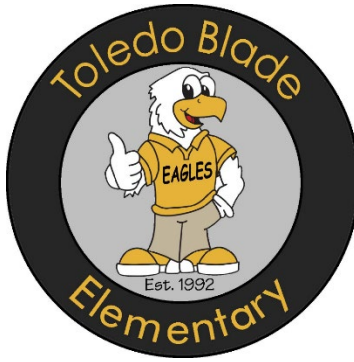


# Toledo Blade Elementary

*Eagle Ranch*



## ON THE TRAIL TO EXCELLENCE



# "SOARING TO NEW HEIGHTS"

## THIS STUDENT AGENDA BELONGS TO:

Name \_\_\_\_\_

Teacher \_\_\_\_\_

Grade \_\_\_\_\_

It is the responsibility of each family to read, understand,  
and abide by the guidelines in this handbook.

### SARASOTA COUNTY SCHOOLS

#### 2023-2024 DISTRICT ACADEMIC CALENDAR

1960 Landings Blvd. Sarasota, FL 34231 Phone (941) 927-9000

JULY 2023				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

3rd - 7th - 240 Staff Non-Work Days  
18th - 220 Staff Return

AUGUST 2023				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

3rd - 196 Staff Return  
10th - First Day for Students, 186 Staff

SEPTEMBER 2023				
MON	TUE	WED	THU	FRI
				1
	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4th - Labor Day - Students, All Staff

OCTOBER 2023				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

12th - End of 1st Grading Period  
16th - Professional Day - Students, 186 Staff

NOVEMBER 2023				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

20th - 24th - Thanksgiving Break -  
Students, 186, 196, 220 Staff  
23rd - 24th - Thanksgiving Break - 240 Staff

DECEMBER 2023				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

21st - End of 2nd Grading Period  
22nd - Professional Day - Students, 186 Staff  
25th - 29th - Winter Break - Students, All Staff

JANUARY 2024				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1st - 5th - Winter Break - Students, All Staff  
15th - Martin Luther King Jr. Day - Students, All Staff

FEBRUARY 2024				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

19th - Presidents Day - Students, All Staff

MARCH 2024				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

7th - End of 3rd Grading Period  
8th - Professional Day - Students, 186 Staff  
11th - 15th - Spring Break - Students, All Staff  
29th - Mini Break - Students, 186, 196, 220 Staff

APRIL 2024				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2024				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

24th - Last Day for Students, 186 Staff  
27th - Memorial Day - All Staff  
29th - Last Day for 196 Staff

JUNE 2024				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

14th - Last Day for 220 Staff

\*Orange highlighted days will be used as inclement weather makeup days if needed

# Toledo Blade Elementary School

Office Hours 8:00am to 4:00pm

Student Hours 8:30am to 3:15pm

<http://sarasotacountyschools.net/schools/toledoblade>



## Our Vision:

We believe that each child is entitled to reach his or her fullest potential.  
We commit ourselves to developing and maintaining a school environment  
that encourages this growth.

Our Mission: "Dedicated to Success for ALL"

*Welcome to a new year at Toledo Blade Elementary!!! Our main goal is to ensure that our students' academic, emotional, and behavioral needs are addressed daily in the safest, most secure, and most nurturing learning environment possible.*

*Inside this agenda book/planner, you will find the Toledo Blade Family Handbook. It serves as a resource of what is expected of you and your child(ren) as part of the Toledo Blade team. Please take a few moments to review the contents of the Family Handbook carefully so that you are aware of and can comply with the policies and procedures contained inside. Do not hesitate to ask your child's teacher or office/administrative staff members for clarification on any item for which you may have a question.*

*The student agenda book is also to be used for the following purposes:*

- An **organizational tool** where homework is recorded & checked by a parent/guardian nightly
- A **communication link** between the school and home to keep parents/guardians informed
- A **reminder of our school Rules & Procedures**

*We trust you will not only value this agenda, but also treat and use it with care. Should the agenda be misplaced or damaged, there will be a **\$5.00** charge to obtain a new one.*

*Working together, we can maximize individual learning potential and celebrate individual accomplishments. Our combined focus and strict adherence to our policies and procedures will allow us to have a successful year.*

*We will do everything possible to meet and exceed your expectations. We look forward to seeing, serving, and working with you in the upcoming school year.*

Mrs. Jennifer F. Dolciotto, Principal



# Toledo Blade Elementary Family Handbook *Table of Contents*



Pg. 3	Home/School Compact	Pg. 11	Positive Behavior Support (PBS)
Pg. 4	Arrival/Dismissal	Pg. 12	Registration/New Students Religious Beliefs Report Cards Rewards & Recognition
Pg. 5	Attendance Before/After School Care Bullying & Harassment	Pg. 13	Rewards & Recognition Student Guidelines
Pg. 6	Bus Transportation Business Partners Cell Phones & Prohibited Items	Pg. 14	School Advisory Council Snacks Student ID Cards Student Insurance Student Media Release Student Placement & Teacher Request
Pg. 7	Chaperones Code of Conduct Computer Use/Technology Contact Information Crisis Plan Custody Situations	Pg. 15	Text & Library Books Tobacco Free Campus Visiting Campus
Pg. 8	Dress Code Expectations & Uniform Policy	Pg. 16	Volunteers Website & Facebook Page Withdrawal of Students <b>YOU!</b>
Pg. 9	Family Access Portal Family Services Health Room		
Pg. 10	Home Baked Items Homework Policy Lost & Found Meal Program		



THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
TOLEDO BLADE ELEMENTARY SCHOOL  
1201 Geranium Avenue  
North Port, Florida 34288  
(941) 426-6100

**HOME/SCHOOL COMPACT**

As a parent/guardian of a Toledo Blade student, it is my responsibility to:

- encourage my child to be **Respectful, Responsible, and Ready to SOAR!**
- adhere to district and school policies and procedures, especially regarding arrival and dismissal.
- send my child to school on time, rested, ready to learn, and dressed in the proper uniform.
- be an active participant in my child's learning by checking homework, signing the student agenda nightly, and attending scheduled parent conferences.
- openly and respectfully communicate with school staff.
- teach my child that there are consequences for their behavior.
- gather information from all sources for effective decision-making concerning my child's education.

