



**PVPV/RAWLINGS  
ELEMENTARY SCHOOL**

**STUDENT/PARENT HANDBOOK  
2018-2019**

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# The Six Pillars of Character



## Trustworthiness

Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

## Respect

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

## Responsibility

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

## Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

## Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

## Citizenship

Make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

## ***The PVPV/Rawlings Pledge***

*As PVPV/Rawlings students,  
we pledge to represent the Six Pillars of Character,  
respect all people and property,  
take pride in our school,  
be role models to others,  
and use Science, Technology, Reading, Engineering, Art, and Math  
in our daily lives.*

## **A Message from your Principal**

Welcome to PVPV/Rawlings Elementary School, a community of learners who READ, THINK, and CREATE! Our students learn to thrive in the real world by engaging in rigorous, hands-on lessons in literacy, math, science and social studies. Curriculum goals are set by the Florida Standards, and students often go above-and-beyond to reach their potential.

We empower our students with technology in every classroom, as well as in our four computer labs and in our Media Centers, where students practice digital citizenship. Students are encouraged, but not obligated to Bring Your Own Device to school as well. Electronic learning is guided by our teachers, and is communicated clearly with parents through our school and grade-level websites.

We also strive to develop well-rounded, responsible citizens of the world, with opportunities every day to demonstrate the Pillars of Character and join our Kindness Crew. We respect individual differences and acknowledge each child's unique contributions. We recycle in our cafeterias, study butterflies in our gardens, and our older students participate in clubs to support the school and community.

Our active PTO and Community Partner Program provide resources that enrich our facility and support our educational endeavors. It is through the unique collaboration of all school stakeholders that we are able to provide an engaging and positive learning environment for our students. Likewise, our School Advisory Council is a vital cooperative effort to support our students and staff.

The PVPV/Rawlings campus is safe and secure, with an extensive camera surveillance system and controlled access system in both buildings. Safety drills are practiced monthly and the school's safety committee meets regularly to review procedures and compliance with the district-approved Emergency Operations Plan.

We are proud of the academic achievement of our students, who are some of the highest performing in St. Johns County School District. We are consistently ranked an "A" school by the Florida Department of Education, and we have received the Golden School Award and the Five Star Award which recognize our high levels of volunteerism and community involvement. Our school is accredited by the Southern Association of Colleges and Schools.

Thank you for being an integral part of our learning community, where we will celebrate 60 years of excellence this year! We look forward to a wonderful year as we prepare students to meet the challenges of a changing world.

Catherine Van Housen, Principal

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

**Absences** – On our school website (<http://www.pvmkr.stjohns.k12.fl.us>), click the attendance hyperlink to report your child's absence. As an additional safety measure, an automated phone call home is made by School Messenger if a student is marked absent. School district policy is that any student who has been absent from school must bring a note from a parent or guardian within forty-eight (48) hours of returning to school stating the cause of the absence. For planned absences, the parent or guardian shall provide written notice at least five (5) days prior to the absence, and the absent student is responsible for arranging with the teacher to make up missed work. After fifteen (15) days of absence, whether excused or unexcused, a student must present verification from a licensed doctor for all subsequent absences due to illness. A student is considered absent when missing 50% of the school day. See the St. Johns County School Code of Conduct for further definitions of excused and unexcused absences.

**Early Dismissal** – Students may not be checked out after 2:30 (1:30 on Wed.). A written request from parent for a child to be excused from class early should be sent on the morning of the early dismissal. The time and reason for leaving school should be included. Students will turn the request in to the teacher in the morning, and will stay in class until someone in the front office calls for the dismissal. Children will be released only to their parents and the people specified by the parent on the Emergency Contact List.

**Tardiness** – The first bell rings at 8:20 and students enter the classroom. Morning announcements air at 8:25. School officially begins at 8:30. Any student reporting to school after 8:30 is tardy, and must report to the office to receive a tardy slip before going to the classroom. Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Excessive tardiness will be addressed on a case-by-case basis.

**Truancy** - A student may be deemed truant after five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month, or ten (10) unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period.

**BUS EXPECTATIONS** Students have the privilege of using the transportation services of the St. Johns County School District if they qualify for services. **Standards of discipline must be maintained** at all times for the safety of all students. Any child who misbehaves and pulls a driver's full attention from the road may be suspended from riding the bus. Parents are **not** to board the bus at any time. See the Student Code of Conduct for further bus policies, including applying for a Transportation Route Waiver through District channels. Visit <http://www.stjohns.k12.fl.us>.

