfast is available beginning at 7:45am. Students must use their assigned Personal Identification Number (PIN) for breakfast and lunch. Students may bring their own breakfast/lunch.

### **CAFETERIA RULES**

Use inside voices. Lights out means silence. Remain seated until dismissed. Obey all directions from the adults in charge. Food may not be exchanged or shared. Throw away your trash and clean up your spills.

### **HALLWAY PROCEDURES**

Keep hands and feet to yourself. Travel quietly. Go straight to your destination. Use walking feet only! Follow directions from all faculty and staff.

### **PLAYGROUND SAFETY**

Please remember not to push students in the swings. Go down the slide feet first. Keep sand, mud, and leaves off the slide. Students may not run or play chase on the ramps and playground equipment. Never jump from the swings or from the top of the equipment. Don't forget that sticks, acorns, rocks and sand will injure others when thrown!!

### **BUS RULES**

Riding the school bus is a privilege. You must obey the driver. You are to sit in your seat and talk softly and respectfully. You are to keep your hands and feet to yourself, and wait quietly until it is your turn to get on or off the bus. Disrespectful or unsafe behaviors will result in bus referrals. For routine infractions,

- 1<sup>st</sup> referral: warning;
- 2<sup>nd</sup> referral: one-day bus suspension;
- 3<sup>rd</sup> referral: 2-3 day bus suspension;
- 4<sup>th</sup> referral: 3-5 day bus suspension;
- 5<sup>th</sup> referral: 5-10 day bus suspension, or for the rest of the year.

Note: Bus suspension will be assigned on the first referral if the incident is very serious.

### **BULLYING AND HARASSMENT**

It is the policy of Leon County Schools (LCS) that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. LCS will not tolerate bullying and harassment of any type.

**Bullying** means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment, cause

discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to: teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial harassment, public humiliation, and destruction of property.

**Harassment** means any threatening, insulting, or dehumanizing gesture, use of data, telecommunications facilities (e.g., wireless phone, text messages), or computer software or technology (e.g., email, social networking sites, blogs, web pages), or written, verbal or physical conduct directed against a student or school employee that:

- a. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
- b. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- c. Has the effect of substantially disrupting the orderly operation of a school.

**Any student who feels that he/she is being bullied or harassed should report it immediately to their teacher, an administrator, a guidance counselor, or other adult. For additional information please refer to LCSB Policy 5517.01, the online form can be accessed on the district website or at the following link: <https://www.leonschools.net/cms/lib/FL01903265/Centricity/Domain/230/Bullying%20Reporting%20Form.pdf>**

#### **MULTI-TIERED SYSTEM OF SUPPORT (MTSS)**

Referrals to the MTSS team may be made by parents or school personnel. Concerns about academic performance or emotional, social or behavior problems will be discussed by a group of teachers, counselors, administrators and other appropriate school personnel in an attempt to resolve any problem. All referrals for special education must be made through IAT. When a student is having difficulty, the teachers develop interventions to help the child be more successful. After implementing classroom strategies from their grade levels, teachers refer students to the school MTSS team to get other ideas for helping. The MTSS team consists of the school referral coordinator, school psychologist, classroom teacher, teacher of exceptional children, district staffing specialist, and an administrator. After the initial meeting, parents are invited to the MTSS team meeting to work with the staff.

#### **CLINIC PROCEDURES**

Students who become too ill to remain in class, or become injured will receive a pass to the clinic. Their parents will be notified and asked to pick them up.

#### **MEDICATION POLICY**

**If your child must take medicine during school hours, Florida Statutes require that a parent/guardian complete a Medication Permission Form.** This form is available in the Clinic and must be completed for all prescription and over-the-counter medications. Medications must be transported to and from school by a parent/guardian and be in the original prescription bottle or container. **Students are not allowed to transport medications or empty medicine containers. Changes in the medication times or dosage can only be made by written permission from the physician, which may be faxed to the school.**

#### **HEAD LICE**

Because head lice are so easily spread from one child to another, children with head lice (or eggs, often referred to as "nits") cannot remain at school. If your child has head lice, you will be asked to come to the

school to pick-up your child. Your child will not be allowed to return to school until proof of treatment is provided.

### **SPECIAL HEALTH PROBLEMS**

Please make the school aware of any health problems concerning your child and note all of this information on the "Clinic Card" that will be sent home during the first week of school. We will cooperate in any way possible to ensure your child a safe school environment.

### **ACCIDENT INSURANCE**

Accident or health insurance is not provided by the School District. However, information about student insurance is sent home at the beginning of the year. Insurance is available to cover students during the school day or longer at a nominal cost. Proof of adequate insurance is required for certain extended day or out of town field trips.

### **PARENT SUPPORT**

#### **PARENT TEACHER ASSOCIATION (PTO)**

The Kate Sullivan PTO is a vital and integral part of the school with projects such as the Arts Festival, Book Fair, Croctober-Fest, Croc-a-thon and STEAM Day. Parents are encouraged to attend and help with any of the PTO sponsored projects ongoing throughout the school year.

#### **SAC**

The Kate Sullivan School Advisory Council is an advisory committee comprised of parents, teachers, staff and community members. The SAC works on the School Improvement Plan, conducts needs assessments and reviews progress toward the Florida School Improvement and Accountability Act, educational goals, and school-wide objectives. These meetings are, as are all Kate Sullivan meetings, open to parents, teachers, staff, and community members.

#### **SITE**

Site-based decision making is a joint planning and problem-solving process for parents, staff, teachers and administrators. The SITE Council deals with issues of school-wide policy, procedures, goals or evaluation. A representative of the PTA sits on the SITE Council. Any parent, teacher or staff member may bring written concerns to the Agenda Committee. Issues of a school-wide nature are studied and recommendations are made through open task force meetings. Parents are encouraged to give their input or be a member of a task force. Further details are available on the SITE Bulletin Board in the teacher workroom.

### **CONTACT INFORMATION**

Kate Sullivan Elementary School  
927 Miccosukee Rd, Tallahassee, FL 32308  
850-487-1216 Web Site: <https://www.leonschools.net/sullivan>

Principal- Julie Lawson, [lawsonj2@leonschools.net](mailto:lawsonj2@leonschools.net)  
Assistant Principal- Chris Gautney, [gautneyc@leonschools.net](mailto:gautneyc@leonschools.net)  
Dean of Curriculum- Christie Owen, [owenc2@leonschools.net](mailto:owenc2@leonschools.net)  
Reading Coach- April Wetherington [wetheringtonm@leonschools.net](mailto:wetheringtonm@leonschools.net)  
Guidance Counselor- Toylene Railey [raileyt@leonschools.net](mailto:raileyt@leonschools.net)  
Guidance Counselor- Kasey Cunningham [cunninghamk@leonschools.net](mailto:cunninghamk@leonschools.net)  
Admissions Liaison- [dazevedok@leonschools.net](mailto:dazevedok@leonschools.net)