

*S.S. Dixon Intermediate School*

# **Handbook 2019-2020**



## **Junior Patriots**

**"We are Wild About Learning!"**

*S.S. Dixon Intermediate School*  
 Parent/Student Handbook  
 2019-2020  
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# *S. S. Dixon Intermediate School*

5540 Education Drive, Pace, Florida 32571

## A Message from the Principal

Dear Parents & Students of S. S. Dixon Intermediate School:

Whether you are new to our school or returning from last year, it is with great pleasure that I welcome you to the 2019-2020 school year. I encourage you to read this handbook and refer to it as it contains information I believe you will find helpful and valuable to you should you have school-related questions during this school year.

The administration and staff at S.S. Dixon Intermediate are committed to the academic success of each student who enters our doors. We set high standards and strive to reach those each year. We believe each student has the right to feel safe, welcomed, challenged, and respected when they come to school. We are constantly seeking new strategies and methods of providing instruction for all students. We are committed to doing all that we can to provide a bully-free campus and to strive for excellence in all that we do in a friendly and nurturing environment. At the same time, we believe each student is responsible for coming to school on time, being prepared for learning, treating others with kindness and respect, working hard, asking for help if they need it, and always having a positive attitude. We believe teamwork is the key to the success of each student, and we strongly encourage parents to be a part of their child's "education team."

I look forward to a great year of working with you to help your student reach his or her academic potential. Please do not hesitate to call the school if you ever have a question or a concern.

Sincerely,

**Linda Gooch**  
Principal

# *S.S. Dixon Intermediate School*

## MISSION STATEMENT

We believe each child is special and unique, and desire to provide an education that leads students to love learning, respect themselves and others, and become peak performers.

## VISION

S. S. Dixon Intermediate School is committed to providing an effective network of services in an effort to develop the well-rounded student with successful life skills.

## PHILOSOPHY

We believe it is the responsibility of the intermediate school to provide an effective learning environment for each student. A caring, cooperative, and democratic atmosphere is provided. Respect for the dignity, the happiness, and the individual worth of each student will promote his/her maximum development.

We believe it is the task of an intermediate school to emphasize the development of life-skills: self-direction, self-discipline, decision making, critical thinking, and problem solving.

We believe the intermediate school shall assist in the development of the “total child”; academically, socially, and emotionally. The encouragement of moral character, self-respect, and a respect for and acceptance of the worth/differences of others should be stressed.

We believe the curriculum shall provide a sequential and continuous basic skills program, with regard being given to the intellectual development of each student.

We believe that our task is to create student awareness of potential economic, political, environmental, and family issues in preparation for the future. Learning experiences shall relate to real world situations in an attempt to develop well-rounded, productive citizens, able to function in our changing society.

We believe that education is a challenge and the responsibility of not only the teachers, but also the students, parents, and the community.

## ACCELERATED READER

Our school participates in the Accelerated Reader Program. Students read books, take tests to ensure comprehension, and receive points for books read successfully. This program has greatly increased student book checkout and reading scores over the years. Students may be given some time in class to read their AR book, but they will need to read each night at home in order to meet their goals. As a parent, we ask that you oversee your child's reading points and percent correct (needs to be 80%) throughout the school year. Visit our Media Center online at:

<https://www.santarosa.k12.fl.us/ssdi>.

## ADVISORY COUNCIL

Our School Advisory Council (SAC) consists of school based employees, parents, business partner representatives, and the administration. Its role is to advise in major areas of school concerns. Parental input is needed in school planning; therefore, throughout the year the council may solicit your ideas/suggestions on areas of concern. The school newsletter will include information for you regarding the school advisory council and we encourage parents to give their input. Members on the council serve for a two-year term. Elections are held each year to replace vacancies left by members completing their two-year tenure. Nominations for new members will be requested from parents and other stakeholders. Information about school advisory councils is on our website.

## ALCOHOL AND DRUGS

School board policy strictly forbids the use or possession of alcoholic beverages and illegal drugs on school campus or at any school function. Please refer to your Santa Rosa County Code of Student Conduct (located on the district website [www.santarosa.k12.fl.us](http://www.santarosa.k12.fl.us) OR our school's website at: <https://www.santarosa.k12.fl.us/ssdi/>). Any medications, prescription or non-prescription, are never to be in the possession of students on campus or on a bus.

## ARRIVAL/DISMISSAL OF STUDENTS

Students may not be dropped off at school before 7:40 AM. No supervision is provided before that time. Student supervision ends at 3:04 PM. Early arrivals, those coming on campus between 7:40-7:55 AM, are supervised by staff members in the cafeteria. Students eating breakfast should go to the cafeteria immediately upon arrival. Breakfast eaters arriving in cars must arrive no later than 8:00 in order to be served. From 8:10-8:20 students may take care of business in the office when necessary. All students must be in their classrooms, ready to start class at 8:20 AM (tardy bell). Our ITV morning show is aired from 8:20-8:30 daily.

**Morning Drop-Off By Parents:** Morning drop-off by parents should be in the front of the school (north side facing Berryhill Road). Do not drop off students in the bus ramp area. This area is reserved for buses only. Also, no students are to be dropped off in the staff parking lot. However, if you need to take care of business in the school, please park your car and walk your child into the building. Do not leave your car parked in the circle driveway since this will block drop-off traffic. To promote safety, please have your child sitting on the passenger side of your automobile. THERE IS NO TEXTING WHILE IN LINE AND YOU COULD BE SUBJECT TO A TICKET BASED ON THE NEW FLORIDA LAW.

**Afternoon Pick Up By Parents:**

Car riders report to the front entrance of the school. Staff members are on duty to assist students and monitor their safety. CARS SHOULD NOT PULL INTO THE MIDDLE LANE OF THE CIRCULAR DRIVE UNTIL 2:25. The lane must be left opened in case there is an emergency. Cars are not allowed in the bus loading area (west side-facing Chumuckla Highway). We ask parents to wait in the car rider line if they are picking up their child. Should a parent find it impossible to wait in the line with other parents, he or she will need to park in the parking lot and walk into the school prior to 2:15 pm to check out the student. All parents must have a

parent pick up tag displayed. Students who are picked up by a parent will be given one tag per family at no cost. Should you desire a second tag, we ask that you pay \$1.00. Students are never released to walk out to the parking lot, nor can we release a student to anyone walking up to claim a student. We must make sure students are released only to the correct person. Please be patient with us as we strive to maintain the safety of our students during dismissal. Students being picked up by parents MUST be picked up on our campus. They are not allowed to walk next door and enter cars at Sims Middle parent pick up zone. If you arrive at the school to pick up your child after 2 pm but prior to the bell ringing, we ask that you park in the parking lot instead of the circle drive. Cars gather and form lines in the circle driveway and you could get blocked and have to wait until dismissal begins. If there is an emergency, we need to have access to the school using the front entrance. **\*If you must come into the building to conduct business, please park in the parking lot and then enter. Cars parked in the circle drive and left unattended are violating Florida Law.**

#### ***Arrival of Bike Riders and Walkers:***

Bicycle riders and walkers should not arrive at school before 7:40 AM. Bicycle Riders and walkers should use the crosswalk(s) designated by X-WALK when crossing Tilubo Lane or Education Drive near our school. Bicycle riders should walk and push bikes when using crosswalks or when on campus. Be aware that our students are required to wear bicycle helmets when riding a bike due to state law. Bicycle riders and walkers should follow the designated path and leave bikes at the bike rack. A bicycle lock is suggested for added security.

