


# Barbara A. Harvey Elementary



## Parent & Student Handbook 2020-2021

**Family • Memories • Passion**



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## Message from the Principal

Dear Harvey Families,

We look forward to having your family with us for the 2020-2021 school year! I am confident that we are all going to have a great year even under the challenging circumstance of starting a school year in the middle of a pandemic. This parent/student handbook is written as though we are operating under typical conditions. Where applicable, we have noted exceptions and changes to our typical routine due to COVID-19. Please know that as the school year begins and progresses there may be different procedures put into place to ensure the health and safety of our school community. If that is the case, revisions to our policies and procedures will be communicated to our families.

No matter what the circumstances are, at Harvey, you will find passionate and dedicated educators who treat everyone like family.

- We give away hugs while elevating academic success.
- We care for each child, finding their learning style and adapting to their needs.
- We connect with parents and the community to produce socially responsible citizens of the world.
- We make memories every day in a warm and friendly environment, so students feel valued.

You are entering a unique school community. Our passion is contagious! I am confident that you and your child will find our school to be an extension of your family as we partner together for your child's educational journey. Please feel free to reach out to me at any point during our school year.

Blessings,

Hayley Rio

[rioh@manateeschools.net](mailto:rioh@manateeschools.net)

(941) 803-9340 ext. 75856

School District of Manatee County  
2020 - 2021 Academic Calendar Revision 07/14/2020

August 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug 3 Teachers Return/School Inservice  
 Aug 4 District Inservice - No School for Students  
 Aug 5-7 Teacher Work Day - No School for Students  
 Aug 10-14 Inservice: All District/ PM School; No Students  
 Aug 17 First Day Students

December 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec 7-18 MS/HS Exams (tentative)  
 Dec 10-18 Hanukkah  
 Dec 18 End First Semester (82 days)  
 Dec 21-31 All District Sites Closed  
 Dec 25 Christmas Day - All District Sites Closed

April 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Apr 1-4 Passover  
 Apr 2 Good Friday - All District Sites Closed  
 Apr 4 Easter

September 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sep 7 Labor Day - All District Sites Closed  
 Sep 18-20 Roan Haskara  
 Sep 27-28 Yoni Kippur

January 2021						
S	M	T	W	Th	F	S
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24	25	26	27	28	29	30
31						

Jan 1 New Years Day - All District Sites Closed  
 Jan 4 District Inservice - No School for Students  
 Jan 5 Teachers Return/Record Day  
 Jan 6 Students Return  
 Jan 18 ML King Birthday - All District Sites Closed

May 2021						
S	M	T	W	Th	F	S
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23	24	25	26	27	28	29
30	31					

May 20-27 MS/HS Exams (tentative)  
 May 25-27 Early Release - All Schools  
 May 27 Last Day Students - End 2nd Semester (93 days)  
 May 28 Record Day/Last Day for Teachers  
 May 31 Memorial Day - All District Sites Closed  
 Graduations: S/19-SHS, S/20-LBHS, S/21-PHS, S/22-BRHS, BHS, MHS

October 2020						
S	M	T	W	Th	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Oct 5-9 FTE Survey 2 Window  
 Oct 9 End of Qtr 1 (39 days)  
 Oct 12 Record Day - No School for Students

February 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Feb 1-5 FTE Survey 3 Window  
 Feb 15 Presidents' Day - All District Sites Closed

June 2021						
S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
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27	28	29	30			

Jun 7 Summer School Begins (tentative)

November 2020						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Nov 11 Veteran's Day - All District Sites Closed  
 Nov 23-27 Thanksgiving Holiday  
 Nov 26 Thanksgiving Day - All District Sites Closed  
 \*Nov 23-25 Hurricane make-up days if needed

March 2021						
S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mar 11 End Qtr 3 (45 days)  
 Mar 12 Record Day - No School for Students  
 Mar 15-19 Spring Break - Schools Closed  
 Mar 27-31 Passover

July 2021						
S	M	T	W	Th	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jul 23 Summer School Ends (tentative)  
 Teachers Report/No School for Students  
 District Inservice  
 Teacher Work Day  
 No School for Students  
 MS/HS Exams  
 Last Day for Students  
 Paid Holiday

