

Proposed Academic School Calendar 2024-2025

Previous Board Approved Feb. 13, 2023, Changes Approved Jan. 16, 2024

July

M	T	W	T	F	S	T
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30	31				

January

M	T	W	T	F	S	T
		1	2	3	0	96
6	7	8	9	10	4	101
13=	14	15	16	17	9	106
20	21	22	23	24	13	111
27	28	29	30	31	18	116

1** - 2 & 3- New Year's [paid holiday] No School for Teachers or Students
 6 Teacher Plan Day- No School for Students
 7- Students Return
 20** - MLK Day [paid holiday] No School for Teachers or Students
 13= Report Card Published

August

M	T	W	T	F	S	T
			1	2		
5	6 ^A	7	8	9		4
12	13~	14	15	16	4	9
19	20	21	22	23	9	14
26	27	28	29	30	14	19

6^A Teacher Start
 13 ~ Student Start

February

M	T	W	T	F	S	T
3	4	5	6	7+	23	121
10	11	12	13=	14	28	126
17	18	19	20	21	32	131
24	25	26	27	28	37	136

3-7 FTE Week
 10 Early Dismissal/Professional Learning for Teachers
 17** - President's Day [paid holiday] No School for Teachers or Students
 7+ Interim Period Ends
 13= Interim Published

September

M	T	W	T	F	S	T
1	3	4	5	6	18	24
9	10	11	12	13+	23	29
16	17	18	19=	20	28	34
23	24	25	26	27	33	39
30					34	40

2 - Labor Day [paid holiday] No School for Teachers and Students
 13+ MS/HS only Interim Period Ends
 18 Early Dismissal/Professional Learning for Teachers
 19= MS/HS Interim Published

March

M	T	W	T	F	S	T
3	4	5	6	7*	42	141
10	11	12	13	14		141
17	18	19	20	21	4	146
24=	25	26	27	28	9	151
31					10	152

7* End of Quarter 3 (42 Days)
 10-14 Spring Break
 17 Teacher Plan Day- No School for Students
 24= Report Card Published

October

M	T	W	T	F	S	T
	1	2	3	4	37	44
7	8	9	10	11	42	49
14	15	16	17*	18	46	54
21	22	23	24	25	5	59
28=	29	30	31		9	63

2 & 11 No CCPS events after Sundown
 3 No School for Students; Teacher Professional Development Day
 7-11 FTE Week
 17* End of Quarter 1 (46 Days)
 18- Teacher Plan Day- No School for Students
 28= Report Card Published

April

M	T	W	T	F	S	T
	1	2	3	4	14	156
7	8	9	10	11	19	161
14	15	16	17	18	23	165
21	22	23	24	25+	28	170
28	29	30			31	173

18 No Schools Teachers or Students
 25+ Interim Period Ends

November

M	T	W	T	F	S	T
			1	10	64	
4	5	6	7	8	15	69
11	12	13	14	15+	20	74
18	19	20	21=	22	25	79
25	26	27	28	29	25	80

15+ Interim Period Ends
 21= Interim Published
 25-26 Hurricane Makeup Days
 27&29 No School Students or Teachers
 28** - Thanksgiving Day [paid holiday] No School for Teachers or Students

May

M	T	W	T	F	S	T
			1=	2	33	175
5	6	7	8	9	38	180
12	13	14	15	16	43	185
19	20	21	22	23*	48	190
26	27	28	29	30*	52	195

1= Interim Published
 23- Graduation-Early Dismissal Day
 26** - Memorial Day [paid holiday] No School for Teachers or Students
 30- Last Day for Students/Early Dismissal/End of Quarter 4 (52 Days)

December

M	T	W	T	F	S	T
2	3	4	5	6	30	85
9	10	11	12	13	35	90
16	17	18	19	20*	40	95
23	24	25	26	27		
30	31					

20* End of Quarter 2 (40 days)
 23-31 Winter Break (*end of day on the 20)

June

M	T	W	T	F	S	T
2	3	4	5	6		196
9	10	11	12	13		
16=	17	18	19	20		
23	24	25	26	27		
30						

2- Teacher Plan Day; Last Teacher Day
 16= Report Cards Available Electronically
 180 student days/ 196 teacher days

INTRODUCTION

Welcome to Tommie Barfield Elementary School, an “A” school, PBIS Model School and Leader in Me School. This parent-student handbook contains basic school information. Parents have access to additional information about Collier County School System Policies and Procedures, including the Student Code of Conduct on the Collier County Schools website. If you have any questions and/or concerns about anything not covered in this folder, please contact the school office at (239)377-8500 or visit our website at www.collierschools.com/tbe.