#### ***Dismissal of Bike Riders and Walkers:***

Walkers and bicycle riders should proceed to the front of the school and report to a person on duty at the front awning at 2:30. They will be released at approximately 2:33. Walkers and bicycle riders are supervised as they leave campus and should follow the designated path pushing bikes in the crosswalks. **AN EXCEPTION TO THIS PROCEDURE APPLIES TO THOSE WALKING TO SIMS MIDDLE SCHOOL IN THE AFTERNOON.** Students walking to SIMS MIDDLE SCHOOL in the afternoon should report to a person on duty on the BUS RAMP when Sims walkers are released. These students will be supervised as they leave the bus ramp to walk across the grounds to Sims Middle School. The only students approved to walk next door to Sims Middle School are students who have a parent working at Sims or are under the direct supervision of an employee.

### **ART and MUSIC PROGRAMS**

All students attend art and music classes. These classes are taught by teachers certified in the area of study. If you have questions or concerns regarding these programs, feel free to call.

### **ASSEMBLIES**

Assemblies are planned periodically as special events for the students. These programs may be educational and/or motivational in nature. We put much emphasis on recognizing the positive qualities and efforts of our students. Some assemblies are activities to promote the positive and highlight good things going on in our school. Parents are always welcome to attend any of our programs.

### **ATTENDANCE**

Good school attendance is a major contributing factor to academic success in school. **\*Three (3) UNEXCUSED late to school Check-Ins and/or Check-Outs, will equate to the student receiving one (1) unexcused absence for truancy purposes.** Unexcused late check ins include: oversleeping, missing the bus, running late, etc. Excused check ins for doctor or dental appointments must have a note from the provider. Excused early check outs for appointments must have a note from the provider sent to school the following day.

**Student Absences:** It is important that parents contact the school regarding absences of their child(ren). Student absences are considered unexcused unless the school is notified.

*Description of Excused and Unexcused Absences:* The Santa Rosa School Board has provided guidelines as to what should constitute an excused or unexcused absence:

Excused absences - include personal illness, illness or death of a member of the immediate family, medical or dental appointments, religious holidays, court dates, special emergencies, or prearranged absences approved by the principal or her designee. **Excused absences should either be called in to the school or with a written note.** If sending a written excuse, please specify the day(s) of the absence(s) and the reason for the absence. **Parents have THREE DAYS in which to notify the office after an absence. If three days pass without notification, the absence is listed as "unexcused."**

Unexcused absences - include reasons such as absences for shopping trips, pleasure trips, vacations, truancy, suspension or dismissal from school or other avoidable absences which have not been prearranged and approved by the principal or her designee.

Prearranged absences - Except in the case of an emergency, requests for a pre-arranged absence must be made **prior to the student being absent.** A request for a pre-arranged absence should be in writing or via email and is made to and must be approved by administration. Pre-arranged absence requests can be unexcused when a student has been absent for more than 15 total days in a school year.

Example, if your family has planned a trip and your child would have to miss two (2) days of school, you should send a written request to the principal requesting that the absence be excused.

**This notification must be made at least 5 days before the absence will begin.** Generally speaking, if an absence is not related to personal illness, illness or death of a family member, medical or dental appointments, or special emergencies, it should be prearranged.

**All absences during FSA test days that are not illness/medical related or involving a death will be unexcused! No pleasure/out of town trips will be excused during FSA test days.**

\*See the Student Code of Conduct for further details.

#### Excessive Student Absences:

The effort to improve student attendance is a joint effort of several agencies: the school system, the Juvenile Justice System, and the Department of Children and Families. Excessive absences from school has a major, negative impact on a student's success in school. Students who have excused absences are given an opportunity to complete make up work, but unexcused absence may lead to zeroes on missed work. It is our desire to contact parents when patterns of non-attendance begins to occur, but at times it becomes difficult and therefore it is important for parents to be actively involved in the attendance of their child.

When a student accumulates **five** unexcused absence within 30 calendar days or **ten** within 90 the following may occur.

1. Parent contact will be made by our guidance counselor to determine if there are needs that the school may address in an effort to improve attendance. This will be done at an attendance improvement meeting or via phone call.
2. After the initial contact, the guidance counselor will follow up with the parents to share attendance pattern and the impact on the child's education.
3. Should absences continue to occur a doctor's note will be required to excuse an absence.
4. Should the student continue to have attendance issues, an administrator will meet with the parent to write a truancy plan. The truancy plan will require a doctor's note to excuse a child's absence. Should a parent be unable to take the child to the doctor, our health tech may check the student to determine if it is safe for the child to be in school. Other ideas to improve attendance may be included on the truancy plan.
5. If the parent does not enforce the truancy plan's requirements and the student continues to miss school, it will be necessary to file a petition with the courts.



6. As a reminder, every 3 UNEXCUSED early check-outs/late check-ins become an unexcused absence. Our teachers are providing instruction from 8:20-2:34 every day. It is extremely important for students to be at school every day, all day.
7. It is the principal's discretion to retain students who miss 20 days during the school year.

**Absences due to head lice:** When a student has head lice, the district allows two calendar days for the student to be cleared of all nits and bugs. These two days are marked as excused. After two days students who continue to be absent due to lice will be marked as unexcused.

**Absences due to suspension:** Students who are suspended out of school are marked as unexcused. Credit for work completed may be given.

**Truancy Pick-Up:** Students who are unsupervised and not in school during regular school hours may be subject to pick-up by law enforcement officers. Suspended students are also subject to pick-up. Law enforcement officers may stop, interview and take into custody any child believed to be of compulsory school age or currently enrolled in school.

## BUSES

During rainy weather, there may be a delay in buses leaving the school. Bus drivers attempt to get students closer to their homes in bad weather, which also causes a delay on these rainy days. Please wait an additional thirty (30) minutes before contacting the school if your child is late arriving on bad weather days.

**Bus Misconduct:** We want to provide an appropriate, safe bus ride for children. Riding the bus is a privilege which can be denied to students who disrupt the safety and behavioral environment of the bus. Parents can play a strong role in promoting good bus behavior by communicating with their child about the importance of good behavior and holding their child accountable for a good standard of behavior. Drivers should notify parents, either by written notice or phone call, if it is clear that their child is disrupting the safety and/or environment of the bus. Students whose behavior continues to cause problems may receive a referral without prior communication with the parent. Students who have repeated behavior problems and /or extreme misbehavior may lose the right to ride the bus for a time period. Parents are responsible for arranging transportation if a child has lost the right to ride the bus.

