

**STARKEY
ELEMENTARY SCHOOL**

A state awarded "Five-Star School" for 20 consecutive years.

Vision: 100% Student Success

Mission: Commitment Collaboration Community

Starkey Elementary School
9300 86th Avenue North
Seminole, FL 33777
727-547-7841
727-545-7550 (fax)

Audrey Chaffin, Principal

ABSENCES

Please call the school office if your child is going to be absent. The best time to call is between 8:00 and 8:30 a.m. A note explaining daily absence from school is expected. If a student is going to be out of school for family or other personal reasons, advance arrangements must be made with the teacher. Class work may be completed after the absence, according to the arrangements made ahead of time with the individual teacher. If your child is to be excused from PE for more than three (3) days, the office must receive a doctor's statement. To resume PE, a doctor's statement must be sent to the office. Every three (3) unexcused tardies or early releases within a grading period will account as one unexcused absence. If a student accumulates ten unexcused absences, the principal will contact the parents and if unexcused absences continue, the Office of the State Attorney will become involved.

APPOINTMENTS / DISMISSAL

Dismissal: Students should go directly home from school using a planned, safe route. If for any reason your child will deviate from the approved way home, including bus riders, you must send a written notice to the teacher giving the reason for this change. Insurance laws and overcrowded conditions prohibit students from riding the school bus unless they are registered as bus students.

Early dismissal should be avoided. We ask that parents make doctor/dentist appointments after school, whenever possible. In order to ensure safety, students will be released **ONLY to the adults listed on the office file card** completed annually by parents. **All adults picking up students will be required to show a picture ID for identification.** If your child is to be released to another adult, **written permission MUST be given by the parent in advance**, with a phone number where we can reach you if there is a question regarding the dismissal of your child. Again, that person must show a picture ID.

ALL students must be signed out through the school office. Positively no student is to leave the school grounds at any time without permission from the office staff.

Rainy Day Dismissal is not considered an emergency dismissal. Due to the congestion in the office and parking lot, we discourage parents from requesting an early dismissal on rainy days. Parents, **please inform your child/children, at the beginning of the school year, what they are to do if it is raining at dismissal time.** You can help the congestion in the car circle by placing the names of the children you are picking up in the front right windshield.

ARRIVAL / SCHOOL HOURS

Student hours are 8:35 am to 2:35 pm. Students should not arrive before 8:05 am unless they are patrols, on STAR News, in a before school program or in the Y.M.C.A. program. **Students should be seated in their classroom, ready to begin the day by 8:35 am.** Classes begin promptly at 8:35 am with morning announcements.

BEFORE AND AFTER SCHOOL CHILD CARE

The Y.M.C.A. leases Starkey Elementary for a before and after school program during the school year. They open at 6:30 am and close at 6:00 pm. For information or concerns regarding this program, please call the **Clearwater YMCA** at 461-9622.

BIKE / SKATEBOARD / ROLLERBLADE / SCOOTER

All bicycles will be parked in the front bike compound. Locks are strongly recommended for each bike. Once bikes are parked, they are to remain parked until dismissal. No loitering will be allowed in this area. Bicycles are to be walked, not ridden, when on school grounds. If students arrive late to school, they are to inform the office that they need to put their bikes in the bike compound. Helmets are required by state law. Skateboards, roller blades and scooters are not allowed on school grounds at any time, including weekends.

BUS PROCEDURES

Bus transportation will be provided in accordance with School Board policy. Riding the bus is a privilege which can be suspended if students fail to conduct themselves in a proper manner. Listed below are the minimum rules of conduct for bus riders.

- Must stay in his/her assigned seat
- Must not throw anything out of the windows

Keep arms inside the bus
No talking when the bus lights are off
Be courteous to fellow students and the bus driver
Keep pencils in backpacks

Please refer to the Student Code of Conduct for further information of expectations.