As a Toledo Blade student, I will strive to:

- demonstrate the 3 "R" traits while at school (**Respect, Responsibility, and Ready to SOAR!**).
- follow school and classroom rules.
- respect all students, visitors, volunteers, staff, families, and their property.
- display on-task behavior in the classroom/on campus.
- finish all assigned schoolwork, which includes classwork and homework.
- attend school on time, rested, and ready to learn in the proper uniform.
- display a growth mindset toward learning and believe that I can succeed.

The staff and administration of Toledo Blade accept responsibility to:

- model the 3 "R" traits for students (**Respect, Responsibility, and Ready to SOAR!**)
- establish and monitor expectations for classroom/campus routines, procedures, and behavior.
- create and maintain a safe and orderly school community.
- provide a quality instructional program in a positive setting for each student.
- assist families in helping their child develop self-discipline, self-respect, and self-confidence.
- believe each child can learn and determine what techniques and materials work best for each student.
- recognize and celebrate student success.
- respectfully communicate with families, staff, and the community.

## ARRIVAL & DISMISSAL



**CHILDREN ARE NOT TO BE LEFT UNSUPERVISED ON SCHOOL GROUNDS.** All students arriving on campus before 8:00am and/or remaining at dismissal locations **after 3:35pm** will be directed to the front office. If the student is registered for the Before/After School Care Program, he/she will be sent to the appropriate location. If the student is not registered, they will remain in the office, where parents will be notified, and fees will be applied. Classroom doors open at 8:15am.

Toledo Blade has a structured dismissal that allows staff members to safely and orderly transport bus riders, walkers, bike riders, car riders, and aftercare students to their destinations. The school must be notified, **IN WRITING**, when dismissal or after school arrangements are to change. **UNLESS IT IS AN EMERGENCY, PLEASE DO NOT CALL THE OFFICE TO CHANGE AFTER SCHOOL ARRANGEMENTS.** For the safety of our students, parent/guardians should not arrive on campus to pick up their children before 2:45pm and should remain in their vehicle adhering to the prescribed parent pick-up procedures currently in place.

**Bike Riders/Walkers:** Any child designated a bike rider or walker must have a "Rider Walker Authorization Card" on file with the classroom teacher. Authorization cards can be obtained from the classroom teacher and will be kept for the duration of the school year. Children in grades K-2 will be asked to wait at the crosswalk area until an approved adult/sibling arrives to accompany the Bike Rider/Walker unless specific dismissal directives have been provided in writing from the parent/guardian. ***"A bicycle rider or passenger under 16 must wear a bicycle helmet that is properly fitted and fastened securely upon the passenger's head by a strap, and that meets the federal safety standard for bicycle helmets, final rule, 16 C.F.R. part 1203)."***

**Car Riders:** Those students traveling via automobile are to utilize the assigned Parent Pick-Up/Drop Off area. PLEASE reference the prescribed procedures that are provided during the school year.



- Parents/Guardians are to remain in their vehicle
- Use a single, curbside line only for drop off and pick up.
- **Car rider name tags must be clearly displayed in windshield** and a photo I.D. available
  - Drivers without a car tag will be asked to park and report to the office to show ID and contact information will be verified before a child will be released.
- Obey all posted traffic signs.
- Refrain from cell phone use while in the parent loop.
- Be cooperative and courteous to staff and other drivers.
- TBES is a Smoke-Free campus.

**Early Dismissal:** Because instruction occurs until the end of the school day, early dismissal should only be for emergencies. If an early release is needed, a note should be sent to the teacher in the morning, who will forward it to the office to hold until dismissal time. For safety and accountability reasons, **STUDENTS ARE NOT TO BE DISMISSED FROM SCHOOL BETWEEN 2:45pm AND 3:15pm unless prior arrangements have been approved.**



Parent/Guardians picking up the student must report to the main office and present a photo I.D. Students will be called to the office for dismissal once photo I.D. has been verified. Written permission must be granted for students to be released to anyone other than parent/guardian or emergency contact on record.

**Severe Weather Dismissal:** To ensure the safety of all students, severe weather dismissal procedures will be implemented if severe weather arrives. Please know this will delay our dismissal process, and buses may be late to bus stops. If your child rides a bike or walks to school, they need to know in advance what to do if there is severe weather at dismissal time. This will help avoid confusion and prevent your child from becoming anxious over the situation. We will make every effort to notify families via text and/or email when our severe weather is being executed.

## **ATTENDANCE**

The Sarasota County School Board and Toledo Blade Elementary School are committed to maximizing the amount of time a student spends in the classroom academically engaged in a positive learning environment. Regular and punctual attendance is vital to a student's success in school. Florida State Law requires regular school attendance and it is the responsibility of the parent to ensure that their child attends school daily. It is recognized that there are occasions when absences are unavoidable.

