

20. **Stealing.** Students shall not steal something that belongs to someone else.
21. **General Code of Appearance.** Students must adhere to the dress code.

CONSEQUENCES: Students who violate the above rules are subject to disciplinary action ranging from parent contact, timeout, in-school detention, out-of-school suspension to expulsion. Repetitive infractions will result in a more serious consequence.

SCHOOL TELEPHONE

The school telephone is for school business or in case of an emergency. Arrangements for alternative rides, visiting friends, field trips or lunch must be taken care of at home. Students will not be called from class to the phone. A message from the parent or guardian, will be taken and delivered at the end of the day in order to minimize interruptions to our classrooms.

STUDENT DISMISSAL

All requests to ride an alternative bus or to be picked up must be approved by the principal and teachers should be notified. The student must have a note signed by their parent or guardian to go home any alternative way. These notes should be brought to the office first thing in the morning for approval. Only persons listed on the emergency card may pick up a student from school in the event of an emergency. Please be prepared to show identification. No students shall be dismissed without clearance through the front office. In the event that you to request a change for dismissal, all changes must be made in advanced. No changes will be accepted within the last 30 minutes of the school day.

SCHOOL VISITORS

For your child's protection, everyone must sign in at the office using our computerized check-in system. All visitors will be required to provide proper identification before visiting a classroom or picking up a child for dismissal. No visits may be made to talk with the teacher during class time. (7:45-1:50) You may call and leave a message on the teacher's voicemail and you will be contacted as soon as possible. Appointments to meet with the teacher can be made by contacting the school receptionist.

CLASS PARTIES AND FIELD DAY

Students are required to maintain a C or higher in conduct to earn this special activity. Parents are welcome to attend and are encouraged to support all students. Please remember to check in at the front office for both events. Siblings are not permitted for field day activities. Siblings are permitted to attend class parties beginning at 12:30PM.

DRESS CODE

Students shall report to school in proper dress which will include the following:

1. Students shall wear shoes at all times. **Shoes shall have closed heels, backs, or straps.**
2. Students' pants shall be worn at the waist and pants may **not** have **holes, rips or tears above the knee.**
3. Students shall be permitted to wear shorts. Short or extremely tight shorts or skirts are not appropriate.
4. All students shall wear full cover shirts or blouses. Shirts must cover midriff area and may not have spaghetti or thin straps less than 2 inches. NO racer back cut tank tops or see through clothing.
5. Cut off T-shirts or T-shirts displaying profanity or inappropriate material may not be worn at school.
6. Students shall refrain from wearing distracting jewelry or dyeing hair in a manner that will be a distraction to the learning environment.
7. No cleats or wheeled shoes may be worn to school.
8. **No caps, hats, or bandanas shall be worn at school.**
9. Students shall dress appropriately for activities on P.E. day.
10. Pajamas are not acceptable school attire.

Parents will be contacted to bring proper clothing if clothing is not acceptable. Please refer to Nassau County Code of Elementary Conduct for a more extensive explanation of the Dress Code.

FIELD TRIPS

Field trips provide students with educational hands-on learning experiences. Only students with a conduct grade of "C" or higher will be permitted for a field trip. Please take notice that field trip forms must be correctly completed and returned with money by the deadline. **Field trip deadlines are strictly adhered to.** Please return forms early to eliminate last minute problems that may prevent a student from attending a field trip. New students will have one week from their enrollment date to provide field trip forms and money if it is possible for us to make necessary arrangements to include them. **No refunds will be given, due to bookkeeping procedures and the necessity for advance arrangements for ticket purchases and transportation contracts. If tickets are still valid, they will be given to students that are unable to participate.**

All students are required to travel to and from school field trips with the school group. Chaperones must be 21 years of age or older. Chaperones are required to have a volunteer form on file. No siblings or other children may accompany a chaperone on a school field trip. Chaperones will be required to ride on the bus unless space prohibits.

SCHOOL VOLUNTEERS

All volunteers must sign in at the front office and wear a volunteer badge while on campus. Volunteers are always welcome and are encouraged to join us. To provide our students with a safe and wholesome learning environment, volunteers are expected to dress modestly and conduct self with proper decorum at all times. Siblings or other children may not accompany parents who are volunteering.

SCHOOL ASSEMBLIES

Parents and guests are invited and encouraged to attend grade level or school-wide presentations and assemblies.

