



2021-2022
Student Handbook
#GROWINGTOGETHER

SCHOOL DISTRICT OF HILLSBOROUGH COUNTY 2021-2022 School Calendar

Calendar is tentative = please contact school or refer to district calendar online.

Students' First Day of School	Aug 10, 2021
Labor Day Holiday/Non-Student Day	Sep 6, 2021
End of 1st Grading Period	Oct 8, 2021
* Veteran's Day Observance/Non-Student Day	Nov 11, 2021
* Fall Break/Non-Student Days	Nov 22, 2021 – Nov 26, 2021
Students Return to School	Nov 29, 2021
End of 2nd Grading Period (End of 1st Semester)	Dec 17, 2021
Winter Break/ Non-Student Days	Dec 20, 2021 – Dec 31, 2021
Non-Student Day	Jan 3, 2022
Students Return to School	Jan 4, 2022
Martin Luther King, Jr. Holiday/Non-Student Day	Jan 17, 2022
Non-Student Day	Feb 18, 2022
Presidents' Day/Non-Student Day	Feb 21, 2022
Non-Student Day	Mar 7, 2022
End of 3rd Grading Period	Mar 11, 2022
Spring Break/Non-Student Days	Mar 14, 2022 – Mar 18, 2022
Non-Student Day	Mar 21, 2022
Students Return to School	Mar 22, 2022
Non-Student Day	Apr 15, 2022
Last Day of School/End of 4th Grading Period (End of 2nd Semester)	May 27, 2022

2021-2022 Just Elementary Policies and Procedures



Student Early Release – Every Monday students are released 1 hour early (12:55pm)
- Last day of school: 2.5 hours early

Please use the following link to check for updates to the Hillsborough County School District calendar.

<https://www.hillsboroughschools.org/Page/2#calendar1/>

School Hours

Students: Monday: 7:40 a.m.-12:55 p.m. Tuesday through Friday: 7:40 a.m.-1:55 p.m.

Teachers: Monday through Friday: 7:10 a.m.-3:10 p.m.

Office: Monday through Friday: 7:10 a.m.-3:10 p.m.

Vision:

To give students a 'scientific start' as lifelong learners who positively impact our community.



Mission:

We will provide students with a nurturing, supportive environment where they engage in collaborative, hands-on academic experiences, community service projects and character development

Here's **important** school rules that everyone should know.
Follow all **CHAMPS** procedures as taught and practiced.

Bus Rules	<ul style="list-style-type: none">• Follow the bus driver's directions.• Remain seated in your assigned seat.• Follow safety procedures and wear seatbelts, when available.• Keep hands, feet, and objects to yourself.• No prohibited school items are allowed on the bus.
Cafeteria Rules	<ul style="list-style-type: none">• Enter quietly and use a quiet voice in the serving line.• Sit facing the table with hands and feet to yourself.• Talk to people at your own table.• Keep food on your tray and only eat your food.• Pick up trash in your area.• Wait to be dismissed and exit quietly.
Restroom Rules	<ul style="list-style-type: none">• Enter quietly• Leave others alone and respect privacy• Keep the bathroom area clean• Conserve water, soap and paper• Return to learning quickly
Classroom Rules	Individual teachers will communicate with parents in a separate communication regarding the rules for their class.

Attendance Policy

To fully benefit from the instructional program, students are expected to attend school regularly, be on time (**seated by 7:40 a.m.**) and remain at school the entire day. Poor attendance, excessive tardiness and leaving early may result in low or failing grades.

You are encouraged to provide enough time in the mornings for your child to be on time. Students should arrive to school between 7:10 a.m. - 7:35 a.m. There are no adults on duty prior to 7:10 a.m. For safety reasons, **do not leave your child unattended prior to 7:10 a.m.**

- Parents must call our attendance line, **276-5708 then press 1**, on the day of the absence by 8:15 a.m. If a parent does not call, the absence will be considered unexcused.
- A daily computer generated phone call will be made if your student arrives after the 7:40a.m. bell.
- A computer generated phone call will be made to the parent when the student accumulates 5 absences throughout the year.
- Students who are absent more than 5 days in a marking period will receive a check mark on the Report Card.
- A referral will be made to the Child Study Team (CST) when a student accumulates 10 or more absences throughout the school year.
- Students who are excessively absent, tardy or leaving early will be tracked. Parents will be contacted and a conference will be scheduled.
- All absences, tardies and early dismissals will be considered unexcused unless the school is notified by phone, in person or by note. Only student illnesses and emergencies are considered excused.

