



# Dale R. Fair Babson Park Elementary

**"Making a Difference Today for a Better World Tomorrow!"**

## Parent Student Handbook

### GOALS & PURPOSE

At Dale R. Fair Babson Park Elementary our instructional goals are designed to challenge the curiosity of each student and provide an opportunity to discover, enrich, and expand his/her abilities, interests, values, attitudes, understanding and the skills appropriate to his/her needs and level of development. We feel that these goals can be achieved through doing, exploring, discovering, and creating. The purpose and responsibility of our elementary school is to help a student learn how to think rather than what to think.

Believing that all students can learn, we accept the responsibility to provide an educational program characterized by the following:

- Safe and secure learning environment
- High academic standards for all
- Comprehensive, challenging and relevant curriculum
- Effective and engaging instructional strategies
- Accurate and meaningful assessments
- High-performing and inspiring employees committed to professional development, training and lifelong learning
- Culture of continuous quality improvement
- Accountability for results
- Productive community and parental partnerships
- Information technology systems that advance teaching and learning
- Innovative approaches to scheduling, staffing and use of resources and
- Behavioral standards for all that are conducive to teaching and learning.

**The home, school and community must work together to solve the problems and provide the leadership and guidance necessary for the total growth of all students. Only this close working relationship will enable each student to be well rounded and able to cope with the problems and situation of his/her everyday life in our changing society.**

**"Intelligence plus character-that is the goal of true education."**

— Martin Luther King Jr.

*This agenda belongs to:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

815 N. Scenic Hwy. ~ Babson Park, FL 33827 ~ Phone 863.678.4664 ~ Fax  
863.678.4669 ~ [www.babsonparkelementary.com](http://www.babsonparkelementary.com)

## **SCHOOL TIMES**

- **School begins at 7:40 am and ends at 2:25 pm.**
- The tardy bell will ring at 7:45 am.
- Morning Care is provided from 7:00 am to 7:30 am for the fee of \$1.00.
- Breakfast is served FREE every morning starting at 7:20 am.
- Students who arrive before 7:20 am will automatically be sent to Morning Care and you will be responsible for the daily fee.
- Once a student arrives on campus, he or she will not be allowed to leave the campus without being checked out through the main office.
- All visitors, parents or volunteers must check in with a photo id in the main office as soon as they arrive on campus to get a visitor's badge.

## **ARRIVAL AND DEPARTURE INFORMATION**

### **ALL STUDENTS- GENERAL**

- Bike riders, car riders, and walkers should arrive no earlier than 7:20 am and no later than 7:40 am. If your child will be eating breakfast, he or she should arrive no later than 7:20 am.
- Morning care is available for students starting at 7:00 am. The cost is \$1.00 per day.
- Bike riders, car riders and walkers that arrive prior to 7:20 am will be sent directly to the Morning Care program. You will be assessed the \$1.00 fee for that day.

### **BIKE RIDERS- GENERAL**

- Bike riders are required to enter and leave the campus either from the sidewalk on Lakeshore Blvd. or on the sidewalk next to the Media Center where the crossing guard is located. These are the only two designated entrances/exits for bike riders.
- All bike riders are required to wear an approved safety helmet to and from school.
- While on campus, all bike riders will be required to walk their bicycle safely on a sidewalk to the bike rack.
- Locks and chains are to be provided by the student or family. The school and staff are not responsible for the bike while it is on campus.
- Failure to follow any of the bike rider policies will result in the loss of bike privileges.

### **BIKE RIDERS- AM**

- Bike riders should arrive no earlier than 7:20 am and no later than 7:40 am. If your child will be eating breakfast, he or she should arrive no later than 7:20 am.
- Bike riders will need to walk his or her bike to the bike rack and secure it upon arriving on campus. After securing the bike, the student will report directly to the cafeteria.

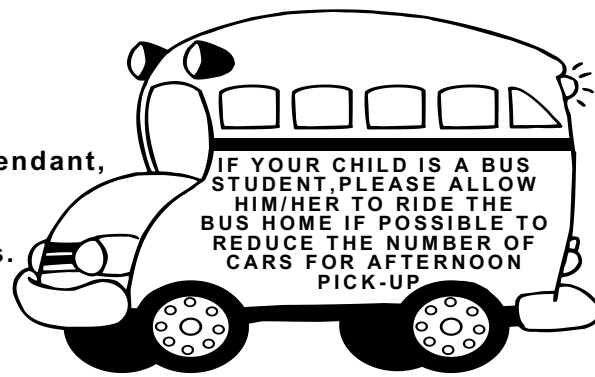
### **BIKE RIDERS- PM**

- Bike riders will be dismissed at 2:25 pm.
- Bike riders are to report directly to the bike rack and then leave campus immediately.
- Storms sometimes cause a delay in afternoon dismissal. Your child will not be released to ride home if there is lightning and/or thunder in the immediate area. This also applies to heavy downpours. Please make backup plans to have your child picked up from the school in these cases. You may leave the bicycle at the school overnight, but the school will not be held liable for it.