- **Absence from School:** A student's absence may be defined as "excused" if a separate written note or via online form is completed within three days of the absence (not written in the agenda).
  - The principal or designee has the authority, within the guidelines of the law, to determine if an absence is excused or unexcused.
  - In cases of excessive, excused absences for illness, a parent/guardian may be asked to provide documentation from a physician.
  - Absences for vacation or other anticipated reasons must be given prior approval from an administrator. The student must make arrangements for completion of work prior to the approved absence. Students with excessive absences may not be excused for such reasons.
  - A parent/guardian will be notified of unexcused or unexplained absences. If a pattern of non-attendance develops, the parent/guardian will be asked to conference with school staff and participate in efforts to remediate the situation. If unexcused absences continue, truancy procedures will be initiated.
- **Tardy to School:**
  - Students must report to class by 8:30am or they will be marked tardy.
  - **Students arriving after 8:30am must report to the office WITH a parent/guardian to be signed in and issued a tardy pass.**
  - Chronic tardiness can negatively affect a student's performance in the classroom. A social worker will be dispatched for a home visit in effort to develop an action plan to address tardiness if needed.

## **BEFORE/AFTER SCHOOL CARE**

The Before School Program is available from 6:30-8:00am and After School Program from 3:15-6:00pm. A brochure describing requirements and fees is available on our website. Families must **PRE-REGISTER** online and pay a \$25 registration fee (1 per family) and one-week advance payment per child to be accepted. Space is limited.

Current contact information with the working phone numbers of ANYONE authorized to pick up your child is required for all children enrolled in the program. Additionally, copies of the Free & Reduced Lunch verification form must be provided to Child Care Staff for your fees to be reduced accordingly.

If children are picked up after 6:00pm, a late fee of \$1 per minute will be charged and applied to your account.

## **BULLYING & HARASSMENT**

It is the policy of Sarasota County School District and Toledo Blade Elementary 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. As defined herein, it is prohibited and disciplinary action will be taken. Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It 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 unreasonable interference with the individual's school performance or participation. For additional information/report: <http://www.sarasotacountyschools.net/departments/dop/handbook.aspx>.



## **BUS TRANSPORTATION**

Every student is responsible for adhering to the bus guidelines to maintain the privilege of riding the bus.



### **Rules and Guidelines for riding the bus:**

- The bus driver oversees discipline on the bus and has the authority to assign seats as necessary.
- Students are to board and depart only at their assigned stop. Due to space limitations, students may not ride the bus home with a friend.
- When boarding the bus, students are expected to scan their student ID card or enter their student N# on the pin pad to record student attendance on the bus.
- Families are encouraged to register for the "WheresTheBus" app which provides real time bus location and arrival information. Visit **www.WheresTheBus.com**
- Fighting, profane language, name calling, and destruction of property will not be tolerated. Such behavior WILL result in immediate disciplinary action.
- At the bus stop:
  - Parents/Guardians are responsible for supervising his/her children until the bus loads and departs.
  - Fights or other serious problems at the bus stops due to lack of inadequate supervision will be reported to the local police.
- Since the safety of our students is a critical issue, the Sarasota County Schools Transportation Department has set the following policy:
  - Inappropriate behavior on the bus will be reported to the parent/guardian and school administrators. Should a student have a problem on the bus, the driver will first seek resolution with the parent through a bus misconduct report which should be signed by the parent/guardian and returned to the driver the morning following receipt.
  - Should misconduct be serious and need immediate attention, or persists after parent/guardian notification, the driver will complete a formal discipline referral. A school administrator will investigate the report and take appropriate disciplinary action as follows:
    - 1<sup>st</sup> referral - student will receive a verbal reprimand, parents will be notified by mail/phone and a copy of referral placed in permanent record
    - 2<sup>nd</sup> referral - student will be suspended from riding the bus for 1-3 days\*
    - 3<sup>rd</sup> referral - recommendation of suspension from bus transportation for 3 days\*
    - 4<sup>th</sup> referral - recommendation of suspension from bus transportation for 5 days\*
    - 5<sup>th</sup> referral – recommendation of suspension from bus transportation for 10 days\*
    - 6<sup>th</sup> referral – recommendation of suspension for remainder of semester
    - 7<sup>th</sup> referral – recommendation of suspension for remainder of school year

*\*Depending on severity of incident*

**Should you wish to discuss a concern related to the bus, please contact the Transportation Department directly at 941-486-2141.**

## **BUSINESS PARTNERS**

Business Partner relationships occur between the school and businesses that can support each other in a variety of ways. Business Partners can help the school through a monetary contribution, donation of goods, or donation of their time or service. In return, the school recognizes the Partner by providing publicity and encouraging families and staff members to support the businesses. There is no "Fee" to sign up...just leave a message at the front office by calling 941-426-6100 to receive further information about this win-win opportunity.



## **CELL PHONES & PROHIBITED ITEMS**

Gum, trading cards, fidget toys, electronic gadgets/tablets, or other items that may be deemed a distraction to the learning environment should not be brought to school. (See Student Code of Conduct for a detailed listing of items). If brought to school, cell phones and smartwatches are to remain off and in backpacks while on school grounds. The school assumes no liability for cell phones/electronics that are brought onto campus for personal use.

