

# Parent and Student Handbook



Dr. Rhonda Blackwell-Flanagan, Principal  
Lisa Thompson, Assistant Principal  
Bomani Mustapha, Dean

**School Colors: Blue & White**  
**Mascot: Hawk**

***We will Reach our Goals with Heart and Soul.***


## **HARTSFIELD SCHOOL MISSION/VISION**

Hartsfield Elementary is a diverse School Family that embraces change. We are committed to providing a rigorous and equitable educational experience. It is our responsibility to produce students who are agents for their learning and are safe to grow academically, socially, and emotionally.

To this end, we seek to facilitate an inquiry-based instructional delivery model that encourages collaboration and problem-solving. We promote international mindedness by developing the ability to connect with others in the interest of acting with compassion and serving the global community.

## **BELIEF STATEMENTS**

- High expectations lead to high achievements.
- Education is the collaborative responsibility of students, staff, parents and the community.
- Learning is enhanced in a positive, nurturing and disciplined environment where students respect themselves, others and the educational process.
- Each student will be a self-sufficient, life-long learner with a sense of purpose, responsibility, and appreciation for cultural diversity.
- Each student will master basic skills and apply critical and creative thinking to solve problems and seek solutions.
- Each student is respected for his/her uniqueness and is taught accordingly.
- Each student will demonstrate personal integrity through morally motivated behavior.
- The Hartsfield School community is committed to the shared purpose of using technology to support our learning.

Please see Appendix “A” - Covid-19 Safety Protocol for **changes to the Parent and Student Handbook due to Covid-19**. We will adhere to these changes until further notice. **Areas of the Handbook that have changed due to Covid-19 have been marked with a .**

# Quick Reference

**Tardy Bell** 8:15 AM

**School Day** 8:15 AM - 2:50 PM

**Before/After School**

**Supervision Morning:** 7:45 AM – 8:15 AM

**Supervision Afternoon:** 2:50 PM – 3:20 PM

**Crossing Guards:**

Morning and afternoon

- Magnolia Dr. at Chowkeebin Nene
- Front of school on Chowkeebin Nene
- West side of school on Chowkeebin Nene and W. Indianhead Dr.

**Tardy Time:**

After 8:15 AM, parents should escort their child to the front office and sign them in. ❤️

**Absentees:**

Notify school on the first day of your child's absence.

❤️ **Until further notice, visitors to our campus will be restricted. With the exception of bringing a student late to school, visitation will be by appointment only via the main office. Upon arrival, all campus visitors will follow established school-based protocols. Parents will not be able to join their children on campus for breakfast or lunch.**

**Breakfast:**  
7:45-8:30 AM

Students  
Free

Adults  
\$1.50

**Lunch:**  
11:00 AM – 1:00 PM

Students  
Free

Adults  
\$2.75  
Milk & Juice .50

**Media Center:**

Open 8:15 AM - 2:50 PM

**Phone Numbers:**

School Office	488-7322
Cafe	488-7323
Extended Day (K-5)	413-7316
Transportation	488-2636
Leon County School Board	487-7100

**Office Personnel:**

Dr. Rhonda Blackwell-Flanagan, Principal  
Lisa Thompson, Assistant Principal  
Bomani Mustapha, Dean of Students  
Tasha Jackson, School Financial Accountant  
Kasey Fox, Executive Secretary and Registrar  
Lesley Smith, Secretary/Parent Liaison

# The School Day

<b>7:00-7:45 AM</b>	The Extended Day Enrichment Program (E-DEP) provides supervision for students before and after school. Contact Randy Brent, Director for E-DEP.
<b>7:45-8:10 AM</b>	The teachers, staff and administrators provide before school supervision. ❤️ <b>Until further notice</b> , Students will report to the Café to pick up a grab and go breakfast and take it to their classroom to eat. If a student does not want breakfast, they will go straight to their classroom.
<b>8:10 AM</b>	First bell rings. All students should be in route to their classrooms ready to learn.
<b>8:15 AM</b>	Tardy bell rings. School and learning promptly begins. Any student arriving after this time is considered tardy and must report to the office before going to the classroom.  Morning announcements are delivered over the P.A.
<b>11:00 AM-1:00 PM</b>	Lunch is served as scheduled. ❤️ Parents are encouraged to join their children for lunch (\$2.75) and should notify the lunchroom manager by 9:00 AM that morning.  ❤️ <b>Until further notice, parents will not be able to join their children for lunch.</b>
<b>2:30 PM</b>	Afternoon announcements in classrooms.
<b>2:50 PM</b>	Dismissal bell rings. Please pick up your child promptly at 2:50 PM. Students who walk home should leave campus at 2:50 PM. Buses load and prepare for departure.
<b>2:50-3:20 PM</b>	While students are waiting at parent pick-up, supervision is provided. Supervision ends <b>promptly at 3:20 PM</b> . For safety purposes, it is imperative students are picked up on time. If you are not able to pick up by 3:20 PM, please contact Randy Brent, Director for our Extended Day Enrichment Program (E-DEP) to enroll your child in E-DEP.
<b>2:50-6:00 PM</b>	Extended Day Enrichment Program for enrolled students.

**Welcome to another year at Hartsfield Elementary School!** This handbook provides the information you and your child/children need about the daily operation of Hartsfield School.

**Until further notice, for the safety of students, faculty and staff, there will be changes to many aspects of the handbook. Please make sure to read the Covid Addendum “A”.** ❤️

## **Registration for New Students**

Florida law requires each child in public school to be immunized. Students without proper documentation of immunization will be denied admission to school. A medical examination within the past year is also required prior to initial enrollment in the Leon County schools.

To register **new** students to Leon County, please go on-line using Google Chrome or Firefox to the following website:

<https://www.leonschools.net/parentportal>

**After registering your child on-line, parents need to bring the following documents to the school's registrar:**

- Birth certificate (*official copy*)
- 2 Proofs of residency (*First document MUST be either a lease agreement or deed with current address, and the second proof can be a current utility bill, phone bill, car insurance etc..*)
- Medical examination (*within the past year*)
- Up-to-date Immunization record
- Parent picture identification

If you do not have access at home or on your phone, you may schedule a time to come to the front office at the school, bring the requested documentation and access a designated computer to register your child.