DAILY ROUTINE

7:30-7:45	-School Store Open
7:40	- First Bell
7:45	- Tardy Bell Rings
1:50	- Dismissal Bell
12:50	- Early Release Dismissal

(Wednesday only)

- Students may be dropped off through the drop off loop at 7:25. Supervision is not provided prior to 7:25.
- Please do not pick your child up before 1:50 except in extenuating circumstances. This minimizes disturbances in our classrooms and provides the optimum learning time.

PICK UP PROCEDURES

All students being picked up in the afternoon shall be picked up in the designated pick up zone under the canopy in front of the school. Parents are requested to stay in your vehicle and proceed through the pick up circle in one line. You must display your school pickup card in the window or you will be required to go to the office to show ID. This will expedite the loading of students and provide a safe environment for students. No students shall be called up for early dismissal within 30 min of dismissal bell. Also messages cannot be delivered to students within 30 min of dismissal bell. This applies on early release and half days.

ADMINISTRATION OF MEDICATION

All medications must be prescription drugs contained in the original bottle from the pharmacy. The proper form must be completed by the parent and submitted to the office **before** any medication can be administered. Parents are responsible for delivery and pick-up of all medication. Students should not bring medication on the bus. **NO** over the counter medications can be brought to school by students.

CALLAHAN INTERMEDIATE SCHOOL BELIEF STATEMENTS

1. Teachers, parents, and the community share the responsibility for the support of the school mission.
2. High teacher expectations result in greater student achievement on the Florida Standards in Reading, Writing, Math, and Science.
3. Every child should be provided the opportunity to explore and develop his or her own talents and creativity in all areas of the curriculum.
4. Every child is important and should have every opportunity to learn, achieve, and succeed.
5. We promote high self-esteem for our students by using positive action techniques.
6. Students will receive a quality education in a safe, caring environment, which actively promotes academic excellence.
7. All students will be treated in a fair, respectful manner, and are encouraged to accept responsibility, demonstrate self reliance, and develop leadership skills.
8. Cultural programs and opportunities for all students will be provided which, enables them to acquire a global perspective.
9. Students learn in different ways and are therefore provided with a variety of learning experiences through whole group, small group, and individualized instruction.

Mission Statement

Callahan Intermediate is committed to work with the community to create a variety of high quality educational experiences designed to provide each student with the opportunity to develop his or her talents in every area of the curriculum. Students will develop positive learning habits that will enable them to become dependable contributors to a diverse society, through challenging programs in a safe, caring environment.

FISCAL TRANSPARENCY

According to House Bill 7029, parents have the right to a report card about the school grade, including a school financial report that indicates the average amount of money expended per student in the school. Once this report is released, CIS will send a copy home with your student.

To the knowledge of the Administration and Staff, there are no rules in this brochure which are contrary and not in complete accord and agreement with the policies of Nassau County School Board and the Florida State Board of Education. If there should be a difference in the policies adopted herein or in the manner of stating such policies herein, when compared with the policies of the Nassau County School Board, then the latter shall prevail.

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

CALLAHAN INTERMEDIATE RULES & REGULATIONS

1. **Disrespectfulness.** Students are expected to demonstrate courtesy and respect to faculty members, staff members, and guests on the school campus and at any school activity.
2. **Fighting.** Fighting or aggressive behavior towards others is prohibited.
3. **Destruction of School Property.** Students must take care of school property and any student who destroys or defaces school property will be held responsible for restoration of that property. Parents will be expected to make financial restitution.
4. **Intimidation.** Students shall not intimidate others.
5. **Food Items (food, candy, nuts, etc.)** Students shall not sell food items at school during the regular school day, to conform to federal guidelines governing our school lunch program. This is not intended to prevent students from selling such items after school hours for fund-raising purposes.
6. **Defiance toward School Board Employees.** Students are expected to follow directions given by those in authority.
7. **Chewing Gum.** Students shall not chew gum on school grounds.
8. **Weapons, Explosives or Facsimiles.** Students are forbidden from bringing weapons, explosives, or facsimiles on school grounds or to school events. Any such item will be confiscated and student is subject to suspension. Any student inflicting injury upon another student with any weapon may be referred to the School Board for expulsion from school.
9. **Profanity.** Students are expected to refrain from using profanity, obscene, or abusive language at school or at any school functions.
10. **Toys.** TOYS, CARDS, VIDEO GAMES, MP3 PLAYERS, IPODS, ETC. are NOT allowed at school. These items will be confiscated if detected and must be picked up by a parent or guardian. The school will not be responsible for the loss or damage of items brought to school in violation of school policy.
12. **Tardiness.** Students are expected to report to class on time. Students will not be allowed to make up work due to unexcused tardies or early dismissal.
13. **Student Supervision.** Students shall remain in designated areas with proper teacher supervision at all times. Students shall remain in classrooms, unless given a hall pass and permission to leave. Supervision begins @ 7:25AM.
14. **Flowers, Plants, Balloons, etc.** Students will not be permitted to receive said items. These shall not be brought or delivered to the school. These items are prohibited on school transportation.
15. **Back Packs. Rolling back packs are not permitted.** Rolling back packs will be confiscated and parents will be required to pick them up. Reading & Math texts are available on-line.
16. **Umbrellas.** Students shall not bring umbrellas to school. Please use ponchos or rain coats in inclement weather.
17. **Carbonated/Energy drinks.** Students shall not bring carbonated/energy drinks to school.
18. **Wireless communication devices.** Students shall not use said devices during regular school hours.
19. **Tobacco products, alcohol or drugs.** Students shall not be under the influence or in possession of tobacco, alcohol or drugs.

