

**CLINIC/MEDICATION POLICY**

A full-time LPN/School Nurse maintains the school clinic. Parents will be contacted to pick up students who are sick. The LPN/School Nurse, or a designated adult, will administer medication that is to be taken at school. For the safety of all students, all medication should be delivered to the school clinic by the parent in the current prescription bottle. **The LPN/Nurse is authorized to dispense medication only when the "Parental Request for Administering Medications at School" form has been completed and is on file at the school.** The medication will then be administered in accordance with the specific directions provided.

***Students returning to school following an illness must be fever free for 24 hours prior to returning to school.***

**PARENT-TEACHER ASSOCIATION/  
SCHOOL VOLUNTEERS**

Our PTA does a tremendous job of fostering and promoting a positive educational program. We invite you to become a member of our PTA and become actively involved in one of our many PTA sponsored activities.

As a volunteer, room parent or board member, you can make a meaningful contribution to our school and your child. *Get involved and be part of our team. If you are interested in becoming a school volunteer, please visit the front office to obtain directions for completing an on-line application.* If you need more information, contact our volunteer coordinator at [volunteer@jjfinleypta.org](mailto:volunteer@jjfinleypta.org).

Upon volunteering for the first time, be sure to bring your driver's license, or other state issued identification. This will allow the front office to log your visit and print out a visitor's badge.

**PARENT-TEACHER CONFERENCE**

Teachers welcome conferences with parents. However, they must be scheduled in advance. This can be done via written communication or by emailing the teacher. Teacher email addresses can be found on our school website. Parents can access grades and attendance information on-line through the Skyward Family Access link.

***Parents are asked not to informally conference with the teacher when dropping off their child in the mornings or at dismissal time. Teachers are responsible for the safety of all the children in the classroom when the first bell rings and must also supervise the children at dismissal times.***

**REPORT CARDS**

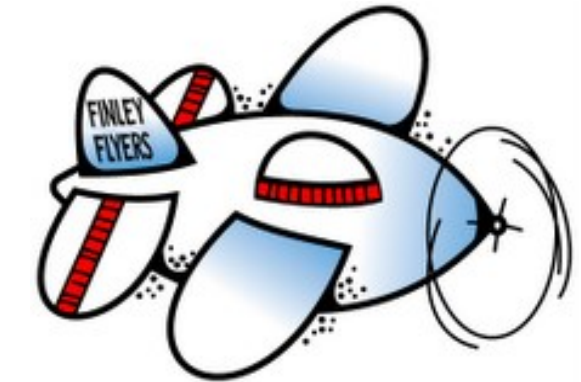
Report cards are sent home every nine weeks and progress reports in between. Parents and teachers should communicate regularly to ensure close cooperation between home and school. Report card receipts should be signed and returned to school.

**BREAKFAST/LUNCH**

J.J. Finley is part of the Community Eligibility Provision (CEP) program funded by the U.S. Department of Agriculture. This program provides all students with free breakfasts and lunches regardless of family income. Families do not need to submit free and reduced-price meal applications to receive the meals.

Students will be charged for the purchase of "extra" lunch items (i.e. chips, ice cream, etc.). You may establish an on-line payment account at [myschoolbucks.com](http://myschoolbucks.com) or pay cash at the register.

Students coming for breakfast should be in the cafeteria **NO LATER THAN 7:30 a.m.**, so they can eat and get to their classroom/homeroom before the 7:45 bell rings. The cafeteria opens for breakfast at 7:15 a.m.



## Welcome to J. J. Finley Elementary

### Parent Handbook 2018-2019

1912 NW 5th Ave.  
Gainesville, FL 32603  
(352) 955.6705  
(352) 955.7128 Fax

<http://finley.sbac.edu/pages/JJF0031>

## Dear Parents and Students:

Welcome to the 2018-2019 school year! It is truly my honor to be the principal of J.J. Finley Elementary with its long standing tradition of excellence. The Finley family is dedicated to the success of each student. We look forward to sharing an exciting year with you and your child.