CAFETERIA / MEALS

Breakfast and lunch are provided at no charge to all students. A second entrée price is \$2.00 for lunch. Breakfast is available for all students every morning in the cafeteria beginning at 8:05 am and ending at 8:35 am. Parents may prepay for a la carte items as they choose by depositing money into their child's account. Payments may be made online as well as sent to the office. Parents are welcome to have breakfast or lunch with their children on Fridays, or other designated days by the principal, after signing in at the front office. Cafeteria rules must be observed to make the lunch period enjoyable for all. Listed below are the minimum rules of conduct in the cafeteria.

Raise your hand if you need anything
Talk quietly (inside voices)
Stay in your seat
Eat your own food

CHANGE OF ADDRESS

Any change of address or telephone number during the school year must be reported to the office at once. Each parent must list one emergency contact number other than the home telephone number.

CLASSROOM / TEACHER ASSIGNMENTS

Please be advised all classroom/teacher assignments are subject to change. If students or teachers need to be moved because of overcrowded classes or under enrollment, parents will be notified.

CODE OF CONDUCT / BEHAVIOR

The Pinellas County school system has established a "Code of Student Conduct" and provides a copy to each student enrolled. Please review the "Code of Student Conduct" with your child, sign and return the form to his/her teacher. If a student conducts himself in such a manner where the best interests of the school are in jeopardy, that student will be subject to disciplinary action according to due process guidelines.

CONFERENCES

Conferences are arranged at the request of either parent or teacher and at the convenience of both. They are held outside of class time. Specific arrangements may be made with the individual teacher. Conferences may be scheduled by phone, note, and email or by request on the report card. We believe parent/teacher conferences are important for the welfare of each child and for the promotion of good understanding between the home and school. An appointment provides time for preparation and the privacy desirable for a satisfactory conference. Kindergarten parents/guardians must meet with the teacher for a conference during the first marking period.

DISCIPLINE

Administration and faculty are intent on providing an educational environment conducive to optimum student achievement. An educational climate of organization, safety and cooperation must be maintained to ensure teachers are able to concentrate their efforts on providing diversified learning experiences for our students. The teacher has the authority and responsibility to maintain discipline in the classroom, consistent with school policy. Letters will be sent home the first month of school explaining the teacher's discipline plan. A school wide discipline plan will be implemented for the safety of all. Our school wide guidelines for success revolve around Safety, Teamwork, Attitude, and Responsibility (STAR). Classrooms and common areas each have rules aligned to these expectations. School wide rewards and recognition programs are also aligned to these expectations, as well as consequences to any infractions. Students who disrupt or misbehave in the classroom detract from the educational process and cause teachers to interrupt their instruction. Serious or chronic misconduct by any pupil will be reported to the parents by a discipline referral. Our discipline plan, which is administered in conjunction with Pinellas

County School Board guidelines, encourages children to take personal responsibility for their behavior and become actively involved in their academic pursuits. A consequence for severe misconduct is cause for suspension or expulsion from school. If the parent wishes to appeal the due process procedures implemented in the suspension process, the appeal shall be submitted to the principal, in writing, prior to the date of the suspension. For complete Due Process Procedures, see your child's "Code of Student Conduct".

ESE/Section 504 PROGRAMS

Starkey Elementary offers Exceptional Student Education programs and Section 504 accommodations to those students who qualify.

FAMILY EDUCATION & INFORMATION CENTERS

1101 Marshall Street
Clearwater (727-298-2858)

3420 Eighth Ave. South
St. Pete (727-552-1595)

FAMILY RIGHTS AND PRIVACY ACT

The Family Rights and Privacy Act is a federal law to protect the accuracy and privacy of your child's educational records. Only the parent and authorized individuals having legitimate educational interests will have access to a student's educational records. You may arrange with an administrator or guidance counselor to review your child's records at any time. Call the office to make an appointment.

FIELD TRIPS

Field trips are an important part of the student's school year. They are an extension of the school curriculum and can be very worthwhile learning experiences. Permission forms will be sent home prior to the trip. Each student **MUST** return a signed permission form in order for the child to go on the trip. **TELEPHONE AND FAX PERMISSION ARE NOT ACCEPTABLE. All chaperones must be registered as volunteers at least three weeks prior to the event.** If a parent goes as a visitor to a public location (not a registered, approved volunteer) they may only be with their own child. They may not ride the bus and must officially sign their child out of school.