ATTENDANCE, ABSENCES, AND TRUANCY

1. Regular attendance of the student is required by Florida School Law and is the responsibility of the parent or guardian. Regular attendance is defined as attending school for the full day of each day during which school is in session. (1003.21—1003.27) School board is reviewing for updates for the 2019—20120 school year. Students are considered absent when they miss 50% of the day.
2. **Written Explanation is Required for EACH Absence.**
Excused absences include the following:
 - Personal Illness.
 - Illness of an immediate family member.
 - Death in the family.
 - Religious holidays of the student’s religious faith.
 - Required court appearance or subpoena by a law enforcement agency.
 - Special events, including but not limited to, important public functions, student conferences, student state/national competitions that are school-sponsored, administrative approved for exceptional cases of family need.
 - Doctor or dentist appointments.
 - Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (Florida Statute 1003.22).

Unexcused Absences

Unexcused absences include, but are not limited to, the following:

- Shopping trips
- Pleasure/Vacation trips
- Truancy
- Other avoidable absences.

More Than Ten (10) Unexcused Absences In A School Year May Result In Retention Since Regular Attendance Is A Promotion Criterion.

3. Students having more than ten (10) unexcused absences in a school year will have their cases reviewed by a school committee. However, the fact that the student brings in a note does not require the school administration to excuse the absence. The principal or designee will decide whether the absence meets the criteria for an excused absence, and that decision will be final. After reviewing the evidence required in the above, and providing parents an opportunity for explanation, the committee will determine whether to grant an exception to the ten (10) day rule.
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 a truant. The superintendent may take such steps as necessary to bring criminal prosecution against the parent, guardian, or other person having control.
5. **Students must arrive by 10:45 to be counted present for the day. (Wednesday 10:15; 1/2 day 9:15)**
6. Repetitive tardies and/or early dismissals may accumulate and result in an absence.

MAKE UP WORK

When a student is absent from school with an excused absence, the student shall be responsible for all work and assignments missed during the student’s absence. The student shall make arrangements with teachers for “make-up” work. The number of days allowed to make up the work shall be the same as the number of days the student was absent. This deadline may be extended with approval of the teacher or principal. Previously assigned projects or tests are due upon return from absence or as determined by the teacher’s grading standards.

TEXTBOOKS

Textbooks are the property of Nassau County School Board and are loaned to pupils attending Callahan Intermediate. Parents or guardians of the student are liable for any loss, destruction or damage to these materials or for failure of such pupil to return the materials when requested by the teacher. **IN THE EVENT THAT A TEXTBOOK IS LOST OR DAMAGED, THE PARENT MUST PAY THE FULL REPLACEMENT COST OF THE BOOK BEFORE ANOTHER BOOK CAN BE ISSUED.**

PLEDGE OF ALLEGIANCE / PATRIOTIC PROGRAMS

According to Nassau County Administrative rules, the Pledge of Allegiance is recited on a daily basis at 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. Please contact the school should you desire to have your child opt out of the pledge or patriotic experiences.

