Welcome to Hawks Rise Elementary School—a twice-awarded National Blue Ribbon School of Excellence where “Education Soars and Dreams Rise!” This folder is designed to expedite the handling of day-to-day matters so that each student, parent, and employee can concentrate on providing a positive educational environment which will facilitate the fulfillment of this vision for every child. The accomplishment of these goals depends greatly upon the unity and cooperation between the home and the school. The following is pertinent information about some specific expectations.

**Hawks Rise Vision**

Our vision is to guide students to realize their full potential.

**Hawks Rise Mission**

Our mission at Hawks Rise Elementary School is to help each student develop into a lifelong learner who is inspired with productive creativity, equipped with the skills of a critical thinker, problem solver, and decision maker, and prepared to be a responsible citizen. This will be accomplished through the cooperative efforts of the entire community (students, parents, school, and partners) as we work together to provide a nurturing, safe, secure learning environment where respect for others is celebrated, and our students achieve success through their diverse and individual talents.

**Hawks Rise Promise**

Each day our students recite the following promise:

*I am a member of the Hawks Rise family.*

*I am productive.*

*I allow others to be productive.*

*I respect others and their property*

*And I will do my best today!*

**Hawks Rise Expectations**

***H****ave respect*

***A****ct responsibly*

***W****ork Hard*

***K****eep a positive attitude*

***S****tay safe*

**SCHOOL SUPERVISION**: Supervision begins at 7:45. Students should NOT arrive before that time. Supervision ends at 3:20.

**SCHOOL DAY**: Children should not arrive at school before 7:45 unless they are enrolled in the Before School Program. When arriving between 7:45 - 8:20, children in kindergarten and first grade will be supervised in the designated classroom or playground until 8:20; grades second, third, fourth and fifth go to the cafeteria for this time. When the weather is nice, older children may be supervised on the track. Students will be dismissed to their classrooms at 8:20. **Parents of students arriving after 8:30 must come with their child by the front office and receive an admittance slip before their child may go to the classroom.** Daily attendance and being on time for school are critically important to a child’s success in school. School Board policy and Florida law requires that parents be held responsible if their child is absent or chronically late for school.

**STUDENTS LEAVING DURING THE SCHOOL DAY**: Students leaving school during the school day must be signed out through the office. The parent or guardian must come in and sign out the student. The office staff will page the student while the parent/guardian is signing out the student. If someone other than an immediate member of the family must come, a note must be sent authorizing the school to dismiss the child to this adult. School Board policy discourages frequent early dismissals with district mandated consequences.

**ARRIVAL AND DEPARTURE OF CHILDREN**: **Car Drop Off/Pick Up Area:** The Meadow Ridge Drive entrance is for dropping off/picking up children who ride in private vehicles or attend the after school program. The right lane nearest the building is the pause lane for loading and unloading children. The left lane is only for moving traffic. No pausing, loading, or unloading is allowed in this lane. Crosswalks must be kept clear for pedestrians. Be sure your child is on the right side of the car. Car speed is 5 MPH in the drive. Do not double park**.** Each driver should advance as far as possible in the line so several cars can load/unload at the same time. When leaving the front lot, there is a right turn only between 8:00 am- 8:30 am and 2:50 pm – 3:10 pm.

**Bus Area:** The driveway off Meridian Road ***is only for buses and staff***. Florida Building Code 423 (a) (b) 5, pages 4.115 and 4.116 are the citation sections referencing this law. Extra cars create a serious safety hazard in this area. ***No one in a private vehicle is allowed to drop children off in this area*** unless they are bringing a child to the Before School Program between 7:00 - 7:45. Drivers must then exit the campus by driving east around the bus loop and back out on Meridian**. *After 7:45,*** all parents must use the Meadow Ridge Drive entrance.

***Do NOT drop off or pick up children in the parking lot. Parents dropping off children MUST go through the drive for the safety of all the children.***

**DISMISSAL:** All students will be dismissed at or before 2:50. Students should be picked up promptly. Extended care is available to parents in the After School Program and must be arranged prior to leaving your child. If a student has not been picked up by 3:20, parents will be contacted to come pick up the student as soon as possible. All students must remain seated in their dismissal area until they are asked by a supervisor to board.

**LUNCHROOM**

Lunch is mandatory.

**LUNCHROOM RULES** The following lunchroom behavior program will be implemented to assist with keeping order in the cafeteria. These lunchroom rules will be monitored: 1. Get up only with permission. 2. Eat only your own food. 3. Face forward and talk in a quiet voice only to those at your table. 4. Use good table manners. 5. Clean around your place before leaving.

**Consequences:** If a rule is broken, the student may be given an assigned seat and depending on severity, the student will be required to eat lunch at a separate table in the lunchroom.

**TELEPHONE**: During instructional hours, teachers may receive only emergency calls. A message may be left in the teacher's voicemail or mailbox by calling the school. Teachers return calls when they are not supervising students. Students are only allowed to receive emergency messages. Cell phones may not be used during the school day. Cell phones that are used during class will be confiscated.