### **DIXON'S SUPERBUS EXPECTATIONS**

- P-** Practice safety---Always stay in your seat and wear your seat belt
- R-** Respect your bus driver and fellow students
- I-** Inside voices at all time
- D-** Decide to make good choices at your bus stop and on the bus
- E-** Encourage your friends/fellow students to follow the rules of the bus

\*\*\*\*\*

*Thumbs Up-follows rules in pm & am*

*Thumbs Down-does not follow rules in pm or am*

*Sideways Thumb-combination of the above*

**Buses who students follow the rules can become a SUPERBUS and the students will be rewarded.**

#### **Bus Safety Rules:**

1. Stand off the roadway while awaiting bus.
2. Remain in your seat with the seatbelt buckled at all times while bus is moving.
3. Keep all body parts inside the bus at all times.
4. Do not throw any object or material on the bus or out of a bus window or door.
5. Walk ten (10) feet in front of the bus and wait for the driver's signal before crossing the road.
6. Unnecessary conversation with the driver is dangerous. Please remain quiet.
7. Absolute silence is required at all railroad crossings.

8. The driver is in full charge of bus and students. Students must obey the driver.
9. The driver will assign a seat to each student who rides the bus.
10. No eating, drinking, or using of tobacco products is allowed on the bus.
11. Students should be at their designated stop 10 minutes prior to scheduled bus pick-up time; the bus cannot wait for those who are tardy.
12. Students must exit the bus at their designated stop only unless written permission is granted by school administration.
13. Riding the bus is a privilege. Do not abuse it.
14. Students riding Santa Rosa County District School buses may be subject to video recording for disciplinary purposes.

**Missing the Bus:** If your child misses the bus in the afternoon, we may call you, or we may place your child on another bus that will take your child home as a convenience to you. If your child is not placed on a bus, we will have your child wait in the front office until you or another authorized adult arrives. If the bus passes your house and your child does not get off, try not to panic. The best thing for you to do is immediately call and let us know. Stay home near the phone until we can determine what has happened. Leaving and looking for the child or coming to the school is not usually suggested. Often the children will get on the wrong bus, forget to get off at their stop, and so on. If on a wrong bus, the driver will either take the child home at the end of his/her run or bring the child back to us. As soon as the child is located, we will call you or you call us, whoever receives the student first. We make every effort to get our students home safely. However, when you transport children, in spite of all efforts, they can get confused or forget. Remember, stay calm! We haven't lost one yet.

**Changing Buses:** If a student needs to ride a different bus, a **note must be written by the parents** indicating the address where the student is to be taken. The note is taken to the office in the morning, and the student is given a pass to give to the bus driver, granting approval. **Students are not allowed to get off at a different address, including the day care, scouts, ball practice, and such, without a signed note.** If a parent/guardian must call and request a bus change, the parent will need to provide the student's ID number. **All calls requesting transportation changes MUST be received by 1:45 pm to allow the office time to notify the student prior to dismissal.**

#### CALENDAR OF EVENTS

Please review the Santa Rosa School calendar at <https://www.santarosa.k12.fl.us> for School Board approved holidays, breaks, early release days, progress report and report card dates. S.S. Dixon Intermediate's school calendar is located on the homepage of our school website at <https://www.santarosa.k12.fl.us/ssdi/>. We do our very best to keep this calendar updated at all times. If you have a question about any of the events or dates posted, please call the school.

#### CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and principal are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant problem occurs. Every practical means possible will be used to notify parents of a cancellation, including Connect Ed, radio and television. In the unusual circumstance where school must be canceled during the school day, the staff will ensure that all students have satisfactory transportation home. No child will be dropped off at an empty house. Safety is our utmost concern.

#### CHILD ABUSE

Florida law requires that all school personnel report any known cases or suspected cases of child abuse. We abide by this law fully by contacting the Florida Department of Children and Families when an abuse is suspected or has evidently occurred. We do not conduct investigations, but we

do cooperate with this agency and law enforcement personnel in their investigations. The safety and well-being of all our students is vitally important to us.

### CLINIC (SICK ROOM)

When a child becomes sick at school he/she is sent to the school clinic, housed in the main office. A trained health technician listens to the child's complaint and determines whether it warrants a call to the parents. She often will call the parents, explain the child's complaint and let the parent determine if they need to come for the student. The health technician attempts to identify children who simply want to go home from those truly feeling bad. She will work with you if your child goes through a "stage" of wanting to go home. Students with a temperature **must** be picked up from school. They may be contagious and our clinic is not large enough to keep a sick child there all day. We are not allowed to give any medications, such as Tylenol, or apply any topical ointments on injuries, by Florida law, without a **signed** release from the parent. In order for us to administer any medications at school (either prescription or non-prescription), you must complete a medication form and bring the medication to the school. For scrapes, the area is cleaned and band aid applied if needed. However, we are not allowed to apply any topical medication. When bumps occur, an ice pack is applied. In cases of serious bumps, bruises, and abrasions, parents are notified.

If your child has been sick and needs to take a medication during the day, a "Dispersion of Medication" form must be completed and brought to the school by the parent along with the medication. The medicine should be delivered in its **original container** and will be given to your child by the health technician. The expiration date and instructions for the administration of the drug must be on the bottle or container. Repeated requests for the administration of non-prescription medicines will require a current doctor's statement.

**It is absolutely essential that we have a HEALTH CARD completed on each child in our school.** On this card, we need the numbers of others we can contact in case we are unable to reach you. If one of the contact numbers changes, please let us know immediately so that we have up-to-date contact information in the event of an emergency. This information is extremely important should a student have a life threatening illness or injury.

### COMMUNICATION

**Memos/newsletters to Parents:** Each student has a planner that serves as a communication tool between school and home. Many teachers use apps that notify parents of important events. A monthly school newsletter is sent home electronically or paper version. These newsletters are sent to share school news and upcoming schoolwide activities. Students will receive a mid-term (4 1/2 weeks) grade report each nine-week period. Most teachers also use a communication folder that contains graded papers, important notes, etc. that is sent home either weekly or bi-weekly. **Please check your child's book bag daily for the planner, homework, or other communication.**

**Student Messages:** We have calls each day from parents requesting that we have their child change his/her normal routine for the afternoon. These changes include such requests as, "Go to the daycare," "Ride home to Grandmother's house," "Don't let him ride the bus. I'll pick him up," and so on. In a school with over 900 students, the requests can be quite numerous. Please make every effort to plan for your child's afternoon **before** he/she leaves for school. This way the child is less likely to get confused and do the wrong thing. Also, if others are to pick him/her up or if the student must ride a different bus, then you must send the **required note** for this to the school by your child. Save these afternoon telephone calls for real emergencies. We **really** need your help on this. If you do NOT want the office personnel to accept a phone call as notification to change your child's afternoon transportation arrangements you will need to send a written statement to that effect so that we follow your wishes.