Bus Discipline/Information

Students riding a school bus are required to comply with appropriate bus behavior rules at all times. Students are not allowed to bring glass containers or animals of any kind on the bus. Parents will be notified of behavior problems that occur on the school bus.

Continued disruptive behavior will result in suspension of the student's bus riding privileges.

<https://www.hillsboroughschools.org/Page/580>

Questions or concerns pertaining to buses should be directed to the district Transportation Department at 233.2872. Please take a moment to program this number into your cell phone.

Car Riders / Walker Procedures

Students that are transported by private automobiles in the afternoon must be picked up at dismissal time. Failure to pick up students on time causes undue anxiety and difficulty for all concerned. **Please be prompt.**

For maximum safety of each student, the following procedures must be followed:

➤ Morning Drop off Procedures:

Just a reminder, we are a closed campus. Adults may not walk students to class. **All students must enter campus using front double door entrance on right side of the main office.**

Here are two ways for your child to safely arrive at school each day:

1. Student drop-off is located in the front of the school. Enter the campus and remain in the single file traffic lane. Students must exit the vehicle using the right side door only once you are in the drop off area.
2. Enter the parking lot from W. Spruce and park in a designated space, walk your child to the double door entrance and say goodbye at the door. There are adults on duty each morning to assist your child.

Do not drop off students off in other areas of the school site – these areas are NOT monitored by an adult and is unsafe.

➤ **Afternoon Pick Up Procedures:**

1. Student pick-up is located in the front of the school. Enter the campus and remain in the single file traffic lane for dismissal. Display "Pick Up Tag" in window. Students will be loaded into the cars as they pull forward.
2. Park in a parking space. Children WILL NOT be allowed to cross the into the parking lot unescorted. This is for their safety! Walk to the pick-up point with hang tag in hand. Students will NOT be sent to parked cars.
3. Please complete the rainy day dismissal form located in the 1st day packet and return to your student's teacher.

For maximum safety of ALL students, please remember the following during the morning and afternoon.

- Parents driving through the car line to pick up students should have Pick Up Tag visible for students to be called to the car.
- Drop off & pick up in the designated area only
- Always let students out and load on the right side of the vehicle
- Drive slowly and do not exceed 5 m.p.h.
- Be patient and courteous
- Always pull all the way forward to maximum the effectiveness of this process
- Late pick up students will be sent to HOST located in the cafeteria. HOST charges a late pick up fee.

IMPORTANT!

For safety reasons, parents WILL NOT be able to park anywhere near the bus ramp. There is ample space in the parking lot for parents to park should you choose to walk your child(ren) across safely.

****Pick up Tags will be available at Open House and in the front office when needed****

Civility

In order to provide a safe, caring, and orderly environment, Hillsborough County Public Schools expects Civility from ALL who engage in school activities. Mutual respect, professionalism, and common courtesy are essential qualities that all need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying, and aggressive actions.

Unacceptable Behaviors include:

Behaviors which interfere with or threaten to interfere with school activities:

- Using loud offensive language or profanity
- Intimidating, harassing, bullying and inappropriate display of temper
- Threatening verbal or physical harm
- Threatening, abusive, or obscene telephone conversations, written communication, electronic mail or voice mail

Closed Campus

Visitors to any campus must sign in with the receptionist in the office. Photo identification is required. Any individual considered a non-student must obtain administrative clearance prior to entering the building. The classroom teacher will be given advanced notice for parent classroom visits. A pass will be issued to those persons who have legitimate business with the school. Persons without a pass are subject to trespass violation and possible arrest. Students who are enrolled in any Hillsborough County Public School may not visit any other school without the permission of the administrative personnel at the visiting school. Any student found in violation of this policy will be subject to school disciplinary action. Visitors must receive approval from the principal in advance to observe in a classroom. Teachers cannot stop classroom activities to hold a parent conference. Students cannot arrange for their friends or relatives from other schools to visit the school at any time. Any individual found on the campus without clearance from a member of the administrative staff may be arrested for trespassing.

