

Durbin Creek Explorers
Home of the Explorers

Student Planner
2017-2018

Durbin Creek Elementary School
4100 Race Track Road
St Johns, Florida 32259
www.dce.stjohns.k12.fl.us
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Mission Statement

Making positive contributions to society by expanding minds to explore
our expanding world.

Angela Fuller
Principal

Kimberly Miller
Assistant Principal

This agenda belongs to:

Name: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Durbin Creek Elementary

Our goal at Durbin Creek Elementary School is to provide an excellent learning opportunity for all students. Striving to reach this goal must be a united effort on the part of the students, teachers, administrators, parents, and community. We believe that learning can take place when there is shared effort, interest, and motivation.

As a classroom teacher at Durbin Creek Elementary School, I pledge to

- Explain my expectations, instructional goals, and grading system to the students and parents
- Teach the Florida Standards, provide a climate in my classroom that is conducive to learning
- Employ various teaching methods which work best for the students
- Communicate with parents through interim reports, report cards, conferences, web pages, emails, and through phone communication
- Provide enrichment and remediation opportunities for the students as needed
- Respect the cultural differences of my students

Signed: _____ Date: _____

As a student at Durbin Creek Elementary School, I pledge to.....

- Respect myself and the rights of others
- Attend school regularly
- Follow Durbin Creek School rules and St Johns County Code of Conduct
- Walk quietly on the right side of the hallway in a line
 - Respect others
 - Keep hands and feet to myself
 - Respect school property
 - Do what I am told the first time
- Come to school dressed appropriately, with necessary materials, and prepared to work
- Ask your teacher questions when you don't understand
- Complete all of my assignments on time

Signed: _____ Date: _____

As the parent of _____, I pledge to....

- Read and discuss planner information with my child
- Provide ample, quiet study time at home and encourage good study habits
- Make sure my child is well-rested and at school on time
- Support the school staff in their efforts to promote appropriate behavior
- Encourage my child to read more
- Communicate regularly with my child's teacher
- Monitor my child's homework
- Read and discuss with my child his/her interim report and report card
- Attend parent/teacher conferences as requested

Signed: _____ Date: _____

The Administration of Durbin Creek Elementary School is committed to providing a safe and orderly environment that is conducive to learning. As the instructional leaders of the school, they will support the teachers in their efforts to teach all students. Opportunities for the establishment and the attainment of high expectations will be made available to all students.

Here's to a successful school year- Go Explore!

Welcome to Durbin Creek Elementary School

This handbook is intended as a guide to the information, policies, and procedures that govern the basic operation of our school. It is essential that all students know the contents and use the handbook throughout the year. Administrators, the counselor, and teachers will help answer questions about this guide and/or topics, which it does not address. The personal benefits students receive from their years at Durbin Creek Elementary School and the reputation of the school will be determined by the extent to which everyone becomes truly involved and puts forth his/her best effort. Communication between teachers, parents, and administration is essential to student success. It is imperative that teachers and parents work in a respectful partnership to best meet the needs of individual students.

Address and Telephone Number Change

Please notify our office immediately if there is a change in your address, telephone number, or your emergency contact information. This information is very important in case your child becomes ill or injured. **Students will not be released to anyone who is not listed on the Student Information Sheet.** If you would like a neighbor or friend to pick up your child from school, please list them on your Student Information Sheet. Please be sure this information is updated whenever necessary. **Remember: Anyone picking up a student between 8:30 a.m. and 2:50 p.m. must have a photo ID or student will not be released. Thank you in advance for helping us keep our students safe.**

Arrival

School begins at 8:30 a.m. and ends at 2:50 p.m., with early release every Wednesday at 1:50 p.m. Supervision of students begins at 8:00 a.m. **For safety and security purposes, students will not be allowed on campus until 8:00 a.m.**

Articles not to be brought to school

Items of a personal nature tend to be a distraction to the learning environment. Please refrain from bringing toys and electronic/digital devices to school. Animals are not to be brought onto campus without the prior knowledge and consent of the principal. If approved, a parent must transport the animal to and from school on the same day.