We look forward to a collaborative and committed home-school relationship. Parent involvement is encouraged and welcomed. There are countless opportunities to be involved, including volunteering, field trips, tutoring, Student-Led Conferences and/or PTO/SAC.

AFTER SCHOOL CHILDCARE PROVIDER

ASP is our after school childcare provider at TBE. For more information about times, rates and activities go to www.afterschoolprograms.com or call 239-436-3960.

ARRIVAL PROCEDURES

Children may arrive on school grounds when supervision begins at 7:45 a.m. The school is not responsible for children before 7:45 a.m. The first bell rings at 8:10 a.m. for students to enter the classroom and watch our WTBE News show at 8:15. This is then followed by the tardy bell at 8:25 a.m. Students must be in their classroom by 8:25 a.m. to be considered on time. Students who arrive and are unable to make it to their class by the tardy bell will be issued a late pass to class. **The Car Rider loop will close just prior to 8:25am, requiring parents to then park and escort their child to the front office. Students are not permitted to ring the front doorbell unescorted.**

ATTENDANCE

Florida School Law (F.S. 1003.21) requires students to attend school regularly. Students are expected to be present and punctual for all classes throughout the year. A child must attend school regularly if he/she is to succeed academically. Parents must call the school before 8:00 a.m. regarding your child's absence. This enables us to inform teachers and to keep current with childhood illnesses which are affecting our students. A doctor note explaining the reason for absence must be given to the teacher or office within 24hrs of the child's return for absences to be excused. Students are recognized for perfect attendance by quarter and for the year when they are in school **On Time, All Day, Every Day**. Parents will receive letters from the school when their child has numerous absences. Habitual absences are monitored by the County Attendance Officer and may result in a referral to Truancy Court. Students who have received Out-of-Zone permission, may have their permission revoked, if they are repeatedly tardy or absent. Please utilize the CCPS Academic Calendar to plan vacations so your child does not have to miss school.

TARDY PROCEDURES

Parents will be notified with a phone call once a child reaches 3 unexcused tardies per semester and then again at 5 unexcused tardies. Upon receipt of the **6th tardy, and every subsequent tardy**, students will be issued a **lunch detention**. This structured time can be used to support academic learning. Tardies and early dismissals are recorded as incomplete days.

CAR RIDERS

Car riders are to be dropped off or picked up in the car line only. Parents may not drop off children at other locations such as the crosswalks, in the bus lane or parking lots. Please do not utilize the side roads near the school for pick up purposes. Children are to only exit/enter cars at the assigned numbered stations, on the curbside of the cars for safety reasons. **Parents please do not exit your car for any reason, during arrival or dismissal.**

You may drop your child off between 7:45 a.m. and 8:15 a.m. If you wish to have your child eat breakfast at school, he/she should be dropped off no later than 7:50 a.m. This will allow car riders ample time to walk to the cafeteria, eat breakfast and be in class on time. For dismissal, all cars coming through the car rider line are **required** to display the TBE issued car rider sign on their passenger side visor. Cars without signs will be directed to park and report directly to the Front Office. A student will only be able to get in the car with an adult and no sign, if a note, call, or email is on file in the front office. A note must also be provided if you are picking up additional students in the car rider line.

BUS INFORMATION

Students need to be at the bus stop five minutes prior to the designated pick-up time. **Only students who are eligible to ride a bus may ride a different bus home or get off at a different stop.** Students must have a note from parents authorizing

this. The note goes to the office for a bus pass on the morning of the change. Students must give the pass to the bus driver when they get on the bus. If they do not have a parent note, they will be sent home on their regularly assigned bus. Students may not make telephone calls from the office or bus loop to make last-minute arrangements.