Due to COVID-19, required documentation may also be emailed (foxk@leonschools.net) or faxed (850-922-2372) to Kasey Fox, Registrar. In the subject line please provide the child(rens) name(s) and grade level. ❤️

**Individual Information** for each child will be in **FOCUS**. This includes home and work telephone numbers, addresses, and family doctors' names. We ask your cooperation in helping us keep this information current in **FOCUS**. Parents can update their child(rens) contact list at any time in **FOCUS using Parent Portal** to add, change or remove emergency contacts and persons that can pick up your child. Any change in your address must be reported to the school immediately in order to be updated in **FOCUS**. You must provide updated proofs of residency to the school for any address change.

**Please contact Hartsfield's Registrar, Kasey Fox, with any questions or information updates regarding registration.**

## **❤️Arrival/Dismissal/Attendance❤️**

**Arrival: ❤️ (See the Covid Protocol Addendum for changes)**

Parent car drop-off is on the west-side. **Car riders cannot be dropped off in the bus loading area or the front of the school. Supervision for students on school grounds begins at 7:45 AM. Parents should not allow their children on school grounds prior to 7:45 AM.** Parents who drop off students before 7:45 AM will be contacted to make other arrangements. Students arriving before 8:15 AM will be directed to their classroom or the cafe if they eat breakfast.

Students must be at school and in their seats ready for instruction at 8:15 AM. Students arriving to school after 8:15 AM must go by the office for a tardy pass before reporting to the classroom. Parents may not walk students to class. We value every minute with your child and believe he/she benefits from a full day with the teacher. After 8:15 AM there is no supervision at the parent drop-off driveway and the gate entry to the school is locked. Parents must park their cars and walk students to the front entrance of the school.

**Students leaving/returning to school during the school day and/or Early Dismissal:**

Doctor appointments and other circumstances sometimes require the removal of students before the school day ends. We understand and do not penalize students for legitimate and non-frequent early dismissals. Consistent with our mission of providing students with quality instruction, we ask that parents make appointments after 2:50 PM or on teacher planning days whenever possible. Children should benefit from a full day of instruction. **The office staff will not interrupt classrooms for early dismissal after 2:15 PM.**

Children must be signed out through the school office when leaving during the school day. You will be asked to write your name and time when signing out your child. If they are returning to school the same day, you will sign them back in through the front office.

If someone other than you must pick up your child, the person must be listed on the office card and have been previously authorized to pick up your child. This person will also be asked for his/her identification when picking up your child. We appreciate your understanding that this is for your child's safety.

**Tardiness:**

Tardiness and occasional absences may sometimes be unavoidable. However, frequent tardiness disrupts the class and interferes with student learning. We ask that parents please have students on campus by 8:10 AM and in their seats ready for instruction at 8:15 AM. If tardiness cannot be avoided, please notify the school. You will be contacted if your child has excessive tardies. Students with three or more unexcused tardies during a nine-week grading period may be subject to **academic penalties**. **For further information, see the school board policy on tardiness.**

**Excused and Unexcused Absences:**

Absences are sometimes unavoidable because of illness, emergencies, and other special circumstances. We understand that emergencies occur and will sometimes require absences. To best meet the needs of your children and to provide quality instruction, we need your cooperation. The following absentee and tardy policy will continue at Hartsfield for the 2020-2021 school year to ensure that we provide a quality education for our students.

The School Board Policy allows absences for illness, family emergencies, and other special circumstances. Under these circumstances school policy regards these absences as excused absences. A student with an excused absence is not subject to any academic penalties. School Board Policy requires parents to notify the school by phone or in writing when children are absent from school. Please call the school before 8:15 AM to notify us of your child's absence. If your child will be out more than one consecutive day, your first notification is sufficient. You will be contacted if your child has excessive absences. A doctor's excuse is required after three absences in a row.

An unexcused absence takes place anytime a child is out of school for reasons not recognized by the principal or the School Board Policy. In these cases, the child may be subject to **academic penalties**. Parents of students having three or more unexcused absences in a nine-week grading period will be contacted by the school. The school administration and the guidance counselor will work with parents and students to resolve the problem of frequent unexcused absences.

**Dismissal: ❤️**

Our dismissal procedures are designed to ensure teachers and students can maximize their instructional time each school day. Please review the following routines for each dismissal zone:

- **PARENT WALK-UP:** Parents/guardians who “walk up” for dismissal should wait at the “Parent Walk-Up” area near the main entrance of the school. A sign will dictate where we need you to wait in order to allow our staff to release walk-up students safely. Children are not to get up and run to a parent. They should wait until a school staff releases them to their parent/guardian.
  - ❤️ Until further notice, parent walk up is not an option. All parents dropping off and picking up should use the parent drive through.
- **PARENT CAR PICK-UP:** Parent/guardians who drive through car pick-up **will be issued a “car tag” during the first week of school to be displayed on their dashboard/ rearview mirror.** These tags should be visible to the staff. Please be patient as you wait in the car pick-up line and allow our staff to put your child safely into your vehicle.
- **BUS RIDERS:** Students riding a school bus will be escorted to the bus area to wait for their bus. For safety purposes, parents are not to pick up their children from the bus area.

**Students are not supervised after 3:20 PM. Students remaining at school after 3:20 PM will be sent to the front office and the parent will be called.**

### **Communication To and From the School**

#### **Contacting the School:**

The front office is the communication center for the school. Each teacher has voice mail, Internet access, and a mailbox in the office that is checked each morning before school, at lunch, and after school. School-wide announcements are made daily at 8:30 AM and afternoon announcements are made at 2:30 PM.

