

Parent-Student Handbook

2020-2021



3801 Southern Pkwy., Bradenton, Fl 34205, (941)751-7006
R.H. Prine Elementary School

Prine Uniform Policy

1. Types and colors of the student uniform:

Shirts/Tops (Colors will be Red, Gray, Navy Blue, White)

- Solid color, collar/polo style shirts without any logos, designs or writing.
- Prine logo T-shirts.
- Solid color long sleeve or turtleneck shirts in red, white, or navy blue may be worn under uniform shirts.

Bottoms (Colors will be Navy Blue, Khaki, and Blue Denim)

- Pants, shorts, skirts, skorts, jumpers, or Capri pants.
- Leggings can be worn with skirts and jumpers, but must be solid red, white, or navy blue.
- All bottoms must follow the Manatee County Student Code of Conduct. Items must have a proper fit at the waist and must be the appropriate length: 2/3 of the leg from the waist to the knee. Please refer to the Student Code of Conduct booklet provided by the school district for more information.
- Sweatpants are not permitted.
- NO ripped, torn or printed wording is allowed on denim or blue jeans.
- Oversized, baggy, extremely tight or ill-fitting clothing is not permitted.

2. COVID-19 Requirements - Facemasks/Face shields/PPE

- Face masks or shields are required when students and employees are in school district buildings or on school buses.
- Face masks or shields will also be worn when outside on school grounds or property unless students are participating in recess, physical education or some other organized outdoors activity where social distancing is practiced.
- Four (4) cloth masks and a plastic face shield will be provided to all faculty, staff and students. Plastic face shields are not to be brought home and must remain at school.
- Students should follow dress code rules for face mask coverings in accordance with the Code of Student Conduct and Board Policies.
- Face masks/Face Shields are required to be worn on school buses as well.

***For additional information regarding our COVID-19 Safety Protocols refer to the appendix at the back of this handbook. ***

3. Requirements for jackets/outer garments:

- Solid color long sleeve or turtleneck shirts in red, gray, or navy blue may be worn under uniform shirts.
- Outer wear items such as light jackets, sweatshirts, hoodies, or sweaters are to be solid color and must be in the school uniform colors of red, gray, or navy blue.
- No hoods may be worn inside of the building.
- No logos, designs, or writing are permitted on the sweaters or sweatshirts.
- On very cold days, well fitting heavier jackets or outer garments in any color or style may be worn to and from school. Heavy coats may not be worn in the classroom, only sweatshirts and sweaters.

4. Optional articles of attire:

Students are expected to follow the Code of Conduct in regard to footwear

- Shoes need to be properly fitting and should not cause any distraction or safety concerns.
- No flip-flops, backless sandals, or backless shoes.
- Sunglasses, hats, and visors are not permitted on campus unless an activity is scheduled that would allow for their use.
- Bandanas are **not** permitted on campus

(Continued on next page)

5. Compliance:

- Our uniform policy is mandatory, and it is expected that all students will wear the school uniform **daily**. Parents are responsible for enforcing Prine's Uniform Policy.
- Any student new to Prine Elementary is expected to be in uniform within 10 days of entering our school.
- Once enough items are donated, Prine will have a small supply of uniform pieces to assist students as needed.

If a student comes to school out of uniform, the following actions may take place:

- A verbal warning may be given from a staff member and/or a note will be sent home.
- A letter or referral from the principal may be sent home requiring a reply from the parent/guardian.
- The student may be required to change (size permitting) into the proper uniform before entering class.
- Parent/guardian may be contacted and required to bring appropriate attire to school for the child. A conference will then be held with the school administration.
- Loss of privileges like assemblies and/or field trips may be taken away from students for continuous non-compliance of the uniform policy.

