

Emma Love Hardee Elementary School



2024 - 2025 Student/Parent Handbook

Rebecca Smith
Principal

Shelly Domingo
Assistant Principal

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Message from Administration

Dear Students, Parents and Guardians,

Welcome to the 2024-2025 school year at Emma Love Hardee Elementary! We're thrilled that your child will be with us this year. We believe you will find our school to be a positive, learning-centered environment with an exceptional and dedicated faculty and staff.

This handbook is designed to provide information regarding the school policy and procedures of both the Nassau County School District and Emma Love Hardee Elementary School. Please contact our Front Office (904-491-7936) if we can help clarify or interpret any of the information.

We would also like to take this opportunity to encourage you to become involved in your child's education. Reading and assisting your child with homework every night is a great way to support our educational program and sends a powerful message to children about the value of school. Also, consider getting involved as a volunteer, as a member of the Parent-Teacher Organization (PTO), or by serving on the School Advisory Council (SAC).

On behalf of the faculty and staff, we welcome you and your child to our school family and are looking forward to a successful rewarding year where...

Everyone Loves it Here!

Respectfully,

Rebecca Smith

Principal

Shelly Domingo

Assistant Principal



Emma Love Hardee Elementary's Mission: Establishing a positive collaborative culture that promotes and fosters teaching and learning among the community of learners.

NASSAU COUNTY SCHOOL DISTRICT

MISSION STATEMENT

Developing each student as an inspired lifelong learner and problem solver with the strength of character to serve as a productive member of society.

MORNING DROP-OFF and ARRIVAL

Children may only be dropped off at 7:20 a.m. when there is adult supervision in our drop-off loop beside the cafeteria. If you arrive prior to 7:20 a.m., you may enter the drop off loop, but students must remain in the car until the supervising staff member directs them to enter the building. **Dropping off in any other area is unsafe and unsupervised.** Our parking lot, area businesses, and side streets are **NOT** drop off areas and could be unsafe. Cafeteria doors open and breakfast starts at 7:20 a.m. Students will go directly to their classrooms.

TV production and morning announcements which includes the Pledge of Allegiance will begin promptly at 7:45 a.m. **It is expected that all students are in their seats ready to begin by this time. Any students not in their classroom ready to learn will be marked tardy.**

AFTERNOON PICK-UP and DISMISSAL

Students will be dismissed at 2:10 p.m. on Mon, Tues, Thurs, Fri. **Students will be dismissed at 1:10 p.m. on Wednesday as a part of The Nassau County Early Dismissal Program.** When dismissed, children should go immediately and directly home. All requests to go home via a different mode other than that set up at the beginning of the school year or any permanent change may be requested in person, by calling the front desk, or in writing by parent or guardian. This should be done at the beginning of the school day. Any changes to transportation need to be made prior to 1:45PM.

Parents picking up students by car must enter campus via our parent pickup line. **Parents are required to have an ELH dash card and should remain in their vehicles when picking up students in the designated pick-up zone.** This will expedite the loading of students and provide a safe environment for faculty, staff, and students. If no card is presented, the front office must be informed so identification can be verified. The instructional day ends at 2:10 p.m. Instructional time is valuable, and it is critical that students miss as little as possible.

Please note that the bus loop located in front of the school is off-limits to all vehicular and pedestrian traffic except buses.

If a student is a designated walker, that means the student is walking from school to home only. Side streets and parking lots are off limits for pick- up due to safety issues.

BICYCLES

Children riding bikes to school should park them in the bicycle racks. Students are not allowed to ride another student's bike. Bicycles must be secured with a lock.

PLEDGE OF ALLEGIANCE / PATRIOTIC PROGRAMS

According to Nassau County Administrative rules, the Pledge of Allegiance is recited on a daily basis at Emma Love Hardee Elementary School. Please know that House Bill 7029 authorizes student rights to not recite the Pledge of Allegiance should this be the desire of the student or family. House Bill 529 authorizes that a Moment of Silence in Public School be built builds daily reflection into students' weekday, allowing students to pause and observe a moment of silence during first period, every school day. Please contact the school should you desire to have your child not recite the pledge or patriotic experiences at ELH.