## COUNSELING SERVICES

Our school counselor is here to serve the needs of our students, staff, and parents. Individual and/or group counseling is available for students needing a “listening ear” or ideas on how to cope with problems they are experiencing. In addition, parent educational seminars, giving tips on how to handle discipline and emotional concerns with your child are sometimes offered. A **Parent Resource Library** of materials is available in the Guidance Department for parent checkout. The counselor coordinates student testing needs including FSA tests (Florida Standard Assessment) and the testing of children for special assistance programs. Our counselor is available to talk with you and listen to your concerns for your child. You are encouraged to call for assistance any time you feel a need for help.

**Please Note:** The guidance program at S. S. Dixon Intermediate is concerned with all children. Our counselor will provide activities to encourage positive behavior and good citizenship in all of our students. The goals of the guidance program in our school are listed below:

### **I. To assist the students in developing the following:**

- a. understanding of self
- b. understanding of others
- c. social and interpersonal skills
- d. favorable attitude toward school
- e. emotional control and self-reliance
- f. awareness of value system
- g. decision making skills
- h. career awareness
- i. motivation necessary to achieve at a level commensurate with one’s ability
- j. positive but realistic self perceptions
- k. awareness of the hazards of using drugs

### **II. To assist the staff in the following ways:**

- a. help identify individual student needs
- b. coordinate the testing program
- c. offer suggestions regarding pupils being counseled
- d. keep teachers informed on any significant aspects concerning pupils being counseled
- e. coordinate referrals of students for special programs
- f. help teachers in the area of parent conferences

### **III. To assist parents in the following ways:**

- a. improve parents’ understanding of their child’s stages of development and educational needs
- b. interpret the school’s program and “point of view”
- c. meet with parents in conferences

### **IV. To coordinate the activities of the school with outside agencies in meeting the needs of our students**

### **V. To effect a smooth transition from one grade level to the next, from primary to intermediate school and from intermediate to middle school**

## CUMULATIVE SCHOOL RECORDS

Please refer to the Student Code of Conduct for Santa Rosa County District Schools for specific policy regarding what information is included in school records and what your rights, as a parent, are regarding privacy and the release of these records. The Student Code of Conduct is reviewed with all students at the beginning of the year and newly enrolling students during the year. Schools must maintain a permanent cumulative record for each student enrolled in public school. When a student transfers from one school to another, the educational records of that student are automatically forwarded to the new school upon request from the school.

## CUSTODY ISSUES

In most divorce situations, shared custody is granted or one parent is considered the “residential, custodial parent”, while the other has visitation rights. If you are divorced and you are the primary custodian or joint custodian, a copy of the court papers indicating the rights of each parent must be on file in the school office. Many times a parent will say that the other parent may not pick up a child or have access in any way. In a situation such as this, the custodial parent can limit the other parent from picking the child up at school. We will honor the request on limiting the other parent

from taking the child. However, according to the law, the parent who has visitation rights **does** have the right to talk with the child's teacher(s), see the child's records, and be informed and involved in educational decisions related to the child, unless specifically denied these rights in the divorce paperwork. When the custodial parent has all rights and the other parent has been denied any further rights to the child, including visitation rights, then the school cannot provide that parent with any access to the child or information about the child.

Please refrain from placing the school in the middle of family divorce issues. Simply provide us with the court approved papers, and we will follow the law explicitly. Also, please do not use the school as a place to come and "visit" your child if you are the non-custodial parent, this is not permissible as it can be upsetting to the child and/or disrupt his or her ability to concentrate and focus on learning.

### DAILY PLANNERS

A planner is provided for each student and is used as a communication tool as well as helping students be better organized. Please refer to the guidelines for the use of planners that is sent home with students.

### DISCIPLINE

Our school district produces a "Student Code of Conduct" booklet that contains information about district policies related to discipline. The code of conduct is located at the school district's website: <https://www.santarosa.k12.fl.us>.

Our school participates in the Positive Behavior Support program and generally maintains a three "level" discipline program. Please see the descriptions of the three levels below. Our bus and lunch/recess block discipline programs are set up on a similar basis.

#### Level 1- CLASSROOM LEVEL DISCIPLINE MANAGEMENT

Our students need a school in which they feel safe and in which they are able to learn. To help us provide a healthy environment, every classroom teacher at Dixon Intermediate has a Behavior Management Plan in place. Students need to know what is expected of them in class and that there are consequences for good and bad behavior. Teachers need to keep parents informed of problem areas in their child's classroom behavior so the parent can counsel with the child as appropriate. Parents, please speak with your child about his/her teacher's classroom expectations and contact your child's teacher if you would like more information. Good communication between parents and teachers is a positive step to promoting good student behavior.

#### Level 2- PARENT CONTACT

Level 2 involves the classroom teacher contacting a parent or guardian concerning a behavior incident or concern in the classroom. This does not mean a student will be given a referral to the office but may serve as a notice that an office referral may be given if behavior does not improve. The teacher may send a note home, make a parent phone call, or write a note in a planner to notify parents if a student has a day in which he/she behaves poorly. These may include special area classes or other areas. Teachers will set up a parent/teacher/student conference when a student repeatedly fails to complete classwork and/or homework to discuss concerns and develop an action plan.

\*NOTE- If behavior is severe (example-physically aggression) or defiant (example-refusing to obey a direct instruction), a student may be immediately referred to the office regardless of whether or not a parent has been contacted by the teacher already.

#### Level 3- REFERRAL TO THE OFFICE

If efforts to help a student correct misbehavior have not been effective, (or if the situation is severe), the student will be referred to the office. **At least 3 parent contacts** should generally have been made prior to a student being referred to the office. In cases of severe or violent behavior, a student will be sent immediately to the office without prior parent contact. A referral to the office means

the student will be seen by the Assistant Principal or Principal. The problem behavior will be discussed, and the student will be given a consequence for his or her behavior.

**Disciplinary Consequences:** Students who are referred to the office usually receive a consequence for their action(s). The type of consequence may vary due to multiple reasons such as: the severity of the behavior, the number of referrals for the student, level of defiance, etc.

**Some of the consequences which might be used are:**

- \* Student/Administrator conference
- \* Time out in another classroom or office
- \* Work detail
- \* Lunch detention (eating lunch away from class/friends)
- \* After school detention
- \* Out-of School suspension
- \* Other disciplinary measures
- \* Parent Conference
- \* Written assignments
- \* Loss of privileges
- \* Detention
- \* In-School suspension
- \* Bus suspension

Student suspensions are recommended by the administration for serious and/or chronic school offenses. These are generally recommended to be used when other disciplinary measures have failed.

1. **In-School Suspensions:** The student is not allowed in class for a specified number of day(s). Student will not be allowed to interact at any time with the other students. Work is to be completed and grades may be taken.

2. **Out-of-School Suspensions:** The student is prohibited from attending school or activities that occur during the specified period of day(s). Work is completed at home and turned in for grading.