Due to limited space on the buses, any items that are too large to be held on a lap must be transported by parent. There are to be no glass containers on the bus. Food/drinks are not to be consumed on the bus. Any type of hand-held games, electronic devices, phones, I-Pads, etc. are brought to school at the students' own risk, and **only with the permission of the bus driver**, as these are expensive items and easily lost or damaged. You are able to track your child's bus by going to www.wherethebus.com to register.

The bus driver has the responsibility for maintaining discipline. Bus drivers will attempt to settle any behavior problems, but if a student has persistent or a major behavior incident, a bus referral will be completed by the driver and submitted to the school. Every effort will be made to correct misbehavior with cooperation between the parents and the school. Students may be suspended from riding the bus depending on the severity of the incident and/or the number of violations.

CHANGE OF ADDRESS/PHONE NUMBERS

We must have an up-to-date, accurate emergency contact for each child. This includes your name, address, e-mail and phone numbers of relatives, neighbors, friends and doctor in case you cannot be reached. Include any persons who have permission to pick up your child. If there is a change in any of the previous items, please notify the school office immediately so we will be able to reach you in case of student illness or other emergency. Please complete the Emergency Information Card and update this information by notifying the office when there are changes. Be sure to include allergies, medical concerns or any custody documents as needed. Any parent/guardian that has custody of a child may add information to the emergency contact list.

CHANGE OF DISMISSAL

Student safety is a priority. To assure that students are dismissing with the appropriate responsible person, the following practice is in place. A student's dismissal method can only be changed by doing one of the following:

1. Send a note from the legal parent/guardian to the teacher or the office the morning of the change. **Do not email the teacher, as absences occur, and requests may not be received.** It is helpful to send a note to the teacher if students will be checked out early on a particular day.
2. Stop into the office and notify one of the secretaries of the change. Must provide ID.
3. Call the office with the change. A driver's license/FL ID of the legal parent/guardian must be faxed or emailed to verify the caller. Send emails to: TBEdismissal@collierschools.com

Without one of these procedures in place, the child will be sent home as they normally dismiss. All changes must be made to the office no later than **2:30PM. Signing students out prior to the end of the day, must also occur no later than 2:30PM. Otherwise, parents may be asked to meet their student at the regular dismissal location.**

WEATHER PROCEDURES

In the event of lightning, high winds and/or severe rain – walkers and bike riders will be held with all car riders until an adult comes to pick up the child or the weather is no longer a safety issue. Middle school students will not be allowed to pick up siblings or leave until the weather has cleared for safe dismissal. At times, unsafe weather conditions are present even without rain. Student safety is our priority. For the most accurate updates please follow up on Twitter @TommieBarfield or track it using thormobile.com/tbe/

CELEBRATIONS AND BIRTHDAYS

Birthday/party invitations distributed in school **MUST** include all class members (or all the boys/girls) to avoid isolating children from events. Invitations are not to be handed out to individual students.

TBE is committed to healthy and nutritious meals and snacks. Parents who wish to bring birthday treats are able to bring fruit or a healthy treat option (no cupcakes). Only **store bought** snacks are served at TBE for special events. Suggestions are fruit, veggie trays, popcorn, pretzels, yogurt bars or frozen fruit bars. Please contact the teacher for approval prior to bringing any snacks. Treats not meeting the healthy guidelines will be returned. Please do not send flowers, balloons or other gifts to school for a child as it will remain in the office until the end of the day. Call the office at 377-8500 if you have questions.

ELECTRONIC DEVICES

Parents should respect the learning environment of a school by turning cell phones to silent mode while in the building. If an adult must access a phone, please take it out of the classroom or building to an area without students.

Electronic devices are not permitted for use on campus by students. Cell phones and other electronic devices must be turned off and stored in the child's backpack while on campus. SMART watches are to be used on campus to tell time only. If the device becomes distracting or is misused, it will no longer be allowed at school. The school is not liable for stolen, lost or broken devices. Students must not use devices outside of a teachers' permission, including before or after school. If a student's cell phone interrupts the learning process or is used inappropriately, it will be taken away by the teacher and given to administration. Parents must pick up the phone/device from the school. Parents should not be communicating with their child(ren) during the day using devices.