**CELEBRATIONS** Classrooms are allowed to have two celebrations as determined by the classroom teacher, **typically around the holidays and end-of-school-year**.

**Birthdays** – There will be **no birthday parties at school!** For many reasons, including allergies and our wish to promote healthy habits, birthday treats are not allowed in the classroom or cafeteria. Also, to avoid embarrassment, party invitations may not be distributed at school. All student and staff birthdays are celebrated on the morning announcements. In addition, students K-2 receive a birthday ribbon and pencil in the front office.

**CHARACTER COUNTS!** The St. Johns County School District, along with area businesses, youth organizations and civic groups, selected the national character educational program of CHARACTER COUNTS! This county-wide initiative works to instill positive character traits in our young people. As adults, we are responsible for modeling appropriate behavior, which is proven to be the best way to develop character in others.

PVPV/Rawlings Elementary provides character education based on core ethical values, in particular the Six Pillars of Character: CARING, RESPECT, RESPONSIBILITY, CITIZENSHIP,

TRUSTWORTHINESS, and FAIRNESS. Students who demonstrate exemplary pillar traits will be recognized at monthly Kids of Character celebrations. PVPV also recognizes Students of the Week.

## **COMMUNICATION**

**Newsletter** - We strive to keep everyone informed through our electronic parent newsletter, *The WAVE*, published every month. Teachers and grade levels send home their own regular communications as well. We have an informative website, [www.pvmkr.stjohns.k12.fl.us](http://www.pvmkr.stjohns.k12.fl.us), and you can follow us on Twitter @PVPV\_Rawlings for learning celebrations.

**Conferences** – Parent-teacher conferences are scheduled twice a year, once in the fall and once in the spring. To contact a teacher or make another conference appointment, reach out to the teacher by e-mail, call the front office to leave a message, or send a note with your child.

**E-Mail** - All staff at PVPV/ Rawlings can be contacted by e-mail, and this is the best way to reach out. Please keep in mind that during the day, our faculty and staff are instructing and supervising children, and allow a 24-hour response time. Email addresses can be found on the school website. They usually follow the format: first name.last name followed by @stjohns.k12.fl.us. For example, the principal can be reached at catherine.vanhousen@stjohns.k12.fl.us.

**School Messenger** – The school principal and the school district communications department use a system called School Messenger to share news with families. You may receive a voice mail, email or text about everything from school picture reminders to school closing announcements due to inclement weather.

**Visiting Classrooms** - For the safety of our children, the School Access form must be completed by anyone entering our school. Parents must report to the main office and obtain a volunteer badge. Anyone who enters the school – at any time for any reason – must present their identification. Parents may visit a classroom only with an appointment made directly with the teacher.

**CUSTODY ISSUES** Parents with custody papers must provide a complete copy to the school registrar. In order for the administration to support the directions of the court orders, copies of these legal documents are necessary, and only the latest orders on file can be followed.

## **DAILY SCHEDULE**

8:20 First Bell – Students report to class  
8:25 Morning Announcements aired via closed-circuit  
8:30 Tardy Bell  
2:50 Dismissal on Mon., Tues., Thurs., & Fri.  
1:50 Dismissal every Wednesday

Student supervision does not start until 8:10. Students are not allowed on campus prior to 8:10 unless they are Extended Day students. The car drop-off/pick-up area is located at the front of the school. Do not leave your car unattended in this area.

## **DISMISSAL PROCEDURES**

**Bus Riders** – Students riding the bus will be dismissed by a bell at 2:50 (1:50 on Wed.).

**Bikers** – For their safety, bikers are dismissed at 3:00. When bicycles are ridden to school, they must be walked on campus, parked and locked in the bike rack located near the cafeteria at PVPV or the flagpole at Rawlings. Likewise, skateboards must be carried on campus.

**Car Line** – Students picked up in car line are dismissed at 2:50. Every family is provided a display card with student and teacher name, along with a hanger for the rear view mirror. Display the card in the front window to expedite pick-up.

Parents may **not** park and walk to the school entrance to retrieve children; but must stay in their cars. Having a dual campus allows us to have two very quick car lines, compared to all

other schools in the district. For the safety of the students, we must enforce no parents waiting around the school entrance. Those parents who walk from their home to wait for their child must wait in a designated area for their students to be released at 3:00. This is to allow the car line and busses more efficient egress and to keep the families safe.

