



PRINCIPAL'S MESSAGE:

Dear Roadrunner Families and Students,

It is my pleasure to welcome you to Rymfire Elementary School. The faculty and staff join me in saying that we hope your year will be a successful and satisfying one.

Families are our partners, and it is important to join forces as we provide students with positive learning experiences. This planner has been prepared as a reference guide that covers important policies and procedures. Families and students should review the contents of the planner together. If there are any questions, feel free to contact your child's teacher, Guidance Counselor, or School Administrator.

The daily use of the planner will provide a tool for helping students with organizational skills and should be used as an on-going correspondence between home and school. Students should write down homework assignments, unfinished work to be completed, and other important information to be shared with Families.

We welcome your support and participation during the school year, and we look forward to celebrating the achievements of our students with you.

Sincerely,

Travis Lee
Principal

Rymfire Elementary's School-Wide Expectations:

Be Respectful!

Be Responsible!

Be Safe!

Be Engaged!

SCHOOL VISION:

The Rymfire Elementary School Vision is to work as a team to develop the whole child through successful school experiences in an environment of mutual respect and personal growth.

CLASSROOM TO CAREERS PROGRAMS:

Medical Sciences, Health and Fitness

Motto: “Prescription to a Healthier You”

Mission: Our mission is to teach our students the importance of a healthier lifestyle through experiences that focus on exercise and nutrition. We also strive to nurture interest in the medical sciences and increase awareness of various health/medical careers.

SCHOOL START TIME:

Student instructional time begins at **9:10AM**. For the safety of your child, please make sure that your child does not arrive at school before **8:45 AM** unless he/she is participating in a school sponsored activity. **School doors do not open until 8:50 AM each school day. If your student needs to be dropped off to school prior to 8:45, please contact Extended Day (206-4600 ext. 5227)**

STUDENT INFORMATION FORM:

Families must complete all information, including emergency dismissal information, on the student information form. This form is to be kept current, as this ensures that families can be contacted in the event of an emergency. *Contact Trish Burns, Registrar, ext. 5109, to update your information if changes occur during the year. If you have moved, you must provide proof of address, i.e. current utility bill or lease/mortgage statement.

ABSENCE:

If your child will be absent from school, please report the absence, tardy, or early sign out by sending an email to excusedresnotes@flaglerschools.com or OR complete the [Student Absence Form](#) within five days of returning to school Please include the child's name, homeroom teacher, date of absence/tardiness/early sign out along with the reason, and when possible attach a doctor's note. Parents may write up to 5 parent notes per term (a term is two nine weeks; therefore, school year is made up of two terms) with a total of 10 per year, until 15 days of total absence is attained. Students who are excessively absent or leave school early may be referred to our Guidance Department for intervention assistance. Students who continue to be excessively absent will be monitored by the district office and may be referred for additional services or to the State Attorney’s Office per the Flagler County Schools’ Student Code of Conduct.

EARLY DISMISSAL:

If your child needs to leave school early, a guardian, or designated person over the age of 18 must come into the office and sign him/her out. (This person must be listed on the Student Information Form that is filled out at the beginning of the year.) **Identification MUST be shown before the student will be released to anyone.** The receptionist will contact your child's teacher and have him/her sent to the office for dismissal. **Students should not be released early unless it is an emergency. Students will not be called to go to the front desk until the guardian (or designee) has arrived at school. Parents please plan for it taking at least 20 minutes for your child to be sent to the office.**

TARDY:

Students arriving at school late (**after 9:10AM**) must report to the front desk for a "late pass" to give to their teacher. Students who are excessively tardy or leave school early may be referred to our Guidance department for intervention assistance.

