

2021-2022 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.

LCS 2021-2022 REGULAR CALENDAR

| | | |
|-----------------------|------------|----------------------------------------------------------------------------|
| 2021 – August | 2 | Teachers Report |
| | 2-6 | Teacher Planning/Inservice Days |
| | 9-10 | Teacher Planning/Inservice Days |
| | 11 | Students Report |
| September | 6 | Labor Day Holiday (Districtwide) |
| | 16 | Fall Holiday (Districtwide) |
| October | 15 | End of First Nine Weeks |
| | 18 | Teacher Planning/Inservice Day |
| November | 11 | Veterans Day Holiday (Districtwide) |
| | 22, 23, 24 | Administrative Days |
| | 22-26 | Thanksgiving Holidays (Students and Teacher Out) |
| | 25-26 | Thanksgiving Holidays (Districtwide) |
| December | 15, 16, 17 | Middle and High School Exam Days |
| | 17 | End of Second Nine Weeks/End of the First Semester |
| | 20 - 31 | Winter Holidays (Districtwide) |
| 2022 - January | 3 | Winter Holidays (Districtwide) |
| | 4 | Teacher Planning/Inservice Day |
| | 5 | Students and Staff Return |
| | 17 | Martin Luther King, Jr. Day Holiday (Districtwide) |
| February | 21 | Presidents Day Holiday (Districtwide) |
| March | 11 | End of Third Nine Weeks |
| | 14-18 | Spring Break (Students and Teachers Out) |
| | 21 | Teacher Planning/Inservice Day |
| | 22 | Students Return |
| April | 15 | Spring Holiday |
| May | | Middle and High School Exam Days/Elementary, Middle and High Early Release |
| | 23, 24, 25 | |
| | 25 | Last Day of School/End of Fourth Nine Weeks/End of the Second Semester |
| | 26-27 | Teacher Planning/Inservice Day |
| June | 30 | Memorial Day Holiday (Districtwide) |
| | 6 | Four-Day Workweek Begins |
| | TBD | Summer Reading Academy and ESE Summer Services Training |
| | TBD | Summer Reading Academy and ESE Summer Services Planning |
| | TBD | First Day of SRA and ESE Summer Services |
| July | TBD | SRA and ESE Summer Services |
| | TBD | SRA and ESE Holiday Break |
| | 4 | Fourth of July Holiday (Districtwide) |
| | TBD | SRA and ESE Summer Services Resume |
| | TBD | SRA and ESE Summer Services |
| | 29 | Last Day of Four-Day Workweek |



HARTSFIELD ELEMENTARY SCHOOL

Home of the Hawks

1414 Chowkeebin Nene • Tallahassee, FL 32301
(850) 488-7322 (850) 922-2372 Fax

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

Dear Parents/Guardians and Students:

We are back in school, and it is my pleasure to welcome you to the 2021-2022 School year! The faculty and staff join me in saying we're happy to have you as part of the Hartsfield Hawk Family and hope that this year will be a welcoming and rewarding experience for you and your child.

The Hartsfield Elementary School Planner was designed to assist your child in organizing his/her daily, weekly, and long-term assignments. It will improve your child's organizational skills and serve as a helpful reference for parents who seek to provide academic support at home. We encourage parents to participate in the daily learning activities of your child by talking to them and using the planners to openly communicate with their teacher.

Additionally, the pages of the planner are filled with important information regarding school policies and procedures that should be reviewed with your child. We believe that our parent community is vital to the success of our students and the school, and therefore we view our parents as partners in the teaching and learning process.

As always, we welcome your participation and support this school year and encourage you to connect with the school by being active members of the PTO, the School Advisory Council, attending parent conferences, parent workshops offered in our Family Resource Center and other parent engagement activities throughout the year.

We are coming back from a challenging year for families and schools and look for our school family to join us in rebounding by ensuring consistent home-school communication, engaging in the activities and events that promote family connection, and keeping student success at the heart of what we do. I am excited about our continued trajectory of reaching our goals with heart and soul and we will accomplish this together; working toward **ONE DREAM as ONE TEAM – We Are Hartsfield!**

Sincerely,

Dr. Rhonda Blackwell-Flanagan
Principal

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.

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!