REPORT CARDS AND PROGRESS REPORTS

Grading Scale:

A= 90-100	Excellent
B= 80-89	Good
C= 70-79	Average
D= 60-69	Lowest Acceptable
F= 0-59	Progress Failure

Progress Reports will be provided after the first 22 days in a nine week period. Report Cards are given out each nine weeks. Parents may check student progress at any time on the FOCUS website: <http://ncsb-portal.nassau.k12.fl.us>. Please feel free to contact your child’s teacher concerning your child’s performance in school. You may contact the school to make an appointment.

HONOR ROLL

Students may qualify for honor roll each nine weeks by maintaining all A’s and B’s as well as satisfactory in all other areas.

CLASSROOM- DISCIPLINE

Disruptive behavior in the classroom will not be tolerated, especially if this behavior is at the expense of other children learning or being safe. A combination of cooperative discipline and positive behavior management techniques will be used at our school to help students choose and maintain appropriate behaviors. Parents are expected to be a collaborative member of the behavioral intervention team. Poor behavior choices will result in consequences set forth in the Elementary Student Code of Conduct. This action may include but not be limited to parental notification, detention, in-school suspension and/or out of school suspension. Continued disruptive behavior could result in permanent expulsion.

LUNCHROOM-

Lunch prices will be \$2.25 or \$0.40 reduced price. Breakfast is \$1.50 or \$0.30 reduced price. Milk will cost \$0.40.

We do encourage School Cafe payment program which allows you to prepay for up to one year. Visit www.schoolcafe.com, you will need your student ID #. We encourage you to deposit as much money as possible at one time because it will be easier for you and your child. If a parent brings lunch to their child during the school day, the parent must stay to eat lunch. No lunches will be delivered.

If you wish to allow your child to buy extra food items, this will be deducted from the meal account. If you do not wish for your child to buy extra food items, please notify the food service manager. (ext. 3208)

Each student is responsible for providing his/her lunch or lunch money. Children are not allowed to call home for lunch or lunch money. The parent is responsible for payment of the student lunch account. If you have any questions regarding your child's lunch account, please contact the cafeteria manager.

Any additional information is available and payments may be made at Nassau County School Website.

BUS

The same policy governing a student's classroom behavior is applicable to the student's behavior on the bus. Any student misbehaving on the school bus may be suspended from riding the bus, but is still required to attend school. Students are to ride the bus to which they have been assigned. Only in an emergency is this changed and a note from home is required. This note must be approved by the principal to be valid.

EXTRA-CURRICULAR ACTIVITIES

- All school rules and regulations pertain to extra-curricular activities and/or trips.
- All rules specific to any extra-curricular activity will be consistently and uniformly applied.
- Students must be counted present for the school day to participate in any extra-curricular activity.
- Student absenteeism, tardiness and conduct are a consideration for student's participation in extracurricular activities.
- Please read and discuss these rules and regulations with your child.

PARENT/TEACHER COMMUNICATION

Teachers will maintain regular contact with parents. Weekly folders containing student work and newsletters shall be utilized to inform parents of student/classroom progress. School / student information is also available on the FOCUS website at <http://ncsb-portal.nassau.k12.fl.us>.

At CIS, we work hard to keep open lines of school/family communication. Should any concerns arise, please contact your child's classroom teacher first to seek resolution. Teachers love working with your students, and desire to work with their families to make the school year successful for all of our students. Although not ideal, should you desire to have your child transferred to another class, a request can be made to the school Principal. We follow the Nassau County policy of two conferences with teacher and administration to attempt resolution. Following this process, the request will be approved or denied by Administration within two weeks of the initial request. If the request is denied, we will notify the family and specify the reason. We all desire for students and families to have a positive school experience.

WITHHOLDING DIRECTORY INFORMATION

Legal guardians have the right to request withholding of any cumulative record information for a student enrolled in Nassau County Schools. To withhold student information, please request a form from the school, complete the form, and return the form to the school ASAP. The signed form will be placed in your child's cumulative record. Such forms are valid for one school year only.

The Nassau County Elementary Code of Student Conduct is available in its entirety at www.nassau.k12.fl.us. A reference copy is also available at Callahan Intermediate School media center.

CALLAHAN INTERMEDIATE SCHOOL



Home of the Mighty Warriors

Accredited by the
SACSCASI ADVANCED

2019-2020 POLICIES & PROCEDURES

Dr. Monica Cason-Principal

34586 Ball Park Road
Callahan, Florida, 32011
Phone: 904-879-1114
Fax: 904-879-5288

Bell Times:

Supervision begins	7:25 AM
1st bell:	7:40 AM
Tardy bell:	7:45 AM
Dismissal bell:	1:50 PM