### **BUS RIDERS- GENERAL**

- Bus service is provided for any student living two or more miles from the school and residing in the school's attendance zone.
- All students designated as a bus rider will be required to ride the bus.
- Students will not be released to a parent or guardian at the bus area. Please do not go to this area to pick-up your child.
- Bus riders will not be permitted to ride a different bus home unless prior written approval has been given by the LWCS Director of Transportation (863-679-6560).
- Bus riders will not be permitted to get off at a different stop unless prior written approval has been given by the school principal or assistant principal.

- While riding a school bus, students are expected to:
  - Remain seated at all times.
  - Be polite & respectful to the bus driver, bus attendant, other students.
  - Remain orderly while waiting for the bus.
  - Keep hands, arms, feet, and head inside the bus.
  - Be reasonably quiet while the bus is in motion.
  - Not be talking while at railroad crossing.



## **BUS RIDERS- AM**

- The entrance gate located right off Scenic Hwy. (across from the plaza/fire department) is for school buses only. Please do not attempt to drive into this area to drop off your child.
- Bus students will disembark the bus and report directly to the cafeteria.

## **BUS RIDERS- PM**

- Bus riders will be dismissed at 2:25 pm unless the bus has not yet arrived.
- Bus riders are to report directly to their designated bus once dismissed.

## **CAR RIDERS- GENERAL**

- All car riders are to be dropped off and/or picked up in the **DESIGNATED** car rider areas, which is reached by turning off of Scenic Hwy. onto Stephenson Avenue and then turning right on Lakeshore Blvd. The Fire Station and the Plaza parking lot across the street from the school are not to be used for dropping off or picking up students.
- Cars must stay in line and travel around the loop to the designated drop off/pick-up area which is located at the sidewalk next to the kindergarten building. Staff will be stationed in this area to assist with traffic flow and students getting into & out of cars.
- You are required to follow instructions of the staff in the car rider area. To speed arrival and dismissal times, you will be required to pull down to the next available spot in the line.
- **NO STUDENT DESIGNATED AS A CAR RIDER WILL BE RELEASED TO A PARENT OR GUARDIAN THAT IS NOT IN A VEHICLE AND IN THE DESIGNATED LINE. DO NOT PARK YOUR VEHICLE AND THEN TRY TO RETRIEVE YOUR CHILD.**
- **DO NOT PASS** while in the car rider line. This creates a hazardous situation for other cars and students.
- If you need to get out of your car, you must park in a designated visitor parking area or the parking lot across from the drop off area. Do not park on the grass area in front of the Kindergarten building.
- **DO NOT** drop off or pick up students in the parking lot behind the cafeteria. There are delivery trucks coming in and out during the morning and it creates a dangerous situation for the students.

## **CAR RIDERS- AM**

- Car riders should arrive no earlier than 7:20 am and no later than 7:40 am. If your child will be eating breakfast, he or she should arrive no later than 7:20 am.
- Car riders are to report directly to the cafeteria after being dropped off.

## **CAR RIDERS- PM**

- All car riders will be dismissed at 2:25 pm and are required to report directly to the car rider area and have a seat.
- Car riders are to be picked up by 2:45 pm. Students not picked up by that time will be taken to the Gnat After-School Program. You will need to park your car and report to the main office to check your child out from the program. In this event, you may be charged a fee by the Gnat After-School Program.
- If your child did not report directly to the car rider area, then you will be required to pull down as instructed by staff and wait for no longer than 3 minutes. After this time, you will need to drive to the back of the car rider line.

## **WALKERS- GENERAL**

- Walkers are required to enter and leave campus either from the sidewalk on Lakeshore Blvd. or on the sidewalk next to the Media Center where the crossing guard is located. These are the only two designated entrances/exits for walkers.

## **WALKERS- AM**

- Walkers should arrive no earlier than 7:20 am and no later than 7:40 am. If your child will be eating breakfast, he or she should arrive no later than 7:20 am.
- Walkers are to report directly to the cafeteria upon arriving on campus.