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 <ul style="list-style-type: none">▪ 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. | | | | | | | | | | |
| Breakfast: | <table><thead><tr><th></th><th><u>Students</u></th><th><u>Adults</u></th></tr></thead><tbody><tr><td>7:45-8:30 AM</td><td>Free</td><td>\$1.50</td></tr></tbody></table> | | <u>Students</u> | <u>Adults</u> | 7:45-8:30 AM | Free | \$1.50 | | | | |
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| Lunch: | <table><thead><tr><th></th><th><u>Students</u></th><th><u>Adults</u></th></tr></thead><tbody><tr><td>11:00 AM – 1:00 PM</td><td>Free</td><td>\$2.75</td></tr><tr><td></td><td>Milk & Juice .50</td><td></td></tr></tbody></table> | | <u>Students</u> | <u>Adults</u> | 11:00 AM – 1:00 PM | Free | \$2.75 | | Milk & Juice .50 | | |
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| | Milk & Juice .50 | | | | | | | | | | |
| Media Center: | Open 8:15 AM - 2:50 PM | | | | | | | | | | |
| Phone Numbers: | <table><tbody><tr><td>School Office</td><td>488-7322</td></tr><tr><td>Cafe</td><td>488-7323</td></tr><tr><td>Extended Day (K-5)</td><td>413-7316</td></tr><tr><td>Transportation</td><td>488-2636</td></tr><tr><td>Leon County School Board</td><td>487-7100</td></tr></tbody></table> | School Office | 488-7322 | Cafe | 488-7323 | Extended Day (K-5) | 413-7316 | Transportation | 488-2636 | Leon County School Board | 487-7100 |
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| 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

- 7:00-7:45 AM** The Extended Day Enrichment Program (EDEP) provides supervision for students before and after school. Contact Randy Brent, Director for EDEP.
- 7:45-8:10 AM** The teachers, staff and administrators provide before school supervision. Students report to their grade level designated area or the café for breakfast.
- 8:10 AM** First bell rings. All students should be in route to their classrooms and preparing for the start of school.
- 8:15 AM** 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.

- 11:00 AM** Lunch is served between 11:00 AM and 1:00 PM according to classroom scheduled time
- 2:40 PM** Afternoon announcements in classrooms.
- 2:50 PM** Dismissal bell rings. Students depart school in the following ways:
- Walkers – Students walking or biking home should leave campus promptly at 2:50 PM.
 - Buses – Buses load and prepare for departure immediately following the bell.
 - Parent Pick-up – Parents must pick up their child via the parent pick-up line. Walk-ups for Pre-Kindergarten only are allowed.
- 2:50-3:20 PM** While students are waiting at parent pick-up, supervision is provided. For safety purposes, it is imperative that students are picked up on time. *Supervision is provided until 3:20 PM. If you are not able to pick up by 3:20 PM, please contact Randy Brent, Director for our Extended Day Enrichment Program (EDEP) to enroll your child in EDEP.*
- 2:50-6:00 PM** 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.

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. 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 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: Parent car drop-off is on the west-side of the school. Car riders cannot be dropped off in the bus loading area or the front of the school. Walk-ups for Pre-Kindergarten only are allowed. Supervision for students on school grounds begins at 7:45 AM. Parents should not bring 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 for 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.

Early Sign-out: 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:

- **No Parent Walk-up** to pick up students in the afternoon. All parents picking up should use the parent drive through. If you do not have a vehicle and/or have a child with special needs, please contact administration
- **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. The process moves faster after the first week.
- **Bikers or Walkers:** Please contact the front office to let us know your child will be walking or riding a bike home. Students will leave campus at 2:50.
- **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.

Supervision ends daily at 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 2:40 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). 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** – Bi-weekly, a newsletter will be sent home in students' backpacks on Friday. 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 2021-2022 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.
- 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.
- The hood on hoodies cannot be worn in the classroom or inside buildings.

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/sponsor 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 and can be accessed through the Parent Portal.

Hartsfield Extended Day Enrichment Program (EDEP): Hartsfield offers an afterschool Extended Day Enrichment Program for Hartsfield students. The program operates from 2:50 PM until 6:00 PM daily. Morning care before school hours is also provided for a fee. Please contact Director Randy Brent for more information at 413-7316.

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 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.

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 parent engagement for the 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, INJURY, OR EMERGENCY.

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 daily 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

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. 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, Ms. Smith, 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 self-regulation and to maintain 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 at the following link: <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 to establish our school family—made up of students and adults alike—and to create a climate of kindness and 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>.

Primary Years Programme (PYP)

Hartsfield is on the road to becoming a fully authorized I.B. Primary Years Programme (PYP) World School that involves all students. What makes a PYP school unique? It's all in *how* students are taught versus *what* students are taught. PYP schools strive to develop internationally minded students who are able to understand themselves and others, while fostering attributes necessary to thrive in our global society. The PYP focuses on the development of the whole child as an engaged inquirer, and is an agent for their learning, and take action in and outside of the classroom.

In our PYP classrooms, learning is concept-based, rather than “topic” based, allowing for a transdisciplinary approach to teaching and learning. PYP students are equipped with the skills essential to becoming lifelong learners. We will begin co-constructing our new curriculum in the 2021-2022 school year and are targeting full I.B. authorization in the 2022-2023 school year. Visit the Primary Years Programme section on our school website to learn more at the following link:

<https://www.leonschools.net/domain/7423>

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, military status 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 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/LCS District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7306
rodgersk@leonschools.net

Deana McAllister, Assistant Superintendent
Labor and Employee Relations
Equity Coordinator (Employees)
(850) 487-7193
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