FIRE DRILLS / DUCK AND COVER DRILLS / LOCK DOWN DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential when the first signal is given everyone obeys promptly and clears the building in an orderly manner by the prescribed route as quickly as possible. Students should refrain from noise and remain outside the building until a signal is given to return to the building. Duck and cover, as well as lockdown drills, are also held on a regular basis to prepare children to safely handle the possibility of potential danger.

GUIDANCE COUNSELOR

The Guidance Program at Starkey strives to meet the needs of students by offering developmental, preventive, and remedial guidance. Individual and small group counseling, conferencing with parents and referring children with specific needs to other resources in the community are the responsibility of the guidance counselor. These goals can be accomplished when the counselor, children, parents, and teachers work together as a team.

HEALTH SERVICES / FIRST AID

The school staff attempts to prevent accidents. However, if a minor accident occurs, the staff will administer basic first aid. In the case of serious accidents, the parent or guardian will be notified by telephone. **AN UPDATED EMERGENCY CONTACT PHONE NUMBER ON THE CLINIC CARD IS ABSOLUTELY NECESSARY.** If the parents cannot be notified, the fire department's paramedics will be contacted to make necessary arrangements for immediate treatment. The payment of medical fees will be assumed by the parent or guardian. The school staff never attempts any treatment beyond the necessary immediate aid.

If a child becomes ill at school, parents will be notified to pick up the child. Children may not remain at school when ill. The school does not have a full-time nurse and has a very limited clinic area. A Health Department nurse visits our school periodically. **IT IS VERY IMPORTANT THAT WE HAVE A CURRENT WORKING PHONE NUMBER AND A CURRENT EMERGENCY CONTACT NUMBER FOR**

YOUR CHILD. This is a must for your child's protection. Please keep the office updated on home and work phone number changes. Children should not be sent to school with any communicable disease, fever, skin rashes, or lice. Please check your child for possible head lice before school starts in the fall and during winter and spring holidays. If your child is found to have head lice at school, you will be called to pick up your child. The child may not return to school until he/she is **nit free**. When the child returns to school, he/she **MUST** be checked in the school clinic. If nits are still present, you will be asked to take your child home.

HOMEBOUND INSTRUCTION

Homebound instruction by a certified Pinellas County teacher is offered to each student unable to attend school for a significant length of time due to illness. Please contact the principal or assistant principal if this service is needed.

HONOR ROLL / PRINCIPAL'S LIST / BUG AWARD

The School Board has adopted the following criteria for the Honor Roll: students in grades 3-5 who receive grades of only A's and B's in the academic subjects; who are performing at or above grade level; and who achieve all E's/V's for conduct, effort, work habits, physical education, art, and music. The criteria for the Principal's List is the same as Honor Roll except the student must receive all A's in the academic subjects. In partnership with Kiwanis, we also have students in grades 3-5 eligible for a BUG award (which stands for Bringing Up Grades). It is a program for students who did not earn Honor Roll or Principal's List but would like to bring up their grade in at least one subject area while maintaining the rest of their grades. An award day is held for those who earn Principal's List, Honor Roll or a BUG Award.

LIBRARY INFORMATION CENTER

The library is an extension of the classroom and is a specialized area where resources and enrichment activities are housed for the benefit of the students and staff. The book collection contains many fine fiction and nonfiction books and reference materials. All library books are bought through school funds. Each time a child checks out a book, two promises occur:

The book will be returned on time.

The book will be returned in good condition.

Florida law states teachers and Library Information Specialists will collect from the student, parent, or guardian the value of books which the student may have lost or damaged. Students who do not pay for lost books may be required to work several hours of community service at Starkey Elementary.

LOST AND FOUND

Students should check the lost and found area in the front office for lost articles. To help us locate the owner, we suggest you label all articles (coats, sweaters, raincoats, lunch boxes, etc.) with your child's name. Those articles not claimed are sent to charity organizations.