3. **Bus Suspensions:** When a student continues to act in a disruptive manner on the bus or is involved in a serious rule infraction, he/she can be prohibited from riding the bus for a specified number of day(s). Parents are then responsible for providing transportation for their child to and from school during this period.

*In cases of suspension, the student is given a chance to give his/her response to the charges. If a student is seen away from his/her home without supervision while suspended, that student is subject to being picked up by a law enforcement person.*

**After School Detention:** The school may use the option of after- school detention as a discipline consequence.

1. Detention times are 2:35-3:05 pm.

2. Parents are responsible for prompt pickup at 3:05 in the main office.

## DRESS CODE

Students should come to school comfortably and safely dressed. Every student must wear shoes at all times while at school. Tennis shoes are recommended. Flip-flops, boots, and platform shoes are discouraged at all times. Children have PE every day during which improper footwear at play may cause problems. Children are not allowed to wear clothing that displays suggestions of any drugs, cigarettes, alcohol, sexually explicit graphics, or has profanity imprinted on it. Halter-tops or other clothing that leaves the body too bare are not allowed. Tank tops that are similar to a sleeveless shirt may be worn, but not tank tops with large openings under the arms and sides. **No hats are to be worn inside school building unless it is for a special school activity.** No bandannas are to be worn as a headdress and wallets connected to a chain are **not** allowed. Shorts, dresses, and skirts **should be about fingertip length or longer.** The hem of the garment should strike close to or below the fingertips, when standing. **\*Please refrain from sending your child to school with different shoes to change into for PE and back out of after PE. This is very time consuming and can be disruptive in class.** Students should not color their hair in vivid or unnatural colors or wear unnatural make-up. While we understand the desire for some parents to have their child express themselves through their physical appearance, please understand that this can

be very disruptive to the learning environment and take attention away from academics. Learning, hopefully, is every parent's top priority and focus for their child.

### DRILLS AND EMERGENCY INFORMATION

**Bus Evacuation Drills:** Each year bus evacuation drills are conducted to train students on the safe evacuation of buses in the event of an emergency.

**Fire Drills:** Fire drills are conducted ten times a year with the first two within the first two weeks of school. Staff members are trained in what to do to secure the safety of the students in case of a fire.

**Tornado Drill:** At least one tornado drill is conducted each year.

**Shelter-in-Place Drill:** At least one Shelter-in-Place Drill is conducted each year. The purpose of this drill is to practice procedures to be followed in the event of a nearby chemical spill or any accident which would contaminate the air and make it dangerous to breathe hazardous fumes.

**Lockdown Drills:** To provide a more secure environment, we have procedures in place for the "lockdown" of our school in an emergency. We practice these procedures on a regular basis to secure our facilities and provide another layer of protection for everyone in the building. **If you are a parent and you become aware (or believe) that our school has gone into a lockdown, please aid us by following these steps:**

- Please don't immediately call the school. It will not help us to try to deal with a flood of phone calls in the midst of an emergency. As the situation allows, we will try to use the school messenger system to keep everyone informed.
- Please don't overwhelm the Sheriff's Department/Fire Department, etc. while they are trying to get a situation under control. Staying out of their way should help them handle the problem more effectively. We will release information to parents and the media as the situation warrants. In the event of an emergency, communication contact people would be set up to address parent questions/concerns as soon as possible.

**It is imperative that you complete and return the white contact card on your child. Please keep the information on the card up to date as these are the cards we use during an emergency to contact parents.**

### ELECTRONIC DEVICES

#### Cell Phones/Wireless Communication Devices

If a student brings a cell phone or other wireless communication device to school, it must be in the "OFF" position and must not be visible at all during the school day unless the teacher has requested it to be used for academic purposes. Students may not use their cell phone at school to make a phone call or text another person. For many of our families, a cell phone is the only means of communication available when a student arrives home from school.

Failure to follow guidelines may result in the following (found in the code of conduct)

1. Discipline student in accordance with the school's discipline plan. Device may be confiscated or possession prohibited on school campus for a period of time.
2. Depending on the degree of the offense in the use/possession of the electronic device, a student may receive an out-of-school suspension period of up to ten (10) days and recommendation for a Disciplinary Hearing regarding the removal of the student from the regular school program for a period up to one (1) calendar year through alternative placement or expulsion. The device may be confiscated or possession prohibited on campus for a period of time.
3. Notification of law enforcement as necessary.
4. Notification of the parents/guardians of the discipline and their right to receive the device confiscated at the earliest opportunity.

### E-Readers/Kindle/Nook

Students may bring their eReader (such as Kindle, Nook, or other electronic reading tablets) to S.S. Dixon Intermediate. The student is solely responsible for personal property and neither the school nor the School District shall bear any responsibility for lost, damaged, or stolen property brought by a student. (Write your name on your eReader!) The following guidelines apply:

- \* Students must have permission from the teacher before the device is used
- \* The device is for reading only- no games or other apps should be accessed
- \* If a student is seen performing operations on the eReader other than reading, the eReader will be confiscated and held by an administrator until a parent is able to come to the school to pick it up
- \* The student is not allowed to download content at the school site
- \* Neither the school nor School District will provide technical support for the eReader

### FIELD TRIPS

As part of our educational program, we offer students the opportunity to go on field trips during the school year. These trips are educational and/or motivational in nature. The teacher will send home information to parents indicating the trip purpose(s), destination, times for departure/arrival, and any costs involved. A parent signature granting permission is mandatory. **Students exhibiting poor behavior may be excluded from attending a field trip(s).** The administrator makes the final determination in each case.

**Please Note:**

- \* Teachers may set deadlines for permission forms and money. Please comply with these deadlines. **If field trip money is not turned in to the teacher by 3:00 on the date it is due as listed on the permission slip, the teacher does not have to accept the field trip money and permission slip or allow the student to attend the field trip. Please do not call the school or administration to ask that we make an exception to this policy (even if it is the parent's fault that the money and slip were not turned in to the teacher on time). Parents are encouraged to return field trip permission slips and money to the teacher several days before the due date so that their child will not miss out on the opportunity to go.**
- \* If you wish to check your child out from the field trip site you must sign the teacher's check out log. Please do not check the child out before the completion of the field trip activity, unless there is an emergency.
- \* Students are required to ride with their class to the field trip site, unless an approval is granted by an administrator for the parents to drive the child due to some extenuating circumstance.
- \* **Please Note: There is a "No Smoking" policy on field trips. Adults are not to smoke on field trips in or near the presence of the students.**
- \* **Also, adults attending the trip are not allowed to bring pre-schoolers or other school-aged children along with them on a field trip.**

### FOOD SERVICES

**Free/Reduced Program:**

All parents are encouraged to complete a free/reduced lunch application. The application is available online on the district's website and is located under the parent section—free/red appl. If a student qualifies for free or reduced price lunch, then he/she automatically qualifies for free/reduced price breakfast. The cost for meals is listed below. You may send money daily, weekly, or pay online at: <https://www.myschoolbucks.com>. Parents are responsible for any charges their child incurs.