****Positive recognition activities may be planned during the school year for those students that continue to follow the uniform policy and show responsible behaviors. ****

Important Dates

8/17	First Day for Students
9/7	Labor Day (No School)
10/12	Record Day (No School)
11/11	Veteran's Day (No School)
11/23-11/27	Fall Break (No School)
12/21-1/5	Winter Break (No School)
1/6	Students Return
1/18	M.L. King Jr. Day (No School)
2/15	President's Day (No School)
3/12	Record Day (No School)
3/15-3/19	Spring Break (No School)
4/2	Good Friday (No School)
5/25-5/28	Early Out all Schools
5/28	Last Day for Students (Early Out)

Key Phone Numbers

School	941-751-7006
Front Office	941-751-7006 then dial 0
Attendance	941-751-7006 then dial 8
Clinic	941-751-7006 then dial 2

School Advisory Council (SAC)

The SAC is a state mandated committee that includes parents, school staff, and community representatives. The purpose of the SAC is to maintain communication between the school and community to better meet the needs of the students. The SAC is to advise the principal on school related issues, assist in the development of the School Improvement Plan, and determine how school improvement funds are to be spent to reach the SIP goals. SAC meetings are held as listed on the school website at 4:00 p.m. Childcare is provided.

(Continued on next page)

Attendance Matters

State Law 22.01 states that children attending school must be in attendance daily unless the individual is sick or there is an emergency in the family.

Attendance

This same law implies that pupils are expected to be in school at 8:25 a.m. each day.

Tardiness

Any student arriving at school after 8:25 a.m. must report to the office to request a tardy slip before going to the classroom. Being late to school, or picking up a student early, disrupts the educational process for not only that student, but for the teacher and other students of his/her class as well. Being on time is a vital ingredient for success as children develop. A record of tardiness as well as absences is reported to parents at the close of each quarter and is recorded on the student's permanent record.

For purposes of monitoring truancy issues only, a student who demonstrates a number of unexcused late arrivals or early departures from school shall be counted as one day unexcused absence for every three instances of unexcused tardiness. This will be reflected as a day of absence on the student database or considered as an absence for consideration for school perfect attendance awards.

Student Absences

- Please call the school by 8:10 a.m. if your child is to be absent. This request is made for the protection of your child, as we will know the child is safe at home. If your child/children will be absent please call 941-751-7006, press 8, then press 1 for the attendance inbox to report the absence. Please say your student's name, grade, and teacher along with a brief explanation for the absence. Absences reported after 10:00 a.m. will be counted as unexcused.
- If your child is absent and the school has not been notified, these absences will be marked as unexcused. If a child earns 3 unexcused absences the parent/guardian will receive a letter informing them that those absences will show as unexcused on the child's permanent record. It is vital that parents/guardians are aware that they are held legally responsible for their child's attendance.

Convenience Absences

Sometimes parents request that a son or daughter be allowed to miss school for trips of various sorts. Such absences are recorded as unexcused. If such an absence does occur, the student is required to make up the work missed. It should be realized that the student's attempt to make up missed work does not take the place of classroom instruction.

Hardship/School Choice

Students that are attending Prine through a Hardship or School choice must meet the district requirements in attendance (10 unexcused absences), tardies (20 unexcused tardies), and student conduct/behavior (6 Office Discipline Referrals or 5 Days of Out of School Suspension). Students not meeting the district identified criteria are subject to their hardship or school choice being submitted for revocation. School bus transportation ***will not*** be provided for students attending Prine through a hardship or school choice.

Change of Address or Phone Number

So that our files can contain accurate information, if your address or phone number(s) change during the school year enrolling parents must contact the school to request a *Change of Information* form. It is imperative for the school to have current information on all students. *Without accurate information we will not be able to reach you in case of medical or other types of emergencies.*

(Continued on next page)

Withdrawal Procedures

In order to complete all the paperwork necessary for a student transfer, parents must notify the school office at least one day before a transfer or withdrawal is to take place.