District Assigned Technology: Laptops assigned and checked out by students are CCPS property and need to be cared for responsibly. There will be a cost to repair or replace laptops for irresponsible damage.

Pursuant to Rule 27 of the District's Code of Student Conduct, students are responsible for the cost of repair or replacement of District property in their possession such as a laptop or other electronic device. The rule provides the following:

RULE 27. SCHOOL PROPERTY_ MATERIALS/BOOKS/INTERNET

- Student are expected to take good care of school property. Students must assume full responsibly for the care of school property available to them. This includes, but is not limited to textbooks, uniforms, equipment, electronic devices, or library books. These items are issued by school personnel and must be returned to the same person upon completion of the school year or withdrawal from school. Responsibility for the property rest with the student to whom the property is issued.

CAFETERIA INFORMATION

We offer a daily free breakfast and lunch for all students at this time. Breakfast is served from 7:45 – 8:10 a.m. If free lunch program stops throughout the year, then eligible children may receive lunch for free or at a reduced price. The best way to apply for free or reduced meals is to apply online on the district website. <http://www.collierschools.com/Page/841> The menu is also available on the site. Students are expected to pay the amount owed daily for lunch using cash, check or on-line payment using the My School Bucks app.

Breakfast	Lunch
No Charge	\$2.00* Free / Reduced rates available with approved applications

The following credit procedures apply: students will be allowed to accumulate a maximum of two negative charges at one time. Parents will be informed via phone or letter of the student's current payment status and the need for immediate payment.

Eating shall be confined to designated areas such as the cafeteria and other approved areas. For packed lunches, please include healthy food and drink items in easily opened containers. For safety reasons, students may not bring glass containers or knives to school. We are very concerned about healthy, nutritional lunches, which help promote good health, concentration, and learning. Consuming soda or any other high calorie, low nutrition drinks and fast foods at school is not permitted. Students will only be allowed to purchase 1 snack. Food is to be consumed before leaving the lunchroom. Each student is responsible for cleaning up his/her area. Students remain seated during lunch until their table is dismissed.

CLINIC INFORMATION

A school clinic is a service provided for children by trained health care workers. First aid is provided to children who suffer injuries at school. Parents may be notified of clinic visits if severe, via phone or note in planner. Cuts and scrapes will be cleaned and bandages applied as needed. Anything requiring further care will be referred to the parent.

Parents will be called and students sent home if they have a fever and/or are too sick to remain at school. Students need to be 24 hours fever free before returning to school. Should an emergency situation arise in which your child needs immediate

medical attention, we will attempt to contact you, but we may also need to call 911. Please update emergency phone numbers when there are changes.

Medications can only be administered with a completed medication form on file. This includes over-the-counter medication, cough drops or a doctor’s prescription. Medication forms are available in the clinic or on the CCPS website under “Health forms & Information”. Students are not permitted to carry medication of any kind to/from or during school. Parents are responsible for transporting all medication to and from school. Medication is not to be kept by a student. All medication will be administered in the clinic. Clinic health staff is not on campus daily, clinic back up staff may be utilized on days where there is not nursing staff available.

DRESS CODE

Students need to follow the Dress Code procedures until they are off campus. Parents will be notified if dress is not in compliance and consequences may be issued for continued non-compliance. On “Dress Down” days, students must still comply to the Collier County School Dress Code policy.