NUTRITIONAL GUIDELINES

The district has established guidelines for schools to follow. These guidelines limit the amount of non-nutritious food items that can be given to students during the school day. For specific information, please visit the district's website or stop by our front office.

PARTIES

All food provided to students for special events must be from the store and in the original container. Please contact the teacher to make arrangements. The school will select two times a year for a class party.

PERSONAL BELONGINGS / VALUABLES

The Starkey staff encourages students **NOT** to bring valuable items such as iPods, expensive jewelry or large amounts of money to school. If students choose to bring such items, they do so at their own risk. The school cannot guarantee nor provide security of these items and cannot be held responsible for personal belongings which have been lost or stolen. Weapons of any kind, including knives, guns (toy, water pistols, BB, etc.) are not permitted on school property. Possession of any sort of weapon is subject to disciplinary action.

PHYSICAL EDUCATION / MUSIC / ART

All children are required to participate in 150 minutes of physical education per week. At Starkey, students have PE three days a week for 50 minutes each day. Any extended excused absence (3 or more consecutive days) from PE must be provided by the student's doctor in writing and filed in the school office. A closed-toe, flat, rubber-soled shoe must be worn during physical education class. Music and art are provided weekly for 50 minutes each.

PRESCRIPTION AND OVER-THE-COUNTER MEDICATION

Trained staff members designated by the principal may administer medication to children during the school day **ONLY** when:

1. The prescription medication is brought to school in the original pharmacy container by the parent and includes the student's name, prescription fill date, and the specific time and amount to administer. The parent must fill out an appropriate medication form provided by the school.
2. Over the counter medications must be prescribed by a physician. The physician and parent must fill out a form provided by the school for over the counter medications that includes physician and parent signature, name of medication, student's name, specific time and amount to administer. Over the counter medications must be in a new, unopened container brought to school by parent.
3. No medications, including over-the-counter, may be brought to school by the student.
4. All medications must be picked up by parent. No medications will be sent home with student.

No medicine such as aspirin, Tylenol, cough drops, etc., **should be put in the child's lunch box or anywhere else.** It is the child's responsibility to come to the office for his/her medication.

PROGRESS REPORTS (Report Cards)

A progress report will be distributed to students in kindergarten through fifth grade four times a year. Mid-term reports are also sent home in the middle of each grading period for students earning a grade of D, F, N or U. These reports are essential with helping parents gauge progress and determining areas to remediate before the final grades are given.

PROPERTY, LITTER, AND SCHOOL PRIDE

Much of the spirit and reputation of a school is reflected by its appearance. This takes effort. Every student needs to do his/her part by making sure his/her wrappers and waste papers are deposited in the trash containers provided. Respect for school property is expected at all times. We encourage recycling and have strategically placed recycling bins for all paper products throughout the campus, as well as the car circle for community use.

PROMOTION / RETENTION POLICY

Parents are notified on the third progress report if a child is being considered for retention. A conference should be scheduled at that time to discuss the child's educational plan for the remainder of the year.

In deciding retentions, the following factors will be considered:

1. Parent input
2. Standardized test scores
3. Progress indicated in Reading and Mathematics
4. Daily performance in class
5. Retentions in previous years
6. Special programs

SAFETY PATROLS

School safety patrols assist in the operation of the school. Students and parents are expected to respect the authority of the patrols. Rule infractions will be reported to the teacher sponsor and appropriate action will be taken.

SCHOOL ADVISORY COUNCIL (SAC)

Each school in the state of Florida has a School Advisory Council (SAC). The council is advisory in nature, but offers suggestions on all phases of school activity, including discipline and curriculum. Membership represents the demographic make-up of our school community. Most SAC meetings are held on the second Tuesday of the month at 7:00 p.m. in the school's conference room. A schedule of all meetings is shared at the beginning of the year and publicized reminders are made monthly as well. Please notify the school office, or send us your name, if you would like to serve on the council.