MEAL Prices	REGULAR PRICE	REDUCED PRICE	FREE
Breakfast	\$1.05	\$.30	Free
Lunch (Gr. 3-5)	\$2.60	\$.40	Free
Lunch (Adult)	\$3.25	N/A	N/A



Canned sodas are not allowed to be sent to school as a beverage for snack or lunch. Canned sodas may be taken on field trips. Menus are sent home each month and are posted on the district website. Extra menu items are available at a la carte prices. All items may not be available on a daily basis. **No students may use prepaid meals money for purchase of a la carte items.** Parents may obtain a “Request for Food Service Account Report” by requesting one from our cafeteria manager.

**Breakfast Program:** Each day breakfast is served from 7:40 - 8:20 AM. Children who qualify for free or reduced lunches also qualify for free or reduced breakfast. We encourage these children to take advantage of this service. Car riders should arrive no later than 8:00 AM to have time to eat breakfast before the tardy bell rings.

We do not allow a child to go without eating because of a lack of money. If your child does not have money for a meal on a particular day, we may have him/her call home or may allow the charging of the meal. Please view this as a short term, no-interest loan. Please do not use your child’s lunch account as a standing charge account for food. The school messenger callout system and charge letters will be used to notify parents when students have charges.

The following is taken from **School Board Policy 8.42:**

Grade levels Pre-kindergarten through Upper Elementary – When a student has accumulated three unpaid meals, the parent shall be provided a notice signed by the principal explaining the district “no charge” policy and the status of the child’s account. When the student has accumulated five unpaid meals, the principal shall contact the parent for a conference. If the parent is unresponsive, the student will be referred to the School Social Work Department.

## FUNDRAISERS (all activities are optional)

Fundraisers can be a valuable source of added revenue for schools. We do not recommend that our students go door to door selling items. When a fundraiser takes place we send the information home to parents and ask that you try to sell items to friends, family, and co-workers if you choose to help out with the sale.

### Fundraiser Activities

- Fall Fundraiser - This is sponsored by the PTSO and is the major fund-raiser for the year. It is conducted in the fall and finalized before Christmas. Participation is optional.
- Book Fair - The Media Center presents a collection of books for sale to the students. This raises money for the Media Center and encourages reading. (Fall and Spring Event). Participation is optional.
- Spring Fundraiser – The PTSO may decide to hold a spring fundraiser, depending upon school needs and budgetary concerns. Funds raised are used for special projects for the students and school.

*\*Each year students may choose to be involved in various charitable fund-raisers for such worthy organizations as United Way, American Cancer Society, Heart Association (Kids Heart Challenge), etc. We believe this teaches children the importance of caring for others and being an active part of their community. Participation is your choice.*

### Non-Fundraiser Activities

The following activities involve collection of money but are **not** major fund-raisers. They are primarily a service to the students.

- **Candy Cane Lane-** This is sponsored by the PTSO and is not considered a fundraiser. Holiday gifts are offered for sale to students at very minimal prices. This encourages students to think of giving over the holiday season, rather than just receiving. (optional)
- **Yearbook -** The school yearbook is sold at/near cost.

## GIFTED PROGRAM (ACES CLASS)

Students who are tested and identified as being in the “gifted” range of intelligence are offered the opportunity to attend the Gifted Program. This is a program that provides advanced students challenging activities and projects, beyond the basic classroom program. If you believe your child could be a gifted student, talk to his/her teacher to determine the possibility of testing and the procedures involved. Melissa Richburg is the teacher of our Gifted Program.

## GRADES

At all grade levels, grades assigned are based on a student’s performance in both learning and using the skills taught. A variety of methods is used in evaluating students. These include written work, tests, oral evaluations, performance on projects, turning in assigned work, homework, teacher observation, and others. Each teacher records the results of student evaluations on various work activities. Throughout the nine weeks, you should be receiving papers and/or reports from the teacher giving you a picture of how your child is doing. Our classroom teachers send mid-nine weeks reports so parents will be informed of how their child is progressing in school. Please talk with your child’s teacher regarding his/her classroom grading system. Close communication is important to help students reach their potential.

### \*\*\*\* District Grading Scale\*\*\*\*

A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 0-59 I = Incomplete X = Area of Concern  
In order to improve student performance each day, please look at your child’s planner every evening and initial that you have viewed it. Student Grades can be viewed through Classlink.

## GUM

Gum is not allowed at school. It can create a mess and damage the carpeting and furniture.

## HEALTH CONCERNS

Several contagious conditions are common among elementary students. When we identify these conditions we remove the students from the school setting so as not to infect others.

**Head Lice:** If your child contacts head lice, some specific measures, required by law, must be taken. School board policies **4.5036 and 5.5033 Head Lice state** “A student who has been sent home with head lice and/or nits should return to school, free of head lice and/or nits, within two (2) calendar days in order to be excused. For each occurrence of head lice, absences beyond two (2) calendar days will be marked unexcused.” Repeated student absences resulting from head lice and/or nit infestation will be referred to appropriate school officials. If we find nits in your child’s hair, we will call you and ask that you come for your child. If live bugs are found, we call and require you to pick up your child. If we cannot reach you, your child must stay in the office area the remainder of the day, away from the other students. You **must** have the child cleared by the school health technician before he/she may return to school. You must come with your child when the clearance check is done so that you may take the child back home with you if he/she does not clear.

**Pink Eye (Conjunctivitis), Scabies, Chicken Pox, Etc.:** If your child is suspected of having any one of these contagious conditions, as well as some others not listed here, we will call and ask you to pick-up your child. If the school nurse from the Health Department visits our school and identifies the condition as definitely being a contagious condition, we will contact you and a doctor’s note may be needed releasing the student to return to school. Please cooperate with us in this so that we can maintain a healthy atmosphere for all.

## HONOR ROLL

The all “A” and “A & B” honor rolls are recognized each nine weeks. Students who receive honor roll for the entire year may be given a trophy, medallion, or other such award items.

## IMMUNIZATIONS

Florida law requires public school students to be fully immunized. A Florida certificate of immunization must be in the cumulative record of each student. Proof of immunization (Florida immunization certificate) must be presented at the time of registration.

## INSURANCE

The school district does not automatically provide accident insurance for students. However, school insurance is offered as an option for you to purchase if you wish. The cost is small compared to the potential cost of medical care. If you are not insured otherwise, or wish to have additional coverage on your child(ren), respond to the insurance literature we send. The State of Florida also provides comprehensive health insurance for uninsured children ages 0-18 through the Florida KidCare program. Premiums and coverage for Florida KidCare are based on family size, income, and the age of your child. For additional information about KidCare, you can research the program at <https://www.healthykids.org/>.