## **WALKERS- PM**

- All walkers will be dismissed at 2:25 pm. These students are required to leave campus through the same entrance they arrived.
- Walkers are to leave campus at the time of dismissal unless they have been instructed to wait for a parent or guardian in the designated walker area.
- The designated area for walkers to wait for a parent or guardian is the benches directly in front of the 1921 building. This is where the sidewalk leading to the crossing guard begins.
- If your child is designated as a walker and you plan on meeting your child to walk with him or her, you are required to remain in the designated walker area. Do not go directly to the classroom or other areas. Your child will be sent to meet you in the walker area.
- Storms sometimes cause a delay in afternoon dismissal. Your child will not be released to walk home if there is lightning and/or thunder in the immediate area. This also applies to heavy downpours. Please make backup plans to have your child picked up from the school in these cases.

## **GNAT AFTER SCHOOL CARE PROGRAM**

Students have the opportunity to enroll in our afterschool care program and will have available to them indoor/outdoor play, snack, music, and help with homework. Our goal is to offer a fun and developmentally sound program for elementary age students at a price that parents can afford. The hours are from 2:25 pm until 6:00 pm each day. Morning care starting at 7:00 am is also available. Call the school office for rates and family discounts.

## **ENTRANCE REQUIREMENTS**

A child must be five years old on or before September 1 to enter kindergarten and six years old before September 1 to enter first grade.

All students entering for the first time must provide:

1. **A legal certificate of birth date.**
2. **Copy of a physical exam dated within twelve months before the completion of school registration.**
3. **Up-to-date immunization record results dated within twelve months.**
4. **Two proofs of residency (utility bill, rent receipt, etc.)**

## **IN-COUNTY TRANSFERS**

All students transferring schools within Polk County must provide:

1. **A withdrawal and transfer form from the previous school.**
2. **Two proofs of residency (utility bill, rent receipt, etc.)**

## **OUT-OF-COUNTY, BUT IN-STATE TRANSFERS**

All students entering Polk County for the first time must provide:

1. **A withdrawal and transfer form from the previous school.**
2. **Two proofs of residency (utility bill, rent receipt, etc.)**

## **OUT-OF-STATE TRANSFERS**

Must provide: **a birth certificate, physical examination, immunization record and two proofs of residency.**

## **TRANSFERRING TO ANOTHER SCHOOL**

If a child is transferring to another school, in-county or out-of-county, please notify the office in advance of the withdrawal date.

Polk County Schools will not enter a student without withdrawal papers from the previous school. Withdrawal papers may be picked up at the school office.

## **CONFERENCES**

We encourage our parents to meet with the teachers. Please notify the teacher in advance to schedule a conference. This may be done with a note to the teacher requesting a conference, a call to the office (678-4664) or email. Teacher email accounts are for professional purposes only. Please do not exchange advertisements, solicitations, chain letters or messages that are offensive, harassing, obscene or



threatening. Teachers have limited time to check emails during the day. Please do not email anything that requires an immediate response. Call the school office for immediate requests.

## **STUDENT PLACEMENT PROCEDURES**

Decisions regarding student promotion, retention and special placement are primarily the responsibility of the individual school's professional staff. Final placement will be made after the following steps have occurred:

- conference between parent and teacher
- conference between parent, teacher, and resource teachers
- placement committee team meeting with grade level teachers, resource teachers and principal and/or asst. principal
- conference with principal

The final decision in regard to grade placement is the responsibility of the school principal.

## **COMPULSORY SCHOOL ATTENDANCE**

Florida law requires each parent of a child from five to sixteen years of age to be responsible for the child's school attendance. The law allows absences for illness and certain other special circumstances. It is the responsibility of the parents to notify the school when their child will not be in attendance. The school is to be notified in writing the days absent and the reason for the absence the day the student returns to school.

## **ABSENCE FROM SCHOOL**

Each student is required to bring a written excuse signed by his/her parent or guardian for each day absent from school. The student should turn it in to his/her teacher the first morning back to school.

## **TARDY**

Tardies will be marked as unexcused unless the student is accompanied by an adult to the office to check in. Unexcused tardies are monitored and can result in warning letters, a phone call from administration, or assistance by the social worker.