### **The School District of Manatee County's Vision**

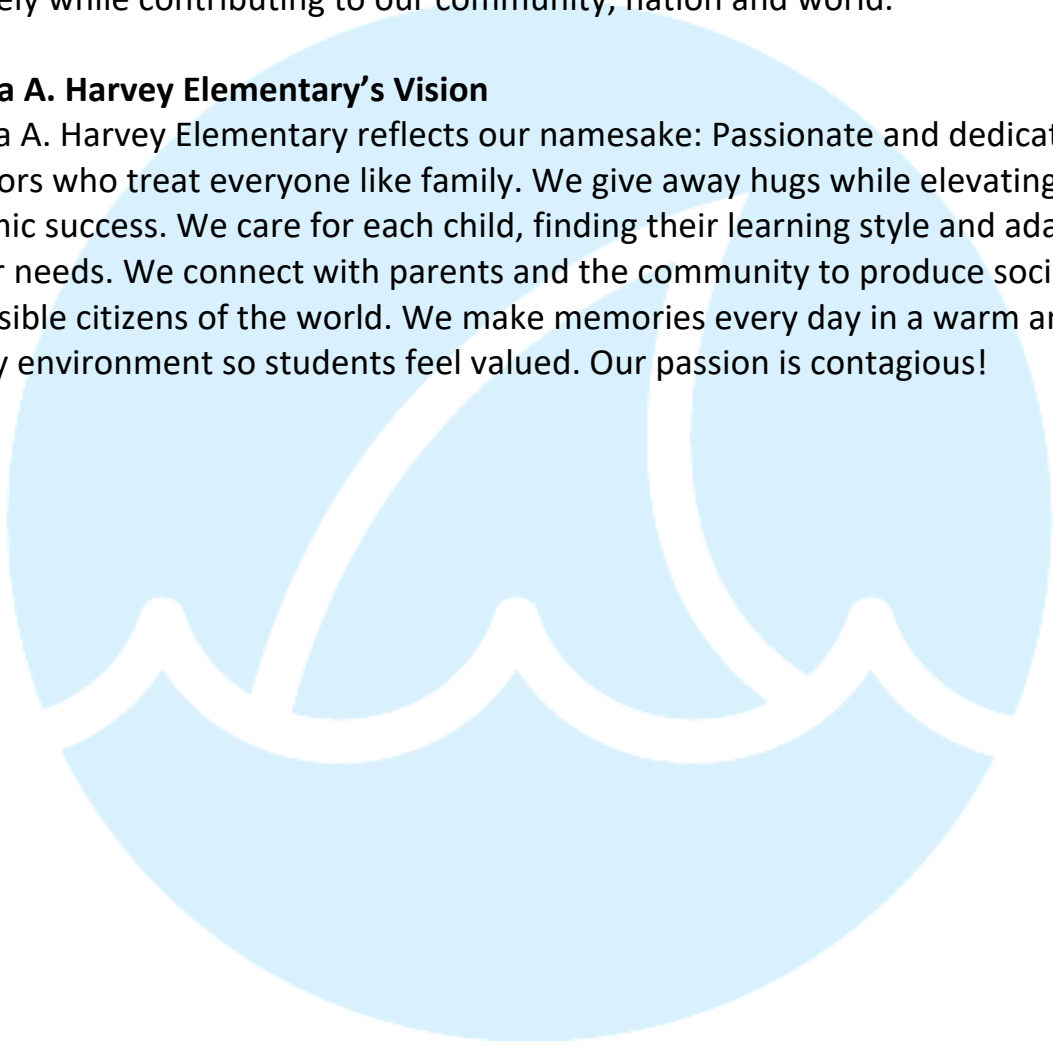
The School District of Manatee County will be an exemplary student-focused school system that develops lifelong learners to be globally competitive.

### **The School District of Manatee County's Mission**

The mission of the Manatee County School District is to inspire our students with a passion for learning, empowered to pursue their dreams confidently and creatively while contributing to our community, nation and world.

### **Barbara A. Harvey Elementary's Vision**

Barbara A. Harvey Elementary reflects our namesake: Passionate and dedicated educators who treat everyone like family. We give away hugs while elevating academic success. We care for each child, finding their learning style and adapting to their needs. We connect with parents and the community to produce socially responsible citizens of the world. We make memories every day in a warm and friendly environment so students feel valued. Our passion is contagious!



## School Hours

**Due to COVID-19, our opted eLearning and Hybrid students should attempt to complete their assignments during the student hours listed below so they can receive support from their teacher as needed.**

Student Hours 8:25 AM - 3:15 PM

School Office Hours 7:45 AM – 3:45 PM

For safety reasons, students are not permitted on campus prior to 7:55 AM unless enrolled in a supervised program.

## Attendance

State Law 232.01 states that children attending school must be in attendance daily unless the individual is sick or there is an emergency in the family. This same law implies that students are expected to be in class at 8:25 a.m. each school day. Any student arriving after 8:25 a.m. must report to the office and be marked tardy before going to the classroom.

## Tardies

Being late to school disrupts the educational process for not only the tardy student, but for the teacher and other students in the class. Being on time is a vital ingredient for success. A record of tardies, as well as absences, is reported to parents at the close of each quarter and is documented on the student's permanent record.

## Student Absences

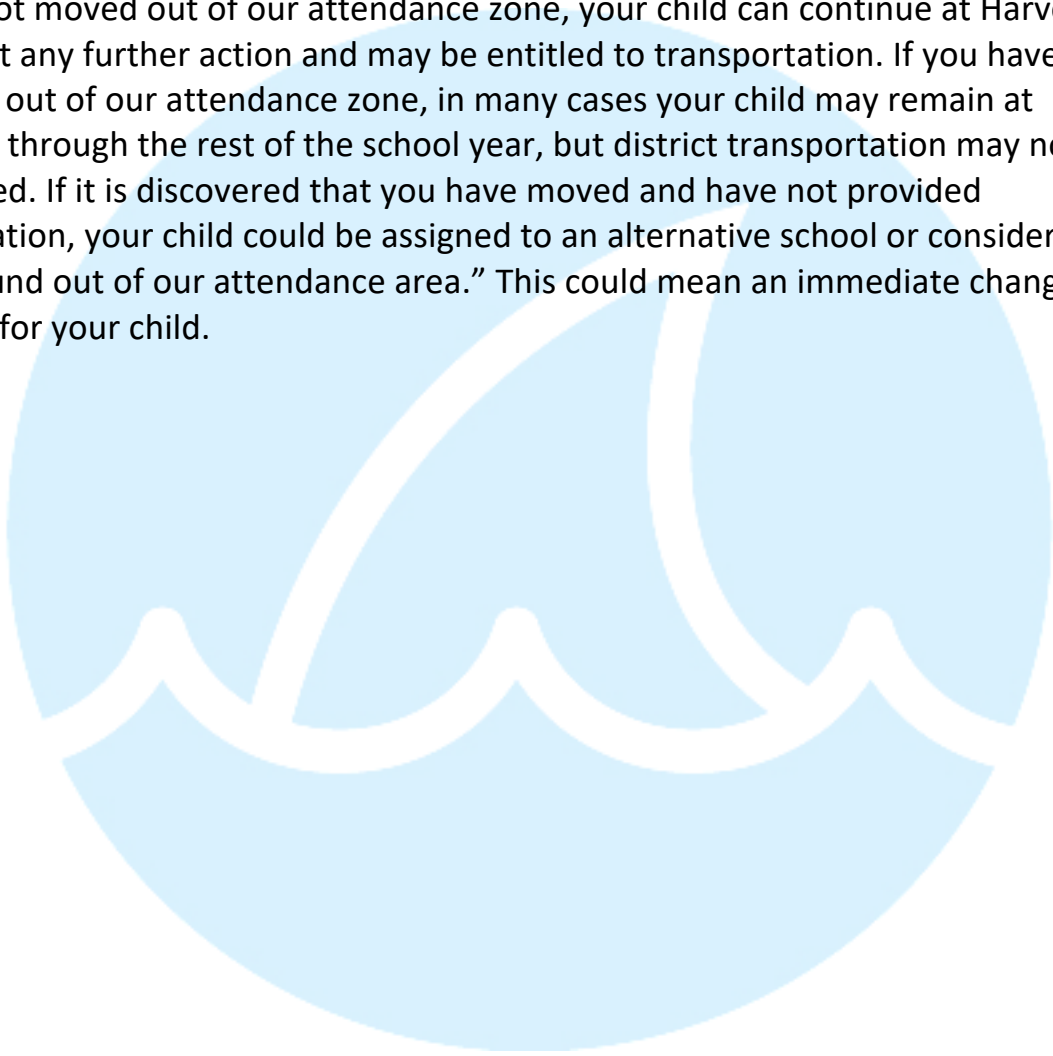
**Due to COVID-19, we are requesting that you inform our school office if your child is experiencing any flu-like symptoms or has tested positive for the coronavirus. We may need to take further action to ensure the safety of all of our students and staff.**