Messages are sent to students at the end of the school day. Classes are not interrupted during the day to deliver messages to students. **All transportation/bus notes or phone messages must be received before 2:15 PM**, allowing enough time for the office staff to communicate the message to your child’s teacher and to your child. Bus dismissal is a swift process, and students must report immediately to the bus ramp for bus departure. Students missing the bus will contact their parents, and parents will be responsible for transporting their child(ren) home. If you call the school to talk to a teacher during the school day, you may leave a message on their voice mail.

Teachers can receive telephone calls **before 8:15 AM and after 2:50 PM.**

#### **Receiving Information from the School:**

- **FOCUS –** To create your FOCUS account, please go to Leon County School District website ([www.leonschools.net](http://www.leonschools.net)). Under the Parents and Students tab, please click the Parent Portal button. Click the image to register for a new Parent Portal Account or you can use the direct link here <http://leon.focusschoolsoftware.com/focus/auth/>. Follow the instructions on the screen. If asked for a student ID number and Portal Pin, please contact your child’s homeroom teacher for that information or call our front office and ask to speak with Ms. Fox. See pink handout in Parent Folder for more information.
- **Listserv -** Join the Hartsfield Elementary Listserv for important news and school information sent to your email account. To join Listserv, please go to Hartsfield’s main webpage at <http://leonschools.net/Hartsfield>. Go to the “For Parents” tab and click on “ParentListServ.” Follow the on screen instructions and click on the subscribe/unsubscribe button under options to register with your email.
- **Remind -** Your child’s teacher will provide you with information on how to communicate with them through the Remind App.



- **School Website** - Hartsfield Elementary School website is the place to get information about school. Our Webmaster continually updates links with important information for parents and students. Parents can learn about volunteering opportunities and how to become involved with the PTO on the Parents Resources page.
- **Facebook** – Hartsfield’s Facebook page is a resource for parents, students and our community. and serves as another way to stay connected with the great things happening here at Hartsfield.
- **The Hawk Talk** - Every other Friday, a newsletter will be sent home via Listserv. Please take the time to read the newsletter and discuss the information with your child.

## **Student Information**

### **Dress Code:** ❤️

The following dress code guidelines will be in effect for the 2020-2021 school year:

- Students should be comfortably, appropriately and safely dressed for school.
- Students should wear closed toe, flat shoes for protection. Flip-flops, slides, bedroom slippers, platform shoes or cleats are not acceptable.
- Shorts, skirts and dresses that are short, halter tops, spaghetti strap tops, bare midriffs or other clothing that leaves the body bare are not deemed appropriate for school. Appropriate length is at least to the end of the fingertips when arms are held to the side.
- Shirts with drug related messages, obscene, suggestive gestures, slogans, or profanity are not allowed.
- Shorts and pants that have writing on the backside are not to be worn at school.
- Pants must fit to the waist. Belts should be used when necessary. No underwear may be visible.
- No hats of any type may be worn except during P.E.
- Sweaters, coats, etc. should be marked with the child's name.
- Lost and found items are kept in the cafeteria and will be sent to charity if not claimed at the end of each 9 weeks.
- Ripped jeans may NOT be worn to school.
- Leggings, Jeggings or tights are permitted, but a shirt must be of length that is at least to the end of the fingertips when arms are held to the side.

When a student is not dressed appropriately, it can cause distractions and safety concerns. The parent/guardian will be contacted by phone to bring a change of clothing to the child.

### **Phone Use:** ❤️

**Front Office** - Students can use the telephone with a note from their teacher. Any reasonable request is always granted. Students are not permitted to call home for permission to go visiting after school or to bring someone home with them. These arrangements must be made before the student comes to school. Emergency messages will be delivered to students. Students will not be called from their classes to answer the telephone. Make sure your child knows what he/she is to do after school each day (especially on rainy days). We do not interrupt classes to give messages to students.

**Cell Phones** - We encourage students to leave their cell phones at home. If your child brings a cell phone to school, **it must always be turned off and kept in their backpack.** Cell phones turned on during the day may be taken and a parent or guardian must come to school to retrieve the phone. **We are not responsible for any lost, damaged or missing cell phones.**



**Student Council:**

Hartsfield Elementary is proud to have a Student Council where students in the intermediate grades practice their leadership skills and plan activities to give back to their community. Fifth grade students are eligible to hold office for Student Council President, Vice-President, Secretary, and Treasurer. Fifth and Fourth grade students are eligible to hold office for Host and Hostess. Third, Fourth and Fifth grade students are eligible to hold office as their Class Representatives.

All Third, Fourth and Fifth grade students have the opportunity to vote in the fall for student council officers. Candidates for an office with the student council may campaign with posters and nametags. Candidates give speeches to the school prior to students voting.

**Safety Patrols:**

The Hartsfield Safety Patrol is selected from our fifth-grade class. A teacher coordinates all safety patrol activities.

**Important Parent Information****Accident Insurance:**

The school district does not automatically provide accident insurance for students. However, insurance is available to all children at the beginning of the school year for a nominal cost. This insurance covers the child during the school day and for an hour before and after school. Around-the-clock insurance to cover a child 24 hours per day is also available at a higher rate. This application will be sent home with your child the first week of school.

**Bus Transportation:**

Students that are zoned for Hartsfield and who live two miles or more from the school may ride the bus. A child is not allowed to ride a bus unless she/he is an assigned bus student. Information concerning bus schedules and routes may be obtained by calling **488-2636**.

**Educational Records:**

Parents and other authorized persons have the right to review the contents of the child's educational records. Educational records are now located in FOCUS. Arrangements can be made to review records and may be made in the school office. Certain directory information, such as name, address, telephone number, weight, height, etc. may be released unless there is a written request on file from you not to release this information.

**Hartsfield Extended Day Enrichment Program (EDEP):**

Hartsfield offers an excellent Extended Day Enrichment Program for Hartsfield students. The program operates from 2:50 PM until 6:00 PM daily. **Please contact Director Randy Brent for more information at 413-7316. ❤️ The afterschool program will follow the same safe COVID 19 protocols we adhered to during the regular school day.**

**Lost and Found:**

Found items are turned into the office. These items are kept in plastic storage bins outside the front office for the students to see and claim. All unclaimed items are donated to a charitable organization at the beginning of winter break and the end of the school year. Please put your child's name on coats, jackets, lunchboxes, backpacks, sweatshirts, etc. for easy identification.