## **LEAVING SCHOOL EARLY**

A student who must leave school early must have an approved parent/guardian from their emergency card list go to the office and sign him/her out. The office will notify the classroom teacher to send the student to the office. You will need a photo ID in order to check a student out from school. Checkout time will end at 2:00 pm each day. After 2:00 p.m. students will not be released until dismissal time at 2:25 pm. Please plan accordingly and schedule appointments for later in the afternoon.

## **PHYSICAL EDUCATION**

If your child must be excused from participating in PE on a specific day, you must send a note which specifies the reason for making the request. If your child must miss three (3) or more consecutive days from the program, a note from your physician is required. Students must wear appropriate closed toe athletic shoes to PE. For safety reasons, if your child comes to school in shoes that are not appropriate for PE, such as boots, crocs or dress shoes, they will be asked to sit out of PE activities for that day.

## **STUDENT RECORDS**

If you wish to review your child's permanent records, please contact the office for an appointment. All such records will be shown to either parent or guardian unless prohibited by court order. Please notify the office immediately if you have an address or telephone number change. This is important so that we can get in touch with you in case of an emergency. The emergency card in each registration packet **MUST** have a phone number where a parent can be reached.

## **UNIFORMS AND DRESS CODE**

The uniform and dress code policies are as follows:

- Dark blue or khaki/tan shorts, pants, skorts/skirts, skirted jumpers - may be twill, corduroy or denim fabric (traditional blue jean colors are acceptable, no acid wash jeans) with no holes, stripes, decorations or embroidery. No sweat pants. Must be appropriate size, with waist worn at waist
- Plain Navy polo shirts/blouses with collars, Knit polo-type or woven dress shirts; turtlenecks in winter
- Navy Gnat T-Shirt
- Special School Shirts (Walk-a-thon, Spring Celebration, etc...) may only be worn on Fridays
- Skirts and walking shorts must be mid-thigh or longer
- No cut off shorts or cut off jeans
- Shirts must be tucked in
- If a garment has belt loops, a belt must be worn
- Closed toe shoes with enclosed back or strap must be worn - no cleats, bedroom slippers, sandals, flip-flops. Students must wear appropriate closed toe shoes to PE or they will be asked to sit out of the activities for the day. (Boots are not considered athletic shoes.)
- No hats, caps or sunglasses (except on designated days)
- No hoods may be worn on campus

## **FIELD TRIP POLICY**

Students who participate in field trips within the county must have a Field Trip Permission Form signed by a parent/guardian for **each** trip. Each out-of-county field trip requires a notarized Medical Treatment Authorization Form and a Field Trip Permission Form signed by a parent or guardian.

Parent and family members are welcome to chaperone field trips. Preschool children, visiting school age children, or other guests **MAY NOT** accompany a parent or guardian on field trips. If parents wish to return their children from a field trip or take them back to school, a special field trip form must be signed. The only authorized people to check out students from field trips are the parents or legal guardian (not everyone on the emergency card). Parents acting in the capacity of chaperones for field trips must be approved volunteers as well as pay for their own lunch and any required entry fee to the field trip location needed. All chaperones must be 21 or older.

Refunds for Field Trip costs may be issued upon the request of the parent and only if the ticket cost has been refunded by the vendor. Bus fees are not refundable.

## **DOCK POLICY**

Students will be given the opportunity to utilize the newly installed Portwood Dock. Waiver Forms will be sent home at the beginning of the school year for you to fill out giving your child permission to do so. This form will be good for the entire year. If you do not want your child to participate, please make sure your child's teacher is aware of that as soon as the year starts and complete the designated form. We look forward to many learning opportunities for all grade levels on the dock.

## **MEDICATION POLICY**

If your child must have medication of any type given during school hours, including over-the-counter drugs, you have the following choices:

1. You or someone designated by you may come to school and give the medication to your child at the appropriate time(s).
2. You may obtain a copy of the Authorization for Medication form from the school nurse, health clinic aide or school secretary. Take the form to your child's doctor/nurse practitioner and have him/her complete the form by listing the

medication(s) needed, dosage and number of times per day the medication is to be administered. **This form must be completed by the doctor/nurse practitioner for both prescription and over-the-counter drugs. The form must be signed by the doctor/nurse practitioner.** Prescription medicines must be brought to school **by a parent** in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container labeled with the child's name, and will be administered according to the doctor/nurse practitioner's written instructions.

3. You are encouraged to discuss with your doctor/nurse practitioner an alternative schedule for administering medication (e.g., outside of school hours).

**School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the doctor/nurse practitioner, and the medication has been received in an appropriately labeled container.** You may take the Authorization for Medication form to your private physician, Medicaid provider, the Health Department, or a walk-in clinic/emergency care provider.

