

## NASSAU COUNTY SCHOOL BOARD'S MISSION STATEMENT

Our Mission is to develop each student as an inspired life-long learner and problem solver, with the strength of character to serve as a productive member of society.

**MISSION STATEMENT-** Callahan Elementary School is dedicated to maximizing individual potential and developing life-long learners, who will be contributing members, in a global society. We commit to a comprehensive system of support to assure this outcome.

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

## CALLAHAN ELEMENTARY SCHOOL BELIEF STATEMENTS

We believe: Students thrive in a positive, safe, and structured environment.

- All students are capable of learning.
- Teachers hold high expectations for student success in the school and community.
- Teachers adapt instruction that is tailored to each student's learning abilities, needs, and styles.
- Teachers will provide a challenging, standards based, classroom environment, where students feel a sense of belonging and are treated equally and fair.
- Every child will be provided the opportunity to grow as an individual by acquiring, evaluating, and utilizing information that will enable him/her to function successfully in school and later in his/her adult life.
- Community members, parents, CES faculty & staff will work together to develop our students academically, emotionally, intellectually, and socially in an effort to prepare them for success in the future.

- Bullying and all other forms of harassment interfere with the educational process and will not be tolerated.

**Code of Student Conduct** -The code of student conduct can be located at [www.nassau.k12.fl.us](http://www.nassau.k12.fl.us). It is strongly suggested that you discuss this document with your child. This document contains information that is pertinent to you the parent, as well as student expectations. The Code of Student Conduct will explain the responsibilities of students, parents, and the school staff.

Callahan Elementary School has a school-wide discipline plan in place. Our students are expected to:

1. **Be Respectful**
2. **Be Responsible**
3. **Be Problem Solvers**

When necessary, the following are used as consequences:

1. Verbal or written warning
2. Loss of Privileges
3. Parent notified
4. Office referral form with action taken by an administrator

**Severe incidents - Students will be sent directly to the office. Parents and/or authorities will be notified.**

### ATTENDANCE, ABSENCES AND TRUANCY-

Regular school attendance is a necessary part of a student's education. Excessive absences impair a student's educational progress, impacts whether the student passes or fails a grade, and may result in court proceedings. Students will be considered absent when they miss 50% of their school day.

- Students who have been absent from school shall bring a note from a parent/guardian within 48 hrs. of returning to school, stating the cause of the absence. Failure to bring in a note will result in an automatic unexcused absence. However, the fact that the student brings in a note does not require the school administration to excuse the absence.
- Students must be in school unless the absence has been excused for one of the reasons listed below:
  - Personal illness
  - Illness of an immediate family member
  - Death in the family
  - Religious holiday
  - Required court appearance
  - Special events, including, but not limited to, important public functions, student conferences, student state/national competitions that are school sponsored, as well as exceptional cases of family need
  - Doctor/Dentist appointments
  - Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer

present a health hazard (Florida Statute 1003.22). Students are allowed a maximum of 3 days excused.

Make up work for elementary students is incorporated in classroom teaching upon the student's return to school. Students shall have one day to complete and turn in the work for each day the student is absent.

**Tardies**-Please remember that it is important that your child does not lose instructional time. If your child arrives at school after 7:55 it will be necessary for you to walk with your child into the office and sign them into the computer.

**TRAUCNY**-A student may be deemed truant after 5 unexcused absences within a calendar month, or 10 unexcused absences within a 90-calendar day period.

**Parking** - We have three, "15 minutes" visitor parking spaces. Please be courteous to all our families and use these spaces for quick campus visits. We ask that if your visit to CES will be **more than 15 minutes**, you park in the parking lot by the café. We also have two "handicapped" parking spaces in the front of the school to assist you.

**VISITORS**-All visitors are to sign-in at the front office and receive a pass from the front office. Please sign-out at the front office when leaving. You must have an ID to sign in.

### BELL SCHEDULE

7:30 Students may be dropped off  
7:55 Tardy Bell/Classroom Instruction begins  
2:05 Car riders begin dismissal  
2:10 Bus riders begin dismissal  
Students will be dismissed one hour early on Wednesday @ 1:00pm

Children can only be dropped off and picked up in the designated areas where there is adult supervision. Please adhere to this policy for the safety of our children.

Please do not drop children off before 7:30.

All students should be picked up within 20 minutes of the dismissal of school. The bus ramp is off-limits to all traffic except buses.

**STUDENT DISMISSAL**-In the event of a change in your child's normal dismissal routine, please send a note which includes a physical address and a phone number where you can be reached. All changes must be made before 1:30 p.m. Students cannot be picked up between 1:40-2:10, due to being in transition.

**Car riders** can be picked up from the pickup line, please have your pickup tags visible. **Gate/Walker pickups** will be dismissed at the Cafeteria gate, please have your pickup tag with you. Students will not be dismissed without proof of identification.

## PLEDGE OF ALLEGIANCE/PATRIOTIC PROGRAMS-

According to Nassau County Administrative rules, the Pledge of Allegiance is recited daily at Callahan Elementary School. Please know that House Bill 7029 authorizes student's right to not recite the Pledge of Allegiance should this be the desire of the student or family. Please contact the school should you desire to have your child opt out of the pledge or patriotic experience at CES.

**Moment of Silence**- In accordance with HB 529, each Nassau County School shall require teachers in first period classrooms in all grades to provide one minute for a moment of silence during which students may not interfere with other students' participation. A teacher may not make suggestions as to the nature of any reflection that a student may engage in during the moment of silence.

**SNACKS**-Nutritious snacks are important to a child's development. Fruit, vegetable, whole grain, protein, and dairy products are good choices. Carbonated drinks are not allowed in lunch or in the classroom.