Violation of this policy will result in the cell phone/item being confiscated and stored in the front office until picked up by a parent/guardian.



## **CHAPERONES**

School Field Trips are scheduled intermittently throughout the school year and are driven by the curriculum of a given grade level. Should a parent/guardian be requested or asked to volunteer to chaperone a field trip they **must be a Level Two approved volunteer prior to the event**. This can be accomplished by completing a background check and fingerprinting through the Sarasota County Schools district office (at own expense). Chaperones are role models for our students and must follow all behavior and dress code expectations while acting in this capacity.

## **CODE OF CONDUCT**

At the opening of school all students will receive information about school rules from their teachers and through a "Code of Student Conduct". **This document may be accessed at: <https://www.sarasotacountyschools.net/departments/dop/handbook.aspx>**. Parents are expected to review this information with their children at the start of the school year. The Code of Conduct as well as the policies and procedures at Toledo Blade are expected to be followed on the school campus.

Children who repeatedly violate the rules are referred to the guidance counselor, administrative support team, assistant principal or principal and an appropriate consequence may be administered in accordance with the Sarasota County Code of Student Conduct. Some violations of school rules are so severe that they may require out-of-school suspension. If the behavior is not only a breach of school rules but a violation of the law, students will be referred to the appropriate law enforcement agency. This does not preclude disciplinary action by the school as well.



## **COMPUTER USE/TECHNOLOGY**

The school district provides internet access for staff and students via computers. Students will log in with their individual N # and Pin #. The student assigned to the network account is responsible at all times for its proper use and should not share their login information. N# account history can be tracked and will travel with them through grades K-12. The school district does have the right to review the contents of all email or files created and stored on school district equipment. The county provides a firewall (a blocker) to help prevent students from visiting inappropriate sites and students are trained to go back to the "home" site and inform the teacher if they come across a site that is not appropriate for the classroom lesson. If any user violates technology acceptable use provisions, their access to electronic information services will be terminated.

## **CONTACT INFORMATION**



If an address or phone number changes, Sarasota County requires written proof to be submitted to the registrar for the school to update its records. Changes to the pick-up/approved visitor list and/or email can be done via the family/parent portal. **It is imperative that contact information is up to date at all times** should any type of emergency occur.

## **CRISIS PLAN**

Working toward a safe and orderly school environment requires the awareness and practice of various emergency/crisis drills. Staff and students are made aware of Fortify Florida for reporting possible safety concerns. <https://getfortifyfl.com/>. Staff and students are also trained on the procedures on how to respond to crisis drills in a safe and orderly manner. Throughout the school year, the campus will practice responding to the following codes and drills:

- **FULL LOCKDOWN**
- **HEIGHTENED SECURITY/LIMITED LOCKDOWN**
- **EVACUATION & FIRE DRILL**
- **SEVERE WEATHER**

## **CUSTODY SITUATIONS**

Before a request is made that we restrict information, prevent or allow the release of a student to an authorized person, a parent/guardian must provide a copy of custody papers for review. All custody papers provided will become a part of the student's confidential cumulative record. Court-issued documents will be followed to maintain student safety and well-being.

## **DRESS CODE EXPECTATIONS & UNIFORM POLICY**

At Toledo Blade, we have a mandatory school uniform policy for all students, Pre-K through 5<sup>th</sup> Grade. Our goal is to keep our students focused on learning while being able to "Wear and Share the Toledo Blade Pride"! The dress of the students should be modest, tasteful, neat, and in compliance at all times. The following is a list of some examples (not all-inclusive) that are **unacceptable and will be considered in violation**:

**DISTRACTING:** Visually causing the focus to be on something other than learning (i.e.)


- Unnatural hair color, Mohawks or other distracting hair styles (designs, cutouts, etc.)
- Distracting hair accessories (tall headbands, excessively large bows, animal headbands, etc.)
- Excessive Make-up
- Inappropriate fitting, ripped, tattered or torn clothing

**DISRUPTIVE:** Interrupting the learning environment (i.e.)

- Clothing/items with inappropriate message(s) referencing alcohol, drugs, tobacco or violence
- Multiple/excessive accessories, collectibles, etc.
- Hats (unless in PE/recess with a corresponding notice on file)

**DETRIMENTAL:** May cause damage or injury (i.e.)

- Wallet chains or choker chains
- Large earrings or artificial nails
- Sunglasses
- Cleated shoes, heelies (shoes with wheels), flip flops or sandals

