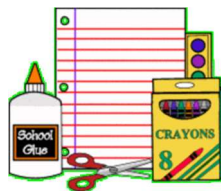




MISSION STATEMENT

Pinewood Elementary is a safe nurturing environment. We are responsible for our own learning and teaching others. We have high expectations, minds that think, hands that work, and hearts that love.



Pinewood Elementary Families,

The staff at Pinewood Elementary welcomes you to the 2020 – 2021 school year. The policies and procedures contained in this handbook are the results of concerted effort on the part of the School Advisory Council, faculty and administration. This information has been carefully prepared and presented in order that you and your families understand the policies and practices that are part of our school. Please refer to these planner pages of the agenda often.

All students are required to have their agenda daily. The agenda is intended to help with organizing student assignments. It will serve as one mode of communication between home and school. Parents are expected to review and sign the agenda each evening.

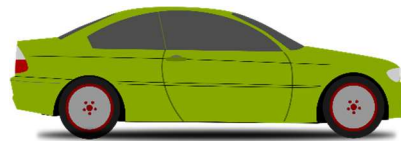


BELL SCHEDULE

7:30 A.M. – 4:00 P.M.	Office Hours
7:35 A.M. – 3:20 P.M.	Staff Hours
7:35 A.M. – 8:00 A.M.	Breakfast Served
7:35 A.M. – 3:15 P.M.	Hours of Campus Supervision
7:50 A.M.	First Bell
8:00 A.M.	Tardy Bell
2:50 P.M.	Dismissal Begins

***Students should not arrive on campus before 7:35 am as there is no supervision until then.**

Please respect these hours when dropping students off in the morning and picking them up in the afternoon.



CAR RIDERS

Morning Procedures

- The car line forms on Gilbert Street.
- All car riders are to be dropped off at the front entrance of the school. The car rider line will be on Gilbert Street only.
- Parents are not permitted to park and walk their children across the parking lot to the front sidewalk.
- For the safety of our students, U turns are not to be made in the car rider line.
- Students may not be dropped off on Cameron Road or in the Eagle Pines neighborhood to the south of the school campus.
- Students arriving after 8:05 are to be escorted to the office by a parent/adult for a tardy slip.

Afternoon Procedures

- Car riders will be seated in numerical order on the north side of the administration building.
- Students are expected to silently read Accelerated Reader books until their car rider number is called.
- Car riders are assigned a numbered car decal. Please display the decal by hanging it from the mirror when entering school grounds until the student is loaded. Students will only be loaded in cars that have the Pinewood decal with the

car rider number. If a Pinewood decal is NOT displayed, the driver will be asked to park and enter the office for an ID check. The person picking up the students MUST be on the students emergency card on file in the office in order to take the child in the car.

- Students are not permitted to walk across to the Eagle Pines subdivision or down Cameron Road and get in a car. All car riders are to be loaded from the front of the school. No students may walk through the parking lot to be dismissed during the dismissal time of 2:50-3:10. Parents, please do not get out of your cars during dismissal.
- Students may not be dropped off or picked up in the bus loading area or back parking lot. Those areas are designated for Polk County Public Schools buses only.
- All cars are to be in the car rider line by 2:55 and all students are to be picked up by 3:15. Students waiting past 3:15 will need to be picked up in the office by a parent/guardian on the emergency contact sheet with photo ID.



BIKE RIDERS AND WALKERS

Morning Procedures

- Bike riders and walkers are not to arrive on campus before 7:35 A.M.
- Bikes are to be walked on campus.
- Bicycles are to be kept in the bike racks on the south side of campus. A bike lock is strongly recommended.

Afternoon Procedures

- Bike riders and walkers are expected to leave campus immediately after the bell rings and not remain on campus waiting on others.
- Students are to walk their bikes off campus and may begin riding them after crossing the street with the crossing guard.
- Students may only cross at the guard sites and should obey the crossing guard.
- Students should bike or walk straight home and not stop along the way.