**Lunch/Breakfast Program:**

The school provides breakfast and lunch for all students who wish to participate. Children may choose to bring lunch from home. ❤️ Parents may eat lunch with their child. If you are eating lunch with your child, please call the cafe manager (488-7323) by 9:00 AM so that you can be included in the lunch count for

the day. Remember to sign in at the front office and get a visitor's pass before going to the cafe. **(For the safety of everyone, until further notice, parents may not come on campus to eat lunch with their child).**

### **Physical Education (PE):**

Physical education is a required part of the instructional program in Florida public schools. Therefore, all children will be expected to participate in physical education. Children under a doctor's care, who present a written statement from their doctor on their condition, will be temporarily excused from participation in physical education.

### **PTO/School Advisory Council:**

- The **Hartsfield Parent/Teacher Organization** is an integral part of the school. Parents assist in setting a direction for our school, provide school-wide and individual classroom support, and periodically sponsor activities at the school. The PTO meetings are a time for parents and teachers to come together and discuss the school's successes and opportunities. We encourage every parent to become a part of the PTO and the activities.
- The **School Advisory Council** assists with the preparation and evaluation of the School Improvement Plan. Parents are encouraged to get involved by serving on the Council.

### **School Family Assemblies:** ❤️

Students will be recognized at the end of every Nine weeks for a variety of achievement, improvement and talent categories.

### **School Day (8:15 AM - 2:50 PM):**

The elementary school day is 6 hours and 35 minutes. Parents should plan for other activities after 2:50 PM.

### **School Clinic/Medical:**

Existing Illness, Injury – Please notify your child's teacher and the office if your child has an existing illness such as asthma or seizures. The clinic is open during school hours for students.

❤️ **It is very important that you pick up your sick child within a timely manner after you have received a call from the clinic, since we have limited bed space. IT IS EXTREMELY IMPORTANT THAT YOU NOTIFY THE SCHOOL ANY TIME THERE IS A CHANGE IN YOUR PHONE NUMBER OR EMERGENCY CONTACT PERSON. IT IS CRUCIAL THAT WE BE ABLE TO CONTACT YOU IN THE EVENT OF ILLNESS OR INJURY.**

### **Medication - School Board Policy requires the following:**

- A new permission form signed by the parent/legal guardian must be on file at the school **before** a student is given prescription medication. **New forms are required at the beginning of each new school year.** A permission form is available in the school office or through a link on the Leon County Schools homepage at <http://www.leonschools.net>. The prescription medication must come to school in the original container and be labeled with the following: Name of student, name of medication, directions concerning dosage and storage, time of day to be administered, physician's name and date of prescription. Written permission from the physician is required before there can be any change in the dosage or times administered.
- Non-prescription medication, including aspirin, Tylenol and all other "over the counter" non-prescription medication must be in the original container and shall not be administered by school staff without a physician's written order or a parent's written permission on a medication permission form.
- All medication must be administered in the clinic and remain in the clinic.

## ♥ **Student Achievement:**

Hartsfield has a well-established reputation of meeting the instructional needs of all students. Our resources are focused on providing a safe learning environment conducive to teaching and learning. The instruction is geared to meeting the academic needs of every child. Take the time to talk with your child about his/her day at school and provide the time and a quiet space to complete assigned homework. Also, reading with your child on a daily basis helps reinforce the learning that is taking place in the classroom. Together we can do more!

- **Progress Reports**- We will no longer send home a hard copy progress report. All progress reports will be published in FOCUS; therefore, it is extremely important that you sign up to access FOCUS. If you would like additional notes regarding your child's progress, please contact your child's teacher directly.
- **Report Cards** - All report cards will be published in FOCUS; therefore, it is extremely important you sign up to access FOCUS. If your child is in kindergarten or first grade, the teacher will schedule a conference to discuss your child's progress for the first nine weeks grading period in lieu of official report card grades.

## ♥ **Visitors on Campus**

♥ **Until further notice**, visitors to our campus will be restricted. With the exception of bringing a student late to school, visitation will be by appointment only via the main office. Upon arrival, all campus visitors will follow established school-based protocols.

**Due to COVID 19, we will not have in-school volunteers or in-school mentors during the Fall Semester. We welcome and encourage you to join our PTO. We will revisit this for the second semester after we return from the Holiday Break in January.**

**When we are able to return to having visitors on campus, we will adhere to the following protocol:**

**All visitors must sign in at the office and receive a visitor's badge.** Please have your driver's license available for scanning. Parents/Guardians are welcome to visit their child's classroom, but we ask that you contact your child's teacher at least 24 hours in advance to schedule your visit. This will minimize interruptions and maximize learning time. To schedule visits to classrooms other than your child's room, you must contact the office. Children who do not attend Hartsfield cannot visit during school hours.

### **Visitations and Custody of Children:**

School personnel are required by law to release children to either of their natural parents unless we have on file a copy of a court order which grants custody to one parent or the other or to a third party.

### **Volunteers and Mentors:**

- **Volunteers** are a vital part of the school program. Volunteers come from various aspects of the community and generously give from one hour to hundreds of hours each school year. The Leon County School District Volunteer Program utilizes the talents and efforts of individuals throughout the district, as well as in individual schools. If you would like to volunteer at school or chaperone your child's field trip, please inform your child's teacher, the Parent Liaison or the school office. A volunteer application must be completed online at <https://www.leonschools.net/hartsfield>. **Volunteers must sign-in at the office and wear the volunteer badge provided in the office. Please have your driver's license available for scanning. Applications must be completed each year.**
- **Mentors** have received specialized training and will be working weekly with select students. Additional information regarding how our mentors will meet with their mentees will be forthcoming.

