

LOUIS SHEFFIELD ELEMENTARY

to provide our students with a strong basic instructional program in Language Arts, Math, and the Sciences. We desire to help children accept themselves and other persons as having dignity and worth. We emphasize both similarities and differences among individuals and groups.

Students need and will be provided numerous multi-faceted opportunities to reflect on and explore the rich heritage we as Americans possess and the extraordinary cultural diversity of local and global communities.

Individuals will be encouraged to maintain and enhance their unique lifestyles while gaining opportunities for and skills needed to operate and compete in our changing, growing international society.

SCHOOL HOURS

Breakfast: 8:00 ó 8:30
Grades K through 5th: 8:30 ó 3:00
Extended Day: 3:00-6:00

Children should be in their classrooms and ready to begin work on time. Those who walk to school should plan to arrive between 8:20 and 8:25. Teachers are in meetings and planning their day and are unable to provide supervision prior to this time.

CHILDREN SHOULD NEVER ARRIVE AT SCHOOL BEFORE 8:00 A.M. UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.

Students are to wait quietly in designated areas near their classrooms until the bell rings. Students should be at a level 0 reading a book. Walking around the school or playing on the equipment behind the school is strictly forbidden.

In the event of an emergency, and you are delayed in picking up your child, please notify the office at 696-8758. Please remember to put go gti gpe{ 'pwo dgtu'lp"{'qwt'ej kf au'dqqn' bag.

Please discuss with your child the procedure your family uses in the event of bad weather at dismissal time. Students are permitted to use the office phones **only in case of emergency.**

CHARACTER EDUCATION

The monthly character traits are as follows:

Cwi wuá í í í ÓÓ í í í í í í í í í .. Honesty
Sepvgo dgtí í í í í í í í í í í í í í Ugrh-Control
Qevqdtí í í í í í í í í í í í í Ó ..Perseverance
Noxgo dgtí í í í Ó í í í í í í ÓÓ ÓÓ gur gev
Fgego dgtí í í í í í í í í í í í í í Tgur qpuklkk{
Lcpwct{í í í í í í í í í í í í í Eqwtci g
Fgdtwct{í í í Ó í í í í í í í í í Ótwav
Octej í í í í í í í í í í í í í ÓMkpfguu
Aptkí í í í í í í í í í í í í í Ejctk{
Mc{í í í í í Ó í í í í í í í í ÓEkk{gpij kr

DIVORCED/SEPARATED FAMILIES

PTA

times,

Many times, children from divorced families have meaningful relationships with both the custodial parent and the other parent. This situation makes it better for the child, family and school. If your child lives with one parent/guardian and is NOT to see/visit the other parent, please send a copy of the legal court order stating custody of the child/children.

ATTENDANCE

Regular and prompt attendance is a must at our school. When returning to school after an absence, THE STUDENT IS TO PRESENT A WRITTEN, DATED EXCUSE FROM A PARENT OR GUARDIAN EXPLAINING HIS/HER ABSENCE. If a note is not received, the absence is considered unexcused. Excessive absences (excused or unexcused) and tardies will be referred to district attendance

No child is allowed to leave school without permission from the principal or designee. A parent who wishes to pick up a child during school hours must come to the main office and sign the Student Sign-Out Book. The parent or other authorized party must be listed on the student information card in order to sign the student out of school. A photo ID is required. Please do not ask that your child be released within 45 minutes (2:15-3:00) of normal dismissal time, as this causes a disruption to the closing routines for students.

Students who leave class early or arrive late miss valuable instructional time!

WITHDRAWALS

The school should be notified at least three days in advance completion of records and other necessary details. All library books and textbooks should be returned to the appropriate places.

4H

Our school is proud to have an award winning 4H program as a part of our Academy of Life Sciences. Students are excited to join and look forward to all of the exciting activities planned by this organization. Ms. Blackburn and Ms. Perez provide a nurturing and enriching program that students benefit from. Students are encouraged to participate in poultry judging contests, raising award winning rabbits, representing Sheffield at City Council meetings, and so much more.