Physical Education

Your child is expected to participate in Physical Education training and motor skill development offered in our P.E. program. Your child will be excused from the program only if a health problem will prevent his/her participation. A note from you will be sufficient on a short-term basis. You must provide a doctor's statement for your child to be excused from P.E. on a prolonged basis. For your child's safety, we strongly suggest sneakers be worn during Physical Education.

Safety Above Convenience

In order to ensure the safety of all the children here at R.H. Prine Elementary School we have set up a number of procedures that our parents and guests need to follow during the school day as well as at arrival and dismissal. It is imperative that these procedures be followed by all parents. Please read over the following policies so that all children arrive and leave in a safe manner.

COVID-19 Safety Guidelines and Protocols

Face masks or shields are required when students are in school district buildings or on school buses. Face masks or shields will also be worn when outside on school grounds or property unless students are participating in recess, physical education or some other organized outdoors activity where social distancing is practiced. Four cloth masks and one plastic efface shield will be provided to all students. School purchased face shields are to remain at school and are **not** to taken home. We ask that families wash their facemasks at least once or twice weekly and avoid using the dryer. Students are permitted to wear their own personal masks if they desire. Personal masks should follow dress code rules for face mask coverings in accordance with the Code of Student Conduct and Board Policies.

Students will be issued a paper surgical mask the first time they do not have one when arriving on campus. On the next occasion the student is without mask they will be required to purchase a replacement mask. The cost of a replacement mask is **\$1.00 for a surgical mask** or **\$3.00 for a cloth mask**. Students may wear gloves if they choose.

Students will be screened upon entry to the school campus and random temperature checks will be taken. During arrival, students with a temperature above 100.4 will wait in a designated cool area for 20 minutes and then will have their temperature retaken. Any student that still registers a temperature of 100.4 will have their parents contacted and will wait in the COVID-19 isolation room for a parent to pick them up. Students refusing to have their temperature taken will be denied entry in the building.

***For additional information regarding our COVID-19 Safety Protocols refer to the appendix at the back of this handbook. ***

Arrival of Students

Students can begin arriving on campus at 7:50 a.m. There is no supervision prior to 7:50 as Prine staff are not required to supervise students until 7:50 a.m. The drop-off is located at the front entrance to the school. Please do not drop off students in the west loop as this is where the buses drop off students. Please make every effort to have your child at school prior to 8:25 a.m. Any child who arrives after 8:25 a.m. will be considered tardy.

Dismissal

Students will be dismissed from school at 3:15 p.m. except on PLW Wednesdays (1:40 p.m.) and Early Release Fridays (12:55 p.m.)

(Continued on next page)

Early Dismissal of Students

Any time a child leaves school before normal dismissal, his/her education is disrupted. In fairness to everyone, please do not request early dismissal for your child/children except for a doctor's appointment or an extreme emergency. If it is necessary to pick up your child/children before 3:15 p.m., please come to the school office first. The secretary will contact the teacher with instructions to send the student to the office. Students will NOT be called after 2:45 p.m. Under no circumstances will a teacher release a student to a parent. These rules are for the safety and welfare of your child/children. We appreciate your cooperation.

Visitors

Due to the COVID-19 pandemic Prine Elementary is not allowing parents or visitors on campus. This policy is in accordance with the School District of Manatee County COVID-19 School Safety and Reopening Protocols.

Items from Home

Unless directed by their teacher in writing, children are not allowed to bring toys or other items from home. Students found in violation of this policy will be asked to put their item away. If the child refuses or brings the item out again the item will be confiscated, and their parents/guardians will be notified to coordinate a pickup date and time for the confiscated item. Refusal to hand over the requested item will result in disciplinary action.

With violence and use of weapons becoming more prevalent in our society, weapons or weapon-like toys of any kind, including scout or jack knives, nail files, manicure kits, toy knives, swords, any sharp weapon-like object, any type of gun, including toy guns, bullets, fireworks, lighters or matches are not permitted on school property at any time. Students who violate this rule will face a school suspension, possible law enforcement referral, and possible school reassignment.

