



Marlena Palmer
Principal

Jill Williams
Asst. Principal

Southside Elementary School

1112 Jasmine Street
Fernandina Beach, FL 32034-3599
904-491-7941 Fax: 904-321-5873

Amy Robertson
Guidance Counselor

Cyndi Bingham
Secretary/Bookkeeper



STUDENT/PARENT HANDBOOK 2019-2020

Welcome to Southside Elementary where the learning is fun. We know you are your child’s first and most important teacher; therefore, we encourage your involvement. Be an active participant in your child’s education by reading all the information we send home.

Nassau County School District Mission Statement

Our mission is to develop each student as an inspired life-long learner and problem-solver with the strength of character to serve as a productive member of society.

Southside Elementary School Vision Statement

Positively empowering each other to make good choices to become life-long learners and responsible, model citizens.

**SCHOOL CALENDAR
2019-2020 SCHOOL YEAR**

First Day of School	Aug.12th
Labor Day - NO SCHOOL	Sept.2nd
Open House	Sept 5th
Progress Reports Issued	Sept.11th
Half- Day for Students	Sept.20th
Teacher Planning Day	Oct.14th
Report Cards Issued	Oct. 22nd
Veteran’s Day observed- NO SCHOOL	Nov.11th
Progress Reports Issued	Nov.15th
Thanksgiving Holiday - NO SCHOOL	Nov.27th -29th
Half- Day for Students	Dec.20th
Christmas Break – NO SCHOOL	Dec.23rd – Jan.3rd
Teacher Planning Day	Jan. 6th
Report Cards Issued	Jan.15th
Martin Luther King Jr. Day – NO SCHOOL	Jan.20th
Progress Reports Issued	Feb.7th
Half-Day for Students	Feb.10th
President’s Day – NO SCHOOL	Feb.17th
Planning Day- NO SCHOOL	March 13th
Spring Break – NO SCHOOL	March 16th-20th
Report Cards Issued	March 26th
Half-Day for Students	April 10th
Progress Reports Issued	April 21st
Last Day of School/Half –Day for Students/Report Cards Issued	May 22nd

Weather make-up days if needed: 9/3, 9/14, 10/15, 11/12, 11/20, 11/21, 1/2, 1/3, 1/4, 2/18

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STUDENT DROP-OFF AND PICK-UP PROCEDURES

ARRIVAL

Morning Drop-off (No Earlier than 7:15 am)

1. Cars must be in a single line for the safety of the children and yourself. Crossing through the cars is unsafe for all.
2. Refrain from using your cell phone in the drop-off/pick-up area for the safety of our students and staff
3. Please have your child ready and prepared to exit your vehicle immediately on the passenger side. This helps keep the traffic flowing.
4. Pull all the way to the end of the covered walkway to allow more cars in the drop-off area.
5. Staff will assist your child as they exit the car.
6. ALL students must go straight to the cafeteria and will then be released to their classrooms when the bell rings at 7:30am. The 2nd bell that will ring is the tardy bell. This bell rings at 7:45 a.m. If your child is not in their classroom by the time the tardy bell rings, they are late and will be marked tardy.
7. Parents may walk students to class until August 30th. This will help students navigate their way through the campus and become confident with our morning procedures. Beginning September 3rd, in order to ensure safety, parents walking with students onto campus, will drop them off at the outside entrance of the cafeteria. We will have several staff members throughout campus ready to assist your child in getting to class, if needed.

DISMISSAL

Pick-up (starts promptly at 1:50 pm)

1. Gates will be opened at 1:15 PM and on Wednesday's at 12:15 PM.
2. Your child has been assigned a colored tag. It must be visible on your passenger dashboard. This tag connects you with your child and is important for safety. Keep this for the whole school year. If you need a new one/extra one, please see the front office. Additional tags will cost \$1.00.
3. NO TAG, NO CHILD, NO EXCEPTIONS—YOU MUST GO TO THE OFFICE TO SHOW ID! This is for you and your child's safety.
4. Please make sure your child knows their first and last name. This will make the process move faster.
5. The pick-up line will begin at the Lime Street entrance.
6. Please stay in your lane and car; staff will assist your child as they enter the vehicle from the passenger side.
7. If a child is to go home a different way than their normal way, the office must be notified one hour prior to dismissal by either a parent/guardian note or phone call. If it is a bus change, please state the bus # and bus stop. If we do not receive notification in a timely fashion, students will be required to follow their normal routine. If you must sign your child out early, arriving before 1:30 pm is mandatory. Dismissal procedures have begun and our bus lanes/pick up lanes are beginning to be used for dismissal.