**BRINGING THINGS TO SCHOOL:** The only time students should bring toys, games, etc., to school is when their teacher instructs them to do so (for example: Show and Tell). Students are not to bring items such as cards of any type, footballs, fidget spinners, electronic games or stuffed animals. In accordance with Leon County School Board policy, knives, weapons or toys that resemble violent weapons are not allowed at school. If these are brought to school, expulsion could result.

**ABSENCES:** Attendance is critical for success in learning. Parents are asked to keep all absences to a minimum, and to call the school before 9:00 a.m. or email the child’s teacher if their child is going to be absent that day. It is the responsibility of the parents to make sure their child has recovered from contagious diseases before returning to school. A written excuse, giving the reason for the absence, should be sent to the teacher when the student returns. Students going on trips may be excused if a prior request is approved by the principal. Prior requests for these absences will allow students to make up any missed work so their academic grades will not be affected.

**ILL CHILDREN:** If a child becomes seriously ill at school, the parents will be contacted immediately. Two current phone numbers must be kept on file in the office. The office should be notified immediately if these numbers should change. **Please remember, seriously ill children cannot be kept at school.** If a child complains of feeling ill, his/her temperature will be taken in the school clinic. Students may not remain at school with a temperature above 100.0. They must wait 72 hours before returning to school. **MEDICATION:** The Leon County School Board has adopted a strict policy in regard to administering medicine to students. If your child has any medication that needs to be taken during school hours, a Medication Permission Form must be completed identifying the medication (aspirin, cough medicine, prescription drugs, etc.) and indicating the time(s) it is to be taken. Forms are available in the school office. Board policy requires that over-the-counter medications be accepted for 5 calendar days only. Parents may not renew permission after the 5 calendar day period ends and must pick up the medication from the clinic no more than a week after the permission form expires. Medications needed beyond the 5 calendar day limit will require a written order from the physician. Medication is administered ONLY by the administrative staff or designee. All medication must come in original containers clearly labeled with child's name & dosage. No permission to administer medication will be granted by phone as per LCSB policy.

**ACCIDENT INSURANCE:** The school district does not automatically provide accident insurance for students. However, insurance is available to all students at the beginning of the school year for a nominal cost. This optional insurance policy covers the child during the school day. Around-the-clock insurance to cover a child 24 hours a day is also available at a higher rate. Forms describing the policy and costs are sent home at the beginning of school. Students must have some coverage for out-of-town field trips.

**DRESS CODE/LOST AND FOUND**: Students should be comfortably, appropriately and safely dressed for school. It is necessary for children to wear shoes for protection. Flip flops, platform shoes, or cleats are not acceptable. Shorts, skirts, and dresses that are too 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 fingertips when held at the side. Shirts with drug related messages, obscene or suggestive gestures or profanity are not allowed. Shorts and pants that have writing on the backside are not to be worn at school. Pants must fit at the waist. No underwear may be visible. No hats or head coverings of any type may be worn except during P.E. Please make sure that your children are dressed appropriately for the weather. All sweaters, coats, etc. should be labeled. Lost and found items are kept in the cafeteria and will be sent to a charity if not claimed.

**CUSTODY OF CHILDREN**: School personnel are bound by law to release children to either of their parents unless we have on file a copy of a current court order which grants custody to one or the other, or to a third party. If you have a concern, please call the school office.

**FIELD TRIPS:** Field trips are educational and are part of the planned curriculum. Because these experiences are part of students’ classroom experience, they are expected to stay with their classmates. All students must ride on the school/tour bus to the field trip site. The cost per student is dependent on the number of buses required. If parents wish to take their student home in their own vehicle after the field trip is completed, they must check the student out either through the office prior to the trip or with the teacher on the sign-out form after the field trip concludes. Siblings are not allowed to attend field trips. Students having one office referral must have parent/guardian supervision on the next trip. Students having two or more office referrals must have parent/guardian supervision for all remaining field trips.

**CONFERENCING WITH TEACHERS:** Parents are encouraged to make appointments with teachers to discuss any matter of concern. These appointments should be scheduled during a time when the teacher is not responsible for his/her class. Please **DO NOT** try to have a conference with teachers when you meet them away from school. Early "drop-ins" in the morning are most undesirable.

**TRANSPORTATION INFORMATION:** Students are expected to wait patiently for afternoon rides. All students MUST be picked up no later than 3:20. **Extended care is available in the After School Program to parents and must be arranged prior to leaving your child.**  No running or playing is permitted in the parent pickup area. For safety, all students are to remain seated at all times while waiting for their ride to arrive. Students riding buses should sit quietly in designated areas. Information concerning bus schedules for routes may be obtained by calling 488-2636.

**INDIVIDUALS WITH DISABILITIES:** No person shall be excluded from any education program, service or activity based on sex, race, or disability as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to Leon County's designated ADA and Section 504 Coordinator.

**BICYCLES/SKATES/SCOOTERS:** Please have your child observe the following regulations if he/she rides a bike or scooter to school:

1. Ride on the sidewalk if there is one. If not, ride on the right hand side of the street, with the traffic. 2. Only one child to a bike. 3. Ride single file on bikes. Dismount when crossing the street to enter the school grounds. 4. Walk bicycles and scooters on school grounds. 5. Do not ride bikes, skates, or scooters on the school campus--during or after school hours. 6. Lock bikes and scooters and leave in the bike rack area.