TRANSPORTATION CHANGES

Please be consistent with your child's mode of transportation to avoid confusion and miscommunication. For the safety of our students, **transportation changes will not be made by phone, or by Class Dojo.** Identity cannot be verified and this procedure is disruptive to the classroom. A written note in the agenda with the parent signature can only make transportation changes. It is essential that students' contact information be current. Students will only be released to individuals listed as a contact with pickup permissions.

ATTENDANCE

Attendance is crucial for your child's academic success. Students are expected to be in school except in cases of emergency or for reasons as listed below. The following are the only approved excuses for absences from school:

1. Personal illness
2. Death of a relative
3. The principal may excuse absences for any other reasons. A prior written note will be required.
4. Any student of any religion shall be excused if the absence was for the purpose of observing a religious holiday consistent with creed or belief.

Steps to follow when absent:

1. A parent must email the teacher or send a written note to school for each absence. A call from the district's automated system will be generated to advise parents of an absence.
2. Parent /guardian notes should contain the reason for the absence, student name, date, days of absence, and parent/guardian signature. This letter or a doctor's note to the teacher, should be in the agenda.
3. Students are expected to complete all work missed because of excused absences. Students and parents have the responsibility to request make-up work from their teachers. It will be given to students upon their return to school.



TARDINESS

Promptness to school is important. Students are to be in class and seated when the tardy bell rings. Students arriving late, after 8:05 A.M., must be escorted by a parent to the office for a tardy slip before going to class. A parent/guardian **must** come into the office with late students.

- **Per the PCPS Code of Conduct, 3 unexcused tardies and/or early check-outs will be recorded as an unexcused absence and will be included in consideration for exemplary and perfect attendance.**
- **After ten absences, a doctor's note is required for each absence to be excused.**

STUDENTS LEAVING DURING THE SCHOOL DAY

Every effort should be made to schedule medical and dental appointments after school hours or during holidays. If it is necessary for a student to leave during the school day, the student is to bring a written request from the parent in advance. Students will be signed out from the office by a parent/legal guardian or those listed as a contact in Parent Portal.

Photo identification will be required when checking a student out. Thank you for limiting early checkouts to emergencies only. **Early checkouts are a disruption to the classroom; no checkouts will not take place after 2:15.**



MEDICATION GUIDELINES

In accordance with school board policy, school personnel will not be able to administer any medication (including cough drops) to students unless they have received a medication form, properly completed and signed by a doctor/nurse practitioner, and the medication has been received in an appropriately labeled container. Medication forms can be obtained in the school office. You may take the Authorization for Medication form to your private physician, medical provider, the Health Department, or walk-in clinic/emergency care provider.

Prescription medications must be brought to school by the parent in a pharmacy labeled bottle with directions for how the medication is to be given. Please request that prescriptions be split into two containers if your child takes medication at home and at school. Over the counter drugs must be received in the original container labeled with the child's name, and will be administered according to the doctor's/nurse practitioner's written instructions. Students are not permitted to carry medication to school.

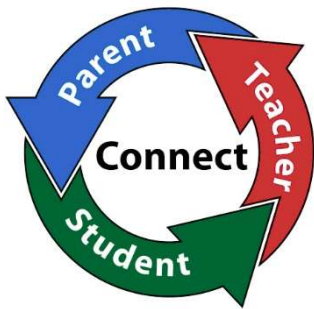
HOME-SCHOOL COMMUNICATION

Pinewood Elementary is committed to regular communication of school activities and student progress so that parents can be actively involved in their child's education. The following tools are used at Pinewood to communicate with families:

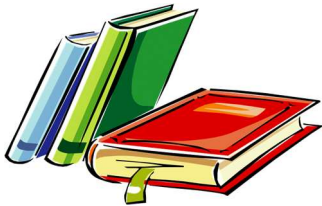
- School Messenger System
- Parent/Teacher Conferences
- Tuesday Folders
- Student Agenda/Planner
- School Website
- Parent Portal
- Facebook
- Class Dojo

It is the student's responsibility to deliver written communications to and from school. Please check your child's agenda daily. Your signature indicates you have received and made note of the information. Every Tuesday, students will bring home a Pinewood panther folder. This folder contains valuable information that may need to be signed and returned to school. Calendars, interim reports school events, and PTO information will

also be in the Tuesday folder. Two required conferences will be scheduled to review your child's schoolwork portfolio with his/her teacher or team of teachers. Both parents, when applicable, are encouraged to attend.



