

**PATRONIS ELEMENTARY SCHOOL**  
**The Standard is Excellence for Student Achievement!**

**PATRONIS ELEMENTARY SCHOOL IMPROVEMENT GOAL STATEMENT**

Patronis Elementary students will maintain or increase the percentage of students scoring at proficient and above in English Language Arts and Math performance on state assessments as compared to previous year scores.

**SCHOOL ADVISORY COUNCIL**

The School Advisory Council is involved in planning for School Improvement. All parents and business partners are invited to join. The SAC Chairman for the will be elected in October.

**WE BELIEVE...**

Each student is important; every student can learn; some students need more time; all students can become responsible for their learning; Learning takes place in an orderly, caring environment.

**PATRONIS ELEMENTARY MOTTO**

**Community. Tradition. Excellence.**

**ATTENDANCE**

Students are expected to be in school, to be on time and to stay all day unless prohibited by illness or other serious crises. Florida law 232.01 F.S. requires children ages 6-16 to be in regular attendance in school and holds parents accountable for meeting this requirement (232.09 F.S.). Your child is in jeopardy of violating these statutes as indicated below:

- ❖ 5 or more absences (excused or unexcused ) in a month
- ❖ 10 or more absences (excused or unexcused) in the past 90 days, Enforcement of school attendance 232.17 F.S. School Board Policy 7.10r; 7.105
- ❖ 15 or more unexcused absences in the past 90 days, Habitual Truant 39.01 F.S.

An absence is defined as being more than 5 minutes tardy, leaving more than 15 minutes early, or missing more than a ½ day of school or a class period. Criteria for approved absences as stated in School Board Policy include: illness, medical care, death in the family, legal reasons, religious holidays, pre-approved family leave, or school sanctioned activities. Parents are required to justify each absence of the student within 24 hours of the absence with a written excuse or a phone call to the school. If the above absences are found to be unexcused you or your child may also be at risk for:

- ❖ Notification to AFDC: we are required to notify the AFDC office when recipients of AFDC are not attending school regularly. This could result in a reduction in benefits.
- ❖ Court action for truancy

If a prolonged absence is foreseen by the parent, a request can be made through the office that makeup work be gathered for the child and picked up in the office after 2:00. A request for make up work is not necessary if the child is out only one day. For the protection of your child during the school day, students may not leave the school campus unescorted. If it is necessary for a child to leave school, parents must sign the child out in the office. Teachers will not release students unless notified that the child has been signed out in the office

## **SCHOOL VISITORS**

Parents are always welcome to visit the school for purposes of observation. Any visits during the school day should be for that purpose only, unless a conference time with a teacher has been prearranged. Conferences and visits must be planned with a 1-day notice. Teachers and students work on a planned schedule and program. **Unnecessary interruptions consume time and hinder the program.** During state-wide testing days, the campus is closed to all visitors. We will post those dates.

For the protection of the students and security in the school, it is required that any person entering the building during the school day come directly to the office with a driver's license to be scanned before going to any other part of the school. **No students will be permitted to leave the building with a visitor unless the child has been signed out in the school office.** Patronis Elementary is a closed campus. All students must be supervised at all times.

## **BELL SCHEDULE**

**Morning Bell – 7:25 AM Tardy bell at 7:30 AM**  
**Dismissal Bells- 2:00 PM for bus riders, car riders & walkers**

## **BUS**

The Bay District School Board provides buses and drivers for the transportation of students. Bus stops are set by the School Board and not by the bus drivers. Please discuss the following with your child: (1) arrive at the bus stop five (5) minutes before bus time, (2) stand off the side of the roadway while awaiting the bus, and (3) obey the driver at all times. If you have questions or concerns regarding the transportation of your child, please feel free to call the school at 767-5075 or transportation at 767-4495.

## **WALKERS/CAR RIDERS**

Students who walk, ride bicycles, or ride with their parents are expected to report to school no earlier than 7:00 AM each morning and go to the lunchroom for breakfast or to the gymnasium. Students are expected to leave campus when they are dismissed. **Any changes in transportation plans should be sent with a note and stamped by the front office prior to 1:00 PM.** Car riders should have temporary or permanent car tags visible in car (dash or mirror). **Parents of car riders should all be in car line.** Dismissal cannot begin until 2:00 PM

## **ILLNESS OF STUDENTS AT SCHOOL**

It is **extremely important** that we have a phone number where you can be reached in case of illness of your child. As names and phone numbers change, please keep these updated on your Parent Portal. If you have issues with the portal, call our front office staff at 767-5075.