## **SPECIALTY SCHOOL SUPPLIES**

Special school supplies can be purchased in our school store which is open every day before school in the lunchroom. Students do not have to buy supplies from our store—it is provided as a service.

## **SCHOOL PARTY POLICY**

BIRTHDAY PARTIES ARE NOT PERMITTED AT SCHOOL FOR ANY GRADE LEVEL. All student birthdays are recognized over GNAT-TV network throughout the school year. Each student receives a birthday card and pencil.

### **Parties**

The only authorized parties are **Christmas, Valentine's Day, and End-of-the-Year.**

- A. Homeroom mothers will contact parents after planning with the classroom teacher regarding refreshments for the three approved parties: Christmas, Valentine's Day, and End-of-the Year.  
Christmas – There will be no exchange of gifts. Homeroom mothers will not present gifts to the class.  
Valentine's Day – Valentine cards may be exchanged.  
End-of-the-Year – Parties in each classroom.
- B. **Refreshments MUST NOT be sent** to the school for any other reason than the identified parties: Christmas, Valentine's Day, and End-of-the-Year. When refreshments are requested for the identified parties they **MUST** be purchased from a store and **MUST** be in store packaging. You may **NOT** send in homemade items.
- C. Classroom parties are a privilege – not a right. The teacher is responsible for maintaining discipline in the classroom during the party. A child may be denied the opportunity to participate at the teacher's discretion. If the child is not allowed to participate then he/she will be removed from the party/classroom area.
- D. Parties will be held during the last 45 minutes of the school day unless there is a scheduling conflict.
- E. Students will not be allowed to sponsor parties for the teachers and NO money shall be collected for teacher gifts.

### **Invitations**

The school will not be used as a means of distributing private party invitations. If students are seen passing out invitations they will be confiscated.

## **HEAD LICE**

If a student is suspected of having head lice, he/she will be sent home for treatment. The student must return to the office **WITH AN ADULT** to be cleared **BEFORE** riding the bus and returning to class. The adult must remain with the student until the student is cleared.

## **ACCIDENT INSURANCE**

We are very pleased to announce that the Lake Wales Charter Schools has elected to purchase a group Student Accident Insurance plan for the 2018-2019 school year. This secondary Student Accident Policy will provide basic insurance protection for all full time students in Pre- Kindergarten through 12<sup>th</sup> grade for school related accidents during the regular school term.

## **ASSERTIVE DISCIPLINE AND CONFLICT RESOLUTION**

We believe that discipline is an on-going process which helps children learn to be responsible adults, capable of making choices which are in the best interest of others as well as themselves. We also believe children need guidance, rules, and consistency in the enforcement of rules.

The staff of Dale R. Fair Babson Park Elementary has worked to establish the classroom rules and the consequences of not following the rules. To ensure consistent enforcement, the rules and consequences are posted in each classroom. Parents will receive a copy of your child's classroom rules and consequences. Each teacher also has a positive reward system for the class and/or individuals who follow the rules. This part of the plan may include positive notes sent home, a special story, free choice time for activities in the room. The faculty and administration have also worked on school-wide rules which cover behavior in the cafeteria, playground, halls, and other places outside the classrooms. Consequences for being sent to the office are established and students are informed any time they choose to break the rules again. In this way, students will learn that they must now, as they will as adults, take responsibility for their own behavior. We rely heavily on parent support as we believe the education of a child is a team effort. We will keep you informed of your child's behavior, good or bad.

## **STUDENT BEHAVIOR INCENTIVES/RECOGNITIONS**

Good behavior is rewarded by:

### **Pat a Gnat on the Back**

Each week teachers will honor a student from their classroom with a "Pat a Gnat on the Back" certificate. These students have displayed a positive attitude, demonstrated the life skills, or some other good deed. The students are presented the certificates on the Gnat News TV.

### **Super Gnat Program**

Each month students who have followed school rules, followed life skills, and/or not been in ISS (in school suspension) or OSS (out of school suspension) will be honored at a Super Gnat Assembly. Following the Super Gnat Assembly the Super Gnats will be treated to a special event.

## **SCHOOL-WIDE RULES**

1. Listen when others are talking.
2. Follow directions.
3. Keep hands, feet, and objects to yourself.
4. Work quietly and do not disturb others.
5. Show respect for school and personal property.
6. Work and play in a safe manner.