SCHOOL PICTURES

During the school year individual and class group pictures will be taken of your child. Individual pictures will be offered in the fall and spring. Non-uniform picture day will be during the spring individual pictures.

SCHOOL SPIRIT

Starkey's school colors are royal blue and gold, and our mascot is the Starkey Bear. Fridays are designated school spirit T-shirt days. T-shirts, sweatshirts, and jackets may be purchased from PTA.

TELEPHONE CALLS

So as not to disrupt classroom teaching time and for the protection of your child, students WILL NOT BE CALLED TO THE PHONE for personal messages. We will be happy to relay a message to your child. Please silence cell phones while visiting our school.

TEXTBOOKS

Textbooks are the property of the school and are **on loan** to children. Lost books **must** be paid for by the student. Students are urged to take good care of books to avoid a charge at the end of the year. Students who do not pay for lost textbooks may be required to work several hours of community service at Starkey Elementary.

TITLE I

Starkey is fortunate to be a Title I school, which means we are federally funded for some of our programs. It enables our students to receive extra resources to better meet their needs. Parents, students and staff are required to sign a Compact annually agreeing they will work together to improve academic success through ongoing communication, family involvement, and trainings.

TRANSFERRING / WITHDRAWALS

If you will be withdrawing your child from Starkey, please notify the school office in advance so your child's records may be prepared for transfer to another school. Library books and textbooks must be returned and outstanding debts paid before leaving. Starkey Elementary will transfer the student's permanent records after the receiving school has requested the records from Starkey.

TRESPASSING

Students are not permitted to be on school grounds after school hours or on weekends. The school will not be responsible for students who are on school grounds without permission. If this becomes a problem, parents will be contacted. A security check is made of the campus nightly and on weekends.

UNIFORMS - MANDATORY

All students (PreK through fifth grade) **must** wear the official school uniform as described below:

- * Boys can choose from dark blue uniform shorts or pants.
- * Girls can choose from dark blue uniform shorts, skorts, skirts, or jumpers. Skorts and jumpers should have navy colored shorts underneath.
- * All students can choose from light blue, hunter green, or burgundy polo shirts to coordinate with navy blue bottoms. (No button down shirts, logos, designs, lace, or ruffles).
- * Grades 1-5, pants or shorts with loops will require a dark-colored belt (navy blue, black, brown).
- * Shirts must be tucked into shorts, pants, skorts, or skirts at all times.
- * The Starkey T-shirt may be worn on spirit days (Fridays).
- * Solid white, navy blue or black socks with no designs or logos will be worn by students.
- * Acceptable shoes are sneakers or tennis shoes with a closed-toe, lace ties or Velcro closure and a

rubber sole not exceeding 1 inch in height. Platforms, heels, sandals, boots, and buckles are not acceptable.

INDOOR CLOTHING for cool weather may consist of the following (no logos or designs):

- * Uniform polo shirt (light blue, hunter green, or burgundy)
- * Sweatshirts (solid light blue, navy, hunter green, or burgundy) or the Starkey sweatshirt. Uniform polo shirt should be worn under the sweatshirt
- * Sweaters - cardigans, crew neck, v-neck (solid white, navy, hunter green, or burgundy)
- * Turtleneck shirt (white, hunter green, or burgundy)
- * Long-sleeved polo shirts (light blue, hunter green, or burgundy)
- * Tights or leggings under shorts, skorts, skirts, or jumpers (solid white or navy)

OUTDOOR CLOTHING

* Parents may select whatever type of outerwear they wish their child(ren) to wear, but for continued wear inside the classroom, clothing must meet the conditions above for indoor clothing.

EXCEPTIONS:

- * Non-uniform Picture Day in the spring
- * Fifth grade students may be out of uniform when they go to Enterprise Village.
- * Class-A Scout uniforms are permitted on meeting days.
- * Notification will be sent home if there are additional exceptions at the discretion of the principal.

VISITORS

All visitors must sign in the main office and receive a visitor's badge. The visitor's badge must be worn at all times when on campus. It must be in an easily visible place on the top front of the shirts.