<b>Toledo Blade Elementary</b> <b>Student Uniform Policy</b> <b>Mandatory for ALL Students PreK-Grade 5</b> 	
<b>Tops:</b> <b>Collared Polos,</b> <b>Dresses,</b> <b>Sweaters,</b> <b>Jackets</b>	<b>Top Colors:</b> Gold, White, and Black <ul style="list-style-type: none"> <li>• Short or long-sleeved collared polo shirts</li> <li>• Solid uniform color, <u>with or without logo</u></li> <li>• No button up shirts authorized</li> <li>• Sweaters, sweatshirts, jackets &amp; layered items must be in solid uniform color</li> </ul> <p style="text-align: center;"><b>Optional:</b></p> <p>Logo uniform polo shirts can be ordered online or at Toledo Blade Elementary. The cost is \$15.00 each. Logo sweatshirts &amp; jackets are also available for order at various times during the year.</p>
<b>Bottoms:</b> <b>Shorts, Pants,</b> <b>Capris, Skirts,</b> <b>Skorts, Jumpers</b>	<b>Bottom Colors:</b> Khaki and Black <ul style="list-style-type: none"> <li>• Bottoms must be to mid-thigh with <b>an inseam of 6 inches</b> or more</li> <li>• Shorts are expected to be worn under skirts</li> <li>• Leggings (khaki or black only) can be worn <u>under</u> bottoms</li> <li>• Leggings/jeggings/excessively tight bottoms may not be worn alone</li> <li>• Athletic/workout shorts and sweatpants are not allowed</li> </ul> <p style="text-align: center;"><b>(Solid blue jeans allowed ONLY on school SPIRIT Days)</b></p>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>• Closed toed/Fully enclosed shoes with a sole required.</li> <li>• Must be tied or closed with Velcro straps</li> <li>• Sneakers required on PE day(s) and for recess participation</li> </ul>
<b>Socks</b>	<ul style="list-style-type: none"> <li>• Required - Solid uniform colors "preferred"</li> </ul>
<b>School Spirit Days</b>	<p>"Last School Day of the Week"</p> <ul style="list-style-type: none"> <li>• Solid blue jeans/denim and any TBES polo/spirit t-shirts are optional</li> </ul>
<b>Free Days</b>	To be announced by administration
<b>Picture Days</b>	<p><b>For Class Picture Days:</b> Full uniform required</p> <p><b>Individual Picture Days:</b> Students may dress out of uniform, but in full compliance with dress code expectations</p>
<b>Field Trips</b>	Full uniform required on all field trips unless approved by administration
<b>Enforcement</b>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense: Call, note home &amp; change into uniform attire</li> <li>• 2<sup>nd</sup> Offense: Call, note home &amp; change into uniform attire</li> <li>• After 5 days of non-compliance: Letter mailed to the home and administrative team intervention</li> </ul>
<b>Scholarships</b>	Applications for assistance are available from the Guidance Department and are subject to approval (verification of eligibility required)

## **FAMILY ACCESS PORTAL**

Each parent/guardian is required to sign up for a family access portal account. This allows you access to up-to-date student information including attendance, report cards, and other important information. It will also provide the District's database with an email address to allow your child's teachers to email you.

Please register by going to <https://parentportal.sarasotacountyschools.net> (your child's N# is required).

## **FAMILY SERVICES:** Reports to the Department of Child Protective Services (1-800-96-ABUSE)

### ❖ **What does Florida law require?**

Florida Statute (F.S.) 39.201 requires that any person who knows or has reasonable cause to suspect that a child is abused, abandoned, or neglected, shall report such knowledge or suspicion to the Department of Children and Family Services (DCF).

### ❖ **Mandatory Reporters:** Although every person has a responsibility to report suspected abuse or neglect, some occupations are specified in Florida law as required to do so. These occupations are considered "professionally mandatory reporters". Per Chapter 39, school teachers, other school personnel, social workers, or other professional child care workers are mandatory reporters.

### ❖ **Failure to Report:** Section 39.205, F.S. states, a person (mandatory reporter) who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is in violation of the law.

### ❖ **Law Enforcement's Role:** During an investigation, a law enforcement officer, or authorized agent of DCF may choose to interview the child at the school. The officer or authorized agent is authorized to remove the child from any public or private school. The school official shall not deny law enforcement the right to interview a child. Additionally, school officials may not deny law enforcement the right to transport a child to an appointment deemed necessary for the furtherance of the investigation.

### ❖ **Notification and Inquiries:** The law enforcement officer is responsible for notifying the child's legal guardian of the child's removal from any public or private school. **The school is not responsible for notifying the child's legal guardian of the removal; neither before, at the time of, or after the removal.** If the legal guardian desires information related to a complaint of child abuse, that person needs to contact the DCF Services and/or the applicable local law enforcement agency.

## **HEALTH ROOM**



The Health room is available to students who become ill, need medication, or are injured at school. Students will not be sent to the Health Room for minor symptoms. Parents/Guardians will be notified and requested to pick up students with sickness, head lice or injury. In the event a parent/guardian cannot be located, every attempt will be made to reach listed emergency contacts. **Contact information must be updated regularly by parents.**

- Children with a temperature of 100.4° or higher will not be allowed to remain in school and must be fever-free without medication for 24 hours prior to returning to school.
- Students with head lice infestation will not be allowed to attend school until treatment with an effective pediculicide has been completed. The Health Room Aide examines all students upon their return to school to ensure that no lice are present.
- Students who require an injury assistive device must have the Orthopedic Injury Assistive Device Authorization Form completed and signed by a physician and given to the Health Room.

School personnel will give medication to students only when the following conditions are met:

- A serious or chronic health condition exists and failure to take medication could jeopardize the student's health.
- A Medication/Treatment Authorization Form must be signed by the parent/guardian for the medication to be given to your child at school.
- A written prescription from your physician is on file (this is required by law for all medication given in school).
- Medication must be in the original prescription container with the child's name, name of the medicine, dosage, and times to be given.
- Non-Prescription (unopened only) and prescription medication **MUST** be delivered by the parent to the Health Room.
- Children are not permitted to transport any medication, including cough drops.

## **HOME BAKED ITEMS**

The Health Department has determined that foods prepared in a private home shall not be used, sold or offered to students or staff. Any food items intended to be shared with students or staff must be commercially prepared and packaged with all ingredients listed on the product label.