Kathy Valdes, Principal

### SCHOOL HOURS

Monday/Tues./Thurs./Fri. 7:45-1:52  
Wednesday 7:45-12:37

For your child's safety, please do not drop off students before 7:15 a.m. It is important that students are in the classroom by 7:45 a.m. as the instructional day begins promptly after the bell rings. Students arriving after 7:45 a.m. should report, with an adult, to the front office for a tardy pass.

### ATTENDANCE

All children are expected to be in attendance each day unless they are ill or a family emergency arises. Please remember that a written note, explaining the absence, is required after a student has been absent. Absences can only be excused for illness.

*Tardies and absences* are documented on your child's permanent cumulative record. Students with more than **three (3) tardies** may not be considered for perfect attendance awards.

### Dress Code

All Alachua County Public School students are required to comply with the dress code policy at all times while attending school, or any school-sponsored activity, during the school day. A detailed description of this policy will be sent home with students and can also be found at [www.sbac.edu](http://www.sbac.edu).

### DROP OFF/PICK UP

When arriving at or being picked up from school by car, all students must go to one of the designated drop off/pick-up areas:

---The car pick-up/drop off is located on the N.W. 7<sup>th</sup> Avenue side for grades K-2.

---Grades 3-5 are picked-up on the N.W. 19<sup>th</sup> Street side of the school.

---**PLEASE DO NOT USE THE BUS AREA FOR STUDENT DROP OFF OR PICK-UP**

For your child's safety and the safety of everyone, please do not bring dogs or other pets on campus.

If a child needs to leave school during the day, the parents must come to the front office and sign the child out. The front office staff will then call the child's classroom to dismiss him/her to meet the parent. Please do not retrieve a child directly from the classroom or clinic. **Early check-out must be done prior to 1:30 (12:15 on Wednesdays).**

**If your child's afternoon transportation plans change, the teacher must be notified in writing by the parent.**

### BIKE RIDERS

It is recommended that kindergarten and first grade students not ride without adult supervision. All bicycles must have a lock and be locked in the bicycle rack during the school day. **PARENTS AND STUDENTS WHO RIDE BICYCLES MUST WALK THEIR BICYCLES AT ALL TIMES ON SCHOOL GROUNDS.** Please encourage your child to wear his/her bicycle helmet.

### BIRTHDAY POLICIES

In order to maintain an atmosphere of learning throughout the school year, we ask that birthday celebrations at school be limited to cupcakes or cookies, which will be distributed by the teacher at a convenient time during the day. Please do not bring flowers, balloons, presents or cakes to school. Party invitations may be distributed at school **only** if the **entire class** is to be invited.

### CODE OF STUDENT CONDUCT

The Code of Student Conduct explains the rights, expectations, and responsibilities of students, parents, and the School District regarding student behavior. The Code is based on the Board's policies governing students, and is available on-line at [www.sbac.edu](http://www.sbac.edu). This Code applies to every elementary student (preK—5th grade) who is under the authority of the ACPs.

The code is in effect on school property, at school-sponsored events, and on school buses. It is the policy of the School Board that misbehavior of any kind will not be tolerated.

A booklet of the code will be sent home with your child at the beginning of the school year. Parents/guardians and students are asked to please read and discuss this important booklet together. After reviewing the contents of the booklet, please sign the "NOTICE OF RECEIPT" in "**Appendix C**" and return it to your child's school. Your signature does not mean that you agree or disagree with the contents, just that you have received a copy of the code and are aware of its contents.

### SCHOOL VISITATION

Parents are welcome and encouraged to eat lunch with their children in the cafeteria. Parents, volunteers, and other visitors should sign-in at the front office and wear a visitor's nametag. Upon visiting for the first time, be sure to bring your driver's license, or other state issued identification. This will allow the front office to log your visit and print out a visitor's badge using our Raptor Visitor Mgmt. System. **It is very important to avoid disruptions during the instructional time so parents are required to make an appointment with the teacher prior to classroom visits.**