**LEON COUNTY DISTRICT SCHOOL BUS RULES:**

**MASKS MUST BE WORN**

Riding the bus is a privilege. Violations of these Leon County Schools rules will result in a bus suspension. Repeat offenses will have the penalty doubled.

1. Stand off from the roadway while waiting for the bus.

2. When crossing the roadway, be sure that the road is clear of traffic in both directions; do not depend entirely on the bus stop arm.

3. The driver is in full charge of the bus and pupils. Pupils must obey driver.

4. Classroom conduct is to be observed; do not talk to or distract the driver.

5. Keep arms and head inside windows.

6. Stay seated in your seat at all times when bus is moving.

7. Passengers must not throw waste paper or other rubbish on the floor or otherwise, litter, mark, deface or damage any part of the bus. Do not throw anything from the bus. Your parents will be charged for any damage you do.

8. The driver has the authority to assign pupils to certain seats if necessary to promote order on bus or to facilitate loading.

9. No eating or drinking on bus at any time. No animals or glass bottles are allowed.

10. Pupils must be on time; the bus cannot wait for those who are tardy.

11. The emergency exit must not be tampered with and must not be used for ordinary loading or unloading.

12. Racial slurs will not be tolerated.

**PENALTY: FOR VIOLATING THESE RULES A PUPIL WILL BE REPORTED BY THE DRIVER TO THE SCHOOL PRINCIPAL WHO HAS THE AUTHORITY TO SUSPEND HIM/HER FROM RIDING IN THE BUS.**

**EDUCATIONAL RECORDS:** Parents and other authorized persons have the right to review the contents of a child's educational records. Certain directory information, such as name, address, telephone number, weight, height, etc. may be released unless there is a written request from the parent or guardian to not release any information about their child. Parents or guardians may request the school office to copy portions of their child’s school records for a charge of $.15 for single-sided and $.20 for double sided sheets. A one-week time line is required.

**WITHDRAWAL OF STUDENTS:** When withdrawing a child from school, call a few days prior to the withdrawal to file the necessary paperwork.

**PHYSICAL EDUCATION:** Physical Education is a required part of the instructional program in Florida public schools. Therefore, all children will be expected to participate. Those under a doctor's care who present a written statement of their condition will be temporarily exempted from participation in physical education. A physician's statement of illness and a statement of time frame for resumption of participation will be verified.

**HEAD LICE:** If a student is found to be infested with head lice or is found to have nits, the parents shall be notified. The parents will be provided with directions for treatment of head lice. The student will be sent home for treatment and not readmitted until the student is brought to the school clinic for examination and it is confirmed that the student is free of any head lice and nits.

**DISCIPLINE POLICY PHILOSOPHY:** At Hawks Rise we believe a safe and orderly environment is necessary for optimal learning. Our goal is that each student will experience a learning environment that is safe, secure and healthy. This requires the cooperation of parents, teachers, administrators and students, and involves adhering to certain rules. The rules that guide behavior at Hawks Rise are designed to provide a safe school climate, allow students to learn, and give teachers the opportunity to teach. Conflict resolution strategies are taught at every grade level and are used to help children deal constructively with conflict and anger. Our discipline program includes school-wide and classroom rules and expectations. The students and teachers review the rules and consequences and establish rewards. Rules and consequences will be sent home in the Student Code of Conduct booklet for parents or guardians to sign. Students may be required to stay after regular dismissal time (detention) for the purpose of making up work or as a penalty for bad behavior. School personnel who assign detentions must provide parents notice 24 hours in advance of the detention. Parents are responsible for the child immediately after dismissal from detention. School personnel assume no responsibility for pupil's transportation from the school to their home. For severe and/or recurring discipline problems, parents/guardians will be expected to be involved in helping the student improve (see FIELD TRIP). Any behavior which results in blood, bruises, or broken bones will be dealt with by the administration and reported to parents. Suspensions or detentions will result from violent behavior, weapons on campus, or persistent defiance toward adults. **NOTE:** The Florida Legislature passed a law in the 1996 Session amending 232.26 F.S., giving teachers the authority to remove severely disruptive students from their classroom. Based on the recommendation of a review committee, these students may not be allowed to return to that classroom. The law stipulates that in such cases the student may be administratively placed in another classroom, expelled, or assigned to another school.

**INTERNET ACCESS:** All use of the school network and all access to the Internet must be for educational purposes and be consistent with LCS policies. All employees and all students/parents will be required to sign an Access Request Form. The use of school equipment and systems is a privilege that will be cancelled for inappropriate use.

 **STUDENT CELEBRATIONS** NO FOOD IS PERMITTED TO CELEBRATE BIRTHDAYS THIS YEAR. If your child is going to bring invitations to school for a party at home, make sure that all children in the class are invited. Otherwise, make other arrangements to distribute invitations.

**NONDISCRIMINATION 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.