### STUDENTS WITH ALLERGIC REACTIONS-

Parents whose children have allergic reactions to stinging insects (bee, hornets, wasps, yellow jackets) or food (including but not limited to peanuts, nuts, eggs, soy, fish, shellfish, and wheat) are requested to provide the health aide & teacher information identifying and describing such medical conditions. Please include this information on the child's School Emergency Medical Card.

**MEDICATION**-All medication dispensed at school must be prescribed drugs and contained in the original bottle. They are to be given to the health technician for safekeeping. All medication is kept under lock while at school and will be administered by the health aide according to the prescription. An administration of medication form must be filled out if your child needs medication given to them during the school day. Please contact our health technician for more information.

**LICE CONTROL** -Students who have head lice or nits will be sent home. Upon returning to school, all students must be cleared by the health aide and be free of lice and nits.

To help prevent the spread of lice in our school, we will implement the following policy:

- Periodic head checks
- Classroom checks as needed.
- County letters sent home, as needed.

You may contact the school, Nassau County Health Department, your physician or pharmacist for details on the prevention and treatment of head lice.

**LIBRARY BOOKS**-Textbooks are the property of the School Board of Nassau County and are loaned to the students of Callahan Elementary School. A

student's parent or guardian must pay a fee or the cost of the book, if it is lost or damaged.

**TOYS**-Students are not to bring toys, games, electronics, or similar items to school without their classroom teacher's permission.

**SCHOOL ADVISORY COUNCIL**-The School Advisory Council meets 4 times a year in the cafe. Parents are invited to become members. Please contact the school for additional information and meeting dates.

**VOLUNTEERS**-All volunteers must be School Board approved to attend any and all school events. The Volunteer Application forms can be found on our district's website. You must fill out a new application each school year. All volunteers are asked to dress appropriately to be role models for our children. Please do not bring younger siblings into the classroom during your scheduled volunteer time. Please arrange volunteer time in advance with your student's classroom teacher. Only volunteers who have schedules times with their teacher will be permitted to enter the classroom.

**FISCAL TRANSPARENCY**-According to House Bill 7029, parents have the right to a report card about school grade, including a school financial report that indicated the average amount of money expended per student in the school. Once this report is released, CES will make it available on the school website. A paper copy will be furnished upon request.

**FIELD TRIPS**-Field trips at CES provide students with educational hands-on learning experiences. Please take notice that field trip forms must be correctly completed and returned with money in a timely manner. Field Trip deadlines are strictly adhered to. Please return forms early to eliminate last minute problems that may prevent a student from attending a field trip. New students will have one week from their enrollment date to provide field trip forms and money if it is possible for us to make necessary arrangements to include them. No refunds will be given for any reason, due to bookkeeping procedures and the necessity for advance arrangements for ticket purchases and transportation contracts. If tickets are still valid, they will be given to students who are unable to participate. Many tickets are for the specific day of purchase only.

#### **DRESS CODE-**

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

1. Students shall wear shoes at all times. Shoes shall have closed heels, backs, or straps and no cleats or wheels. NO flip flops.
2. Students' pants shall be worn at the waist.

3. Students shall be permitted to wear shorts.
4. All students shall wear full cover shirts or blouses. Shirts must cover midriff area and may not have spaghetti or thin straps. NO full cut tank tops or see-through clothing.
5. No cut off T-shirts or T-shirts displaying profanity or inappropriate material may be worn to school.
6. Students shall refrain from wearing distracting jewelry or dyeing hair in a manner that will be a distraction to the learning environment.
7. No cleats or wheeled shoes may be worn to school.
8. No caps, hats, scarves, or bandanas shall be worn at school.
9. Students shall dress appropriately for physical education on P.E. days.

Parents will be contacted to bring proper clothing if clothing is not appropriate.

Please refer to Nassau County Student Code of Conduct for Elementary Students for a more extensive explanation of the Dress Code.

**LEGAL ISSUES**-A current court document must be on file with the administration when there is a question of custody or visitation rights of a parent/guardian.

**NOTICE OF NON-DISCRIMINATION**-The Nassau County School District does not discriminate based on race, color, national origin, gender, age, disability, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scout of America Equal Access Act.

Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to 1201 Atlantic Ave. Fernandina Beach, FL 32034 904-491-9900

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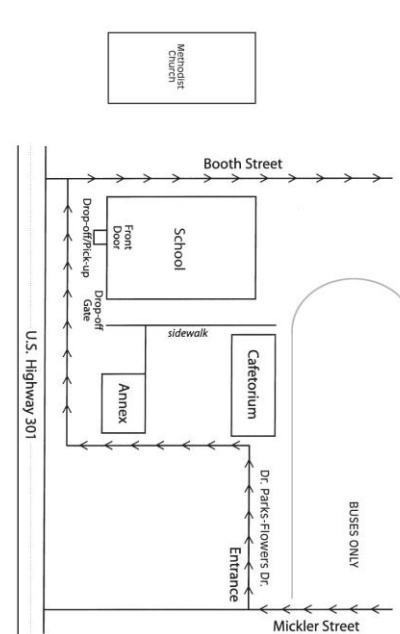
#### **WITHHOLDING DIRECTORY**

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

Florida School Law Statute 1002.22(3)(b) Right of waiver of access to confidential letters or statements.

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

#### **Pick up- Drop Off Route**



# Callahan Elementary School



## 2023-2024 Policies & Procedures

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Callahan, FL 32011

Principal:

Melissa Johnson

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<https://www.nassau.k12.fl.us>