Please call the school by 8:25 a.m. if your child will be absent. This request is for your child's safety. If your child is absent and the school has not been notified, the absence will be marked unexcused. If a child accrues 7 unexcused absences, the parents/guardians may receive a letter informing them that the absences will show as unexcused on the child's permanent record and a court appearance may be requested. Family vacations scheduled during school time are considered unexcused absences. It is vital that parents/guardians are aware that they are held legally responsible for their child's attendance. If your child will be absent, please be certain to call the school at (941) 803-9340 and press 8. The call will

either be answered, or you will be prompted to leave a detailed message. Please provide your child's first and last name, the teacher's name, the date of the call, and the reason for the absence. This call must be made the day of the absence.

### **Changes in Address or Phone**

Notify the school registrar if you move from the last address you have provided the school. You must notify the registrar within five days of your move. If you have not moved out of our attendance zone, your child can continue at Harvey without any further action and may be entitled to transportation. If you have moved out of our attendance zone, in many cases your child may remain at Harvey through the rest of the school year, but district transportation may not be provided. If it is discovered that you have moved and have not provided notification, your child could be assigned to an alternative school or considered to be "found out of our attendance area." This could mean an immediate change of school for your child.



## **Arrival and Dismissal**

Student Hours: 8:25 am - 3:15 pm

## **Beginning of Year Procedures**

The first day of school, if not sooner, students will receive a wristband indicating how they will go home. Pre-K, Kindergarten, and 1st grade students are to wear these bands throughout the first week. All Pre-K through 5<sup>th</sup> grade students will have bands placed on their backpacks and should keep these in place for the remainder of the school year.

**Due to COVID-19, our beginning of the year procedures below will be adapted for the safety of all in our community.**

**We are not permitted to have any person on campus as a visitor at any time or for any reason until further notice.**

**Upon entering our campus, if not before, kindergarten students will have a color-coded necklace to wear to indicate their teacher. All kindergarten students will be escorted to their classrooms by a member of Harvey Elementary. Upon entering our campus, if not before, first grade students will receive a necklace with their teacher's name so we can help them safely find their classrooms. For car riders, goodbyes and well-wishes will need to be said in the car line so we can get our children safely into the building in a timely fashion. Pre-K and ASD students will park in the back of our side parking lot and use the sidewalk between the building and playground to access the back entrance to our campus where a staff member will be available to escort them safely to their classrooms. All students will need to wear a mask or face shield while on campus unless they are outside of the building and social distancing. Students will have random temperature checks as well as screening for signs of illness as they enter our campus each day. Staff members will have daily required temperature checks upon arrival. If school closures occur, students will be required to continue their daily instructional schedule through our eLearning Manatee. All IEP and/or ESOL services will be provided.**

**There are three (3) different Learning options available to your family:**

**Option A: 5-day On Campus**

**Option B: 5-day Hybrid (2 days on campus/3 days of eLearning Manatee)**

**Option C: 5-day eLearning Manatee**

**Regardless of your option, please know additional safety measures will be in place to include: Regularly scheduled deep cleaning and frequent handwashing throughout the day.**



**\*Please note these options are only interchangeable quarterly, at the end of each nine (9) week period. In addition, all state and district-wide assessments will be required for each option.**

### **Morning Schedule**

**Due to COVID-19, all students will need to wear a mask or face shield while on campus unless they are outside of the building and social distancing.**

**6:30 am** Only students under the supervision of The Reef are permitted on campus.

**7:55 am** Students eating breakfast are permitted in the cafeteria. All other students will go to their assigned morning area.

**Due to COVID-19, students having breakfast will remain in their breakfast seat until 8:20 when they will transition to their classrooms at the first bell. Students waiting outside of their classrooms will attempt to socially distance.**

- The front stairwell by office will **not** be utilized during arrival.
- After eating breakfast, students in grades 3<sup>rd</sup> – 5<sup>th</sup> will use the back stairwell to go to their classrooms.
- All 3<sup>rd</sup>-5<sup>th</sup> grade students, not going to breakfast, will use the center stairwell to go upstairs in the morning.

**8:20 am** The first bell rings indicating five minutes until the start of our school day.

**8:25 am** Class begins. Any student arriving after this time will be considered tardy. Students who are tardy must report to the main office and obtain a tardy slip in order to be admitted to class.

### **Car Riders**

- Car riders are to be dropped off in the designated unloading zone in the car rider loop.
- Car riders will enter through the front doors and head to breakfast and/or their designated morning area.
- Pre-K and ASD students will park in the back of our side parking lot and use the sidewalk between the building and playground to access the back entrance to our campus.

### **Bus Riders**

- **Due to COVID-19, all students will need to wear a mask or face shield while on campus unless they are outside of the building and social distancing. Students' temperatures will randomly be checked as students board the school bus.**

- ***New this year!*** All students requiring bus transportation must 'Register To Ride' the bus. Please visit: <https://www.manateeschools.net/register toride> to pre-register for your child to have spot on the school bus.
- Bus riders will enter through the doors leading into the cafeteria from the bus loop.
- Bus riders will eat breakfast and/or walk to their designated morning area.