WALKERS:

Walkers must follow the designated route to and from school during specific times. Families should not enter the building with walkers in the morning, nor should they enter the building to pick them up in the afternoon. **Walkers will be dismissed from the building at 3:40 PM.**

***While Walkers is always an option, the preferred, safest and most efficient forms of transportation for your child are Car Riders or Buses.**

CAR RIDERS:

Students are picked up from Car Riders following the traffic pattern to the cafeteria **from 3:40PM to 3:55 PM.** Families may pick up a car rider number at the front office. You must display this number when utilizing our car rider system. Cars without a school assigned number displayed at time of pick up will be directed to park and sign out their child(ren) at our front desk. This is designed to help ensure the safety of your child. **To keep the flow of traffic moving, stay in your car, pull all the way up, and do not vary from our pick-up procedures.**

The children count on you to set a good example and follow traffic directions and speed limits. Please drive safely on school grounds.

STUDENT DISMISSAL:

Student dismissal is a very busy time in the front office. In order to ensure a smooth transition during dismissal each day, we ask that you:

- **Notify the teacher in writing** if there is any change in how your child will be getting home from school. Without written notification, your child will be sent home the way he/she normally goes home.

- Notify the school when there is a need to check your child out early for a doctor's appointment or emergency. ALL changes to your child's **travel method home must be made prior to 1:30.** We need ample time to notify teachers and staff.
- Always have **ID available/ready** in order to check your child out of school
- Arrive at least 20 minutes early as it takes time for students to pack up and report to the front desk.

To ensure the safety of our students, the office will be closed for pickup between 3:15 P.M. – 3:55 P.M. except in the case of emergencies or doctors' appointments.

EXTENDED DAY:

Flagler Technical Center (FTI) provides on campus services before school and after school. For further information contact FTI at 206-4600 ext. 5227.

BOYS AND GIRLS CLUB VOLUSIA/FLAGLER COUNTY

After school services are provided through this organization. For further information, call Ms. Carolyn Thompson at 386.206.4600 ext. 5231 & 5232 or call the parent contact line at 386.313.1988.

21st CENTURY

After school services are provided through this organization. For further information, call Ms. Aida Stratos at 386.206.4600 ext. 5200.

SCHOOL STORE:

Student classroom supplies may be purchased each morning **between 8:55-9:10AM** from the school supply store. The school store operates on the following schedule: Monday (Kindergarten and 1st grade), Tuesday (2nd grade), Wednesday (3rd grade), Thursday (4th grade) and Friday (5th grade and 6th grade).

FAMILY/PUBLIC VISITATION:

We welcome families to our school. ALL guardians and visitors MUST enter the building through the front desk and present a driver's license or state issued I.D. to obtain a dated visitor's pass. This pass is worn on the upper left shoulder area while on school grounds. Guardians are not granted unannounced access to their child(ren)'s class during school hours, or are able to walk their child(ren) to class after the first week of school. If you need to meet with your child's teacher, please prearrange a meeting with him/her. This keeps our school secure and reduces disruptions to the instructional program. We appreciate your cooperation in helping us provide a safe learning environment for the students.

Classroom Visits: Visits must be scheduled with the classroom teacher and should only last 20 minutes.

Cafeteria Visits: Guardians may eat lunch with their child(ren) at our outside eating area. In the event of inclement weather, guardians may eat at a designated table inside the cafeteria. Friends of your child(ren) are not permitted to join.

Classroom & Family Communication:

Our teachers' utilize one of the following apps for their daily communication, either Class Dojo, Remind, or email. Based on individual needs, some students may be assigned a planner, but this is decided on an individual basis. Please check your online notifications daily to review homework and behavior updates.

HOMEWORK:

Homework provides an opportunity for remedial drill, developmental practice, enrichment activities, and development of study skills and self-discipline. Homework is given to reinforce skills that have already been taught in class. Reading is recognized as a universal skill that relates to all subjects. Guardians, or other adults, should make every effort to read to/with students who cannot read on their own.

In addition to the teacher's assignments, students are expected to:

- 1) Read for pleasure.
- 2) Study math facts (addition, subtraction, multiplication and division). Children must know their facts with speed and accuracy.