HOMEWORK POLICY



At Pinewood Elementary, we believe reading makes you smarter. Therefore, the focus for homework is to read. All students are expected to participate in the Accelerated Reader Program and are required to read a minimum of 20 minutes each evening. This may require parent(s) to read to their child if the child is not yet an independent reader. Homework also includes working on learning high frequency words and math facts.

SCHOOL-WIDE DISCIPLINE PLAN

Students are expected to behave in a manner that promotes academic progress for themselves and others. At all times, students are expected to show respect for teachers, school personnel, and fellow students, while meeting the Pinewood expectations.

Pinewood School Expectations:

- Be safe
- Be responsible
- Be respectful
- Be cooperative
- Be a problem solver

School Rules:

- Listen and follow directions

- Keep hands, feet, and objects to self
- Raise hand and wait to be called on
- Stay on task

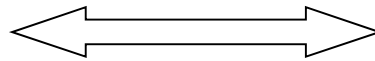
School Consequences:

- Verbal warning and color move
- Phone call or note to parent
- Office referral followed by progressive discipline given by administration

Positive Reinforcement:

- Verbal praise
- Gold tickets
- PBIS award days
- Fun Friday

All classrooms follow the Positive Behavior Interventions and Support discipline plan. A color-coded system is used to indicate daily positive behavior. Students will begin each day on **brown**. Students who meet the expectations will advance to the next color according to the progression:



White → Purple → **Brown** → Pink → Gold

Students who earn a color of brown, pink or gold will be awarded positive points that is communicated to parent(s) and guardian(s) through the Class Dojo platform. Students earning either purple or white are deducted one point and a note will be attached regarding the students behavior. Students with 80% positive colors during a time period will be rewarded via our PBIS celebrations and Fun Fridays.

SCHOOL-WIDE EXPECTATIONS

In the dining room, students are expected to:

- Keep food on tray.
- Walk at all times.
- Show respectful behavior towards students and adults.
- Practice good table manners.
- Leave table and floor area clean.
- Follow steps 1, 2, and 3 for lunch dismissal.
 1. Gather all trash and place it on tray.
 2. Push chair in and stand behind it.
 3. Follow line to dispose of trash.
- Place feet in one square facing the door at dismissal.

VISITORS

On the walkways students are expected to:

- Walk on the right hand side with the exception of when walking past classroom doors.
- Walk in single file without talking.
- Keep hands to themselves.

On the bus students are expected to:

- Obey the bus driver's instructions and Polk County School Bus Guidelines found at <https://polkschoolsfl.com/transportation/>

At the bus stop students are expected to:

- Walk to and from the bus, with no running after the bus at any time.
- Refrain from fighting and using profane language and gestures.
- Refrain from throwing objects.
- Refrain from behavior/activities that could endanger students' safety.
- Remain off the roadway and in a safe area.
- Arrive at the bus stop on time/early.

VOLUNTEERS

We welcome volunteers at Pinewood Elementary! Prospective school volunteers need to complete an on-line volunteer approval form. Go to the school board web site, www.polkschoolsfl.com. Select "District Offices". Select "Community Relations and Business Partnerships". Select "Community Involvement". On the left side, select "Volunteers". Select "click here for Volunteer form". Select "on-line application". Complete the application and submit it to the school with a money order for a background check. Once you are approved in Polk County, you do not have to fill the form out again. Just fill out a transfer card if your child changes schools. Be sure to log your volunteer hours on the volunteer computer as this information helps our school win the Golden School Award each year! Younger children/siblings may not be on campus with volunteers.



All visitors, including families, are required to sign in at the office and receive a visitor's pass before making visits on the campus. Visits/conferences with teachers should be prearranged.