#### Walkers/Bikers

- Walkers/Bikers will cross at the intersection in front of the school with adult supervision no earlier than 7:55 am.
- Bikers will put their bikes in the bike rack where they will be secured until the end of the day. Helmets will be kept with their bikes.
- Walkers/Bikers will walk along the sidewalk to enter the front doors and report to breakfast and/or to their designated area. Students with classrooms upstairs are expected to use the appropriate stairwell.

#### Additional Information For Parents **(This section may not be applicable during the 2020-2021 school year due to COVID-19.)**

- Parents will need to sign in at the front office and receive a badge to designate their destination before entering the hallway.
- Parents are required to exit the school building through the front office and return their visitor's badge after each visit.
- Parents are not allowed to be on campus unless they have a previously scheduled meeting with a teacher, are escorting a Pre-K or special needs student, or attending breakfast with their child.
- Parents of our Pre-K students and students in our ESE self-contained ASD units will be able to park in the back of the school and bring their child into the building and take them to their designated area.

#### **Dismissal**

Students will be dismissed at 3:15.

Due to the design of our parking area and designated student pick-up locations, along with concerns for student safety, parents will not be allowed to walk up and pick-up their child.

### Walkers/Bike Riders

- Students are expected to use the sidewalk provided to exit the school grounds. For safety reasons, students should never cut across the parking lot.
- Bikes, skateboards, and scooters must be walked off school grounds, and riders must wear a helmet.

### Car Riders

- Note that students should not be picked up on campus anywhere other than the car rider loop (unless they are in our Pre-K or self-contained ASD classes). Students should never walk alone through the parking lot.
- Parents of our Pre-K and self-contained ASD students will park in the back of our side parking lot and use the sidewalk between the building and playground to access the back entrance to our campus. Please be waiting at the back door by 3:10pm. Students will be escorted to the pick-up area for early loading.

### Bus Riders

- **Due to COVID-19, all students will need to wear a mask or face shield while on campus unless they are outside of the building and social distancing. Students' temperatures will randomly be checked as students board the school bus.**
- ***New this year!*** All students requiring bus transportation must 'Register To Ride' the bus. Please visit: <https://www.manateeschools.net/register toride> to pre-register for your child to have spot on the school bus.
- In order for the student to ride the bus home, he/she should have ridden the bus to school in the morning at least one time. This is so the driver is aware of the child's bus stop.
- The school district requires that an adult be present at the bus stop to pick up all Pre-K, Kindergarten, 1st grade students and students with special needs. The child may be returned to the school if there is no adult present.

## School Bus Procedures

**Due to COVID-19, all students will need to wear a mask or face shield while on campus unless they are outside of the building and social distancing. Students' temperatures will randomly be checked as students board the school bus.**

- Safety on the bus depends on the cooperation of each child. Bus drivers will review safety procedures on the bus during the first week of school. When students fail to cooperate with the bus driver, parents will be notified via a bus referral and the privilege of riding the bus may be temporarily suspended. We suggest that parents wait at designated bus stops in the morning and meet students in the afternoon to ensure safe practices are being followed. Parents of our Pre-K, kindergarten and first grade students are required to be present at the bus stop in the afternoon in order for the child to exit the bus. Parents are responsible for their child at the bus stop prior to the arrival of the bus in the morning and after the departure of the bus at the end of the day. (Expectations for School Buses provided in the Manatee County Student Code of Conduct.)

Special Note: School Board Policy prohibits any student from riding a bus to which he/she is not assigned. Friends may not accompany bus riders home from school for any reason. Changes in buses and bus stops can only be made if a child moves, and must be approved in advance through the transportation department.

## The Reef

Our extended day enrichment program is called The Reef. Program hours for morning care are 6:30am-8:25am and afternoon care is from 3:15pm-6:00pm. This program for affordable before and after school care includes: a nutritious snack, homework help, enrichment clubs, and activities. The goal of the program is to promote positive self-esteem, initiative, independence, and problem-solving. For more information, please visit the link below or contact Lisa Camuto at 803-9340 x75878. <https://www.manateeschools.net/Domain/3682> .

## **The PikMyKid App- Our Electronic Dismissal System**

PikMyKid is an app you can download on your phone. You use this app to indicate your child's method of transportation home. The app will easily allow you to delegate pick-up to someone else and to change your child's method of transportation. This program is intended to streamline the dismissal process and improve safety.

### **Registration**

The registration process is simple, and we ask that all parents download the app and register, prior to the first day of school. Please make sure you register with your personal, current cell phone number that our school has on file for you.

### **Car Tags**

A car tag with your child's official PikMyKid dismissal ID number will be sent home. Please make sure this car tag is displayed on your passenger side dashboard while on school grounds. If you do not have a cell phone or desire to utilize the system electronically, you will still need to use the PikMyKid car tag in order to pick up your child.

### **Delegating Pick-Up**

Anyone who will be picking up your child should also register with the application. Their screen will be blank, and they will not have any authorization until you delegate them within the app.

For tech support, please reach out to PikMyKid directly at (813) 864-7627 or email support at [Support@Pikmykid.com](mailto:Support@Pikmykid.com).

## Uniform Policy

**Due to COVID-19, all students will need to wear a mask or face shield while on campus unless they are outside of the building and social distancing. As long as the face covering (shield or mask) is school appropriate, as per our district's Code of Conduct, we will not dictate patterns, or designs of the face coverings.**

### Shirts (colors: royal blue, lime green, grey, white and black)

- Collared shirts (w/ logo or without)
- "Dri-Fit" shirt w/ school logo\*
- Cotton t-shirt w/ school logo\*
  - Shirts must be solid colors

\* Dri-fit and cotton t-shirts with school logo, must be purchased through Harvey's uniform vendor.