Attendance/Checkouts/Absences/Dismissal Changes

The importance of regular attendance cannot be over emphasized. All students should be in school every day that they are physically able. It is extremely difficult to successfully keep up with class work if attendance is irregular.

Early Check Outs:

Checkouts cause a disruption to the instructional day. Our eSchool system is set up to monitor the number of checkouts for each student. Checkouts can be excused or unexcused. Excused checkouts can be for doctor or dental visits. We are monitoring checkouts and will make parent contact in the event they become excessive.

Tardies to School:

DCES students are encouraged to be in class by 8:25 a.m. Students are required to check in at the front office to receive a tardy pass when arriving after 8:30 a.m. Tardies will be recorded electronically and printed on report cards. Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Excessive tardiness (more than 1 time per week) will be addressed on a case by case basis. Disciplinary action for unexcused tardiness shall be progressive, may include "Level

1 consequences and will be specifically defined in each individual school's discipline plan" (Student Code of Conduct, 2016-2017).

Early Dismissal:

Parents must provide a written excuse for any student requiring an early dismissal. The time and reason for leaving should be included. Students will turn requests in to their teacher in the morning and will remain in the class until they are called for from the front office to be dismissed. Please allow sufficient time for your student to transport from their location when planning an early pick up. Children will be released only to their parents or individuals who are named on their Student Information Sheet.

Remember: A photo ID is always required. Students may not be checked out later than 2:15 each day and 1:15 on Wednesdays.

Unexcused Policy for Make-up Work

When a student has an unexcused absence, it is the responsibility of the student to complete all coursework and submit it to his/her teacher. A student shall have one day to complete and turn in the work for each day that the student is absent (i.e., in the event of three days unexcused absences; the student has three days to complete and turn in assignments) and may only earn 50% credit. Tests and quizzes can be made up at 100% credit (Student Code of Conduct, 2016-2017).

Reporting to school from absences:

Any student who has been absent from school shall bring a note from the Parent or guardian within 48 hours of the student returning to school stating the cause of the absence; an email notification is also acceptable communication. After 15 days of absence, whether excused or unexcused, a student must have a doctor's verification of care for all subsequent absences.

Excused Absences

The following constitutes an excused absence: Personal illness, illness of an immediate family member, death in the family, religious holidays of the established religious faith, school related special events, public functions, student conferences, state/national competitions, exceptional cases of family need. The school must be notified if a child has or is suspected of having a communicable disease or infestation that can be transmitted, and are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (Florida Statute 1003.22). Make-up work for excused absences falls under the same guidelines as unexcused with the exception that all work will receive 100% credit if made up within the allotted time.

For a complete list of excused and unexcused absences, students and parents should refer to the Student Code of Conduct.

Dismissal Changes

The safety of our students is our number one priority. Your child will always be dismissed by the means that is identified at the beginning of the year or as adjustments are made as needed. If you are in need of changing your student's dismissal, please notify your child's teacher in writing and/or email dcesnotifications@stjohns.k12.fl.us. It is imperative that dismissal changes arrive by 2:00 p.m. daily and 1:00 p.m. on Wednesdays so that proper notification to the child and child's teacher is made. Thank you in advance for adhering to this policy.

Biker/Walker Dismissal

Bikes and/or scooters may be ridden to school under two very important conditions: (1) All bikes must be parked and locked in the racks provided. (2) No bikes may be ridden on campus. **It is the law to wear a helmet when riding a bike or scooter.** Helmets must be worn for all student transportation equipment including bikes, scooters, and skateboards.

Book Bags

Students may bring **small** backpacks/book bags to school. Book bags with wheels are **strongly** discouraged due to safety hazards. Storage is also a problem for large backpacks during the day.