## **Hartsfield School-Wide Behavior Support Plan**

Students play an important part in making Hartsfield a positive learning environment. Every student is expected to take responsibility for his/her behavior, follow Hartsfield School rules and look out for his/her fellow students. Students are also expected to follow the directions of the Hartsfield staff and not engage in severe/disruptive behaviors such as fighting, using abusive language or defying adults. Teachers and the administration will utilize Conscious Discipline strategies to ensure a positive and productive learning environment for all students. The School-wide Student Behavior Plan is reviewed in each class and information is sent home with the parents. HES School-wide Behavior Support Plan is aligned with Leon County Schools Code of Conduct: <https://www.leonschools.net/Domain/208>.

### **Hartsfield is a Conscious Discipline School:**

As a Conscious Discipline school, our aim is to provide all Hartsfield stakeholders with social-emotional supports to ensure safety, provide connections and teach problem solving skills. Conscious Discipline provides our school with a framework and a trajectory towards self-regulation for students, faculty, staff, families, and our community. While at Hartsfield, faculty and staff are safe keepers for students and we abide by several key principles:

- We come to school **prepared** to learn and do our best
- We **respect** one another, our environment, and ourselves
- We take **ownership** of our actions and learning
- We **resolve conflicts** in a peaceful, thoughtful, and meaningful way
- We **celebrate** our individual and collective successes
- We keep our school safe and promote learning in a school family culture.

These principles help us to sustain our school family—made up of students and adults alike—and to create a climate of trust within our school. They provide the basis for clear and consistent expectations about what is acceptable behavior for the learning environment. We strive to make time to acknowledge and recognize students, teachers, and parents who exemplify these guiding principles.

As well, appropriate supports and consequences are made accessible to those who struggle to consistently follow these principles. We use the powers, skills, and structures of Conscious Discipline to support our school family and to maintain a safe learning environment for students.

To learn more about the Conscious Discipline program, please visit the Hartsfield webpage section for Conscious Discipline at the following link: <https://www.leonschools.net/domain/7117>.

### **HAWKS CREED**

**I Am Somebody!  
I Will Be A Better Somebody Today!  
I Will Give My Best Each Day  
To Multiply My Potential.  
I Have HEART and I Will SHARE My HEART  
By Being Kind, Respectful and Connecting to Others.  
But Above All Else  
I AM ALL IN,  
And I Will Reach My Goals  
With HEART AND SOUL!**

### **Nondiscrimination Notification and Contact Information**

"No person shall on the basis of sex (including transgender, gender nonconforming and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law."

No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Dr. Kathleen L. Rodgers  
Equity Coordinator (Students) and  
Title IX Compliance Officer  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7306  
[rogersk@leonschools.net](mailto:rogersk@leonschools.net)

Deana McAllister, Labor and Relations  
Equity Coordinator (Employees)  
(850) 487-7207  
[mcallisterd@leonschools.net](mailto:mcallisterd@leonschools.net)

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Karin Gerold, 504 Specialist  
(850) 487-7160  
[geroldk@leonschools.net](mailto:geroldk@leonschools.net)

Hartsfield Elementary is committed to a safe, reopening of our school for the 2020-2021 school year. Whatever educational model you chose, we are prepared and eager to return to teaching and learning. With flexibility, compassion, patience and grace, we will get through this pandemic together.



## **Appendix “A”**

### **COVID-19 Safety Protocols added to the Handbook**

**Until further notice the following are changes to the Handbook due to COVID-19 Safety Protocols. The following are expectations for students attending class on the HES campus. We have also provided expectations for students attending our Digital Academy.**

#### **Lunch**

Until further notice, for everyone’s safety, family members will not be able to have lunch with their child on campus.

#### **Arrival/Dismissal**

##### **Procedures for Parents:**

- Using car drop-off is the expectation in lieu of parents/guardians walking students into the school.
  - Pediatric Assessments will be completed as students exit the car.
  - Students with a fever, or other signs of illness will be sent home with their parent.
  - Parents/Guardians preferring a walk-up method will drop students off via the gate near the marquee, observing physical distance, and will wait as a staff member completes a pediatric assessment.
- Pre-K students will be walked to the front entrance by a parent/guardian and will be met by a staff member at the Pre-K gate. Observing physical distance, parents/guardians will wait as a staff member completes a pediatric assessment.
- Signage will be posted to indicate procedures.
- Markers will be placed on the ground to assist in physically distancing.
- If a student is late in the morning, parents will bring them to the front office where a pediatric assessment will be conducted at an outside table until 8:45 AM. After 8:45, a parent will need to bring the student into the front office, wear a mask, and follow the posted instructions for physically distancing.
- Parents/Guardians may not enter the school without an appointment, unless they are picking up a student to leave for the day.
- If you have an appointment or are picking/dropping off a student due to an appointment or picking them up early, go to the front office, wear a mask, and follow the posted instructions for physically distancing.
- If a student returns to school from an appointment, they will go through the front office for a pediatric assessment to include a temperature check.
- The expectation for arriving on campus is for parents to drop their child no earlier than 7:45 a.m. via car drop-off.
- Masks must be worn.

##### **Procedures for Students:**

- Students will transition directly to the cafeteria for a grab and go breakfast and then to their classroom or if not getting breakfast, they will go straight to their classroom.
- Masks must be worn and physical distance observed in all areas.
  - Masks may only be removed at the direction of their teacher or HES Staff member.



**Students riding the Bus:**

- Pediatric Assessments will be completed as students exit the bus.
  - Students with a fever, or other signs of illness exiting the bus, will be escorted to COVID-19 Triage Room to wait for a parent/guardian.
- Students will transition directly to the cafeteria for a grab and go breakfast or straight their classroom if they are not eating.
- Masks must be worn and physical distance observed as much as possible.
  - Students will be escorted and/or monitored enroute to the cafeteria by a staff member to assist with these procedures.

**Dismissal from School**

The expectation is that all students with the exception of Pre-K students, bus riders, walkers, and bike-riders will be picked up in the drive-through car pick up lane. As we work through this process, the first week or so, it may be a little slow so please be patient as it will improve.