If your child constantly has no homework, spends an unusual amount of time on homework assignments, or is experiencing difficulty, a conference with his/her teacher should be scheduled.

MAKE-UP WORK DUE TO ABSENCE:

A student will have one day for each day of an **excused** absence, from the day he/she returns to school, to complete any work missed due to the absence.

SCHOOL ADVISORY COUNCIL (SAC):

Our School Advisory Council (SAC) is made up of families, teachers, and community members. The function of SAC is to review testing data, approve the School Improvement Plan (SIP), discuss school challenges, plan family/staff approaches to positive change, and develop--with faculty and staff--a plan for distribution of A+ money, when applicable. SAC meets a minimum of four times per year. If necessary, additional meetings may be scheduled. All are invited to attend these meetings. ****The first meeting will be held in August (date to be announced).**

RES-PARENT TEACHER ORGANIZATION (PTO):

A successful school needs the services of an active PTO. The RES – PTO is made up of families, teachers and interested community members. All guardians are encouraged to attend these meetings and/or get involved in the many activities that PTO hosts. ****The first meeting will be held in September (date to be announced).**

VOLUNTEER PROGRAM:

The School Volunteer Program proudly assists students and teachers in their classrooms. We also provide volunteers for clerical duties, childcare centers, media centers, book fairs, health screenings, holiday gift shops, etc. We try to place volunteers when and where they are needed. Chaperoning field trips, even as a guardian, is also a form of volunteering.

In an effort to provide safety and security for our students and staff, we require that volunteers follow our clearance procedures in order to enter a Flagler Schools facility. The volunteer clearance process can take up to two weeks and includes completing a School Volunteer Application, undergoing a background check, and obtaining a badge. We suggest that you apply at the beginning of the year, or well in advance of an event, as last minute applications may not be completed in time. Complete an application here:

<https://www.flaglerschools.com/connect-with-us/volunteering>

PHONE/CELL PHONE POLICY:

Students must have a pass or receive permission from a teacher or an administrator to use the phone. Such calls must be for emergency purposes only. Although cell phones are permitted, **they must remain in the student's backpack while on campus. Cell phones will be confiscated and turned in to administration if they are used in violation of this rule.** Cell phones may be used, with permission, in the presence of a school official.

DELIVERIES FOR STUDENTS/FOOD FOR CLASSROOM PARTIES:

Delivery of service items or non-essential school items brought in by guardians cannot be guaranteed a timely delivery. It is highly recommended that such items requiring delivery should be transported by a student. For the safety of your child, and all the children in the school, any food brought into the school for a classroom party must be store bought and in the original packaging (**no home baked goods**). The district's food service department is also willing to provide cupcakes, cakes, etc, for a classroom party. Please contact Ms. Robin Alverson, RES's cafeteria manager, at 386.206.4600 ext. 5123 for more information and cost.

SAFETY DRILLS:

Throughout the course of the year, Rymfire Elementary School will conduct fire, tornado and color-coded safety drills, so our students know how to respond and be safe in the event of a real emergency. Parents are notified when students partake in Code Red drills, so families have an opportunity to continue the conversation at home. If we have to have a **CODE RED** that is not a practice, families are also notified via a Robo call and via the district website.

DISCIPLINE:

Please refer to the following link to access our current Student Code of Conduct, Dress Code, Discipline Matrix, and our Positive Behavior Supports:

<https://www.flaglerschools.com/students-families/behavior-discipline>

Our goal is to help children, not to punish them. It is our wish to create an atmosphere that is friendly, cooperative, and conducive to learning. Since certain understandings are necessary to achieve this atmosphere, as well as to protect the health and safety of all students, we have established the following rules:

1. ***Students must follow directions the first time given.*** Cooperation, self-control, and respect for adults and other students are behaviors that are expected from each student.
2. ***Use of profanity, name-calling and bullying are prohibited.***
3. ***Students walk on campus at ALL times. Running is reserved for P.E. and recess.***
4. ***Hands, feet, and objects are kept to oneself.*** Fighting or play wrestling is not allowed at any time, and may result in suspension.
5. ***A pass from the classroom teacher is required upon leaving the classroom for any reason.***
6. ***Slime, electronic equipment and toys including, but not limited to, fidget spinners and poppers, and trading cards are not permitted during school unless it is part of a sanctioned classroom activity.*** Electronic equipment including all forms of music players, lasers, cameras, and toys will be confiscated and must be picked up from the office by the **family**.
7. ***Gum and candy are not allowed to be brought to school unless it is part of a sanctioned classroom activity or plan.***
8. ***Writing on or defacing school property, buildings, walls, desks, books, etc. is not allowed.*** Students who violate this rule will be disciplined
9. ***School grounds and rooms should be kept neat and clean.***
10. ***Students may not wear crocs/flip flops/athletic sandals. Students may not wear shoes with wheels in school or on the bus.*** Students who wear shoes with wheels to school will have to remove the wheels before entering the building. If the wheels cannot be removed, families will be called to bring a change of shoes to school.

Rymfire Elementary School students are expected to show respect for themselves, for other students, and for all adults, so that each classroom has a climate in which optimal learning can take place. We expect students to behave in ways which are acceptable and conducive to learning. Misbehavior on the part of the students can generally be corrected when the home and school work together. When the positive actions taken by families and teachers have not brought about acceptable behavior, other alternatives such as behavior interventions, and when appropriate and per the Student Code of Conduct, in school and/or out of school suspensions may be utilized as corrective measures. The following procedures will be followed when the child's conduct interferes with his/her learning or the learning of other students:

-Classroom Behavior Tracking Forms

Classroom Behavior Tracking Forms are used to track minor behaviors that do not meet the expectations of the school staff. If a tracking form is completed (Steps 1-4) within a 30-day period, it will result in an office referral.

-Referrals

Referrals are given for more serious offenses such as classroom disruptions, disrespect, and safety concerns. Referrals are turned over to administrative staff for a determination of consequences per the Student Code of Conduct.

-Consequences:

The district has developed a matrix of consequences that includes but is not limited to the following:

1. Lunch detention
2. Loss of recess
3. Denial of privileges: movies, assemblies, field trips, etc.
4. Alternative classroom assignment
5. In-school suspension
6. Out-of-school suspension
7. Any combination of the above

Administration uses professional judgment to determine the severity of each incident and follows guidelines set forth by our district. See our discipline matrix here:

<https://www.flaglerschools.com/students-families/behavior-discipline>

COMMON DISCIPLINE CONSEQUENCES FOR “NOT IN UNIFORM” DRESS CODE:

In all cases, the student would not be allowed to attend class out of dress code. The student would either have to change or families would have to bring proper attire. The consequences for noncompliance of dress code are progressive. The consequences below apply to students in grades K-6.

Initial Correction –Verbal warning with dress code letter sent home.

1st Offense—Verbal Warning; Family contact/call

2nd Offense—Referral; 1 period of in-school suspension. (1period = 45 mins)

3rd Offense—Referral; 3 periods of in-school suspension.

4th Offense (and up)—Referral; 1 day of in-school suspension.

ELECTRONIC EQUIPMENT / TOYS:

Electronic equipment and toys including, but not limited to fidget spinners and poppers and trading cards such as Pokemon cards are not allowed at school. These items will be confiscated and families will be notified that the item is available for pickup from an administrator at the school.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS):

This is a program used in Flagler County Schools. Its purpose is to implement strategies that will assist schools in increasing academic performance and safety while decreasing problem behavior as well as establishing a positive school culture. It is based on a problem-solving model and aims to prevent inappropriate behavior through teaching and reinforcing appropriate behaviors. See additional information here:

<https://www.flaglerschools.com/students-families/behavior-discipline>

CHARACTER EDUCATION:

Character education is a program of monthly activities that challenge students' minds, empower their well-being, and teach values and beliefs essential to becoming good citizens. Words of the month are: Responsibility (Sept.), Patriotism (Oct.), Self-Control (Nov.), Citizenship (Dec.), Kindness (Jan.), Tolerance (Feb.), Honesty (March), Respect (April), and Cooperation (May).