DISTRICT ABSENCES AND ATTENDANCE POLICY

1. Defined: Counted in attendance only if student is actually present at school or engaged in an educational activity away from school on a school day which constitutes a part of the school-approved instructional program for the student. Students are counted absent if they miss 50% of their school day.
2. A written explanation is required for EACH absence. The parent is responsible for submitting a written explanation within 48 hours of a student returning to school.
 - a. Excused absences include the following:
 1. Personal illness, illness of an immediate family member, death in the family
 2. Religious holidays of the student's religious faith
 3. Required Court Appearance
 4. School Sponsored Event
 5. Doctor/Dentist appointment
3. It is expected that your child attends school at least 90% of the time. Since regular attendance is part of Nassau County's Promotion criteria having more than 18 absences in a school year in conjunction with other promotion criteria may result in retention.
4. A student who has had at least five (5) unexcused absences within a calendar month, or ten (10) unexcused absences within a ninety (90)-calendar-day period will be declared truant. The family will be referred to the attendance committee, who will reach out to see if assistance is needed.

SCHOOL WIDE EXPECTATIONS-POSITIVE BEHAVIOR SUPPORT

Emma Love Hardee faculty and staff believe that all students have the right to learn, and all teachers have the right to teach. Disruptive behavior anywhere on campus and on the bus will not be tolerated. All students are expected to follow the school wide expectations for behavior. The Positive Behavior Support (PBS) process is designed to reward positive student behaviors. The emphasis is on the use of preventative teaching strategies to achieve desired behavior.

Pirates argh...

- **Prepared.**
- **Responsible.**
- **Respectful.**
- **Safe.**

We believe that students should be clear on the school wide expectations. School wide means:

- in the hallway
- on the playground/recess
- on the bus, at the bus stop, or walking/biking to school
- in the bathrooms
- at special events
- in classrooms
- in the cafeteria for assemblies/breakfast/lunch

Students will be rewarded both in the classroom and school wide for following school wide expectations. Students not following school wide expectations will receive the appropriate consequence(s) from the teacher and/or Nassau County Code of Student Conduct.

Some school activities are a privilege and extension of learning. These include field trips, field days, and a variety of other school activities. Students should be in good standing with citizenship and conduct to participate. Any child receiving a referral within 10 school days of these activities will not be able to attend or may require parental supervision. Students will also not have the privilege to attend if their grade average in conduct is below 70% for the current quarter.

CODE OF STUDENT CONDUCT

In addition to Emma Love Hardee's expectations for student conduct, Nassau County has developed a code of student conduct for elementary students.

It is strongly recommended that you access and then discuss this document with your child as it contains information that is pertinent to both parent and child. The code of conduct will also explain what is expected of students, parents and school staff. To view this Document, please go to www.nassau.k12.fl.us.

BULLYING AND HARASSMENT

It is the policy of the Nassau County School District and Emma Love Hardee that all students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind.

Nassau County Administrative Rule 5.49 defines bullying as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying and harassment also includes cyberbullying. Bullying is further defined as **unwanted** and **repeated** written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation. Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee.

If you suspect that your child has been bullied or harassed, contact your child's teacher first.

VOLUNTEERS

Volunteers are welcome and an integral part of our school. Please consider volunteering. You must complete a new application each year in order to volunteer. You can use this QR Code to complete the application.



All volunteers must be School Board approved. All volunteers are asked to dress appropriately to be role models for our young children. Please do not bring siblings into the classroom during your scheduled volunteer time. Volunteers will be asked to attend one of the Volunteer Orientations and sign a Volunteer Agreement Form.