### Bottoms (colors: royal blue, khaki, grey, white and black)

- Pants (to include leggings)
- Skirts
- Skorts
- Shorts (to include nylon)
  - Shorts, skirts, and skorts must be a reasonable length - no shorter than above the tips of the fingers, with arms and hands extended straight down.
  - Bottoms must be solid colors
  - No blue jeans or denim except on Fridays

### Jumpers/Dresses (colors: royal blue, lime green, grey, khaki and black)

- Collared dresses
- T-shirt dresses
- Jumpers
  - Dresses must be no shorter than above the tips of the fingers, with arms and hands extended straight down.
  - Dresses must be solid colors
  - An undershirt must be worn under the jumper

### Accessories

- Socks
  - Any color or any style

- Hair accessories (bows, headbands, etc.)
  - Any color or any style
- Tights
  - Uniform compliant colors: royal blue, lime green, grey, khaki and black)

Fridays will be School Spirit Days:

- School distributed spirit-day t-shirts
- Denim shorts
- Denim pants

Light Weight Jackets (colors: royal blue, lime green, grey, white and black)

- Sweaters
- Sweatshirts
- Hoodies
  - Light-weight jackets must be solid colors

Heavy Weight Jackets (To be worn in cold weather)

- Any color or any style

Student uniform items may be purchased at any retail outlet as long as they meet the school uniform criteria except for official Harvey uniform “Dri-fit” and cotton t-shirts. Harvey uniform shirts can be purchased online and at our annual uniform fair, held prior to the start of each school year. The only acceptable non-collared shirts (except for Spirit Days on Fridays) will be the uniform “Dri-fit” and cotton t-shirts with the Harvey logo.

Oversized, baggy, extremely tight, ill-fitting, or see-through clothing is not allowed. Shirts worn with leggings must be at least hip length. Any logos on clothing, other than the official Harvey logo, must be less than 1 ½ inches in diameter. If belts are to be worn, they will fasten and shall be black, brown, or khaki.

Footwear must be appropriate for school and follow the current Manatee County School Board Policy. For safety reasons, flip flops are not to be worn.

Our uniform policy is mandatory for every student who attends Harvey. The exceptions would be for those with strict religious beliefs regarding clothing as well as those participating in Boy or Girl Scouts or other national organizations

which have their own uniforms. Students are welcome to represent these organizations on the day of their meeting by wearing appropriate attire.

Harvey will have our own “store” for those who would like to donate uniforms that are new or used and still in good condition. This store will be open to anyone in need of assistance or for supplies needed temporarily by the school clinic.

Information regarding financial hardship applications or exemption procedures is available in the school office.

If a student comes to school out of uniform, the following actions may take place:

- A verbal warning may be given from a staff member to the student and/or a note may be sent home.
- A letter or referral from the principal may be sent home requiring a reply from the parent/guardian.
- The student may be required to change into clothing that complies with the uniform policy.
- Parent/guardian may be contacted and required to bring appropriate attire to school for the child.
- A conference may be scheduled with the principal.

A student enrolling at Harvey Elementary, after the school year has begun, has 10 days to comply with the school uniform policy.



## **Parent & Teacher Organization (PTO)**

### **What is PTO?**

Harvey's Parent Teacher Organization (PTO) is an informed group of parents and teachers who support the needs of our school community, promote volunteerism, provide opportunities for family engagement, and facilitate fundraisers.

### **Why should you be part of the PTO?**

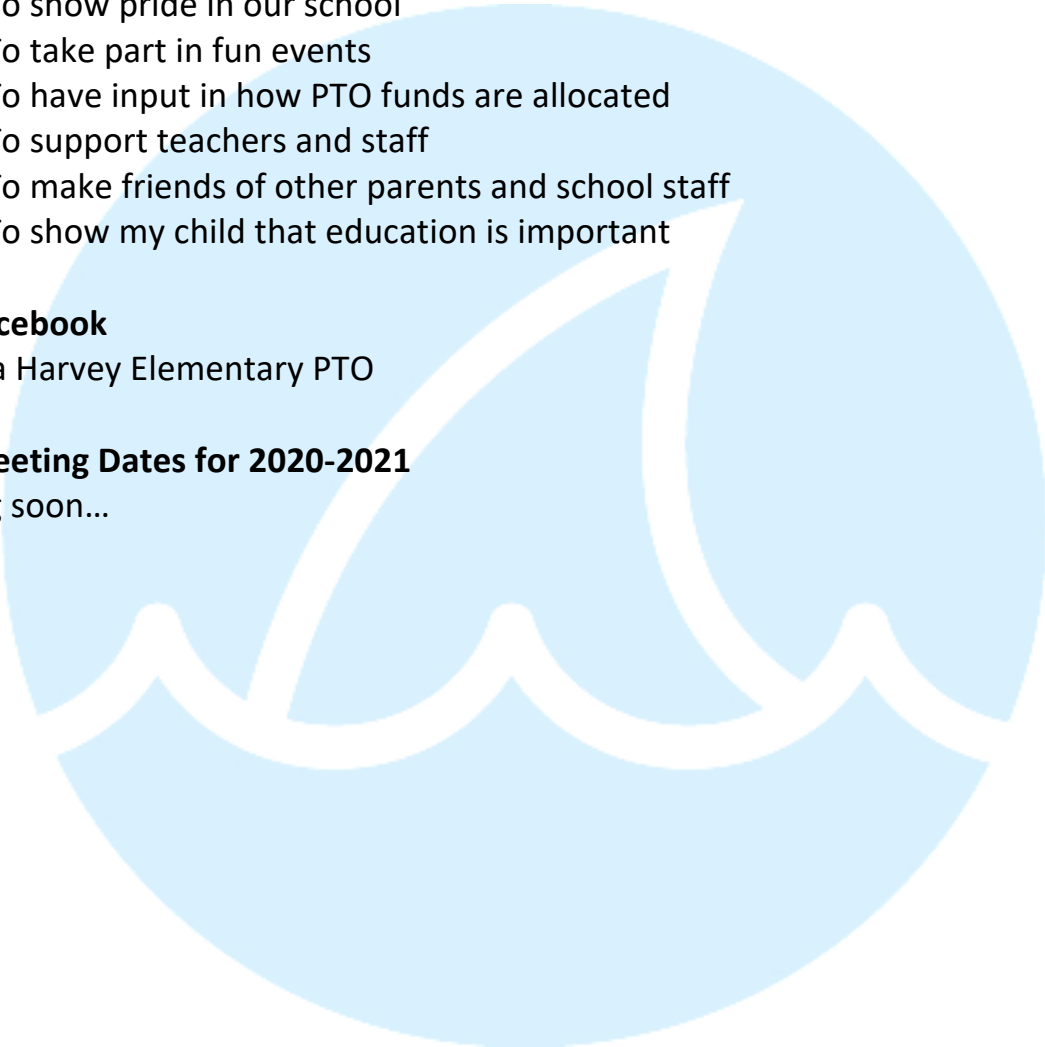
- To show pride in our school
- To take part in fun events
- To have input in how PTO funds are allocated
- To support teachers and staff
- To make friends of other parents and school staff
- To show my child that education is important