Cell Phones/Electronic Equipment

Students in possession of non-district issued electronic items at school are required to keep these items turned off and out of sight on school grounds unless an administrator or designee gives permission to use the device. These electronic devices include, but are not limited to, the following:

- music playback or streaming devices
- camera
- cellular phone (including the camera that may be part of the phone)
- video or digital recorder
- video gaming devices
- computer or tablet (unless specifically authorized for academic purposes)
- Smartwatches or other smart devices that may or may not connect to the Internet
- Earbuds or headphones

If this rule is violated, an administrator or school designee may ask the student to surrender the device and will hold it until you or your parent comes to retrieve it. Refusal to surrender the device will be considered defiance and will result in appropriate administrative action. If the item is not picked up by July 1st following the end of the school year, the item will be deemed abandoned. *Please note that neither the school nor school staff members are responsible for any such items if they are lost, stolen, broken or damaged.*

A student may not electronically record a teacher or a class without the teacher's written permission. Additionally, students may not record or post to the Internet recordings of fighting, acts of bullying, assault, or battery, whether staged or real.

During any district, state, or federally required assessment administration, if a student is found with an electronic device that reproduces, transmits, calculates, or records (e.g., a cell phone, camera, or calculator) in their pocket, at their desk, or within their reach during testing, their test will be invalidated. Additionally, the device will be confiscated, and the student will be disciplined.

If school officials have reasonable suspicion that electronic items contain evidence of a violation of the Code of Student Conduct, or criminal activity, they may conduct a search of the contents of the electronic item.

Searches and Seizures

Any student, their locker or storage space (i.e. desk), purse, backpack and other personal possessions may be searched if there is a reasonable belief (suspicion) that any of them contain drugs, weapons, contraband or other items not permitted on campus. If you refuse consent to a legal search while on school property or under the jurisdiction of school personnel, administrative action may be taken that would be consistent with possessing any unauthorized or illegal items you were suspected of carrying.

Car Riders

Safety First

To ensure the safety of all the students, we are asking all parents/guardians follow these guidelines:

1. Please pick up or drop off your children in the designated drop-off or pick-up loop.
2. Stay in a single line and drive forward slowly to the assigned number to load your children.
3. After loading, please drive out carefully and exit the school. No left turns.
4. Please do not park and walk across the parking lot to pick up your child. This creates a dangerous situation whereby children are walking across traffic.

Morning Car Drop-Off

Please refrain from parking in the drop-off area (even in a designated place) to walk your children to their classroom or another part of campus. We have limited parking and what spaces we have we need to reserve for parents that have a meeting or other business in school. If you feel you must walk your children to class, please call the office to discuss your specific situation with the school administration. Please follow these safety guidelines so that we have a safe and orderly drop-off area. Face masks or face shields must be worn when exiting vehicles in the car loop.

During the first week of a new school year **only** Pre-Kindergarten and Kindergarten students are allowed to be escorted into school by their parent(s) or guardian(s). Parents of Pre-Kindergarten and Kindergarten students must still check in with and get a visitor's badge in the front office. Due to the COVID-19 pandemic Prine Elementary is not allowing parents or visitors on campus. This policy is in accordance with the School District of Manatee County COVID-19 School Safety and Reopening Protocols.

Afternoon Car Pick-Up

Children who are car riders will walk with their classroom teacher to the designated car pick up area. Students will remain seated until their names are called for pick up. School staff will be stationed in the area to help expedite the loading process. Please do not leave your car to pick up your child. You may park only if you have a meeting with your child's teacher or if you have school business that requires you to come into school. If you child/children need assistance with buckling their seat belts please allow the students to be loaded and then pull forward past the loading zones where you can stop your vehicle and assist your child/children with buckling their seat belts before leaving campus and entering Southern Parkway. Prine car tags will be required for pick up. Families who do not have a car tag **must** park and come to the front office to verify pick up. **For your child's safety, there will be no exceptions.**

School Bus Regulations

A school bus driver has the high priority responsibility of transporting between 50-70 students to and from school each day. Parents are responsible for the supervision of their child at the bus stop until the bus departs in the morning and for meeting them in the afternoon, unless parents mutually agree to supervise each other's children, or their child attends a day care at that stop.