**Parent Walk-up:**

- Front entrance walk-up is **only** available for pick-up of Pre-K students or under special circumstances with school administration's permission.
- Parents who wish to walk up to the school to pick up Kg. through 5<sup>th</sup> grade walk students will wait at the Marquee gate. Students will be called to meet them at the gate.
  - Parents/Guardians will observe physical distance and masks should be worn when approaching staff members or students.

**Car Pick-up:**

- Students will be positioned on the benches outdoors, observing physical distance with their mask on.
- Students will be seated by family to assist with available seating.
  - Physical distance is not required among students living in the same household.
- Pre-K students will be picked up at the Pre-K gate by 2:30 PM unless the student has an older sibling or rides a Daycare Van.
- Car tags will be distributed to parents/guardians to expedite the flow of traffic during dismissal at car pickup.
- Masks must be worn and physical distance observed as much as possible.
- Dismissal should be a time when voice levels are on 1 inside the class for announcements as well as the hallways and while sitting on the benches.

**Buses:**

- Masks must be worn and physical distance observed as much as possible.
- Students will sit in designated areas.
- Bus loading order will be announced by color and grade level.

**Dress Code:**

The dress code has not changed except that all students must wear a mask. They will be provided a mask lanyard to use during the school day.

**Phone Use:**

Students will no longer be able to use the front office phone. If they need to make a phone call home, they should let their teachers know.

**School Family Assemblies:**

We believe it is important to recognize students at the end of every Nine weeks for a variety of achievement, improvement and talent categories; however, until further notice, we will no longer be able to gather in the Café for an Assembly to recognize them. We are developing a plan for recognizing student's achievements. Further information is forthcoming.

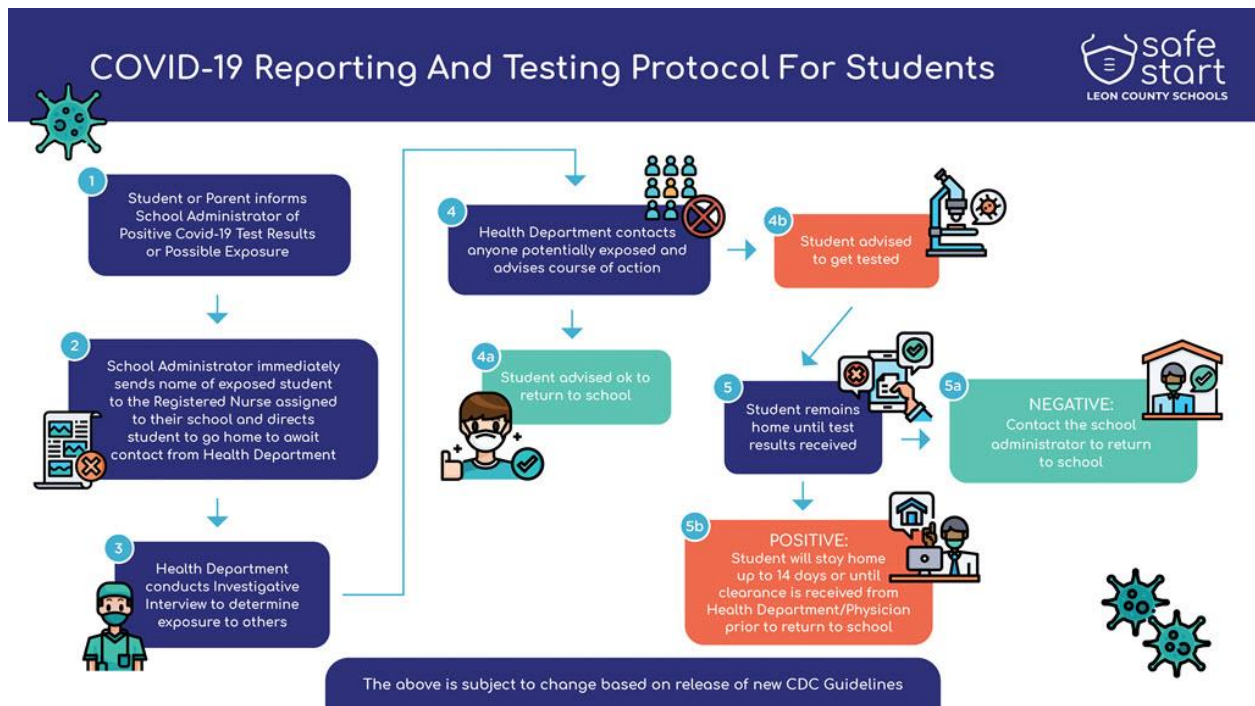
**School Clinic/Medical:**

Please see Appendix "B" for a COVID-19 Parent Checklist. It is imperative you review this checklist daily prior to sending your child to school at least until these procedures are routine.

Upon arrival to school, children will receive a pediatric screening to include a temperature check. Any child with obvious signs of illness, will be sent home with the parent. Children coming off the bus will receive a pediatric screening and if they have obvious signs of illness, they will be escorted to the Triage room. Parents will be called to come pick up their child immediately.



**Please read the following guidelines for Reporting and Testing Protocols**



### Screening for COVID-19 Symptoms: Students:

- Parents must ensure they do not send a child to a school campus if their child has COVID-19 symptoms or is lab confirmed with COVID-19.
- Teachers will monitor students and refer them to the appropriate COVID location for screening if symptoms are suspected or are present.
- Any student who is determined by the school nurse to have COVID-19 symptoms while in an LCS facility will be immediately placed in a supervised isolation room until the student can be picked up by a parent or guardian.