SAC

Our School Advisory Committee is made up of parents, staff, business partners and citizens of the community. SAC meets at least eight times a year and plays an active role in advising school personnel and informing the community of mutual needs and interests. School improvement is a key issue addressed by SAC.

HEADLICE

Do not be overly alarmed. Any child with head lice or nits may not attend school by order of the Duval County Health Department.

We will do the following:

- * Any child found to have head lice or nits will be removed from the classroom and sent home. A call will be made to a parent to come to get the child immediately. The child will be excluded from school until he/she is completely free of live lice and nits (eggs).
- * A school employee will examine the child prior to admission back to school. A parent must accompany the child for this examination. Should the child still have lice or nits, he/she **MUST** leave the school premises for treatment.

PARENT REQUEST FOR CLASSROOM CHANGE

If a parent would like to request a classroom change for their student there is a process that must take place. First, the parent must have a parent teacher conference to discuss concern(s) with teacher and put a plan in place. Next, the parent must have a teacher/school administration conference to discuss concern(s), plan that was put in place, and outcome of the plan. Finally, school administration will decide if your student should be placed in a new classroom.

GRADES

The elementary school grading scale is A, B, C, D, F and I in most subject areas (English, Math, Science, Social Studies).

A	Outstanding Progress	90% - 100%
B	Above Average Progress	80% - 89%
C	Average Progress	70% - 79%
D	Lowest Acceptable Progress	60% - 69%
F	Failure	59% and below
I	Insufficient Enrollment	-----

Each student receives a report card at the end of a nine-week period. The grades are determined by averaging the grades on various tests in the nine-week period, and the grade on the nine-week report card. Kindergarten and First Grade report cards are handled differently, and parents affected are notified as to the procedure.

Prior to the end of the nine-week periods, scholarship warnings will be sent home to parents of students who are not doing satisfactory work.

Parents should study this card carefully so that they may understand the progress made by the student during the report card period.

Students and parents are asked not to call a teacher or the principal concerning grades. Instead, they are asked to arrange for a conference with the teacher so that the grades,

written assignments, and social and academic behavior may be thoroughly discussed.

HOMEWORK

Homework is an important part in reinforcing skills and learning. Please check with your child each day to determine the homework that has been assigned. The assignment and amount of work will vary from class to class. It is the responsibility of the student to complete the assignments and bring them to the teacher. ALL students are expected to READ every night! All grade levels have homework.

AWARDS

Upon completion of each 9 weeks, there will be an awards ceremony to recognize academic and behavioral excellence. Students of student awarded ribbons are Most Improved Reading, Math and Science award. 9 Weeks awards ceremonies will be held in the classroom. Please refer to the monthly calendar to see when your grade level will be having their ceremony. All are welcome to attend.

TESTING

The following major tests are administered in order to assess student progress and provide information for promotion:

TEST

GRADE

FSA (Florida Writing Assessment) - 13(m)19(o)-5(A-5(6ep)-7(o)-5(

ARTICLES PROHIBITED IN SCHOOL

Toys, weapons of any kind, roller shoes, skateboards and rolling backpacks have proven to be dangerous and disruptive in the school setting in addition to being violations of the Code of Student Conduct. Please do not bring them to sch

FIELD TRIPS

Field trips provide valuable educational experiences. Before

Breakfast

Current prices for meals:

SCHOOL HOLIDAYS

Ncdqt'Fc{í í í í í í í í í í í Ó Ugr vgo dgt'2, 2019
Qr gp'J qwugí í í í í í Sept. 5 (K,2,4) and Sept. 12 (1,3,5)
Rrppkpi 'Fc{í í í í í í í í í í Ó Qexqdt'38, 2019
Y gcvj gt'Fc{í í í í í í í ..í í í í October 21, 2019
Veterans Da{í í í í í í í í Ó í Ó Pqngo dgt'31, 2019
Schools Closed í í í í í í í í í .. November 27, 2019
Vj a í