School Bus Regulations

In order to ensure each child's safety, parents are asked to have their children learn the following School Bus Regulations:

1. A student may only ride the bus to and from his/her assigned bus stop. She/he may not ride another bus to a friend's house.
2. Students are expected to be waiting at their bus stop five (5) minutes prior to the bus arrival time. The bus cannot wait for those who are tardy.
3. Students are to stand off the roadway in the area designated by the bus driver while waiting for the bus.
4. Students must conduct themselves in an orderly manner at bus stops. Running, pushing, or throwing any object is not allowed because of possible injury.
5. K-1 Students must be met by an adult or have older sibling with them at the bus stop or they will be returned to campus and the enrolling parent will be notified.
6. Face masks or face shields must be worn on the bus at all times.

Bus Conduct

1. Absolute silence is required at all railroad crossings.
2. Keep your seat at all times when the bus is in motion.
3. Keep arms and head inside the bus.
4. Refrain from eating food on the bus.
5. Profanity or abusive language is not allowed on the bus.
6. Large objects that interfere with seating and safety of others will not be permitted on the bus.
7. Animals, snakes, frogs, etc., glass containers, sharp objects, balls, bats, cutting instruments, and other similar items are not allowed on the bus.
8. The bus driver has the right to assign pupils to certain seats.
9. The driver is in full charge of the bus and students. Students must obey the bus driver.
10. Riding a bus is a privilege. Please do not abuse it.

Safety Rules for Walking Students

We have quite a few students that walk to and from school unsupervised by adults. Parents should make sure their children understand and follow these safety rules:

1. Walk on the shoulder of the road or sidewalk whenever possible.
2. Where there is a need to walk in the street, walk single file to the next curb on the left side facing traffic.
3. Children should walk directly to and from school without playing along the way.
4. Children who are walkers should not walk to a car off campus for pick-up. All parents are to go through the car pick-up loop to ensure that each child gets home safely.

Bicycle Safety

The following Florida Bicycle Regulations need to be followed to ensure safety to and from school:

1. The law requires that children wear a bicycle helmet at all times.
2. Ride single file on the sidewalk or close to the right side of the street. Make no sudden change of course.
3. Ride alone. Ride only one on a bike.
4. Obey all traffic signs and signals.
5. Because of traffic congestion during arrival and dismissal, students are not allowed to ride bicycles on the school grounds.
6. Bicycles should be walked at all times and locked when left at the bicycle rack. We cannot be responsible for bicycles that are stolen from school property.

(Continued on next page)

Change in Method of Transportation

A note must be sent to the teacher or a phone call to the teacher or office must be made if there is to be any change in your child's transportation going home. For example, if you are planning to pick up your child after school and he/she normally rides a bus, we must be notified. **We do not accept the child's word as to method of transportation home if it is inconsistent with the normal pattern.** Remember, students are not allowed to ride another bus to a friend's house.

Please Note: *Children are easily confused by frequent changes in their routines. By being consistent in the method of transportation provided for your child, you will help assure his/her safe arrival home.*

Procedures and Policies

Discipline

The teachers and staff at R.H. Prine Elementary School pride themselves in being proactive proponents of each and every child. We have many positive incentives and an award-winning Positive Behavior System that instructs our students in such qualities as cooperation and empathy. We believe that each student should respect all teachers and staff; and that teachers should understand and respect every student's needs and rights.

When a student experiences a problem, his or her classroom teacher counsels them individually. If the student exhibits a lack of cooperation, or the behaviors are deemed dangerous or interfering with the opportunities of others, further disciplinary action will be taken, and a behavior communication form will be sent home for the parent to sign and return. Additionally, the parent may be contacted for further information and assistance.