One of the mission statement tenets of Hillsborough County Public Schools is to promote a culture of safety and respect that is free from harassment, bullying and aggression, while demonstrating best practice in all areas of safety. To that end, Hillsborough County Public Schools utilizes the SafeNet System which screens any visitor to our campuses and facilities against the Florida Department of Law Enforcement (FDLE) Sexual Offender/Predator database. All persons wishing to come on to our campuses are required to be screened in SafeNet.

Communication

One of our goals is to communicate with parents regarding their child's academic progress and behavior, as well as keeping the lines of communication open between the home and school. Some of the ways the staff and parents will meet this goal includes:

- Student planner (students should write assignments and due dates; also used for parent/teacher written communication)
- Interim /Progress Reports will be sent home mid-nine weeks for students who need improvement in academics and/or behavior
- Report Cards will be sent home with students at the end of each nine weeks
- PTA meetings, STEM Nights and Family Learning Nights will be held throughout the year, etc.
- Monthly newsletters will be sent home with your student and are available online at our website

Conferences

Conferences are an effective means to communicate with your child's teacher. In order not to interrupt class, we ask that you arrange conferences with the teacher prior to and after the student day. Teachers are not prepared for "drop-in" conferences and are responsible for student supervision from 7:10-7:40 a.m. Please call ahead for a conference so that it can be scheduled at a convenient time for all.

Discipline/Rules/Expectations/Zero Tolerance Policy

Students are expected to observe all school rules and to behave in a respectful manner to teachers, staff members, bus drivers and fellow students. Many interventions are used at our school to help students demonstrate appropriate interactions and assist them in making correct choices. We make every effort to contact you when your child has been involved in a severe behavior incident. Our staff has high expectations regarding the behavior of our students. Misbehavior at the bus stop, on the school bus, on school grounds, or at school related activities may result in time out, in-school suspension, out-of-school suspension or other appropriate consequences. Parents, please take an active role in speaking with your child today about appropriate behavior while they are not under your supervision.

District Student Code of Conduct

The district student handbook can be found on the district website → <http://web.hillsboroughschools.org/conduct>

Early Release of Students

We encourage you to schedule your child's doctor and other appointments after school hours. Early release of students is very disruptive to the student involved as well as all the other students and school personnel. If this is not possible, the child must be signed out in the main office. For your child's safety, he/she will only be released to authorized individuals that are listed on the student's Emergency Card. If there is no other alternative and **you must sign your child out early, please do so 30 minutes prior to dismissal as there will be NO dismissals permitted after this time.** Special instructions on who may or may not pick up your child must be submitted in writing to the office. If legal documents, such as custody papers support your request, they should also be submitted.

Electronic Devices/Cell Phones

During school hours and while on the bus, cell phones and other electronic devices are to be used under the supervision of district staff for educational purposes only.

Students must comply with the directives of school/district staff regarding when and where electronic devices can be used.

Failure to comply with staff directives may result in the following student consequences:

The device will be confiscated by the staff member, labeled and secured in school safe. A parent/guardian will have to come to school with photo ID to pick up device.

Emergency Card

A pre-printed emergency card will be sent home the first day of school for those children who were pre-registered for the current school year. Please update any pre-printed information that is incorrect and complete all blank spaces. **Please update these cards throughout the school year as information changes.** In the event of an emergency, it is important for us to make contact with you or your designee. Remember to sign and date the card. **Only names listed on the emergency card may sign children out from school, if more space is needed for emergency contacts, please use the back of the card.** All others will require parent permission prior to release of the child. A driver's license or state ID will be required for any person, including parents, to sign a child out of school.

Excused Absences

The school policy for excused absences will be:

1. An illness of the student or a medical/dental appointment
2. An accident resulting in an injury to the student
3. A death in the immediate family
4. An observance of an established religious holiday
5. A pre-planned absence for a personal reason (submitted & approved by school administration)
6. A subpoena by a law enforcement agency or a required court appearance
7. An emergency for a reason acceptable to the principal such as:
Severe weather conditions, a personal or family problem, fire, flood or other damage to the home, an accident on the way to school, a breakdown of the school bus.

Free Meal Application

Many parents have already completed the application during the summer months and will have been notified of your child's meal status. There is no need to complete a second application if you have already done this. However, if you have not completed an application, we encourage you to do so today.