## **SCHOOL-WIDE CONSEQUENCES**

1. Warning
2. 5 minute Time Out
3. 15 minute Time Out Writing Procedure and note home.
4. Parent phone call
5. Office referral
- Severe Discipline – Office Referral

## **CAFETERIA PROCEDURES**

Families are welcome to come and eat with their student(s) anytime. You may sit at the parent/family table inside the cafeteria or outside at the picnic area. Your child may **NOT** ask a friend to eat with them. It is for the safety of all of our students that we ask you only eat with your own children. Food can not be brought into the cafeteria for lunch and shared with anyone other than your child.

## **2018-2019 MEAL PRICES**

**ALL STUDENTS WILL BE PROVIDED WITH FREE BREAKFAST AND LUNCH THIS SCHOOL YEAR.**

Students who wish to purchase extra items (a la carte), when available, must have money available in his or her account.



## **LUNCHROOM BEHAVIOR**

- Come in quietly.
- Use good table manners.
- Do not share your food.
- Do not get out of your seat without permission.
- Do not ask to get water during lunchtime. You may get a drink on the way out of the lunchroom or outside.
- Ask to use the bathroom only if it is an emergency.
- 

## **LUNCHROOM DISMISSAL BEHAVIOR**

- Remain in your seat until given permission to leave.
- Leave table and floor area clean by picking up paper and utensils. (Even if it is not yours. This shows good manners.)
- No food is to be taken out of the lunchroom. Remain until you have finished all you plan to eat.
- Lining up—no skipping, stay in line. Students that skip must go to the back of the line.
- Walk on the right side of the sidewalk to the recess area.

## **THINGS TO LEAVE AT HOME**

- Toys, candy, chewing gum, dogs or other pets, and pre-school brothers, sisters, or visiting school age children should not come to school.
- Knives, guns or any other types of weapons are not permitted on school property by regulations of the school board.
- Do not bring to school expensive items such as cell phones, radios, MP3 players, etc. The school cannot be responsible for the loss or damage of these items.
- Skates, rollerblades, Heelies and skateboards are not allowed.

# ***Dale R. Fair Babson Park Elementary***

## **COMPACT FOR LEARNING**

**School Mission: “Making a Difference Today for a Better World Tomorrow”**

**As a teacher I will:**

- provide a safe, positive and enriching classroom environment
- show respect for each child and his/her family
- believe that each student can learn and grow to his/her fullest potential
- come to class prepared to teach
- enforce school and classroom rules fairly and consistently
- provide meaningful and appropriate homework activities
- maintain open lines of communication with students and their parents
- demonstrate professional behavior and a positive attitude
- instill in each child a lifetime love of learning
- believe all my students can behave appropriately in my classroom.
- tolerate no student stopping me from teaching and/or any student from learning
- send weekly communication reports

**As a student I will:**

- attend school regularly and on time
- work hard to do my best
- work cooperatively with my classmates
- come to school prepared with my homework and supplies
- show respect for myself, my school and other people
- obey the school and bus rules
- take pride in my school
- follow the school's dress code
- fully participate in all learning activities

**As a parent I will:**

- see that my child attends school regularly and on time
- sign the agenda nightly, indicating that all homework has been checked and is complete
- talk daily with my child about his/her school activities
- communicate my concerns to my child's teacher
- encourage my child to read at home and to monitor his/her TV viewing
- show respect and support for my child, the teacher and the school
- insist that my child follow the dress code policy and Code of Conduct
- read, sign and return the weekly communication report

**Please sign below.**

_____	<b>, Student</b>	<b>Date</b> _____
_____	<b>, Teacher</b>	<b>Date</b> _____
_____	<b>, Parent/Guardian</b>	<b>Date</b> _____
_____	<b>, Parent/Guardian</b>	<b>Date</b> _____

# **Dale R. Fair Babson Park Elementary**

## **DISCIPLINE/RULES**

At Dale R. Fair Babson Park Elementary School, our goal is to provide a quality education for all children. As educators we are committed to meeting the intellectual, physical, and social needs of students. Further, we believe that children should be guaranteed the right and the opportunity to pursue an education in a safe, healthy, and happy environment. In order to provide such an environment, we expect students to behave in an appropriate manner. We know that you, as a parent, share the same expectations and wish to cooperate with us in attaining our goal.

In order to guarantee your child and all the students in the school the learning environment they deserve, we are continuing to use our school-wide discipline plan. This year we will be incorporating a slightly new approach to our discipline plan, which will teach our students to make good choices to communicate effectively, and to value and respect themselves and others. They will learn team building skills, goal setting, how to give and receive feedback, play safely and how and when to ask for help. This all comes down to trusting themselves and others and making good choices.