STUDENT RECOGNITION:

Student recognition programs have been designed to promote academic achievement and social development, create a positive school climate, and involve the support of the local community.

TERRIFIC KIDS:

Terrific Kids is a collaborative effort between the school and the Kiwanis Club of Flagler County. The purpose of this program is to create a climate that teaches, models, and promotes the traits outlined in Character Education. **Terrific Kids' Awards are presented four times during the year (dates to be announced).**

HONOR ROLL (3rd – 6th Grade)

To be eligible for the Honor Roll, a student must earn A's & B's in core subject areas. In order to be eligible for the Principal's Honor Roll, a student must earn all A's in the core subject areas. If a student qualifies for the Honor Roll for all four grading periods, he/she will be placed on the Yearly Honor Roll. If a student qualifies for the Principal's Honor Roll for all four grading periods, he/she will be placed on the Yearly Principal's Honor Roll.

PERFECT ATTENDANCE:

Perfect Attendance Awards are presented to students who are marked present, arrive to class on time, and stay all day for each school day for the entire year.

BRINGING UP GRADES (BUGS):

This program is sponsored by the Kiwanis Club of Flagler County. Each quarter, students who have brought their grades up from the previous quarter receive a certificate for their progress. In

order to receive a BUGS certificate, the student must have raised the equivalent of one letter grade in at least one subject while maintaining previous grades in all other subjects.

IMMUNIZATIONS –

Please refer to the Flagler County Schools website at

<https://www.flaglerschools.com/students-families/health-services/immunization-requirements> for information about immunizations.

PHYSICAL EXAMINATIONS –

Students in Grades PK-12 who enter Florida public schools for the first time shall present evidence of a health examination within the twelve (12) month period prior to their initial entrance. Any transfer student who seeks admission may be granted thirty (30) days to secure documentation of a school health examination. The health examination shall be completed by a health professional who is licensed in Florida or in the state where the examination was performed.

TRANSFERS AND WITHDRAWALS –

Families should notify the school at least 48-72 hours in advance of a withdrawal, in order to receive correct transfer papers and report cards. Students under age 16 cannot be withdrawn until we receive a records request from the new school or program.

EXCEPTIONAL STUDENT EDUCATION (ESE) SERVICES: RES is dedicated to provide continued and sustained support for our Students with Disabilities (SWD). Please contact Jamie Pedro, Assistant Principal, for questions regarding your child(ren) with ESE services in a general education class. Please contact Abra Seay, Assistant Principal, for questions regarding students in our Autism Spectrum Disorder (ASD) classes.

GUIDANCE SERVICES –

The counseling programs in our schools are available to help students, families, and teachers develop positive learning experiences. The programs consist of a variety of services and activities, including individual and group counseling, family and teacher consultation, group guidance, information services, referral assistance to other programs and services in the community, and student testing.

MENTAL HEALTH SERVICES

In collaboration with our families, RES works collaboratively with outside agencies such as A Helping Hand, Adapt, Big Bear, Chrysalis, Strategies and Halifax. Some services include in-home or school-based counseling to manage feelings associated with grief and other triggers in and outside of school. Our primary goal is to teach students to manage their feelings and behaviors for success across all settings. If you feel your student could benefit from any of these

services, please contact your student's guidance counselor for assistance with connecting with these agencies of support.

CLINIC/MEDICATION PROCEDURES:

Health Services – All schools have a nurse/SHA assigned to the campus. In case of a child's injury or illness at school, families will be notified. When families are called to pick up their students due to illness, families are expected to make arrangements for pick up within 1.5 hours of notification of the student's illness. Please be sure to keep your child's emergency information sheet updated and notify the school of any changes immediately. Also in case of an emergency, the child's doctor's name and phone number should be on file and current. Minor abrasions, etc., can be handled in the school clinic. Students with a fever of 100 degrees or above will be sent home from school and must remain at home and be fever free for 24 hours before returning to school.