### COVID-19 Reporting and Testing Protocol for Students:

When a student or parent informs school administration of having positive Covid-19 test or possible exposure the following protocol will be used:

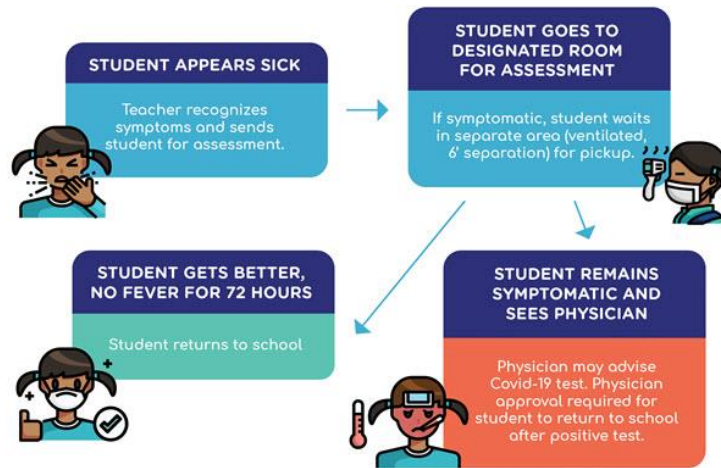
**STEP 1.** School Administrator immediately send the name of the exposed student to the Registered Nurse assigned to their school and directs the student to go or stay home until contacted by the health department.

**STEP 2.** The Health Department conducts an investigative interview to determine exposure of any others.

**STEP 3.** The Health Department contacts anyone potentially exposed and advises their course of action.

**STEP 4.** Based on the Health Department determinations the student will stay out the prescribed length of time or until released by the health department or physician to return to school.

# Protocol for Student Sickness



Protocol information is subject to change based on release of new CDC Guidelines.

## Students or Staff Displaying COVID-19 Symptoms While at School:

- Students who report feeling ill will be given an immediate assessment including a temperature check, to determine if they are symptomatic for COVID-19.
- Any student who is determined by the health monitor to have COVID-19 symptoms while in an LCS facility will be immediately placed in a supervised isolation room until the student can be picked up by a parent/caregiver/guardian.
- Staff members displaying COVID-19 symptoms will follow district protocols, including isolation from students and other staff members and quarantining at home.

## Students or Staff Confirmed or Suspected of COVID-19:

- Any individuals who themselves are lab confirmed to have COVID-19 or experience symptoms of COVID-19 are required to stay at home throughout the infection period and cannot return to campus until clearance from the health department is provided.

# COVID-19 POSITIVE TEST SCHOOL PROTOCOL



Any staff or student that has a lab confirmed positive case of Covid-19 are required to **stay home for up to 14 days** and will only be allowed to return to campus with clearance from the Leon County Health Department or a physician.



When a positive case is identified:



The individual will be sent home, or required to stay home and await further instructions from the Leon County Health Department



The Leon County Health Department will be notified and begin contact tracing



The LCS Clean Strike team will deploy to the location



The Covid Response Team will meet to determine if any changes to school operations should be enacted



The school community will be notified via email about a positive case on their campus

### **Student Achievement:**

A hard copy of progress reports and report cards will no longer be sent home. They will be published in FOCUS so it is imperative you sign up for FOCUS access. **Please see page 7 for directions.**

### **Visitors on Campus:**

- During this time, visitors to our campus will be restricted.
- Visitation will be by appointment only via the main office until further notice. Upon arrival, all campus visitors will follow established school-based protocols. Visitors who are allowed on campus will proceed to the reception area, where they will be asked to respond to a series of health screening questions before entering.
- Visitors will be required to wear face masks at all times and be granted access to limited areas of the building as determined by campus administration.
- We will use virtual or online meeting to limit campus visitors whenever possible.

**Parents/Caregivers/Guardians who come to pick up a student from school, do not need an appointment,** but will be required to follow the protocol set forth above.

- Parents/Caregivers/Guardians who need to provide student medication should contact the school nurse and set up an appointment to deliver the medication to the school. If that is not possible, the parents must follow entry procedures as outlined by the school. Medications must be delivered by the Parents/Caregivers/Guardians and not sent to school with students.

### **Hartsfield Behavior Support Plan:**

- Please see Addendum "C" on the policy regarding the safety protocol of wearing face coverings.

## **Digital Academy/On-line Learning**

Our newly reimagined online learning program will look very different from the at home learning that Leon County Schools' students experienced at the end of the 2019-20 school year.

- Online learners will participate in an online learning option facilitated by Leon County school teachers that is engaging, rigorous, and aligned with on-campus instruction and class times.
- **Students will participate in online learning Monday-Friday in alignment with the Leon County School calendar and school day.**
- Each day, student will have periods of daily, live instruction with certified teachers as well as periods of self-paced, independent learning.
- They will login to Canvas through ClassLink to access instructional resources, assignments, and assessments.
- **A daily schedule will be provided to online students that they will be expected to follow.**
- Students who can work independently, manage their time, and engage in instructional content delivered via technology should be able to transition into a virtual learning environment with minimal challenges.

### **Parents'/Caregivers'/Guardians' Role:**

The support and encouragement of a parent/caregiver/guardian can be critical to student success. As is the case for on-campus learning, parents/caregivers/guardians are expected to be engaged with their child(ren)'s education but are not expected to serve as their child(ren)'s primary teacher of the academic curriculum.



## Parents/caregivers/guardians serve as learning coaches and provide assistance by:

- Establishing a quiet, designated workspace.
  - Providing support and encouragement, while also expecting the student to do his or her part.
  - Ensuring the student logs in each day and participates in class.
  - Monitoring that the student is on track with assignments and coursework.
  - Maintaining communication with the teacher by phone, email, and/or online meetings.
- Attendance Students enrolled in the Digital Academy learning option will be required to attend online classes each day, Monday-Friday.
- This includes both live instruction sessions with the teacher as well as independent work at home.
  - Grading policies for online instruction will be consistent with the grading policies for on-campus assignments.
  - Students will be assessed and graded on their mastery of the appropriate Florida standards, regardless of whether they are learning on campus or online. Assignments and assessments, both formative, and summative assessments will be used to track student mastery.