TOPS: <ul style="list-style-type: none"> Any solid color short or long-sleeved top with collars No logos (designs that represents a brand, such as Nike, Under Armour, Gap, etc.) 	ACCEPTABLE 	NOT ACCEPTABLE 
BOTTOMS: <ul style="list-style-type: none"> Solid colored in Khaki or Navy Blue Pants, Skirts, or Shorts (Bermuda length or longer ONLY) Solid colored tights or leggings may be worn under bottoms, but not alone No denim, nylon, or sweat-pant material 		
OUTERWEAR: <ul style="list-style-type: none"> Sweaters or sweatshirts must be solid colors No writing, graphics, or patterns 		
FOOTWEAR: <ul style="list-style-type: none"> Supportive tennis/sneakers with laces or Velcro Allowable light up shoes must have an on/off switch & turned off during school Solid colored socks Patterned socks can be worn on Fridays ONLY 		
HAIR/HEADWEAR/NAILS: <ul style="list-style-type: none"> Headbands with an extension must be less than 2” in height. No hair dye, Mohawks, or designs shaved into heads No Holiday headbands Nail length/color should not serve as a distraction or a safety risk 		
TBE SPIRIT SHIRTS: <ul style="list-style-type: none"> May be worn on Fridays only with approved uniform bottoms 	APPROVED DRESS DOWN APPAREL: <ul style="list-style-type: none"> All bottoms must comply with the dress code guidelines Shirts/dress straps must be at least 2” thick Jeans may not have rips Leggings alone are not acceptable 	

EMERGENCY PROCEDURES

An emergency procedure plan has been developed and is practiced to ensure the maximum efficiency and safety for students during drills or actual emergencies. Drills are to be taken seriously. Students are expected to maintain silent classroom conduct throughout the drill, listen and to be aware of procedures to be followed. We schedule fire, tornado and lock down drills regularly during each year. Parents will not be notified after each drill, however, they will be contacted via the school messaging system and/or District Website in the event of an actual school emergency.

VISITORS/PARENTS ON CAMPUS

We use a video doorbell system to keep the front doors locked during the day as an additional layer of security. This is an enhancement to the existing visitor screening procedures currently in place. A photo ID is required every time a visitor comes on campus regardless of the reason. Arriving without an ID will prevent a guest from coming into the building.

- Guests arriving on campus will request access using the access control device next to the school front door.
- When the front office staff answers, the guest will be asked for their name, and the reason for their visit, which may include their child's name.
- All visitors will be asked to display photo identification to the camera.
- Once approved and granted access, our guests will again present photo identification and will receive a visitor's pass using the existing visitor screening system.

To ensure the safety of our students, all parents/guests must continue to check into the office with a driver's license or a FL ID every time they come on campus. This includes parent-conferences, volunteering or attending any type of meeting. For security reasons, parents are not permitted to enter the school campus without checking into the office with their ID and receiving a printed badge. To ensure the safety and security of our students, no visitors are permitted to visit classrooms without an appointment.

COMMUNICATION BETWEEN HOME AND SCHOOL

Students are more successful in school when the adults in their lives are working together to support the efforts of the child. A concerted effort is made by the staff at TBE to keep parents informed of the skills, topics, and activities being taught. The Wednesday folder is sent home every week and posted online. Please ask your child to share it with you. We also publish a monthly electronic newsletter, The Barfield Banner, which highlights the happenings at school, calendar of events and important information to assist our school/parent teamwork. Please take time to read this newsletter carefully and note important dates for you and your child. Please ensure that we have your correct email on file through the Parent Portal to receive updated information throughout the year. Updates are included on the TBE website and through Twitter.

Please follow us on Facebook and Twitter for updates @TommieBarfield. Always check our website for information at collierschools.com/TBE.

GRADE REPORTING TO PARENTS

Progress Reports will be sent home every nine weeks for students in grades K-5. All children will receive an Interim Progress Report midway through the second and third reporting periods. The intent of this reporting system is to keep you aware of your child's progress. Pupils are to return progress report/interim envelopes to school with a parent signature.

Be sure to read the Progress Report thoroughly to understand the concept of learning progression through each quarter. With this information, it will be more clear to you, how you can support your child.

Students in grades 3-5 earn Academic Achievement Tickets based on established criteria for Progress Reports. Requirements to receive an Academic Achievement Ticket will be sent home with the first Progress Report. We encourage all TBE students to portray appropriate respect, responsibility and leadership behavior along with academic achievement. Earning a card allows the student discounts or free items at local Marco Island businesses. Please call the school at 377-8500 if you would like to become a community partner for this incentive.