VOLUNTEERS

Volunteers are needed to lend a hand. We need people to help students work with computers, work in the Library Information Center, help in the clinic, transport and supervise students on field trips and many other jobs. If you are willing to help, we can find an enjoyable job for you! We appreciate the time and effort put forth by our volunteers to help make our school a success. (Preschool aged children are not permitted to accompany you when volunteering.) Level 2 screening is required when working alone with children. There is a cost for the screening, which must be renewed every five years.

WHERE TO GO FOR HELP

Licensed nonprofit drug/alcohol referral sources:

Ala Teen: 548-6811	Ala Non: 548-6811	Alcoholics Anonymous: 530-0415
Juvenile Assessment Center: 464-7455	Narcotics Anonymous: 547-0444	Juvenile Addictions Receiving Facility (JARF) 524-4497
Homework Help Line Monday –Thursday 5:00 pm – 8:00 pm 547-7223		

PARENT - TEACHER ASSOCIATION (PTA)

Starkey Elementary School has an active PTA working together to benefit our children. We ask that everyone interested in the success of a Starkey student join **PTA!** Grandparents, aunts, uncles, and friends are welcome to join! PTA is the largest volunteer advocacy association in the country! Research has shown student success is directly linked to parental involvement, both at home and school. Grades rise, self esteem grows, and schools improve! Cost is \$6.00 per individual for an annual membership. All members are entitled to full voting privileges and will also be members of the county, state, and national PTA. For more information, go to www.pta.org, www.floridapta.org, and/or www.pccpta.org. These are the web sites for the national, state, and county levels of PTA. Our school PTA website is www.starkey.my-pta.org.

PTA MISSION STATEMENT

The mission of the Starkey Elementary PTA is to promote the welfare of children in our community while raising the standards of life at home. We will do this by providing a variety of activities and programs that encourage family involvement along with improving communication between school and home. By implementing these programs, we will help provide a safe learning environment for our children so they may reach their highest achievement.

PTA EXECUTIVE COMMITTEE JOB DESCRIPTIONS

Elections for the PTA Executive Committee occur in the spring. The Nominating Committee will be formed in January. If you are interested in serving on that committee, please contact our current PTA President.

- ◆ **PRESIDENT** – Prepares agendas for meetings and oversees the functions of the Starkey PTA organization.
- ◆ **VICE PRESIDENT OF WAYS & MEANS** - Oversees the functions of the following committees: Auction, family fun nights, sno cones, and popcorn.
- ◆ **VICE PRESIDENT OF PROGRAMS** - Oversees the functions of Spring Fling, Hospitality, Parent Education, Safety & Advocacy, and Staff Appreciation Week.
- ◆ **VICE PRESIDENT OF MEMBERSHIP** – Oversees the maintenance of the PTA membership list, member sign-in and distribution of voting cards at all general meetings.
- ◆ **RECORDING SECRETARY** - Takes minutes of all PTA Board and General Meetings and is custodian of all PTA records. Will post minutes on the PTA website. Will also oversee the efforts of the following committees/chairs: website, e-mail communication with PTA members, and room reps.
- ◆ **TREASURER** - Responsible for the PTA budget, issues checks, balances the PTA checking account, deposits money into the PTA checking account, prepares and files the IRS 990 form, submits the IRS Tax Exempt form to the state and presents the Annual Audit to the General Membership.

HOW CAN I HELP?

Volunteering your time as **little** or **as much** as you can is the greatest help you can give PTA. No prior experience necessary. There are always opportunities to support the PTA.

HOW ARE THE FUNDS RAISED BY THE PTA SPENT?

Our PTA dollars are spent to support student accomplishments and to promote highest student achievement. Some of the areas we help fund include:

- ◆ Student Safety Patrol / Star News reward trip
- ◆ Principal's List acknowledgement
- ◆ Staff Appreciation Week activities
- ◆ Starkey's Annual Spring Fling
- ◆ Battle of the Books
- ◆ 5th grade activities
- ◆ Parent/student workshops
- ◆ Teacher grants
- ◆ Volunteer Appreciation lunch and breakfast