## **HOMEWORK POLICY**

Homework is a time for skill practice, enrichment, or more in-depth attention to a given unit of study and can contribute greatly to the learning process for every child. Teachers are responsible for assigning homework corresponding with the course content as well as the maturity level and needs of individual students.



In keeping with the District's instructional goals, the following guidelines shall be used for assigning homework tasks:

- Meet the needs of the individual student
- Result in learning and reinforcement
- Be assigned with sufficient time for a student to obtain any resource that is needed or required
- Not to be assigned as a disciplinary measure
- Be reasonable in length of time for completion of the assignment
  - General recommendation is 10 minutes per grade level (i.e., 30 minutes in 3rd grade)
- Homework will not be assigned on the day of a religious observance
- Make up work as homework: When a student has been absent, with a valid excuse, teachers will provide opportunities to complete missed assignments upon return. Per Sarasota County Policy, students will have make-up time equal to the number of days absent to complete all missed assignments. The initiative for making up missed assignments rests with the pupil under the teacher's guidance. Parent/Guardians will be notified when students choose not to complete homework assignments.

## **LOST AND FOUND**

Attempts should be made to label jackets, sweaters, lunch boxes, bags, etc. with your child's name. Children and parent/guardian should immediately check with office personnel to obtain directions on how to search the Lost and Found closet for items reported as lost or missing. All unclaimed items remaining in the "Lost & Found" closet are disposed of at the end of each month.

## **MEAL PROGRAM (Food & Nutrition Services)**

Lunch is available daily and the cost includes milk (milk also may be purchased separately). Breakfast is available beginning at 8:00am. Cash or check meal payments should be placed in a sealed envelope and marked with the student's name, PIN # and homeroom teacher. (please include student name on the face of your check). All monies should be given to the homeroom teacher in the morning as students are not permitted to carry money into the cafeteria at lunch time.



You can also make your child's lunch payments, set up automatic lunch payments and receive low balance alerts at MySchoolBucks.com or call (855)832-5226. You can view your child's cafeteria balance and food purchases on this site. Please note: there will be a convenience fee for ONLINE payments you make to your child's lunch account.

- **Free/Reduced Lunch Program**: Applications must be completed each year for a family to be considered for free or reduced lunch. Family eligibility may occur through a decrease in family income, increase in household size, unemployment, eligibility for WIC or other financial factors. We encourage **EVERY** family to complete an application. Online applications can be completed at home or privately at the school's front office. Please visit: <https://scsfr.sarasota.k12.fl.us/fma/>.

Any questions regarding the lunch program may be directed to the Food Service Manager at Toledo Blade.

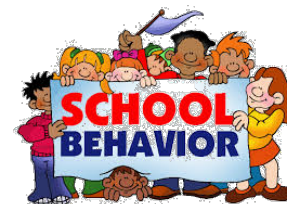


## POSITIVE BEHAVIOR SUPPORT (PBS/CHAMPS)

Everyone shares in the responsibility of behaving in a manner that makes Toledo Blade Elementary a school where there are high expectations and people are valued. At the opening of school, all students will receive information about school expectations and the Sarasota County Schools **"Code of Student Conduct"**. Parents are expected to review this information with their children.

PBS Expectations at Toledo Blade are based on the **CHAMPS** model:

**C**-Conversation, **H**-Help, **A**-Activity, **M**-Movement, **P**-Participation and **S**-Success!



### In the Cafeteria

Students are expected to:

<b>C</b>	Voice level 1-2
<b>H</b>	Raise hand
<b>A</b>	Eat lunch
<b>M</b>	Stay seated unless permitted by adult
<b>P</b>	Eat lunch, keep area clean
<b>S</b>	Full and ready to learn!

### In the Computer Lab

Students are expected to:

<b>C</b>	Voice level 0-1
<b>H</b>	Raise hand
<b>A</b>	Computer or assigned activity
<b>M</b>	Stay seated
<b>P</b>	Headphones on and focused on learning
<b>S</b>	Meet the required pass rate and number of lessons passed/minutes each week

### At Recess or on the Playground

Students are expected to:

<b>C</b>	Voice level 2-4
<b>H</b>	Approach your teacher/adult in area
<b>A</b>	Have fun safely with friends
<b>M</b>	Varied based on equipment use
<b>P</b>	Socializing safely and appropriately with peers
<b>S</b>	Have fun!

### On the Bus

Students are expected to:

<b>C</b>	Voice level 0-2
<b>H</b>	Raise hand
<b>A</b>	Sit quietly and safely
<b>M</b>	Seatbelt buckled and seated the entire ride
<b>P</b>	Wait patiently
<b>S</b>	Arrive to destination

### At Dismissal

Students are expected to:

<b>C</b>	Voice level 0-1
<b>H</b>	Raise hand
<b>A</b>	Listen/Watch for name on panel
<b>M</b>	Walk when name is called
<b>P</b>	Wait patiently
<b>S</b>	Transition to Bus/Car/Bike safely

### Movement on Campus

Students are expected to:

<b>C</b>	Voice level 0-2
<b>H</b>	Raise hand
<b>A</b>	Walk safely
<b>M</b>	Walking only
<b>P</b>	Stay in line
<b>S</b>	Arrive on time

*To promote a safe and orderly school, we expect all children to respond to the school-wide quiet signal if/when prompted to do so.*



## **REGISTRATION/NEW STUDENTS**

Upon completion of enrollment by 12:00pm, students may begin attending school the next school day. This allows for pre-screening, adequate time to determine and prepare the appropriate setting, and time to pick up uniform attire if needed.