### **PTO Facebook**

Barbara Harvey Elementary PTO

### **PTO Meeting Dates for 2020-2021**

Coming soon...



## **School & Home Communication**

Communication and cooperation between home and school is vital to a quality learning environment. At Harvey Elementary, a variety of methods are used both school-wide and by individual teachers to bridge the gap between the home and the school. Some of these include the school newsletter, PTO/SAC meetings, midterm progress reports, conferences, planners, our school website, and an outgoing electronic phone message system.

### **Request for a Conference**

**Due to COVID-19, we are not permitted to have any person on campus as a visitor at any time or for any reason until further notice. Meetings scheduled with the teacher may be held either over the phone, or over a visual/ audio platform such as Zoom and/or Microsoft Teams.**

Parents may request a meeting with the teacher to discuss student progress. If you have any concerns for your child and would like to speak with the teacher, please call the school and speak directly to the teacher or leave a message on the teacher's voicemail system. The teacher will return your call within 24 hours. Usually, conferences are scheduled for before or after school when the teacher is free from student responsibilities and able to devote attention to your concerns.

### **Other Conferences**

**Due to COVID-19, we are not permitted to have any person on campus as a visitor at any time or for any reason until further notice. Meetings scheduled with the teacher may be held either over the phone, or over a visual/ audio platform such as Zoom and/or Microsoft Teams.**

You may be scheduled for an Intensive Support Team (IST) meeting. The purpose of these meetings is to work with our school-based team to address your child's needs and to inform you about any special services for which your child may qualify. We hold these conferences in the best interest of your child and we appreciate your attendance.

### **Report Cards**

Report cards are issued every nine weeks. Students in grades Kindergarten through second are assessed with a numeric rubric. Students in grades third through fifth receive letter grades. Parent conferences will be held at the parent's request or as needed.

## **Progress Reports**

Progress reports are sent home four times during the school year.

## **Visitors**

**Due to COVID-19, we are not permitted to have any person on campus as a visitor at any time or for any reason until further notice.**

Typically, at Harvey Elementary School, parent involvement is strongly encouraged. We welcome parents and other family members to our school. The following procedures, however, must be followed to ensure a safe environment for our children. When you come on campus for breakfast, lunch, conferences, and special events during school hours, please report to the office, with a valid driver's license, and sign-in through Raptor, our electronic background investigation system. A visitor badge will be provided for you to wear. Please wear this badge the entire time you are on campus and return the badge when you are leaving, so we can check you out of our system. Note that you are expected to be on campus for the purpose indicated on your badge and should be in the area designated. We ask that if you require extended conversation with a staff member you request a conference outside of the student day so our staff members can remain focused on educating and supervising our students. For safety reasons, visitors are not allowed at recess with our students. This is so our staff members are able to easily discern our students from unexpected adults.

## **Volunteers**

**Due to COVID-19, we are not permitted to have any person on campus as a visitor at any time or for any reason until further notice.**

Typically, our school needs and welcomes volunteers.

- Volunteers can assist teachers in providing more individualization and enrichment of instruction.
- Relieve teachers of non-teaching duties and tasks.
- Strengthen school-community relations through positive participation.
- Note that district policy prohibits volunteers from being unsupervised with students unless they have completed a level 2 screening which requires fingerprinting and an extensive background check. For this reason, many volunteers will be asked to work inside the classrooms or under the supervision of a staff member.

## **Business Partners**

Do you have a business in mind who would you like to advertise in our school community? We would love to have your business join us to create some unique learning experiences for our students and staff members.

- There are various levels of sponsorship available to you, some at a minimal cost
- As the level of sponsorship increases, the more advertising media we have available for your business

If you are interested in volunteering or entering into a business partnership, please contact Andrea Keezer at (941) 803-9340 ext. 75877.

## **Fine Arts/Specials Program**

**Due to COVID-19, all students will need to wear a mask or face shield while on campus unless they are outside of the building and social distancing. The exception will be when students are outside, during either our outdoors Physical Education or at Recess, when they can socially distance.**

Students will rotate through one “fine arts” or “specials” class each day. These classes are 50 minutes in duration. The rotation includes: Art, Music, Physical Education, Performance Education, and STEM (Science, Technology, Engineering and Math).

Art - Students will have the opportunity to use clay to create a pottery piece in our kiln. Students’ artwork will be accessible online through the students’ digital portfolio once pieces are completed. Parents and family members can leave comments on the artwork and even order a keepsake. A portion of any keepsake purchase is donated directly back to our art program to help fund our creativity. Students will also be able to participate in art shows and contests throughout the school year.

Music - In music class, students will learn basic music vocabulary and skills that will give them confidence and empower them to continue making music at their various levels. Students will also be learning music from many cultures to broaden their understanding of the world's differences and similarities.

Physical Education (PE 1) – **While outside, students will have the opportunity to remove their face covering as they socially distance for their learning task.** Students will be

learning different skills in the psychomotor, cognitive, and affective domains. Students will be engaged in learning a variety of skills that they can use outside of the physical education setting. Students will improve their kinesthetic abilities so that they can practice healthy lifestyles.