SCHOOL VISITATION POLICY

Visitors to Emma Love Hardee Elementary school are always welcome. We ask that you abide by the following guidelines upon arrival at our campus. As with any public school in Nassau County, visitors are required to proceed directly to the Front Office to show proof of identity (license, passport) and sign in to receive a visitors' badge. No visitors will be allowed in the school without a badge from the office -- NO EXCEPTIONS. Please park your vehicle in the large lot on the north end of campus.

Also, please note that the driveway leading up to where the buses load and unload students is closed to vehicular traffic due to it being a fire lane. Please do not park in this area.

Since we value the instructional time, classroom interruptions are minimal. Parents and/or visitors are not permitted in classrooms during instructional time, unless invited by the teacher and being on the approved volunteer list. Volunteers must have completed the volunteer application and been approved by the School Board. If you are bringing something to your child such as lunch, school materials, or clothing, the Front Office Staff will deliver these items to the classroom. We greatly appreciate your cooperation and support in this regard. If you need to speak with the teacher, please contact the teacher to set up a conference.

FIELD TRIPS

Field trips are a privilege and an extension of learning. Students should be in good standing with conduct to participate in field trips. Students must maintain a C average or better (70%) in conduct for the given quarter, not have an office referral in FOCUS within 10 school days of the trip and be in good standing with attendance to attend any field trip. If safety is a concern, guardians could be asked to attend the field trip.

In accordance with Nassau County School Board Policy, a Medical Authorization form and an Off-Campus Consent form **must** be on file at the school before a student may participate in a field trip.

To keep field trips accessible and affordable, buses are intended for students and staff only. It is expected chaperones provide their own form of transportation. Chaperones may have the opportunity to ride the bus at a cost, only if seats become available. *All students must ride on the bus with their class to the field trip or they are considered absent. It is expected that all students will return on the bus unless prior written arrangements have been approved. Chaperones are expected to participate for the duration of the field trip. Chaperones must be on the board approved volunteer list.*

Dress attire for chaperones must be in compliance with instructional staff guidelines for dress. Smoking, vaping, and/or use of alcoholic beverages is prohibited while chaperoning a field trip. Chaperones/adults cannot bring siblings or other children on field trips.

The use of cell phones during school sponsored field trips is discouraged and the school is not responsible for theft or loss.

ADMINISTRATION OF MEDICATION

If your child requires the administration of medicine during school hours, **it must be brought to the health clinic by the parent only**. Students cannot bring any medication to or from school for safety reasons. There will be no exceptions to this School Board Policy. Please make sure ALL prescription drugs and over the counter medication are in its ORIGINAL container and accompanied with a doctor's prescription. All medications are secured while at school and administered by the school health aide and/or trained staff according to the prescribed dosage.

EMERGENCY CARDS

The information on this card is very important, so please fill the card out as completely as possible. Emergency contact names and phone numbers are needed in case of an accident or illness. **The information on this card must be current and if there are changes, please update it immediately with the Front Office Receptionist.** No person other than those listed on the card will be able to pick up your child. All visitors must adhere to the school visitation policy.

LEGAL ISSUES

Current court documents must be on file when there is an issue regarding parent/guardian custodial or visitation rights. It is the responsibility of the parent/guardian to provide the documentation in a timely manner when necessary.

STUDENT DRESS CODE

Nassau County School Board Policy on student dress and manner states that "the pupil must wear apparel and be groomed in a manner that is not disruptive of the educational process." Students are expected to adhere to a general code of appearance as set forth below.

- Shoes should have closed backs and straps must be on back of heel (includes Crocs), **tennis shoes are preferred**
- No bare midriffs, crop tops, or sheer blouses
- Skirts, shorts, and skorts should fall well below the fingertips when the child's arms are placed at their sides
- Tank top straps must be at least two fingers wide
- No inappropriate or controversial language or images on clothing or face coverings
- No hats/hoods are to be worn inside the buildings
- No holes, rips, or tears in clothing that expose bare skin of students inappropriately

Parents will be notified with dress code violations.