Kindergarten & First grade students are dismissed from the PVPV building. Second grade students – along with 3<sup>rd</sup> through 5<sup>th</sup> – are dismissed from the Rawlings building. If you have children at both buildings, we ask that the older student(s) walk to the PVPV car pick-up area to meet the K/1<sup>st</sup> grade sibling(s).

**Walkers** – Crossing guards are on duty each morning and afternoon for students who walk or ride bicycles to school. For safety reasons, students should not cross A1A at any other point. Please instruct your child and ensure adherence to the crossing schedule **8:00-8:45 AM and 2:30-3:30 PM.**

**DRESS CODE** The dress and grooming of St. Johns County Public School students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and process of the school. Students must wear shoes that are safe and appropriate for the learning environment. See the Student Code of Conduct for specifics.

**EXTENDED DAY PROGRAM** The PVPV/Rawlings Extended Day Program is available for K-5<sup>th</sup> graders, and is open each school day from dismissal until 6:00 pm. There is also morning Extended Day available from 7:00-8:15 in the PVPV Media Center. Students enrolled in the program have closely supervised group activities that are grade-level appropriate. Please contact our Extended Day Coordinator Lynda Wing at 547-3830 with questions.

**ENRICHMENT AFTER-SCHOOL CAMPS** Enrichment After-School Camps are District-approved private providers who bring their learning activities to our school site, giving students opportunities to have fun learning more about science, art, drama, music, foreign language, and STEM. These multi-week sessions are held after school during the school year for an additional fee and are advertised in the school newsletter/school website.

### **FIELD STUDIES**

- All chaperones MUST be cleared volunteers with a School Access form in KeepnTrack.
- Chaperones are expected to ride the bus with students and provide student monitoring.
- No siblings are allowed on Field Studies.
- Chaperone duties are assigned as needed by teachers for specific destinations.

**GRADING SCALE** The Florida Department of Education has set the following guidelines for grading. This scale is used for 3<sup>rd</sup> -5<sup>th</sup> gradeA:

- A.....90-100%.....Outstanding Progress
- B.....80-89% .....Above Average Progress
- C.....70-79%.....Average Progress
- D.....60-69%.....Lowest Acceptable Progress
- F.....0-59%.....Failure to Progress

The following scale is used for Kindergarten – 2<sup>nd</sup> grades:

- M.....Mastering Standards
- P.....Progressing towards Standards
- I.....Improvement Needed

Florida Statute requires schools to report to parents their child's conduct grade and whether the child is working in curriculum on or below grade level in reading, math and writing.

Student Character and Social Development is noted on the report card with the following scale:

**Home Access Center (HAC)** The Home Access Center is the electronic grade book and progress monitoring system for grades 3<sup>rd</sup>- 5<sup>th</sup>. Parents may visit the school website and follow directions to create an account. This way, they can review their student's progress by logging in to this password-protected website. For assistance, contact our Data Operator Pam Nelson at 547-8568, [Pam.Nelson@stjohns.k12.fl.us](mailto:Pam.Nelson@stjohns.k12.fl.us).

### **ITEMS BROUGHT TO SCHOOL**

**Animals** We all love animals, but they must not be brought on campus!

**Bicycles** When bikes are ridden to school, they must be walked on campus and locked in bike rack. Likewise, skateboards must be carried on campus.

**Cell phones & Electronic Devices** During the school day, cell phones must be turned off and stored in the student's backpack. Students must follow the Acceptable Use Policies found in the Student Code of Conduct, and students using personal electronic devices must complete the Student Waiver for Personal Electronic Property. The school will take no responsibility for their loss or damage.

**Chewing Gum** Students may not chew gum at school.

**Sports Equipment & Toys** Toy, sports equipment and trading cards should **not** be brought to school. The school will take no responsibility for any such item brought from home.

**LOST and FOUND** Please check the "Lost and Found" areas located in the cafeterias for lunch boxes and clothing. Articles such as glasses and jewelry will be placed in the front offices. Unclaimed articles are periodically donated to organizations that support those in need. Labeling student belongings helps ensure items being returned to the rightful owner.

**FOCUS ON HEALTH** With state statute requiring students to participate in 50 minutes of physical activity daily, we encourage students to hydrate regularly. Students may bring personal water bottles and use as needed. We have hydration stations throughout our buildings for student to refill their water bottles, and our PTO installed chiller water fountains on all playgrounds. We harvest oranges from our dozens of trees and serve them in our cafeterias. Our breakfast and lunch menus offer baked, never fried, food. We discourage using sugary treats for rewards. Please partner with us to instill and develop healthy habits in our children.