Performance Education (PE 2) - Students will be challenged to think on their feet while enjoying an energetic class that will help them develop focus, strength and agility while having fun. Performance Education incorporates rhythm, coordination, musicality and choreography. Students will also use communication skills, teamwork, and creativity as they cooperate with their class and grade level teams in preparation for performing for an audience.

STEM - Students will be engaged in hands-on activities throughout the year in the form of "challenges" requiring problem solving and team work. Intermediate students may participate in our STEM related clubs.

### **Media Center**

The media center at Harvey elementary is a place that fosters collaboration, curiosity and critical inquiry while instilling a life-long love of reading. Students will have an orientation of the media center before checking out books. Once a week, Grades K-5 will have an assigned media time to check out books. Students will also have the opportunity to research or read e-books at the computer stations located throughout the media center. Teachers are encouraged to bring their classes to the media center on a regular basis to enjoy time immersed in books and other text-based resources.

## **Expectations**

Strive to be S.H.A.R.K.S

**S** Seek solutions

**H** Have grit

**A** Act with integrity

**R** Reach for “extra”

**K** Know that kindness matters

**S** Stay optimistic

Students and staff will be well versed in our SHARK expectations. They incorporate important character traits and reflect a growth mindset. These behaviors will be modeled for students and reinforced frequently.

## **Student Leadership**

The P.E.E.R. leadership program aims to provide an opportunity for students to Prepare Encourage Empower and Respect other students and adults within our school community, in order to create a positive atmosphere. The P.E.E.R leaders at Harvey are students who take leadership seriously and are interested in helping others. P.E.E.R. Leaders are dedicated in their mission to promote good citizenship.

### **Leadership positions include:**

- Safety Patrols
- Breakfast Bunch
- News Crew
- School Ambassador
- Specials Assistant
- Student Assistant

## Student Behavior

**Due to COVID-19, please remind your child to wear his/her face covering when directed to do so by an adult. This could help to minimize the risk of exposure while on campus.**

When a student is not following our expectations for behavior, his or her classroom teacher will counsel him/her individually. If the student exhibits a lack of cooperation, or the behaviors are deemed dangerous or interfering with the learning opportunities of others, further disciplinary action may be taken. Parents may be contacted for information and assistance. Occasionally a child exhibits behavior that requires the attention of administration. In such a case, the parent may be notified in writing in the form of a discipline slip. This must be signed by the parent and returned the next day.

The staff, teachers, and parents of Harvey Elementary School believe that our students and staff deserve a campus that is safe and secure. Harvey Elementary has a zero-tolerance policy for threats of violence against any person. There is also a zero-tolerance policy for guns or knives (This includes toys that represent a weapon of any type. Such items should never be brought to school.).

## Electronic Equipment

**Due to COVID-19, we may have school closures for groups of students. If this occurs, students will be required to continue their daily instructional schedule through our eLearning Manatee. If you need a device, please contact the school.**

Students carrying or wearing personal electronic devices at school must keep them turned off and out of sight while on school grounds, unless given permission by a teacher or administrator.

These electronic devices include, but are not limited to, the following:

- music playback or streaming devices
- cameras
- cellular phones (including the camera that may be part of the phone)
- video or digital recorders
- video gaming devices
- computers or tablets (unless specifically authorized for academic purposes)
- Smartwatches or other smart devices that may or may not connect to the Internet

If this rule is violated, a teacher or an administrator may ask the student to surrender the device and will hold it until the student's parent comes to retrieve it.

## **Field Trips**

Field trips are designed to enhance our instructional program. Students must have written consent in order to participate. Students may lose the privilege of attending field trips due to persistent misconduct or poor work habits. All students are required to use the transportation provided by the school. Only those parents designated by the school as chaperones may accompany the class on field trips. In order to become a chaperone, parents must complete the volunteer training and necessary paperwork. This process takes time, so please plan accordingly. For safety reasons, parents serving as chaperones are not able to bring younger children. We never want a child to be excluded from a trip for financial reasons. If you need financial assistance, please contact our school office for further information.

## **Emergency Drills**

The safety of our students and staff is a top priority. Throughout the school year, we will conduct a series of emergency drills that will include fire, tornado, school bus, shelter in place, and intruder drills (also known as lockdown drills). We want our students to know how to respond if a situation arises and will handle these drills with sensitivity. Classroom teachers and administration will talk students through our safety procedures while taking into account their age and needs. Our goal is to lessen anxiety for our students and staff, should a situation occur, and have safe practices become routine.

**Due to COVID-19, drills will be practiced while socially distancing as much as is reasonable.**



## **Homework**

The School District of Manatee County acknowledges the educational validity of homework as an extension of the instructional program.

### **Definition**

Homework shall typically refer to those assignments that are meaningfully prepared by the classroom teacher for students to complete outside of the school setting to reinforce and extend the curriculum taught within the classroom.

### **Purpose**

Homework is designed as a reinforcement tool to deepen the understanding of concepts and provide practice for the mastery of skills formally instructed in the classroom. Homework is intended to promote student responsibility and independent work habits.

### **Guidelines for Homework**

- Homework assignments shall be based on the abilities of the students.
- Homework shall not be used as a punitive measure.
- Homework assigned for reinforcement shall be done outside of class time.
- The estimated time per night allotted for homework shall be as follows:

K – 1: 10 minutes

2 – 3: 20 – 30 minutes

4 – 5: 40 – 50 minutes

(Note this timeframe may not be inclusive of assigned independent reading.)

### **Homework Expectations**

Teachers will monitor completion of homework and provide appropriate feedback in a timely manner to students.

## Cafeteria

**Due to COVID-19, students will sit at pre-identified locations while they eat. These locations will be spread out for social distancing. Face coverings will not be required while students are actively eating and/or drinking. The use of individual water bottles is encouraged to minimize the risk of exposure.**

The Harvey Elementary Cafeteria is run on a computerized point of sale system, which enables us to have money held in an account for each student. Your child may purchase lunch, milk, juice, or an additional entree' or side dish as long as there is money in his/her account. To ensure that your child is accurately credited with the amount of money that you send in, please be sure to place cash or check in a sealed envelope with the child's name, teacher's name, and "lunch money" written on the front. Checks should be made out to Barbara A. Harvey Elementary School. Envelopes will be collected by the teacher each morning and sent to the cafeteria so that the child will receive proper credit. All money sent will be applied to the student's account, as we cannot send back change. Payments can also be made online using our online payment service [www.mealpayplus.com](http://www.mealpayplus.com). Check [manatee.nutrislice.com](http://manatee.nutrislice.com) on your smart phone for daily menus.