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DRESS CODE

School Dress and Personal Appearance

I. The wearing of appropriate clothing is an essential part of education; therefore the wearing of garments suitable for school shall be required as referenced in 5.85 of the NCSB Administrative Rules.

II. Students shall observe the following:

- A. Attire with distracting character is unacceptable;
- B. Personal cleanliness and attire shall be consistent with the maintenance of good physical health, safety and the avoidance of giving offense to others;
- C. Shoes shall be worn at all times except as directed by the teacher; (no flip flop type shoes or shoes without a back) athletic shoes are preferred
- D. Students shall wear shirts with sleeves and shall wear garments which are not shorter than 3” above the top of the knee cap; clothing should fit properly (not too tight, too loose or too low)
- E. Students shall wear dresses or skirts or hemmed shorts or pants which are not shorter than 3” above the knee cap; clothing should fit properly (not too tight, too loose or too low)
- F. Students shall not wear midriff or tank tops or low riding revealing clothing.

ATTENDANCE, ABSENCES AND TRUANCY

Regular attendance of the student is required by Florida School Law (1003.24) and is the responsibility of the parent or guardian. Attendance is also a promotion criteria established from NCSB Pupil Progression Plan. A Written Explanation Is Required For Each Absence and is required immediately upon the students return to school. Parent notes for absences are excusable for up to ten (10) days per school year/2-3 per nine week period. Additional absences will require additional documentation such as:

- Appointment slip or note signed by doctor or Health Department
- Evidence that student has been out because of death in the family
- Official letter, subpoena, or other legal documents

Students are expected to be in their classroom before 7:45 am when the tardy bell rings. Classroom instruction begins promptly at that time. Instructional time is valuable and critical that students miss as little as possible. Habitually tardy students will be referred to the attendance committee for review.

PARENT-TEACHER CONFERENCES

Teachers are required to have conferences throughout the year. Please make an appointment if you wish to talk to your child’s teacher. Contact the school or teacher to set up a timeframe for conferencing. Keep in mind that communication starts with the classroom teacher.

DISCIPLINE

It is the responsibility of school personnel to provide a safe, healthy learning environment and to promote self-discipline at school and on the bus. In order to guarantee all our children the excellent learning climate they deserve, the school staff has adopted Community Expectations to guide behavior. In addition, rules have been developed to demonstrate the Community Expectations that help to maintain a positive learning environment. Students are to follow the set rules/procedures and NCSB District Code of Conduct while at Southside Elementary (www.edline.net). Parents will be notified when they are not following the school rules/procedures and actions will be taken according to the Student Code of Conduct.

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EMERGENCY PROCEDURES

Procedures are in place to handle the emergencies that may arise at school. Teachers, staff and students practice drills that will promote a safe, orderly response to an emergency.

There may be occasions when it is necessary to close the school. If this is required, the superintendent notifies the school, local television and radio stations. Monitor the stations during severe weather for the latest information in school closing and reopening dates. We also have a system called School Messenger that will call you in emergencies.

SCHOOL VOLUNTEER PROGRAM

Parents are a big part of each students learning and we need your assistance. Please contact the school for additional information on how you can get involved. Volunteers are to be approved by the school board. Please remember to complete a Volunteer Application.

VISITORS

For your child's protection, everyone **must** sign in at the office to be issued a visitor's pass. This must be worn on campus and please sign out before leaving. All persons wishing to gain access to the school campus must come in through the front office and present their drivers license.

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:

Ray Poole / Chief of Legal Services
1201 Atlantic Ave. Fernandina Beach, FL 32034
904-491-9900
E-mail: poolera@nassau.k12.fl.us

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