CELL PHONES AND ELECTRONICS

Cell phones are permitted on campus but are brought to school at the student's own risk. According to House Bill 379, students may not use a wireless communication device during school time. Cell phones and related electronics (smart watches) should be powered off and kept in backpacks at all times during the school day. No exceptions. Any student found using a cell phone, smart watch, or similar device during the school day will have it taken away and will only be returned to the parent. ***The school is not responsible for theft or damage to cell phones or electronics.***

It is also strongly recommended that students do not engage in social media applications outside of school since the minimum age requirement is thirteen years old.

REPORT CARDS AND PROGRESS REPORTS

Progress Reports will be given to all students at the end of the first 23 days of each nine-week grading period. Report Cards are given out at the end of each nine weeks. Please feel free to contact your child's teacher concerning your child's performance in school. Grades indicate the following types of progress:

TEXTBOOKS AND LIBRARY BOOKS

Textbooks and library books are the property of the Nassau County School Board and Emma Love Hardee Elementary School. Parents or guardians of a student to whom materials have been issued are liable for any loss, destruction, or damage to materials or for failure to return the materials when requested. In the event a book or textbook is lost, regardless of the condition of the book, the fee assessed for the book shall be based on the replacement cost.

Parents and students will sign a library policies and procedures form at the beginning of the school year. If at the end of the school year a student has any library fines/ missing books, they may be excluded from participating in EOY activities, i.e. Field Day and End of Year field trips.

GUIDANCE SERVICES

The primary focus of the elementary school guidance program is to support the emotional/social, career and academic development of all students. The Guidance counselor provides services that support students by collaborating with the administration, faculty, staff, parents, and the community.

Guidance services include:

- Brief individual counseling
- Individual or group conferences with students, parents, teachers
- Coordination of all state and county testing
- Referrals to community resource
- Classroom and school wide lessons and activities

CAFETERIA

The cafeteria manager plans breakfast and lunch for our school. Breakfast costs \$1.75, student lunch costs \$3.00. A la-carte items are available for an additional charge. Go to <https://lingconnect.com> to apply for free and reduced lunch/breakfast, check the status of your child's account, to request reminders to be sent to your email when the balance is low, and to add money to your child's account. If assistance is needed to complete the application, please see the front desk secretary.

We encourage families to have lunch with their student. However, please know that for safety reasons the family member must be listed on the student's emergency card and will only be permitted to eat with their child.

FOCUS ACCESS

Nassau County schools use the FOCUS student information system. The system includes a parent portal which allows parents to view student attendance, grades, report cards, and more. If you would like to activate a new FOCUS Account for your student(s), contact the front office Data Entry Operator to request a new *FOCUS Request Form*.

COMMUNICATION BETWEEN HOME AND SCHOOL

Students are more successful in school when the important adults in their lives are working together to support them. A concerted effort is made by the staff at Emma Love Hardee Elementary School to keep parents informed of the skills, topics, activities and progress of each child.

School-wide we communicate in a variety of ways. These include: the school marquee, take home folder, REMIND, school voice message (Sunday evenings), Facebook, and a monthly newsletter. The Pirate Press is our monthly school newsletter that is available digitally on our school website. Please be sure to visit our school website located at <http://www.emmaloveelementary.com>.

To facilitate communication, teachers also have e-mail, REMIND and voicemail. **Teachers check phone, REMIND, and e-mail messages during non-instructional times only. They will make every effort to return communication within 24 hours, during scheduled workdays.**

At ELH, we work hard to keep open lines of school/family communication. It is our goal for Everyone to Love It Here, but we realize that concerns arise. Please contact your child's classroom teacher first to seek resolve. Teachers love working with your students, and desire to work with their families to make the school year successful for all our students. Effective communication between all stakeholders is key to success! Thank you for helping us with these efforts.

Gooo Little Pirates!!!

NOTICE OF NON-DISCRIMINATION

The Nassau County School District does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to Nassau County School Board.