## Breakfast

**Due to COVID-19, students will sit at pre-identified locations while they eat. These locations will be spread out for social distancing. Face coverings will not be required while students are actively eating and/or drinking.**

Breakfast is served every morning from 7:55-8:20 AM in the cafeteria. ALL students can receive breakfast daily at no charge. Students wanting to have breakfast at school should report directly to the cafe upon arriving at school, during serving hours. Students must be in line by 8:15 a.m. to receive breakfast. The price of an adult breakfast is \$1.60.

## Lunch

**Due to COVID-19, students will sit at pre-identified locations while they eat. These locations will be spread out for social distancing. Face coverings will not be required while students are actively eating and/or drinking.**

For students on full-pay status the lunch cost is \$2.50 per day and reduced status lunch is \$.40 per day. The price of an adult lunch is \$3.50.

If you have any questions about the cafeteria or your child's account, please call our Cafeteria Manager at (941) 803-9340 ext. 75955.

**Due to COVID-19, we are not permitted to have any person on campus as a visitor at any time or for any reason until further notice.**

Typically, parents are welcome to join their children for breakfast or lunch. You must sign in at the front desk in the office and receive a visitor pass which is required for anyone visiting Harvey Elementary. For the safety of our students, your child is only allowed to bring one friend to the “parent table” and food should not be shared unless prior permission has been obtained from the “guest’s” parent.

### **Nutrition and Wellness Policy 5.13**

The Nutrition and Wellness Policy 5.13 meets Smart Snack regulations. The District’s policy was written based on current research and with student health and wellbeing as the focus. The School Health Advisory Committee (SHAC) will be responsible for evaluating the policy and the Food and Nutrition Services will be responsible for monitoring compliance.

### **Breakfast, Lunch, and Snack**

- When purchasing a lunch from the cafeteria, students must take 1/2 cup of fruit or vegetable and 2 other components to qualify as a complete meal.
- Access to water will be available in all cafeterias.
- All nutritional content will be available online and through the NutriSlice Mobile App.

### **Classroom Celebrations**

**Due to COVID-19, classroom celebrations may be held, however we request food and drink items not be included until further notice. Please contact your child’s teacher to plan this activity.**

Parents are welcome to send in an easy to eat treat or snack, if desired. Please keep in mind classroom allergies and be sure to communicate with the classroom teacher prior to providing any food items. Food cannot be homemade and must be from a licensed food service establishment and have an ingredient label.

### **Classroom Food/Rewards**

**Due to COVID-19, the use of individual water bottles is encouraged to minimize the risk of exposure. Water fountains will not be available for drinking, they will ONLY be used to refill bottles.**

- Classroom rewards and snacks should meet Smart Snack Nutritional Standards.

- Non-food alternatives should be used as rewards.
- Students are allowed to have water bottles unless there is a discipline issue.
- Fundraising foods cannot be sold during meal service hours.

### **Nutrition Education**

Elementary and Middle Schools will provide at least one hour of nutrition education monthly. This nutrition education can be incorporated into other subject areas including physical education.

### **Physical Activity**

**Facial coverings are not required when students are outside and able to socially distance from each other. While at Performance Physical Education, when held inside, students will be required to wear a facial covering.**

- Students will participate in a total of 150 minutes of PE per week. This will be provided by our Physical Education, Performance Physical Education and classroom teachers.
- In addition, students will have an opportunity to participate in 20-30 minutes of recess on a daily basis.
- Physical activity (including recess) will not be denied or required as part of discipline or punishment

Opportunities for physical activity will be included in other subject areas and stretch breaks will be incorporated where possible.

### **School Clinic**

**Due to COVID-19, we will have a room outside of the clinic where students demonstrating flu-like symptoms will be monitored until parents arrive to pick them up. Students with regular visits to the clinic will not be within proximity to students waiting to be picked up for further monitoring.**

The school clinic is available for students who become ill or are injured during the school day. If the illness or injury is of such a nature that the student needs to go home, the parent will be notified and be expected to make arrangements for the child to be picked up from school. The telephone number for the clinic is 803-9340 ext. 75886. Please do not send a sick child to school as we do not have facilities to care for him or her.

## **Notice in Regard to Administering Medication**

For children to receive medication during the school day the following guidelines must be followed:

Only prescription medicine will be given.

- All medications and medical supplies to be administered in school to an elementary student must be delivered to the school by a parent or other responsible adult. When presented in the clinic, parents will fill out the authorization for medication form before the medication is given.
- Prescription containers must be childproof, contain the child's name, attending physician, the name of the medication, the amount to be given, the frequency of administration and any special instructions.
- Sample bottles of medication must be accompanied by a written prescription and labeled with the child's name.
- The parent and/or physician should make school personnel aware (in writing) of symptoms or possible reactions relating to the medication or lack of medication.
- No medicine for acute or contagious illness should be given in schools. Children should be home under these conditions.

## **School Website**

Please regularly visit our school's Website for ongoing updates throughout the school year.

<https://www.manateeschools.net/harvey>

## **Social Media**

Follow us on Facebook @ Barbara A. Harvey Elementary to see the incredible things we are doing here at Barbara A. Harvey Elementary!

Follow our PTO on Facebook @ Barbara A. Harvey Elementary PTO to keep up with our community parents involved with our school.

**Important Numbers**

**Front Office** (941) 803-9340

**Clinic** (941) 803-9340 ext. 75886

**Cafeteria Manager** (941) 803-9340 ext.75955

**The Reef** (Lisa Camuto) (941) 803-9340 ext. 75878

**Report Student Absence** (941) 803-9340, press 8

**PikMyKid App Tech Support** (813) 864-7627