DRF BPE will continue implementing PAX schoolwide. PAX teaches students self-regulation, self-control, and self-management in context of collaborating with others for peace, productivity, health and happiness. The Game teaches students to “flip on” their internal focus switch, required for any learning. It teaches students how to work toward valued goals and teaches them how to cooperate with each other to reach those goals. Students learn how to self-regulate during both learning and fun. Students learn how to delay gratification for a bigger goal. And, the Game protects students against lifetime mental, emotional, behavioral, and related physical illnesses for their futures.

We are proud of the fact that most of our Gnats follow the rules and that we have no major discipline problems, however, for the few students who choose not to follow the rules, we have available an In-School Detention or Out-Of-School Detention process.

### **Our Philosophy:**

We believe all our students can behave appropriately in our classroom. We will tolerate no student stopping us from teaching and/or any student from learning.

### **Class Rules:**

1. Listen when others are talking.
2. Follow directions
3. Keep hands, feet, and objects to yourself.
4. Work quietly and do not disturb others.
5. Show respect for school and personal property.
6. Work and play in a safe manner.

### **Consequences**

1. Warning
2. 5-minute Time Out
3. 15-minute Time Out Writing Procedure (to be determined) and note home.
4. Parent phone call
5. Office referral

It is in your child's best interest that we work together in relationship to his/her schooling. We will thus be in close contact with you regarding your child's progress in our classrooms. If you have any questions or comments, please feel free to contact us at your convenience.

# The Super Gnat Essentials



## **Rule 1**

When responding to any adult, you must answer by saying “Yes ma’am” or “No sir.” Just nodding your head or saying any other form of yes or no is not acceptable.

## **Rule 2**

Make eye contact. When someone is speaking, keep your eyes on him or her at all times. If someone makes a comment, turn and face that person.

## **Rule 3**

Do not smack your lips, tsk, roll your eyes, or show disrespect with gestures.

## **Rule 4**

Always say thank you when I give you something. If you do not say it within 3 seconds after receiving the item, I will take it back. There is no excuse for not showing appreciation.

## **Rule 5**

At times throughout the year, I will give rewards. If you ever ask me for a reward, however, it will not be given. You should be good and try your best because you are trying to better yourself, not because you are anticipating a reward.

## **Rule 6**

If someone in the class wins a game or does something well, we will congratulate that person.

## **Rule 7**

During discussions, respect other students’ comments, opinions, and ideas. When possible, make statements like, “I agree with...” or “I disagree with....”

## **Rule 8**

Answer all questions with a complete sentence. Also, in conversation with others, it is important to use complete sentences out of respect for the person’s question.

## **Rule 9**

If any child in this school is bothering you, let me know. I am your teacher, and I am here to look after you and protect you. I am not going to let anyone in this school bully you or make you feel uncomfortable. In return, I ask that you not take matters into your own hands; let me deal with the student.

## **Rule 10**

Accept that you are going to make mistakes. Learn from them and move on.

## **Rule 11**

No matter what the circumstances, always be honest. Even if you have done something wrong, it is best to admit it to me, because I will respect that.

## **Rule 12**

Be the best person you can be!



130 E. Central Ave.  
Lake Wales FL 33853

P.O. Box 3309  
Lake Wales FL 33859-3309

PHONE 863-679-6560  
FAX 863-679-6565  
<http://lwcharterschools.com>

Dear Parent/Guardian:

The purpose of this is to let you know that Lake Wales Charter Schools will provide information to you regarding your child's teacher and paraprofessional qualifications in a timely manner upon request.

You have the right to request the following information:

- Whether the teacher has state licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification of licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided service by paraprofessionals, and, if so, their qualifications.

You will be notified in writing if your child has been assigned or has been taught for more than four consecutive weeks by a teacher who has met the No Child Left Behind "highly qualified" criteria. The information regarding the qualifications of your child's teacher and/or classroom paraprofessionals may be obtained from your child's principal.

Please be assured that Lake Wales Charter Schools are dedicated to providing your children a quality education.

Sincerely,

Jesse Jackson  
Superintendent

The mission of Lake Wales Charter Schools, Inc. is to bring the best of public education to our community by providing innovation and choice within a continuous pre-school through postsecondary curriculum so that each child recognizes the benefits of life-long learning, constructive citizenship and personal happiness.