HOMEWORK

Meaningful homework is a way for children to practice what they learned in school, and in doing so, communicate the curriculum to parents. Although homework is primarily the responsibility of the students, there needs to be a homework partnership with parents providing encouragement.

Since homework is an extension of the learning process, we recommend each student have a plan, location and procedure for homework. If students are having difficulty completing homework please contact your child's teacher for support and suggestions. Students should read and practice math facts daily to increase skills and automaticity.

PLEDGE OF ALLEGIANCE

In accordance with law, students shall recite the Pledge of Allegiance at the beginning of each school day. However, a student has the right not to participate in reciting the Pledge and may be excused from it upon written request from his or her parent(s). This shall include not requiring the student to stand and place the right hand over his or her heart. Students who have not been excused are expected to show full respect to the flag by standing at attention with the right hand over the heart and reciting the Pledge.

STATE AND DISTRICT TESTING

Our district and the State of Florida schedules assessments during the school year. The results of these tests will be shared with parents and, in some cases, used to determine promotion or retention. It is important for parents to stay informed and assist their children with necessary skills so they advance academically. Student-Led Conferences will give parents a better understanding of strategies to help their children. Testing schedules will be shared as early as possible. Please e-mail the teacher if you have concerns.

STUDENT BEHAVIOR

We believe an orderly atmosphere ensures optimal learning conditions for each student. In addition to mastering the basic skills, the students must learn self-discipline and the meaning of responsibility.

The Tommie Barfield Elementary Positive Behavior Intervention Support (PBIS) Program is based on the belief that all students can behave appropriately at school. As a staff, we have:

- ❖ Clearly defined how we expect students to behave.
- ❖ Systematically established consequences for students who misbehave.
- ❖ Developed plans to reward students who behave appropriately.
- ❖ Developed plans to elicit the cooperation of parents.
- ❖ Posted expectations throughout the school to teach and reinforce the school-wide expectations.
- ❖ Served as role models

In addition to our school-wide expectations, classroom level rules are established by each teacher and are explained to the students along with the consequences for those who choose not to follow rules. Our students must realize the necessity of appropriate learning and social behavior both in, and out, of school. Each teacher implements a separate reinforcement system for positive behavior in the classroom. Students say our school pledge every morning, which includes demonstrating the behaviors of a Respectful, Responsible, Leader.

Parents are notified of the expected behavior and consequences for noncompliance by receiving either a minor infraction from the teacher or office discipline referral from the office. These forms are to be signed by the parent and returned to the teacher after discussing the issue. Parents are urged to reinforce school expectations in a positive way and with an action plan when there has been contact from the school. Please take an active role in working with your child to create a plan.

All students receive Tier 1 Positive Behavior Intervention Support (PBIS). We also provide some students with additional Tier 2 PBIS support i.e. mentoring, school counseling, Student Success Skills, Social Skills, Self-Regulation and/or classroom behavior monitoring. A few students are provided Tier 3 intensive individualized behavior plans and/or check in check out support, based on specific needs.

TBE follows the CCPS Code of Student Conduct which includes progressive discipline. Please review the CCPS Code of Student Conduct on the district website for more information. <https://www.collierschools.com/Page/4900>

THE LEADER IN ME

The *Leader in Me* is a school model that focuses on empowering students with leadership and life skills they need to thrive in the 21st century. This model helps build the whole child, and allows students to find their individual genius. Through staff professional development, teachers will begin to learn about the core of *Leader in Me*, which is the *7 Habits of Highly Effective Kids* developed by Sean Covey. These 7 Habits will teach students how to interact with others, take responsibility, and make choices that will positively impact their future. Staff will teach leadership to every student, create a culture of student empowerment, and align systems to drive results in academics. The *Leader in Me* model will also provide ample opportunities for students, staff, and parents to work together and ensure the school and community are supporting life-long learners. The students and staff at Tommie Barfield are ready to unite and create an environment that is capable of breaking down educational barriers and transforming their school into a place that allows all students to be successful.

LeaderinMe® The 7 Habits® Tree

FIND YOUR VOICE