## **RELIGIOUS BELIEFS**

It is the parent/guardian's responsibility to inform the teacher that they desire their child's religious beliefs to be honored in the classroom. A Parent/Guardian and teachers should confer and decide upon a mutually agreeable system for monitoring.

- The teacher will notify the parent/guardian of any planned class activity that may be questionable, so a parent/guardian can opt to have their child work on an independent project in another designated location.
- If the classroom work timeline needs to be adjusted for religious observances, work can be sent home ahead of time or after the event. It is the student and parent/guardian's responsibility to return the work by the time designated by the teacher.

## **REPORT CARDS**

Report cards are available through the District's online **Family Access Portal**; however, you should expect ongoing communication with your child's teacher regarding their performance. If you have questions or concerns, do not wait until the report card or performance report is distributed. Contact your child's teacher in writing or by telephone to request a conference.

Kindergarten and Grade 1 students will receive a "standards-based" report card. The K/1 report card will communicate with parents how students are progressing toward mastering standards in all subjects. On this report card, there are four performance indicators: 4, 3, 2, 1, L and Z on the Performance Grade Key.

These indicators reflect the student's growth toward mastery of the end-of-the-year standards. The Kindergarten report card uses only the Performance Grade Key, while the Grade 1 report card uses both the Performance Grade Key and an Academic Grade Key (A, B, C, D, and F).

The Sarasota County School System has adopted the following grading scale for Grade 2 – Grade 5:

A – Outstanding	90-100%	E – Excellent
B – Above Average	80-89%	G – Good
C – Average	70-79%	S – Satisfactory
D – Below Average	60-69%	N – Needs Improvement
F – Failing	0-59%	

If a student does not demonstrate mastery in summative assessments for Core content areas, staff may review the assessment with the student, offer opportunities for re-teaching and re-testing until skill mastery is demonstrated or when time constraints are present (i.e. end of grading period), or sufficient progress is demonstrated. Every attempt or re-test should be recorded and monitored to allow for accurate documentation of skill progression. Only the highest score for re-tests will be used for grade calculations.

## **REWARDS & RECOGNITION**



Our school's Reward & Recognition program recognizes the educational accomplishments and outstanding contributions of students, staff members, and school patrons. Students are recognized for **A**cademics, **B**ehavior, **C**itizenship, and improvement. Reward/Recognition events and information will be published on the school Website and Eagle Eye Newsletter during the school year.

## **Student Participation Guidelines for the Reward & Recognition Celebrations**

The students at Toledo Blade Elementary School are expected to follow the **3 R's**:

**be Respectful**

**be Responsible**

**be Ready to SOAR**

At the end of each quarter, students may have an opportunity to earn an  
**ACADEMIC CELEBRATION** and/or **BEHAVIOR REWARDS**

### **GUIDELINES**



Academic Celebrations	Students who: <ul style="list-style-type: none"><li>♦ <b><i>Have a minimum of a 3.0 GPA</i></b><ul style="list-style-type: none"><li>○ <b><i>No D's or F's are allowed</i></b></li></ul></li><li>♦ <b><i>Do not have N's or U's in Effort or Academics</i></b></li><li>♦ <b><i>K/1 students will have satisfactory performance (70% or higher) for the "Responsibilities of the Learner"</i></b></li></ul>
Positive Behavior Rewards	Students who: <ul style="list-style-type: none"><li>♦ <b><i>Have NO Student Discipline Referrals</i></b></li><li>♦ <b><i>Have NO in-school, out-of-school, or bus suspensions</i></b></li><li>♦ <b><i>Follow the 3 R's on a consistent basis throughout campus</i></b></li></ul>

## **S.A.C. - SCHOOL ADVISORY COUNCIL**

The purpose of the School Advisory Council is to enhance school site decision-making, to serve in an advisory capacity to the principal regarding school improvement, to assist in the preparation and evaluation of the School Improvement Plan, and to provide input on the budget and use of School Improvement funds. All meetings are open to the public and are publicized in advance. Nominations are held annually, and minutes are posted on the school and Sarasota County School's website.

## **SNACKS**

If snacks are sent with a student for consumption during the school day, we suggest a healthy snack. Snacks with high sugar content, candy, caffeine (i.e., soda, power drinks), or poor health choices should be avoided.



Time allotted for classroom snacks may be limited or eliminated if disruptions to the learning environment occur. **Please be cognizant of classrooms that may be deemed as "allergy free" zones.**

## **STUDENT ID CARDS**

All students will be issued a student photo ID card at the start of the school year. This ID card will be kept in the classroom and is to be worn while on campus for access to meal service and library use. A second ID card will also be attached to backpacks/bags, which will be used for dismissal purposes. For safety & security reasons, it is imperative that all students wear/use the appropriate ID card. If a student misplaces or damages their ID card, a replacement card can be made for a cost of \$5.00.

## **STUDENT INSURANCE**

- **Student Accident Insurance:** The Sarasota County School District provides the opportunity for all students to purchase a Student Accident Insurance Plan. Enrollment forms are sent home during the first few weeks of school and is also available to any new student enrolling during the school year. The purchase of these insurance programs is strictly voluntary, and the cost of the plan is paid by parent or guardian of students.
- **Student Medical Coverage (other than Student Accident Insurance):** The Sarasota County School District has no provision, either insured or otherwise, to make routine payments of medical expenses for students injured as the result of accidents. It is assumed that all parents/guardians of students have made provisions to meet the financial responsibility of paying medical costs incurred by their child.