## **EMERGENCY INFORMATION**

In case of emergency, each student is required to have on file at the school office the following updated information which you must keep updated on Parent Portal:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone and parent(s) work phone
4. Emergency phone number of friend or relative
5. Physician's name and phone
6. Medical alert information
7. Authorized person(s) allowed to pick up child

## **MEDICATIONS AT SCHOOL**

If your child must receive medication during the school day, a form **MUST** be signed by both you and your physician **each year** and filed in the school office. Children may not administer their own medication (this includes cough syrup, aspirin, etc). For safety reasons, all medication must be stored in the school office and have the child's name and dosage on the container. No medications are allowed on the bus! We now have a Health Room Tech to administer medications.

## **SCHOOL FOOD SERVICES**

**All bay district students will received FREE school meals for the 2019-2020 school year.**

## **GUIDANCE**

The school guidance counselors are available to: (1) answer questions about the programs at the school, (2) review your child's progress, (3) interpret standardized test scores, (4) discuss special programs, or (5) meet with you about other concerns regarding your child. If you have questions or concerns, contact our guidance department at 767-1589 (grades 3-5) or 767-1592 (grades K-2).

## **STUDENT RECORDS**

Parents have the right to examine all records related to the referral, identification, evaluation or educational placement of their child. This can be arranged by scheduling an appointment with the guidance counselor.

In the event of student transfer, parents are requested to stop by the main office and sign a withdrawal form with information detailing the last day of attendance and location of the transfer at least three days prior to the last day of attendance. Records for out-of county transfers will be transferred to the receiving school upon request from that school.

## **TEXTBOOKS & MEDIA/TECHNOLOGY MATERIAL**

Textbooks, library books and other school materials are loaned to pupils by the Bay District School Board. If these articles are lost or damaged, pupils will be required to pay for them.

## **CARE OF SCHOOL AND PERSONAL PROPERTY**

We try to instill in students pride in the appearance of their school. Students must not mark on school furniture, walls, ceilings, floors, or equipment with pens, pencils, markers, or any other instruments. Students must not tamper with fire alarms, fire extinguishers, plants, trees, or any electrical system in the school. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency. Skateboarding is prohibited!

## **FIELD TRIPS**

Field trips of educational interest will be arranged by the teacher at various times. In order for children to participate, permission slips **must be signed** by the parent or guardian and returned to the child's teacher. **All payments must be made online at <http://osp.osmsinc.com/Bay>.** Directions will accompany the permission slip.

## **DRESS**

Students are expected to come to school neat, clean and dressed appropriately and in compliance with the district uniform policy. **Please label jackets, sweaters, lunch boxes and other items that might be misplaced so they can be returned to your child.**

## **PARENT TEACHER ORGANIZATION**

The Parent Teacher Organization plays an important role in the life of Patronis Elementary School. Our annual fund raising projects bring together parents, students, teachers, and community supporters for a time of fun, good eating and fellowship. The money that is raised by the PTO goes to worthwhile school projects such as purchasing classroom computers and other materials for enhancing the students' learning environment. PTO president for 2019-2020 is Kiki Grant. Please offer your support and participate in PTO activities.

## **SCHOOL VOLUNTEERS**

Volunteering contributes to the quality education of our students and is also a rewarding experience for volunteers. Volunteers are an important part of our school. Volunteer jobs run from short-term projects such as helping on a field trip to longer-term commitments such as reading or spelling tutors. There are even volunteer jobs that can be done at home. If you would like to volunteer at our school, please complete & submit a volunteer application for a background check to the front office.

## **PATRONIS ELEMENTARY SCHOOL SCHOOL-WIDE GUIDELINES**

### **BUS RULES**

Every student has the right to arrive at school safely:

1. Follow district rules:
  - a. Follow directions at all times.
  - b. Sit in your seat with both feet on the floor.
  - c. Keep hands, feet and objects to yourself.
  - d. Speak in a quiet voice.
  - e. No swearing, pushing, eating, teasing or fighting on the bus
2. Enforce the rules.