Buses

Some students will be riding an assigned bus each day. Due to an update in district policy and bus capacity limits, only students assigned to a particular bus will be permitted to ride. No one will be permitted to ride another bus or change his/her bus stop for any reason. Students not assigned to a bus will be denied transportation. We regret any inconvenience, but recognize that unassigned student riders increase safety concerns. Provisional Transportation Waiver Program (PTWP) is available to students who may be in need of transportation due to special circumstances. Please refer to the St Johns County School District Transportation website for more information and application. Please Note: PTWP will not be available, even with an approved waiver, until the fourth week of school.

Bus drivers are authorized to issue bus referrals for rule infractions while participating in school transportation. Disciplinary action, including bus suspension can be incurred. **Please note: 2017-2018, there is a mandatory seat-belt rule. Students failing to wear their seat belt will result in disciplinary action.** Parent requests or complaints regarding bus service should be addressed to the Director of Transportation at 547-7810.

Cafeteria (Oasis)

Lunch is available in the cafeteria on a daily basis. All food and drink must be consumed in the cafeteria and at no time is food or drink allowed to leave the cafeteria. Free or reduced priced lunches are available to eligible students. The DCES cafeteria is equipped with “peanut free” tables where students can safely sit if needed. Should you have questions regarding menu choices and/or have specific allergy needs, please contact the cafeteria manager at 547-3893.

Oasis Rules

The following rules are in place for the Oasis. Students will:

- Listen and follow directions the first time
- Walk in the Oasis
- Use inside voices
- Remain seated
- Help clean tables and sweep area
- Raise his/her hand for permission when something is needed
- Keep his/her hands to themselves
- Pick up trash
- Wait to be dismissed

Parents are welcome to have lunch with their students at the designated tables in the Oasis. Please be considerate of all students by only lunching with your child.

Cell Phones

Students may bring cell phones to school. They must be OFF and OUT OF SIGHT at all times. Cell phones must be turned off and in the student’s backpack during the school day. **Durbin Creek Elementary is not responsible for lost, stolen, or damaged cell phones.**

Clinic First Aid

The clinic is for temporary first aid only. The St Johns County School District recommends that only prescription medication be dispensed at school. Students with chronic medical conditions such as juvenile rheumatoid arthritis, migraine headaches, or allergies to food or insect stings may keep non-prescription medication at Durbin Creek Elementary School clinic provided they have a note indicating the necessity from a physician. All medication must be in the container in which it was purchased or dispensed and must be accompanied by a medication authorization form available in the front office, clinic, or DCES website. No medication will be administered without parental authorization. Parents and students are responsible for determining when additional medication is needed.

Code of Conduct

All students must behave in a manner that contributes to a positive school environment. We expect appropriate behavior at all times on the buses, in classrooms, in the lunchroom, in the hallways, on the school grounds, and at all school functions. Consequences will result if behavior is not appropriate.

Please review the St Johns County Student Code of Conduct.

Dress Code

Durbin Creek Elementary adheres to the St Johns County Student Code of Conduct in regards to student dress. Please refer to the St Johns County Student Code of Conduct for additional information.

Emergency Drills

Emergency drills will be conducted throughout the school year. We conduct monthly fire drills as required by the Florida Fire Prevention Code. We will also practice other drills for the following scenarios: evacuation, severe weather, bomb threat, and lockdown. Our school district also requires bus evacuation drills for our bus riders. Safety is of the utmost importance. **Please Note: Parents and school volunteers on campus during any drill will be expected to participate in the drill. There will be no student checkout during any drill scenario.**

Guidance

The guidance program at Durbin Creek Elementary School is an educationally based program that centers on developing positive self-concepts so students can learn more effectively and efficiently. Any student desiring to see the guidance counselor needs to inform their classroom teacher.

We are a Character Counts School! We teach and honor the Six Pillars of Character; Respect, Trustworthiness, Caring, Responsibility, Citizenship, and Fairness. Students are honored monthly for their contributions to upholding these Pillars of Character as well as honored with a ceremony twice per year. Please join us in helping to infuse these characteristics at home.