## LATCHKEY

An afternoon child care service, Latchkey, is offered at Dixon Intermediate School. This program is offered by the Santa Rosa Community School. The Latchkey Program uses the school facilities as a convenience to parents living in the Dixon Intermediate School areas. Registration can occur at any time during the school year. Morning latchkey services are provided at Dixon Primary. Dixon Intermediate students are transported from the primary school to our school on a school bus each day. Please direct all questions/concerns to the Santa Rosa Community School offices. Their number is 983-5650.

## LOST AND FOUND

Clothing, lunch boxes, and miscellaneous items found on campus are placed in the "Lost and Found" area in the cafeteria. Money, glasses, and valuables are turned in to Mrs. Caraway in the office. We encourage the students to check in "Lost and Found" for things they misplace. Our PE teachers periodically display items from "Lost and Found" at PE, encouraging the children to claim their belongings. Unclaimed items are eventually given to local charities. Please label your child's belongings with permanent marker. This would help so much!

## MEDIA CENTER (LIBRARY)

S. S. Dixon Intermediate is very proud of our Media Center (library). The media center is open daily for student use from 8:30-2:30. Our Librarian, Regina Clapper, is there full-time to assist the students and staff. We operate what is known as an "open concept" media center. This allows the students to come to the library as the need arises. Students are issued passes by their teachers for individual library visits and will also visit the library with their entire class for a scheduled lesson. Students are responsible for lost or damaged books. If lost or damaged books are not paid for, new books cannot be checked out. Please speak with the media center personnel if you, the parent, wish to check out books. You are invited and encouraged to drop by the library and see the outstanding facilities used by our students.

The media center is well equipped with current technology. Our students enjoy the presentation of the instructional television program (ITV) aired in each classroom daily. It is a wonderful learning experience for our students. A daily part of this program is the pledge of allegiance, general school announcements, birthday announcements, the menu, and much more. Educational features are researched and presented by the students on the show throughout the year. The programs are aired daily at 8:20 AM, just after the tardy bell has rung. Many educational videos are played on this ITV system for the students. **Please note: When you enter a class and see students "watching TV," it is often a program that is tied to the curriculum – a part of the teacher's lesson plans. Television has truly become an educational tool.**

## MEDICATIONS

A student should never bring or have in his or her possession medication of any kind during the school day – either prescription or non-prescription. In cases where it is medically necessary for a student to have an inhaler or EpiPen with him or her during the school day, our Clinic Health Tech must be notified. She can explain the policies and procedures and help make arrangements for your child to have the inhaler or EpiPen available in the classroom and on field trips.

### When Medication Must be Taken at School

1. The Dispersion of Medication form must be fully completed and signed by the parent.
2. The medication should be brought in its original container by a parent and must be stored in the school clinic as soon as the parent brings it to school. The expiration date and instructions for administering the drug must be printed on the label.
3. Only the school clinic health technician or trained assistant can administer medications to the children.
4. Each new illness/medication requires a new form.
5. Students requiring daily medication can have a medication form completed by the physician that will be good for the year, or the extended period needed. Parents should bring the medication to the school each time it is refilled.
6. The school does not provide any medication.

## MTSS (MULTI-TIERED SYSTEM OF SUPPORT)

MTSS, also known as multi-tiered system of support, is a process used in schools to help each student achieve at his or her highest level and reduce behavior problems. Our school has an MTSS Team made up of administrators, the guidance counselor, school psychologist, the AIS, Math Interventionist, Behavior Interventionist, and ESE teacher. A variety of data is used to identify students who may be at risk. Teachers share their concerns about a student's performance and the team discusses possible interventions that may be used to help the student reach proficiency. Parents are involved and may be invited to attend a MTSS Team meeting. The team monitors the student's performance using the intervention and makes decisions based on the data. It may be necessary to adjust the interventions. The goal is to help the student be successful, but should the interventions not help, it may be necessary to do further evaluations. The evaluation may identify students who are eligible for services through exceptional student education.

## PARENT RESOURCE CENTER

The Parent Resource Library is located in the guidance area. Please feel free to browse the selection of parenting books and materials. We have many materials for parents to check out including leveled readers for parents to use at home with their children. We also have a display of quick reference cards for parents on a large number of topics including grief, making good choices, divorce, teaching children about money, friendship, and many more. Please feel free to take one of these cards if you find you need one. Books may be checked out on the honor system. Include your telephone number, name, and date of checkout when completing the checkout card. Place the card in the checkout file box alphabetically (first initial of your last name). Please return the book within two weeks (cross through your name on the checkout card, place it in the pocket inside the book cover, and return the book to the shelf). You may also send a note by your child to the teacher to request a book or other information from our Parent Resource Library.

## PETS/ANIMALS

Caution is shown in allowing any animal on campus. All requests must be cleared through the office. No animals, dead or alive, are allowed on a school bus. Reptiles, turtles, and birds are forbidden because they can be carriers of the salmonella bacteria and other serious diseases.

## PHYSICAL EDUCATION

Physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. Sportsmanship, leadership, and congeniality are stressed in the program. All students are expected to participate in the program. A student may be excused from physical education activities with a written request from the parents for a period of no more than three days. Absence from P. E. for four days or more will require a doctor's note.

## PLAYGROUND

We are fortunate to have a playground that can be used for physical activity during recess. All students are expected to follow safety and sportsmanship rules. Our basic playground rules are:

- Do not use equipment when wet
- No running, pushing, or shoving
- Do not use play equipment improperly
- No bare feet, wear proper footwear

### **ADULT SUPERVISION REQUIRED FOR USE. PLAY CAREFULLY!**

Our playground is used throughout the day by Dixon students. Parents are not allowed to bring other children to use the playground during school hours.

## PTSO

The S. S. Dixon PTSO (Parent Teacher Student Organization) is a vital and integral part of our school. The PTSO Executive Board meets on a regular basis. PTSO's contributions have positively impacted our efforts with the students. Your membership in PTSO is highly encouraged.

### 2019-20 PTSO Board

**President:** Tracey Glass

**Treasurer:** Heather Martinez

**Vice President:** Amy Caudle

**Secretary:** Trisha May

**Volunteer Coordinator:** Melanie Schoop

**Newsletter:** Jenn Callan

**Box Tops Coordinators:** Danielle Ryan

**Communications:** Monica Dahlem

**Fundraising Coordinator:** Kandy McGinnis & Aggie Pabst

**Snack Program Coordinator:** Renee Washington

**Candy Cane Lane Coordinators:** Rachel Thomas

**Hospitality Coordinators:** Merrit Schultz & Jamie Perkins

**Membership:** Madison Mooneyham

**Departmental Support:** Myranda Carmona

## RULES/EXPECTATIONS

Listed below are our Positive Behavior Support (PBS) school wide expectations.