For the protection of our children the following protocol are in place:

- All visitors (including parents) must first report to the office and show a state issued photo ID or driver's license.
- Visitor badges will be worn at all times while on the school grounds.
- Visitors are welcome for lunch and may eat at the two designated visitor tables in the lunchroom or the picnic tables. Please allow the first 2 weeks of school for establishing routines and procedures before joining your student at lunch
- Lunch visitors are to exit cafeteria and immediately return to the front office to return visitor's badge. Parents may not walk back to their child's classroom after lunch.
- If outside food is brought on campus for lunch, the outside picnic tables are to be used.
- No other students are allowed to join the visited child during lunch, unless the visitor is listed on each child's emergency contact list.
- Due to serving a large number of students breakfast in a limited amount of time, parents/visitors are not permitted to eat breakfast on campus.
- During regular school hours, students enrolled in other Polk County Schools may not be on campus.
- **During school sponsored events such as, Field Day, Book Character Day and class parties, younger students/siblings are not permitted on campus.**



FIELD TRIP POLICY

Field Trips are educational outings, part of the curriculum, and an extension of the classroom.

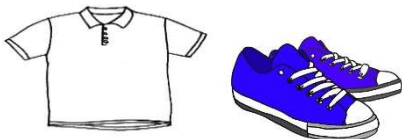
Each student must have a parent/guardian signed permission slip for each field trip.

- Chaperones must be an approved Polk County Schools Volunteer.
- For your child’s protection, and according to the Polk County School Board Field Trip Policy, Pinewood is responsible for the return transportation of your child to Pinewood from a school sponsored event unless a prior written request (at least a 24 hour notice) from the legal parent or guardian is received and approved by administration.
- Tobacco, alcohol, and illegal drug use is prohibited in cars, on busses, and at field trip sites.
- Chaperones are to wear appropriate clothing, as per Polk County Volunteer guidelines.
- Chaperones will sign in at Pinewood prior to the trip and complete assigned duties at the school upon return.
- Chaperones are responsible for the children assigned to them.
- Chaperones are expected to follow the guidelines given by the classroom teacher.
- Siblings are not permitted to attend field trips.



CELL PHONES AND ELECTRONIC DEVICES

Cell phones, cameras, smart watches, and other electronic devices may not be activated or used during school hours. Pinewood is **not responsible** for lost or stolen phones or electronics. Cell phones are to remain off and in backpacks during school hours. Backpack/purses/fanny packs and shoulder bags are to remain in individual student cubbies during the school day and not worn by the student.



UNIFORM DRESS CODE

Uniforms should be clean and in good condition with shirts tucked in at all times. Students should come to school with clean bodies and clean clothes.

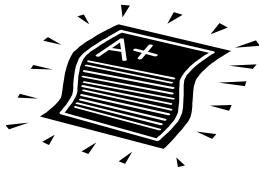
1. **Tops:** Knit polo shirts in white and navy with a collar or school t-shirts with the Pinewood logo in white, navy, and California blue may be worn. Solid white long sleeve shirts may be worn under the polo shirt or school t-shirts during cold weather. Long sleeve t-shirts with the school logo are available in the office.
2. **Bottoms:** Students are to wear denim or twill pants or shorts in the colors of navy, black, or khaki. Grey, light blue and acid wash colors are not permitted. Uniforms may not have colored trim, stripes, decorations or rips/tears.
3. **Belts:** Belts are required for pants and shorts with belt loops. Belts are available for purchase in the front office for \$2.00.
4. **Skirts/Jumpers:** Skirts and jumpers in navy or khaki may be worn with a polo shirt or school t-shirt. To accommodate participation in a variety of PE activities, girls are expected to wear shorts of uniform color underneath skirts and jumpers.
5. **Socks:** Socks should coordinate with the school uniform black, navy and white are recommended. Athletic/sports style knee socks and knee socks with designs and patterns are not permitted. Girls may wear tights in white or navy. Leggings may not be worn.
6. **Shoes:** Athletic type shoes are highly recommended. Shoes must be fastened (lace, buckle, Velcro) and secured to the foot for safety purposes. Flat, low rubber-soled shoes that have a closed toe and heel are required. Flip-flops, high-heels, and shoes with cleats or wheels are not permitted.
7. **Hats:** Hats and sunglasses are permitted during P.E. only.
8. **Jackets/Sweaters:** Students are permitted to wear jackets and sweaters during cold weather. All jackets and sweaters must zip, snap or button up the front. Students are not permitted to wear pullover sweatshirts (hoodies).