### **CAFETERIA RULES**

Every student has the right to enjoy a pleasant and quiet lunch:

1. Use good manners.
2. Enter with NO talking until the last person in class is seated
3. Raise your hand for help--remain in your seat.
4. Food will not be traded.

### **PLAYGROUND RULES**

Every student has the right to have fun safely and feel secure on the playground.

1. Use equipment safely.
2. Stay in assigned areas.
3. Follow adult directions.
4. Respect others.
5. Follow established physical education rules.

## **SCHOOL-WIDE RULES**

Every student has the right to be in school and to learn:

1. Personal items should not be brought to school except with the teacher's permission & parental knowledge.
2. Enter and Exit all areas quietly.
3. Always walk unless directed by an adult.
4. Use good manners at all times.
5. Keep your hands, feet, objects and unkind remarks to yourself.
6. Follow directions.

\*\*\*\* In addition, each class will make up specific rules for their age group.

## **DISCIPLINE**

Patronis Elementary encourages good citizenship **with a positive** discipline program. This program helps to guarantee that all students will have the excellent educational atmosphere they deserve.

In order for people to learn, live, and work together in a productive, safe environment, appropriate behavior is necessary. The school system, the school, and each class have established realistic and reasonable guidelines for all students to follow so that learning can take place without disruption. The Bay County School Board has mandated a Code of Student Conduct, which each family can find at [www.bay.k12.fl.us](http://www.bay.k12.fl.us). This will take you to BDS home page, scroll down to bottom & click on Code of Conduct. Parents and students should read and discuss this publication. Please take note that specific guidelines are established for follow-up of infraction of these rules within the code. The classroom teacher through discussion handles minor problems in a routine manner with the student. Repeated disruptive incidents will be handled by an office referral. In most cases parents will be contacted. Your cooperation and understanding are essential.

The school is established for the benefit of all students. The educational purpose of the school is accomplished best in a climate of student behavior, which is socially acceptable and conducive to the learning and teaching process. Student behavior which disrupts this process or which infringes upon the rights of other individuals will not be tolerated.

## **BULLYING**

It is the policy of the Bay District School Board that all students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment is prohibited. The full policy (7.207) is found in Chapter 7 of the school Board Policy, available at your child's school, or [www.bay.k12.fl.us](http://www.bay.k12.fl.us)

## **AWARDS**

Students who have excelled or who have contributed to the improvement of the school community are honored throughout the year. Teachers choose students who have demonstrated outstanding efforts and responsibility in various areas. Other awards are given in art, media, music, and physical education. Honor Medals are awarded at the end of the year Honor's Day Ceremony for 3<sup>rd</sup>-5<sup>th</sup> graders.

## GRADING SYSTEM

Faculty shall adhere to the uniform system of determining grades approved by the School board. Teachers' records (grade books) shall substantiate grades given to students. A conduct grade will not affect an academic grade. The grading system is outlined here:

A. Primary Grade K: Evaluation of primary students in kindergarten is based on individual growth using developmental checklists. Student Progress is:

- E-Exceeds: achievement is above the expected level
- S-Satisfactory: achievement is at the expected level
- N-Needs Improvement: achievement is approaching the expected level
- U-Unsatisfactory: achievement is below the expected level
- Not assessed this nine weeks

B. Grades 1-5: The letter grading system noted below will be used on most subjects.

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

S-Satisfactory

N-Needs Improvement

U - Unsatisfactory

## IMPORTANT PHONE NUMBERS

School Office	767-5075
School Fax	233-5077
Cafeteria	767-1594
Bay Base	767-1600
School Board Office	767-4100
Transportation	767-4495

## FRIEND WATCH

Help Keep Our Schools Safe

If you SEE it, if you HEAR it, if you have the COURAGE.....Sign on to a computer & report it at:

**Patronis Website** [www.bayschools.com/pes](http://www.bayschools.com/pes)

Your 24 hour anonymous reporting website.

**If you SEE something, SAY something**

Report suspicious activity to 1-855-FLA-SAFE

1-855-352-7233