**LUNCH** Students may purchase a hot balanced lunch (\$2.80) from the cafeteria daily, or they may bring lunch. Breakfast is also available for \$1.25 each day. The cost of milk sold separately is (\$.60). Water or juice is available for \$.75. Prices are subject to change.

Parents may log on to [www.paypams.com](http://www.paypams.com) to participate in an online payment program for student lunches. Parents will need to know their child's four digit ID (pin) number which is assigned to each child at the beginning of school. On PayPams, parents can make payments, track purchases, check student balances and receive email notification for low balances. A transaction fee is associated with this service.

The school lunch menu is published in our monthly newsletter *The WAVE*. The lunch menu may also be viewed with a free App for your smart phone. Download the App School Lunch by Nutrislice and select our district and our school. This App also provides nutritional information about the food served.

If you need to put restrictions on your child's purchases or if your child has any dietary restrictions, please notify Food Service Manager Jessica Peto at 547-8576.

Free/reduced lunch applications are available at the front offices and on our school website throughout the year.

**MEDICATION** If a child needs to take medication (prescription or over-the-counter) during the school day, a parent or guardian must bring the original bottle of medication to the school clinic along with a medication authorization form signed by both the parent and the physician ordering the medication. The School District Medication policy and the medication authorization form are on the school website. All questions or concerns can be addressed to our school nurses – Kim Webb for PVPV (547-3820) and Cindy Masley at Rawlings (547-8570).

**PHOTOGRAPHY/VIDEO** Students, parents and visitors are NOT allowed to videotape, photograph or make audio recordings while on school premises. All recording devices must be turned off at school in order to support an appropriate educational environment, prevent unwarranted disclosure of student images and information, and comply with the St. Johns Education Association. Exceptions to this rule are clearly defined public events, such as plays, musicals, performances, fairs, some awards and recognitions and sporting events.

**Ponte Vedra Public Education Foundation** Established in 1984, the Ponte Vedra Public Education Foundation has had one simple goal: to enhance the education of our area schools through community involvement. The Foundation has been enriching our local schools with cultural and academic programs, including Art Works, Teacher Mini-Grants, Children’s Access to Art Program (C.A.A.P.) and school presentations such as Theater Works and Birds of Prey.

**PTO** PVPV/Rawlings has an active and supportive Parent Teacher Organization, the purpose of which is to assist the school, students, and teachers in enhancing the elementary school experience. PTO membership is open to all parents and teachers who wish to participate. In addition to a membership drive, our PTO hosts such family events as the Turtle Trot, Scholastic Book Fairs and the Spring Carnival. General PTO meetings are held twice a year, and board meetings are held once a month. Please check out the PTO tab of the school website for the yearly calendar, list of board members and to sign up for PTO e-mail. The PTO newsletter, *The Current*, is published weekly.

**REPORT CARDS** Printed report cards are issued every nine weeks for grades K-2. Student progress may be viewed and monitored electronically for grades 3-5 through the Home Access Center (HAC). Interim grades are issued at the midpoint of each nine-week quarter. Kindergarten students do not receive interim grades. First and second graders are sent home with a paper interim, while grade 3-5 interims can be accessed through HAC.

**SAFETY AND SECURITY** We have a “closed campus,” with single entry points for both PVPV and Rawlings. All visitors must check in at the front office, be cleared with a School Access form in KeepnTrack, and wear a yellow badge while on campus. Our students and staff participate in regular safety drills, including fire, severe weather and off-site evacuation. Our busses also have regular safety drills. We appreciate all adults who understand the importance of standardized arrival/dismissal procedures to support the safety of all students.

**SCHOOL ADVISORY COUNCIL** The School Advisory Council (SAC) is made up of parents, teachers and community members who support our school improvement plan and provide leadership in setting growth goals. The team meets once a month and meetings are open to the public. Visit the SAC link on our school webpage for meeting dates, agendas and other important information.

**SCHOOL PAYMENTS** SchoolPay provides a secure payment website which allows parents to pay for such school items as Extended Day and field studies using Visa, MasterCard, and Discover credit cards. Lunches are still paid for using **PayPams**.

**VOLUNTEERS** All classroom and school volunteers must complete the KeepnTrack School Access Form found on our website, and must present their identification every time they enter the building. Siblings may not accompany adults who volunteer or have lunch with their children.