9. **Unacceptable attire:** Students are not to wear clothing, headbands, bandanas, jewelry, make-up, fake tattoos, fanny packs/shoulder bags or other attire which is disruptive. This includes colored hair or distracting hair styles.
10. **Extreme Cold Weather:** Layering clothing is the best way to dress during cold weather. Solid white long sleeve shirts may be worn under polo shirts or school t-shirts. Solid navy and white crew sweat shirts may be worn over polo shirts and school t-shirts. Layering also allows a student to adjust as the weather becomes warmer.

Dress Code Infractions: All students are expected to fully comply with the required uniform dress code as stated in the Student Code of Conduct. Discipline action will be taken for students who have repeated uniform violations. School administrators have final authority to decide if clothing complies with district rules or is inappropriate or disruptive to the school program. A phone call requesting proper uniform will be made to the parents of students who arrive at school out of dress code.

STUDENT CODE OF CONDUCT

The Polk County Code of Conduct is found online at <https://polkschoolsfl.com/policiesandforms>. Parents may request a paper copy of the Code of Conduct at the beginning of the school year. Parents and students are expected to adhere to the policies in the Code of Conduct. These policies include but are not limited to school campuses being tobacco free, no weapons, including toy guns being permitted on school property, and discipline steps.



REPORT CARDS & INTERIM REPORTS

The students receive report cards at the end of each nine weeks and interim reports the middle of each grading period. The grading scale is as follows:

Academic Grades Standard Behavior Grades

A 90-100
B 80- 89
C 70- 79
D 60- 69
F 59 – 0

E - Excellent
G - Good
S - Satisfactory
N - Needs Improvement

Grades indicate a student’s mastery of standards. Students enrolled in Art, Music, and PE will receive their grade on a four (4) point scale. Parents are strongly encouraged to regularly view grades using the Parent Portal. Access to Parent Portal is on the Polk Public Schools website. The PIN number can be accessed in the front office.



FOOD TO SCHOOL

Healthy eating habits contribute to a child’s success at school. Students are encouraged to eat the healthy lunch offered by the school. Parents are asked to monitor food being brought to school. Snacks and lunches should be nutritious. The office staff will attempt to get lunches brought to school late to students but cannot ensure that lunches will be delivered to students before their scheduled lunch time. Chocolate, candies, and other sweets are discouraged. All students are also expected to follow the following policies:

- No gum is allowed at school or school activities.
- All food items sent in for celebrations must be store bought. No homemade goodies are permitted. Class celebrations take place before winter break and the end of the year.
- Birthday celebrations are only permitted the last Thursday of every month. Please notify your child’s teacher in advance if you would like to bring items on the designated birthday celebration dates.
- Flowers, balloons, candy and other items delivered to school for students will remain in the front office until dismissal.



PBIS TRACKING

1st Nine Weeks _____ %
2nd Nine Weeks _____ %
3rd Nine Week _____ %
4th Nine Weeks _____ %

My PBIS goal for the **end of the year**
is _____



STAR READING DATA

First Assessment

ZPD _____
Scale Score _____

Second Assessment

ZPD _____
Scale Score _____

Third Assessment

ZPD _____
Scale Score _____



STAR MATH DATA

First Assessment

Grade Equivalent _____
Scale Score _____

Second Assessment

Grade Equivalent _____
Scale Score _____

Third Assessment

Grade Equivalent _____
Scale Score _____

SUNSHINE STATE BOOKS READ