**\*\*HES students who are receiving their education on the digital platform must abide by the Guidelines for Telecommunication Use. Parent/Guardians who have students in HES Digital Academy must complete a Student Internet Use/Access Permission Form in FOCUS. Any user who violates this agreement may be subjected to formal consequences and may be denied access to all parts of the network or digital platform.**

**\*\*Attendance will be taken daily according to F.S. 1003.23. A student who is not present in a virtual class or not participating in an approved school activity shall be counted as an unexcused absent and shall not be recorded as in attendance on that day. If you are experience technical difficulties, it is imperative to maintain communication with the teacher.**

## Device/Internet Requirements:

- Students participating in online learning through their schools' digital academy or with their digital academy teachers must have access to the Internet and a device to log into their Canvas account.
- The District will be issuing devices. In addition, Leon County Schools will provide Internet access for families upon request. Please coordinate your Internet access request through your child(ren)'s school.
- A helpdesk support line for technical issues will be accessible for parents and students as needed.

### Leon County Schools Call Center



We have set up a call center for all of your back-to-school questions.

<p><b>For Transportation (Bus) Questions Call:</b></p> <p><b>487-7250</b></p> <p>Monday – Friday 6 a.m. – 6 p.m.</p> 	<p><b>For Technology Support and Digital Academy Questions Call:</b></p> <p><b>487-7260</b></p> <p>Monday – Friday 7 a.m. – 7 p.m.</p> <p>Saturday – Sunday, August 29 &amp; 30 1 p.m. – 7 p.m.</p> <p>Saturday – Sunday, September 5 &amp; 6 1 p.m. – 7 p.m.</p>	<p><b>For All Other Questions Call the After Hours Hotline:</b></p> <p><b>617-5944</b></p> <p>Monday – Friday 2 p.m. – 7 p.m.</p> 
--	---	---

The District Security Center is available 24rs at 922-KIDS (5437)

Visit [www.LeonSchools.net/ReOpenLeon](http://www.LeonSchools.net/ReOpenLeon) for more information.



## **Appendix “B”**

### **COVID-19 Parent Checklist**

#### **Social Distancing Practices:**

While it is not possible to completely eliminate the risk of furthering the spread of COVID-19, research has established that social distancing is key to reducing the virus' likelihood of spreading.

#### **Before School - Prior to arriving at school, Parents/Caregivers/Guardians are asked to complete the following:**

- Conduct a screening of child. This screening should include looking for signs and symptoms of COVID-19 including a fever, coughing, or other signs of illness.
- **Keep child(ren) at home if they have any symptoms.**
- Ensure that their child(ren) have a clean face covering to bring to campus every day.
- Consider bringing lunch from home when possible.
- Provide child(ren) with several writing utensils and discuss with them the importance of not sharing with others; if they need something, remind them to ask the teacher.
- Limit the number of items going to and from school.
- Assist child(ren) in sanitizing any materials, backpacks, and supplies at the end of the school day and prior to the following day
- Remind child(ren) that they need to keep their face covering on while at school to protect themselves and the health of others.
- Practice thorough handwashing and remind child(ren) to wash their hands as often as possible for 20 seconds and to use hand-wipes and sanitizer throughout the day.
- Bring child(ren) as close as possible to the beginning of the school day to reduce the number of people waiting
- Follow your school's established protocol for drop off.

#### **After School - Parent are asks to complete the following:**

- Encourage child(ren) to wash hands thoroughly with soap and water upon returning home.
- Assist child(ren) in sanitizing any materials, backpacks, supplied ant the end of each day.
- Ensure child(ren) have a clean face covering for the following day.
- Collect child(ren) as close to the end of the school day as possible to reduce the number of people waiting at parent pick up.
- Follow your school's established protocol for pick-up.

## **Appendix “C”**

### **HES COVID-19 Face Covering Procedures**

EVERYONE on campus always has a shared responsibility and expectation to protect the safety and health of ALL occupants. Cloth face coverings worn over the nose and mouth, serve as a protective barrier to prevent respiratory droplets from traveling into the air and onto other people when a person wearing the cloth covering coughs, sneezes, talk or raises their voice. **To protect the SAFETY and HEALTH of ALL students, faculty and staff on campus, face coverings will be required**, and the following Covid-19 Face Covering Procedure will be implemented and enforced during the 2020-2021 school year.

#### **HES Classroom Requirement**

Face coverings will be required in all classrooms. Face covering breaks will be provided and supervised by teachers.

#### **Breakfast & Lunch Requirement**

Face coverings may be removed for the consumption of food and beverages during breakfast and lunch. Face coverings will be placed back on when food consumption is complete. Seating will be assigned and will adhere to six feet physical distancing.

#### **Types of Face Coverings:**

Types of face coverings can include a cloth mask or medical-grade masks (e.g., surgical face masks, N95 respirators). A face covering must cover the nose and mouth completely. Any mask that incorporates a valve that is designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, gaiters, bandannas, or vents are not sufficient face coverings because they allow droplets to be released from the mask.

Assigned Disciplinary Consequence: Consequences for repeated offenses may be informal (as listed above) or formal depending on the misconduct. HES will analyze the situation to determine the type of consequence that is warranted. Formal consequences for repeated offenses may include but are not limited to in-school suspension or out-of-school suspension up to expulsion.

# Masks



### **MASKS ARE REQUIRED**

Masks are required by students and staff on buses, during transitions, and whenever 6 feet of social distancing is not possible.



### **ALLOWABLE MASKS**

Allowable masks include non-medical grade disposable face masks and cloth face coverings that go over the nose and mouth.



### **ADDITIONAL BARRIERS**

Full-face shields are not a replacement for face masks, but can be used as an additional barrier.



### **STUDENTS WHO FAIL TO COMPLY**

Students who fail to comply will participate in progressive discipline beginning with counseling and proceeding to additional consequences as necessary. Continued noncompliance of face coverings could result in the student's removal from in-person enrollment and being moved to the Digital Academy.

Visit [www.LeonSchools.net/ReOpenLeon](http://www.LeonSchools.net/ReOpenLeon) for more information.

Protocol information is subject to change based on release of new CDC Guidelines.