Schools must follow laws which govern the dispensation of medications. Nurses are fully trained in this regard.

No district personnel shall assist or permit the administration of any medication unless each of the following has been complied with:

a) *The Flagler County Authorization to Administer Prescription Medication to students by School Personnel* form must be completed and signed by the doctor before the medication can be administered.

b) The above policy also applies to the administration of medication when the student is away from school property on official school business and only if *Permission and Medical Authorization while at School and on Field Trips* are signed by a guardian.

c) The parent or guardian of the student has personally delivered the medication to the appropriate school office in its original container with the complete labeling by the pharmacist. Labeling instructions must be followed unless the physician presents written documentation. Additionally, if the dosage and/or times of administration changes, within three (3) days, a newly labeled prescription container must be brought into the school clinic.

d) If the dosage and/or times of administration are changed, the nurse must verify by telephone to the prescribing physician and complete a *Verification of Physician Telephone Order Form*. The form must be signed by the physician and returned to the clinic within seven (7) days.

e) Upon receipt of any medication by school personnel, the *Prescription Medication Record Sheet* shall be completed showing the time, date, amount of medication actually received and the name and initials of the person receiving the medication.

f) All medications shall be stored in the original container in a location designated by each school principal and in a secure fashion under lock and key. Only the school nurse or designee shall

have access to the key to the medication storage area. A list of the trained school personnel who administer medication shall be posted on the outside of each secured medication storage area.

g. When a student is away from school on official school business, only a Flagler County staff member and or guardian can carry and administer the prescription medication. The prescription medication should be contained in the labeled prescription bottle.

Current and up-to-date information on your child's Medication Authorization and/or Emergency Information Sheet is vital. Please notify your school immediately of any changes in address, telephone numbers or persons authorized to check your child out of school.

****Please Note: Any medication taken from a student will be disposed of and cannot be returned**

OFFICE STAFF HOURS:

Rymfire Elementary School's office hours are from **8:00AM to 4:30PM.**

STAFF:

Principal	Travis Lee
Assistant Principal	Jamie Pedro
Assistant Principal	Douglas Glasco
Dean/Transportation Issues	Heather Doutrick Samantha Adams
MTSS/Academic Support	Chris Wisniewski Hayley Gurley
Principal's Secretary	Jennifer Gimbel Caridad Cabrera
Guidance Secretary	Gloria Bennett
Academic Support Colleague Math	Timothy Ruddy
Literacy Coach	Lacey Hawk Caryn Taylor
Guidance Counselor (K-2)	Nitza Roman
Guidance Counselor (3-5)	Morgan Nordmeier
Guidance Secretary	Lauren Walsh-Rami
Bookkeeper	Christine Connors
Registrar	Patricia Burns
Nurse	Zakiyyah Nelson
Nurse Assistant	Irineu Bueno-Junior
Attendance Clerk	Tiffany Learn Astrid Breval
Technology Specialist	Vincent Checci Thomas Smith
Media Specialist	Melanie Tahan
Media Aide	Nicole Castello
Front Desk Receptionist	Lillian Delgado

IMPORTANT PHONE NUMBERS:

Main School Line	206-4600
Student Sick Line	206-4600 ext. 5106
Boys and Girls Club	206-4600 ext. 5231 (Carolyn Thompson)
21st Century	206-4600 ext. 5200 (Aida Stratos)
Cafeteria	206-4600 ext. 5123 (Robin Alverson)
Extended Day	206-4600 ext. 5227 (Lynda Spencer)
FAX	586-2305
Transportation	586-2145
School Board	437-7526
ESOL (English for Speakers of Other Languages) Contact:	Nitza Roman at 206-4600 (Ext. 5112)