The Lake Wales Charter Schools, Inc. is an equal opportunity institution for education and employment.

## Important Dates for Gnat Families

August 14 – PTO Meeting  
August 21 – 4<sup>th</sup> & 5<sup>th</sup> Parent Workshop  
August 28 – 2<sup>nd</sup> & 3<sup>rd</sup> Parent Workshop  
September 4 – K & 1<sup>st</sup> Parent Workshop  
September 11 – PreK Parent Workshop  
September 14 – SAC Meeting  
October 12 – SAC Meeting  
October 19 – Family Picnic  
October 20 - Gnat Fall Carnival  
November 9 – SAC Meeting  
December 8 – Breakfast with Santa  
December 14 – SAC Meeting  
January 18 – SAC Meeting  
February 8 – SAC Meeting  
March 8 – SAC Meeting  
April 12 – SAC Meeting

# Dale R. Fair Babson Park Elementary



## "Home of the Gnats"

Elizabeth Tyler- Principal  
Rebecca Thomas- Assistant Principal

815 North Scenic Hwy  
Babson Park, FL 33827  
Office : (863) 678 - 4664  
Fax : (863) 678 - 4669

[www.babsonparkelementary.com](http://www.babsonparkelementary.com)

## Title I

DRF Babson Park Elementary is proud to be a Title I School. Under the Title I School-wide Concept, our entire school benefits from this federally funded education program. Some advantages of being a School-wide Concept School include:

- \* Emphasis on Families
- \* Additional Teaching Materials
- \* Teacher Units

The goal of Title I is to improve student achievement through..

- \* Effective Instruction
- \* Professional Development
- \* Family Involvement

## "Making a Difference Today for a Better World Tomorrow!"





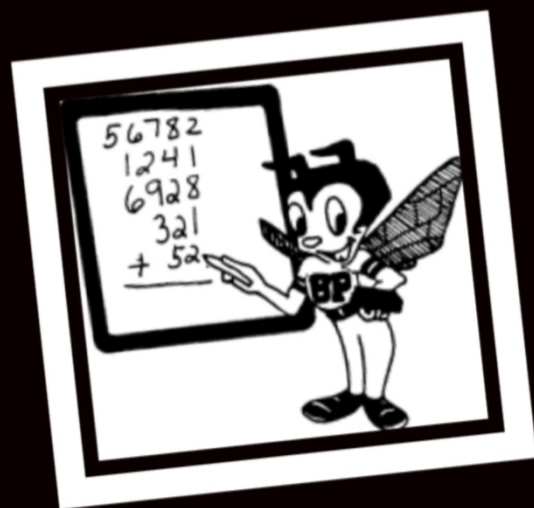
# SAC

The School Advisory Council (SAC) is composed of parents, teachers, administrators, and community representatives. The council advises and assists with educational needs, helps establish priorities, provides a link to the community, and facilitates communication with you and the community.

# ESSA

## Every Student Succeeds Act

Our school focuses on developing independent learners who demonstrate the life skills of friendship, curiosity, problem solving, organization, sense of humor, initiative, cooperation, responsibility, caring, perseverance, patience, respect, integrity, effort, flexibility, and courage. Students become more secure as independent learners and critical thinkers. They will develop the skills needed to be lifelong learners and be prepared to be productive citizens.



# Family Involvement

At Dale R. Fair Babson Park Elementary we pride ourselves in being a learning family. We realize how important it is for parents, teachers and community to work together to educate and care for our children. Research tells us that family support is more important than any other factor in determining a child's success in school. It is our desire to enhance parental support by providing the following opportunities for family involvement at Dale R. Fair Babson Park Elementary.

- Scheduled Parent Workshop Nights
- PTO Meetings and Programs
- Family Handbook and Compact
- Volunteer Program
- Bimonthly Family Library Checkout Nights
- K Support Program
- Bring Your Parent to School Days
- PTO Newsletter and Calendar
- Weekly Communication Reports
- Parent Input Surveys & Questionnaires
- Family Picnic
- School Advisory Council (SAC)
- Parent/Teacher Conferences
- All Pro Dad Nights
- PTO Family and Community Events

## Weekly Communication Reports

Weekly Communication Reports enable you to

- monitor your child's academic and behavioral progress.

You are encouraged to share a written

- response as you sign and return the report to your child's teacher.

## It Takes Everyone!

**Parents  
Principals  
Teachers  
Support Staff  
Students  
Superintendent  
Volunteers  
Business Partners  
Board Members  
Community Members  
And YOU!**