## **STUDENT MEDIA RELEASE**

The Release Form is completed as part of the initial online registration and the yearly re-registration for each student. A **"yes"** to the media release is required by the Sarasota County School District, and serves as permission for your child to be included in the yearbook, the class picture, our Facebook page, as well as allows their picture to be taken by newspaper or television, etc. If the status needs to be changed during the school year, please contact the registrar for details.



## **STUDENT PLACEMENT/TEACHER REQUEST**

Placement of students in their academic classrooms is of the utmost importance. A tremendous amount of time is spent creating classrooms that support the needs of all students while maximizing learning. Specific teacher requests will not be accepted.

**Note: Student placement is considered tentative for the first ten days of school.** Our student population may occasionally grow beyond the state-mandated student-teacher ratio. In such cases, an additional class may be formed with a new teacher which will require moving students from the overcrowded classes to the new class. Parents will be notified if a change in the class assignment is needed. Every effort will be made to help your child make the transition as smooth as possible.



## **TEXT & LIBRARY BOOKS**

Students are expected to be responsible for all books/materials assigned to them. If a book is lost during the school year, students will be charged a replacement cost for the book prior to another book being issued. Students cannot remove library books from campus until the lost or damaged book incident is resolved. Any student paying for a book which is found within the school year is eligible for a refund.

Library books are checked out for one week and may be renewed two times. Students are permitted to check out two books...one of their own choice, approved by the teacher and one in their Lexile/Reading Level monitored by the teacher.

## **TOBACCO FREE CAMPUS**

The use of tobacco products, including but not limited to cigarettes, smokeless tobacco, and e-cigarettes, is prohibited on school grounds.

## **VISITING CAMPUS**

Visitors are welcome to visit campus for prearranged meetings, conferences, and volunteer opportunities. Visitors may also access campus to escort their student to the classroom during a designated time window during the student arrival and prescribed lunch visitation schedule.

**ALL** visitors to the school are required to:

- Park only in approved parking spaces in the front parking lot
- Use designated crossing areas when walking through the parking lot
- Report to the front office to sign in and present a valid driver's license or official state/military photo identification card to be scanned by the district-approved visitor management system
- Be listed on the student contact list to obtain an approved visitor's badge
- Wear (clearly displayed) visitor badge while on campus
- Exit campus through the front office to sign out and be scanned out of the visitor management system



### **Visiting During Student Arrival**

Visitors that are escorting students to the classroom door for arrival should adhere to the following:

- Designated time for walking students to class is 8:15am – 8:30am
- The TBES student must be with the visitor to access the campus
- The visitor must be on the approved contact list
- Escort student(s) directly to the classroom door
- Exit campus before the 8:30am bell

To maintain the efficiency of our campus morning routines and to preserve valuable instructional time at the start of the day, we ask that families refrain from extended conversations with the teacher at the classroom door. Our staff is accessible and available to provide family communication by email, phone calls, and scheduled conferences.

### **Visiting for Student Lunch Periods**

For safety purposes and to minimize interruptions to the academic day, visitors for lunch are welcome to dine with their student **ONLY** at the designated outdoor dining tables following a prescribed lunch visitation schedule. **After the first three weeks of school**, the lunch visitation schedule will be shared with families and posted on the school website.

**Campus visitation privileges may be revoked at any time if visitors do not adhere to the policies & procedures outlined above.**

## **VOLUNTEERS**



The SCSB Volunteer Program is a coordinated district-wide volunteer program that provides support through training, recruitment, orientation, recognition, networking and enrichment for the school volunteers and the teachers they work with. School volunteers are fellow community members, parents, students, businesses, professional people and retired citizens. They share their special knowledge, concern, skills, hobbies, and talents to provide support and enrichment for the instructional programs in the schools.



To become an approved volunteer, you must register on the school's volunteer computer system **EACH YEAR**. Following the FDLE criminal background check and approval, the school's volunteer coordinator will place you in your volunteer position. You do not need a teaching certificate or any special training, all you need is a genuine interest in helping students succeed!

## **WEBSITE and FACEBOOK PAGE**

We encourage all the Toledo Blade families to access and review the Toledo Blade website and Facebook page on a regular basis. They are fast and easy reference tools that can keep you informed of what is happening at school. Please visit us at:

<http://sarasotacountyschools.net/schools/toledoblade>

<https://www.facebook.com/toledobladeelementaryschool/>

## **WITHDRAWAL OF STUDENTS**

If it becomes necessary for a student to be withdrawn from Toledo Blade Elementary school, please notify the school Registrar IMMEDIATELY. The registrar will coordinate the process with parents/guardians which requires verification from the Media Coordinator, Cafeteria Manager, and Child Care Manager (if applicable), showing ALL textbooks/library books have been returned and lunch and afterschool care charges are paid in full. When your child is enrolled at their new school, they will request the student's records which will be sent directly to the new school.

## **YOU!!!**

You make the difference! The partnership between home and school can help your child reach their full potential. A few ideas on how the home environment can support success in school:



- Provide a suitable space for study and homework
- Praise your child for any work they show you
- Communicate with the school/teacher regularly
- Participate in school activities with your child
- Limit/Monitor TV & video games; replace with exercise, healthy meals, and adequate sleep

Thank you for your support, interest, and involvement. **TOGETHER**, we can make this a **successful year!**