### **“We can't hide our Patriot PRIDE”**

1. Prepared
2. Respect
3. Integrity
4. Do our best
5. Everyone matters

## **CAMPUS RULES**

1. Keep hands, feet, and objects to yourself
2. Walk on the right side of the hallways
3. Be mindful that students are learning in classrooms as you travel through the school
4. Use appropriate voice level
5. Respect others

## **LUNCHROOM RULES**

- P- Properly sitting in seat & talking to those sitting near you
- R- Responsible for cleaning up after yourself
- I- In a straight line, waiting quietly, keeping hands and feet to self
- D- Displaying no talking while music plays and following directions of monitors
- E- Eating using good manners

## **SCHOOL COLORS**

Our school is proud to be the Jr. Patriots! Our school colors are red, white, and blue! The school theme is “Wild About Learning” and our slogan for 19-20 is “On a Safari for Success”. The school’s wall murals and directional signs were painted by one of our former, talented parents, Mrs. Elaine Woodward.

## **SCHOOL MESSENGER**

School Messenger is a system we use to aid in communication with parents. It enables us to send telephone and email messages to our parents with important information and reminders. This tool is used in times of emergency, such as during a hurricane or tornado, to provide needed information quickly. In order for School Messenger to be successful, it is imperative that you keep our office informed each and every time your home or cell phone numbers change.

## **SCHOOL PSYCHOLOGIST**

Our school psychologist is at SSDI a minimum of two days a week. The psychologist works with students and the staff in identifying children needing special assistance. She also assists parents and teachers in understanding test results and determining alternative methods or programs to help students experiencing academic, social, emotional, behavior, or attendance problems.

## **SCHOOL REPORT CARD**

The annual school report card for S.S. Dixon Intermediate School is available on our school web site or by visiting <https://edudata.fldoe.org/ReportCards/Schools.html?school=0331&district=57>. You may also request to view a copy by visiting the school.

## **SMOKING**

Smoking on any school campus is forbidden. No persons (students or adults) are permitted to smoke or use any kind of tobacco product while participating in a field trip or while visiting our school campus.

## **SPEECH CLINICIAN**

Speech and language services are provided for children in the school who have been identified as having a weakness in this area. We have one full-time speech clinician and one who serves our school part-time. They work regularly with our students. If you suspect that your child might need the services of one of our clinicians, please talk with the classroom teacher.

## TELEPHONE

Occasionally students have a need to call home. We attempt to screen the requests students make to be sure there is a legitimate need for the call. From time to time, teachers may have a child call home to tell you what he/she has done or not done. This is a technique our teachers sometimes use to make the student responsible for his/her actions and to alert you of problems he/she may be experiencing. The teacher will talk with you before and/or after your child has told you about the problem he/she is having at school. Your support of our efforts to work together to solve problems is needed. **A student may never use his or her cell phone to text or call a parent or anyone else for any reason during the school day.** (All cell phones must be turned off at all times and out of sight while on the school campus unless they are being used as directed by the teacher.)

## TESTING

Statewide assessments are administered in the spring of each year. The tests are given in order to increase school accountability for student progress and to be able to make comparisons regarding student progress. Florida Standards Assessments (FSA) are given in the areas of ELA (English, Reading, Writing) and math for all grades. FCAT Science is given to 5<sup>th</sup> grade students. STAR Reading and Math and Unify Science Assessments are given three times a year as progress monitoring instruments.

## TEXTBOOKS

Textbooks are furnished to students at no cost. However, each student is responsible for the care and return of his/her books. Non-consumable textbooks are generally expected to last the school five or more years. When damage occurs, a reasonable fee may be assessed.

## TITLE I PROGRAM

S.S. Dixon Intermediate is a full Title I school. In order to qualify for this federal funding, a school must have at least 40% of its students receiving free/reduced lunch. Federal funding for the Title I program is used to provide:

- \* Program resources to help meet Florida's academic achievement standards
- \* Effective methods and instructional strategies based on scientific research that strengthens the core academic program
- \* Coordination with and support of the regular education program
- \* Instruction by highly qualified teachers
- \* Professional development opportunities with Title I and other resources, to the extent feasible, for administrators, teachers, paraprofessionals, and if appropriate, with parents and other school staff who work with participating children
- \* Strategies to increase parental involvement, such as family literacy services
- \* Coordination and integration with federal, state, and local services and programs, including programs supported under the Title I Act, violence prevention programs, nutrition programs, housing programs, Head Start, adult education, vocational and technical education, and job training.

Parents of each student attending a Title I school may request, and the district will provide in a timely manner, information regarding the following: professional qualifications of their children's classroom teachers, and if applicable, the services provided by their paraprofessionals as well as the paraprofessional's qualifications. You may contact the principal to make this request, known as **RIGHT TO KNOW NOTIFICATION**.

## TOYS/GAMES POLICY

School is not a place for children to bring toys or games. Unless a teacher specifically requests they be brought to school for a special occasion, toys and games must remain at home. Students should understand that toys and games brought to school **with teacher permission** should not become a

problem on the bus nor be seen outside the particular classroom. Teachers may take up toys and games and request that the parent come to the school and pick them up.

### VISITORS

All visitors are required to report to the school office and sign in upon arrival on campus. A computer at the main office is used to register you and produce a nametag to wear while on campus. Be sure to log out before leaving campus. While we welcome parents/guests at Dixon, drop in visits to classrooms are not allowed because they cause a disruption to the learning environment. No parent or other visitor may stop by a classroom to visit or talk to the teacher during the school day unless the visit was scheduled by the teacher or approved by the principal. Please do not ask or attempt to go to a classroom when you sign in rather than going to the place you were given permission to go during your visit on campus. If you do need to talk to a teacher, please send a note with your child to the teacher, or you can ask the front desk secretary to leave a message with the teacher for you.

### VOLUNTEERS

S. S. Dixon Intermediate has a very active volunteer program. The principal is the school level coordinator of this program. A volunteer orientation is held during the first weeks of school at which time the volunteer handbook of suggested guidelines for serving the school's needs is provided to each volunteer.

**\*Important:** All volunteers **MUST** fill out an application each year. Volunteers are screened and approved by the school board. Volunteers should sign-in and wear a volunteer name tag any time they are on campus. **We appreciate the support you give our school!**

### WEB SITE

The internet address for our school web site is: <https://www.santarosa.k12.fl.us/ssdi>. Parents and students are encouraged to use this web site for school information. We always try to keep the website up to day and make it user friendly and informative for students, parents, and the community. Information about Classlink, Title I, Parent Resource Center, volunteers, faculty and staff as well as documents such as the School Improvement Plan, SPAR (School Public Accountability Report), school lunch menus, monthly newsletter, and much more can be found on the website.

### WITHDRAWALS

Mrs. Paulette Allen is responsible for all student withdrawals. When you must withdraw your child from school, please follow this procedure:

1. Notify the school office by phone or in person to initiate the withdrawal process. Please do this at **least one day in advance** of the withdrawal date.
2. Check in all textbooks and library books.
3. Pay all money owed to the school (if any).
4. Present the reassignment form we give you to the new school where you enroll your child. They will make a direct written request for the child's records once you register. (When a child moves within the county, requests for records can be made by phone.