<https://www.hillsboroughschools.org/Page/3734>

Just Elementary receives federal money based on the number of students that qualify for a free/reduced meal status. If your family qualifies, that does not imply that your child must eat a school provided meal. These "federal dollars" are used to buy additional resources for our school such as additional personnel to assist our students. Until applications are approved, parents/guardians are responsible for any charges incurred by the student.

School Breakfast and Lunch Program

Breakfast: All students are encouraged to start their day by eating a healthy breakfast at school. All of our students are eligible to eat a free breakfast each morning upon their arrival. Breakfast is served in the cafeteria beginning at 7:10am and ends promptly at 7:35am. This allows the student nutrition staff sufficient time to prepare for the student lunch service. There is no cost to the student for participating in the "Universal Breakfast" program.

Lunch: Students whose parents complete the Free and Reduced Priced Meal application and are approved will receive a free lunch daily. The cost of a full priced lunch is \$2.25. Students may also bring a lunch from home. Parents paying by check for a school lunch should make the check payable to Just Elementary and include your child's name, student number and phone number on the check. Students who do not have money on their lunch account, will "charge" a lunch and the parent will make payment afterwards. It is not permissible for a student to routinely charge their lunch. An alternative meal will be served if the student continues to charge for his/her lunch for any extended period of time. Lunch charges should be paid for upon receipt of notification. Lunch charges will continue to accrue from one year to the next. Contact the lunchroom manager, if you have any questions.

Fundraising Activities

Throughout the year, our school may participate in several fundraising activities. The money raised from these activities will be used at Just Elementary to support educational activities/materials for students. To promote the safety of all children, Hillsborough District policy does not allow “door to door” selling. We feel that it is important that the school and home work together to ensure the safety of every child.

Head Lice

The School Board of Hillsborough County has a “No Nit” policy. If a child is identified as having head lice or nits, he or she shall be excluded from school and shall not be permitted to return to school until he or she is free from lice and nits. Nits are the white eggs that lice lay that adhere to strands of hair. Parents are responsible to provide the appropriate treatment to eliminate head lice and nits before the child returns to school. A child should miss no more than one or two days of school because of head lice. Excessive absences due to head lice shall be addressed according to the provisions of the Compulsory School Attendance Law. (F.S. 381.0056, F.S. 1003.22, District Policy Chapter 5 - Policy 5.13)

Health Concern

Please notify our nurse and your child’s teacher of any special health problems with your child. Some conditions require a physician’s statement; please refer to the Medication Administration Guidelines within in this handbook for more information.

Illness or accident at school:

In case of illness or accident at school, parents will be notified immediately. No child with a fever will be allowed to remain at school nor will they be allowed to be transported on the school bus. The school clinic is not equipped or staffed to handle ill children for long periods of time. Emergency telephone contact numbers must be up to date to ensure we may contact you in the event of illness, accident, or emergency. Please contact the school to update your child’s Emergency Card whenever you have new information to add for yourself or your emergency contacts.

Medication Administration Guidelines

These are established by the School Health Services per Florida Statute 232.46.

Authorized school personnel will assist students in the administration of prescription(s) when the following conditions have been met:

- Only prescription medication will be administered at school.
- Over-the-counter medication WITHOUT orders from the physician are NOT permitted.
- Cough drops are not permitted.
- Over-the-counter or sample medication must be accompanied by orders from the physician indicating medication and times to be taken. Without these orders, the medication will be returned to an adult and will NOT be administered.
- Parents must deliver the medication to the school office in the container it was purchased. At no time should a child transport medication of any kind.
- Parent authorization forms must be completed in order for the student to take medication.

Photograph/Video Consent and Web Site Release

At our school, there may be instances in which pictures/videos are taken of our students while they are engaged in activities in their learning environment. Sometimes these pictures/videos are used for photo and slide presentations to students, staff and parents. At other times, we have requests for student activity pictures/video from the news media. In such cases, pictures/videos are released only in accordance with the Hillsborough County School Policy.

Personal Property

Please label your child’s clothing (jackets, sweaters, lunch boxes & back packs) so they will be easily identified if misplaced. The school is not responsible for personal items, including toys, money, games, calculators, etc. Please return any found merchandise to the front office. Any item not claimed after 90 days will be given to a local charity in the area.

Rainy Day Dismissal

We will use the rainy day dismissal plan on days when it is pouring, and/or there is thunder and lightning. The decision will be made 15 prior to dismissal based on the weather conditions at Just Elementary at that time. Our procedure will be as follows:

- All car riders and bus riders will dismiss in the same manner as regular dismissal.
- All walkers are held until weather conditions improve to safe walking/biking conditions. Parents need to complete the rainy day dismissal plan from the first day packet and return to your student's teacher.