NASSAU COUNTY PUBLIC SCHOOLS
EDUCATIONAL FUNDING ACCOUNTABILITY ACT
Section 1010.215, F.S.

2022-2023 SCHOOL FINANCIAL REPORT

SCHOOL GRADE: A

School Name: Emma Love Hardee Elementary School

REVENUES Footnotes (1)	SCHOOL*	%	DISTRICT	%	STATE	%
Federal	\$815,443	14.12	\$16,702,098	13.06	\$7,124,187,157	21.28
State / Local	\$4,959,041	85.88	\$110,946,084	86.75	\$26,323,191,909	78.64
Educational Enhancement (Lottery)	\$0	0.00	\$0	0.00	\$0	0.00
Private	\$0	0.00	\$236,415	0.18	\$25,487,248	0.08
TOTAL	\$5,774,484	100.00	\$127,884,597	100.00	\$33,472,866,314	100.00

* School revenues based on costs.

(1) Total school revenues should agree with the total school costs in the subsequent section.

K-12 OPERATING COSTS ** Footnote (2)	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT***	STATE ***	
Teachers/Teachers Aides (Salaries/Benefits)	\$5,670	\$5,300	\$5,740	\$3,528,850
Substitute Teachers (Salaries/Benefits)	Footnote (2)		Not Available from State Data Base	
Other Instructional Personnel****	\$898	\$972	\$1,421	\$558,603
Contracted Instructional Services	\$169	\$204	\$372	\$104,988
School Administration	\$547	\$537	\$714	\$340,119
Materials/Supplies/Operating Capital Outlay	\$304	\$300	\$479	\$189,157
Food Service	\$504	\$501	\$662	\$313,852
Operation and Maintenance of Plant	\$1,038	\$1,123	\$1,288	\$646,095
Other School-Level Support Services	\$149	\$169	\$329	\$92,820
TOTAL SCHOOL COSTS**	\$9,279	\$9,106	\$11,005	\$5,774,484

** Capital expenditures for new schools are not included.

*** Amounts reported for District and State reflect costs for all levels of students, not costs by school type.

**** Includes some non-personnel costs, such as teacher training materials.

District Costs: The amounts above represent only school-level costs. No district-level costs have been included. District costs such as cost for transportation and administration for Nassau County School District totaled \$12,220,770 or \$973.18 per FTE.

(2) The costs of substitute teachers included in "Other School-Level Support Services" are \$50,582 for this school and \$1,166,200 for the District.

K-12 ADDITIONAL DETAIL INFORMATION	Per Full-Time Equivalent Student			TOTAL
Teachers/Teachers Aides (Salaries/Benefits): Footnote (3)	SCHOOL	DISTRICT	STATE	COSTS
Basic Programs	\$4,342	\$4,168	\$4,755	\$2,109,921
ESOL	\$11,507	\$5,786	\$5,740	\$258,800
Exceptional Programs	\$10,181	\$10,385	\$9,033	\$1,160,129
Career Education Programs	\$0	\$4,347	\$4,665	\$0
Adult Programs Footnote (4)	(4)	(4)	(4)	(4)
Materials, Supplies, Operating Capital Outlay: Footnote (5)				
Textbooks	\$150	\$178	Not Available from State Data Base	\$93,197
Computer Hardware & Software	\$3	\$3	Not Available from State Data Base	\$1,951
Other Instructional Materials	\$89	\$64	Not Available from State Data Base	\$55,476
Other Materials and Supplies	\$62	\$56	Not Available from State Data Base	\$38,533
Library Media Materials	\$4	\$4	Not Available from State Data Base	\$2,725

(3) The total of "Teachers/Teachers Aides" by program should agree to "Teacher/Teachers Aides" reported in the previous section.

(4) Not FEFP Funded.

(5) The total of "Materials, Supplies, Operating Capital Outlay" should agree to "Materials, Supplies, Operating Capital Outlay" reported in the previous section.