Homework

Students should expect to have an average of 10 minutes of homework per grade level (i.e., 4th grade: 40 minutes) in addition to daily reading. Long-term assignments and projects may be assigned periodically. We do not interrupt class for homework deliveries.

Internet Acceptable Use Policy

A St Johns County School District Internet Acceptable Use Policy form will be given to each student at the beginning of the school year. Students are required to read and understand the policy. Violation of this policy is unethical and may result in internet access privilege being revoked, district disciplinary action and/o appropriate legal action.

Lost and Found

Lost and found items may be claimed in the Oasis (cafeteria). After **30 days**, unclaimed items will be donated to charity. Please write your child's name on their belongings and make every effort to recover lost items.

Media Center

The media center is for your use. Materials are checked out for a two-week period. Over-due fines are charged for materials that are returned late. Failure to return items or pay for fines will result in loss of Media Center privileges.

Messages/Deliveries to Students

We are unable to deliver messages to students except in the cases of an emergency. We cannot stop the instruction of the other students in the class for any reason other than an emergency. Lunches that are delivered late will be taken to the Oasis for students to pick up when they arrive in the cafeteria.

Communication Systems

The school district will utilize a rapid phone notification system to communicate important or emergency information efficiently and rapidly to parents. This system will primarily be used for providing accurate information to parents about a safety issue.

Please Note: When leaving a voice mail or sending an email to school board mailboxes that "All voicemail and email correspondence sent to and from St Johns County School District is subject to the public records law of Florida. This law provides that any records made or received by any public agency in the course of its official business are available for inspection, unless specifically exempted by the Legislature."

Parent Volunteers and Visitation

Durbin Creek Elementary School loves parent volunteers! We appreciate your time spent and dedication to DCES. If you wish to join this dedicated group of individuals, please register at www.stjohns.k12.fl.us/depts/cr/volunteer. Middle and High School students are able to register to volunteer for community service hours.

Remember: All visitors to campus and field trip chaperones must have an approved volunteer form on file. Non-school age children are not permitted to come to school when you are volunteering. This becomes a liability issue for the school and a distraction to the students. All volunteers must wear a name badge at all times while on campus. All parents must complete a parent volunteer application if they wish to **volunteer in a classroom, participate in any class activities, chaperone/attend a field trip, or eat in the Oasis. Remember: A photo ID is required to check in as a volunteer.**

Promotion

The criteria for promotion are based on the Student Progression Plan set forth by the St Johns County School Board. This plan is available from administration and on the St. Johns County School District website. Students on an IEP who are receiving academic services may require an IEP team meeting to determine promotion or retention.

Pupil Detention, Search, and Seizure

The principal, teacher, or any other member of the staff is authorized to temporarily detain and question a student when circumstances indicate that such student has committed, is committing, or is about to commit, a violation of law or regulation of the school board.

Report Cards and Interim Reports

Report cards are issued four times per year, with an interim report halfway through each nine-week period, as shown on the master calendar. Report cards and Interim reports will be available electronically via Home Access Center (HAC). Please contact your child's teacher if you prefer to receive notification of school grading through hard copy means. HAC access may be obtained through the Data Operator.

School Rules

- Walk quietly on the right side of the hallway in a line
- Respect others
- Keep your hands and feet to yourself
- Respect school property
- Do what you are asked to the first time

Textbooks

Textbooks will be provided in appropriate subjects. Online texts are available for most textbooks 3rd-5th grade. All hard copy texts available via online resource will not be available for home use. Please contact your child's teacher for more information.

Website

Please visit our website at www.dce-stjohns.K12.fl.us for valuable information regarding our school and upcoming events. In addition, the St Johns County School District website will provide additional information regarding district wide information and initiatives. www.stjohns.k12.fl.us

Thank you to our premiere business partners for helping us meet the needs of our teachers and students!



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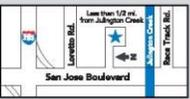
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