Reminder, no changes in how a student dismisses can be taken over the phone.

SAC – School Advisory Council

Every school has a School Advisory Council, which is comprised of members from all stakeholder groups. The role of SAC is to: conduct an annual needs assessment, develop a plan and budget based on that assessment, implement the plan through timely reports, and revise the plan on the basis of either the success or lack of success of the original plan activities. SAC generally meets once a month to conduct their business and report on the progress being made on the various targeted activities. If you are interested in being involved with the School Advisory Council, contact the Principal or Assistant Principal.

School Uniform Policy

Just Elementary has a mandatory School Uniform Policy. The basic school uniform will consist of khaki, tan or black shorts, pants, skirt, skort or jumper and collared polo-style (long or short sleeves) in green, gold or white. Shoes shall be worn and be securely fastened to the feet and must be closed toed. Footwear must be suitable for outdoor physical education classes.

Research supports that a uniform dress code focuses the student on the learning process, provides a sense of pride and belonging, emphasizes education & not fashion, sets the tone of the school family, and saves time and money in buying school clothing. No student shall be denied participation in the school dress code policy due to financial hardship. If such a situation exists, please contact the school office.

Student Internet Access Permission

Access to the Internet is designed solely for educational purposes and Hillsborough County Public Schools has taken reasonable precautions to supervise Internet usage and to filter inappropriate information. Students must be responsible users and violators will be punished. Please keep in mind that Internet related lessons provide valuable reference and research skills that would benefit your child's education. Our county has very strong security programs which will not allow users to access questionable or unacceptable websites.

Tardy Policy

We realize that there will be instances when your child may be tardy, but please avoid this from happening whenever possible. Tardiness interrupts not only your child's instructional time but that of all the other students in the classroom. **At 7:40 a.m., if your child is not in his/her classroom seat then your child is tardy and must be signed in by an adult at the front office.**

Textbook and Library Book Information

Students are responsible for damage or loss of library books or textbooks assigned to them. Students who lose or damage schoolbooks or school property will be required to pay for the damage or replacement cost of the item. Records and Report Cards will be held until debts are cleared or arrangements have been made to reimburse the school for replacement costs.

Toys, Games and other Personal Items Policy

Candy, gum, toys, radios, MP3 Players/Gameboys/Ipods, fanny packs etc., skateboards and trading cards should not be brought to school. Possession of these items may lead to disciplinary action. Students shall not possess, handle or transmit weapons including guns, knives, razor blades, ice picks, explosives, chains, pipes, brass knuckles, Billy clubs, Chinese stars, mace, tear gas, any type of shocking toy, etc. or any dangerous instruments such as toy guns/knives or anything that resembles or could be considered a weapon on school grounds. This is to include possession of such items up to 500 yards within school grounds, on school buses, at school bus stops or at school related activities. Possession of weapons is a major violation of the Code of Conduct and will lead to suspension and/or expulsion from school.

Transportation Information

Please notify your child's teacher regarding your child's afternoon dismissal plans. For your child's safety, once you notify the teacher of the plan, those arrangements will be followed every day, unless the teacher is notified in writing (with parent signature), of other arrangements. **To ensure a safe dismissal, transportation changes cannot be taken over the phone as there is no way for our staff to verify who is making the phone call.** Bus transportation is provided to a child's home address only.

Visitors

All visitors to our campus must sign in on the computer in the front office upon arrival with a government issued photo identification, wear a visitor's badge while on campus and sign out upon departure. Hillsborough County Public Schools has a policy in place stating that visitors must be identified while on school grounds. Visitors must receive approval from the principal in advance to observe in a classroom. Instructional time is valued, and visitations cannot take away from learning time nor can teachers stop classroom activities to hold a parent conference.

Volunteers

For our children's safety, all volunteers and community partners must complete or reactivate the online Volunteer Application each school year. The application is located online at <https://www.hillsboroughschools.org/volunteer> . Please make sure you allow 2 weeks for your application to be processed so that you are cleared to be a volunteer. **Your application must be approved before you may start volunteering on campus, chaperoning fieldtrips, assisting in classrooms, or eating lunch with your student.**