Occasionally a child exhibits behavior that requires the attention of administration. In such a case, the parent may be notified in writing in the form of a discipline referral. The staff, teachers, and parents of Prine Elementary School feel that our students and staff deserve a campus that is safe and secure.

Lunchroom Procedures

All student breakfasts and lunches are free at Prine Elementary.

Cafeteria Rules:

1. Clean up your area.
2. Stay seated.
3. Raise your hand for assistance.
4. Walk.
5. Use a quiet voice.

Assembly Policy

Due to the COVID-19 Global pandemic no assemblies will be held at this time. This policy is in accordance with the School District of Manatee County COVID-19 School Safety and Reopening Protocols. At Prine we sometimes hold assemblies for our students. These assemblies can be educational, entertaining, or both. Children must earn the privilege of attending these assemblies by completing all of their classwork or homework, getting to school on time, and making good behavior choices. Any child unable to attend the assembly is supervised in another location by staff.

Field Trips

Due to the COVID-19 Global pandemic no field trips will be occurring at this time. This policy is in accordance with the School District of Manatee County COVID-19 School Safety and Reopening Protocols. Teachers frequently plan field trips for their students. While most field trips are geared around the students' studies, some are planned as rewards for students who have reached certain goals set by their teachers. Children must follow the same rules on the field trip as they do in school. We encourage parents to attend our field trips and serve as chaperones whenever space is available.

(Continued on next page)

Field Trips (continued)

Insurance guidelines prohibit us from allowing non-school age children from riding the bus as well as prohibiting parents to serve as a chaperone if they are attending the field trip with their non-school aged child.

NOTE: State law requires that all chaperones undergo a background check.

School Clinic

The school clinic is available for students who become ill or are injured during the school day. If the illness or injury is of such a nature that the student should go home, the parent will be notified and be expected to make arrangements for the child to be picked up from school. The telephone number for the Prine Clinic is 751-7006 ext. 2007. Please do not send a sick child to school, as we do not have facilities to care for him or her. We are reluctant to give children medication. However, we recognize special cases do arise whereby students need to take prescribed medicine. If it is essential for children to receive medication during school hours, the following guidelines will be followed:

1. Only prescription medication will be given.
2. The medication shall be supplied by the parent or guardian in a childproof container, bearing the prescription, child's name, attending physician, the name of the medication, the amount to be given, the frequency of administration, and any special instructions.
3. All medications to be administered in school to an elementary student must be delivered to the school by a parent or other responsible adult between the hours of 8:00 a.m. – 3:00 p.m. When presented in the school clinic, parents will fill out the authorization for medication form before the medication is given.
4. Sample bottles of medication must be accompanied by a written prescription and labeled with the child's name.
5. The parent and/or physician should make school personnel aware (in writing) of symptoms or possible reactions relating to the medication or lack of medication.
6. No medicine for acute or contagious illness should be given in schools.
Children should be home under these conditions.

Homework Policy

Homework is designed as a reinforcement tool to deepen the understanding of concepts and provide practice for the mastery of skills formally instructed in the classroom. Homework is designed to promote student responsibility and independent work habits.

Guidelines for Homework:

1. Homework assignments shall be based on the abilities of the students.
2. Homework shall not be used as a punitive measure.
3. Homework assigned for reinforcement shall be done outside of class time.

Homework may be assigned to students for any of the following reasons:

1. Reinforcement worksheets, reading library books to parents.
2. Spiral review of previously taught standards and skills
3. Drill and practice spelling, sight words, basic math facts.
4. Extension research, book reports.
5. Enrichment science fair projects, speech contests, creative writing.
6. Make-up work or work not completed during the week.

Type, length, and complexity of assignments will vary from grade to grade according to the maturity of students and the level at which they are working.