



## **PRINCIPAL'S MESSAGE:**

Dear Roadrunner Families and Students,

It is my pleasure to welcome you to Rymfire Elementary School. Our faculty and staff join me in saying welcome to another satisfying and successful school year where all of our students will achieve.

Families are our partners, and it is important to join forces as we provide students with positive learning experiences. We ask our families to commit to bringing their students, when healthy, to school each day as regular attendance is critical to our students ability to read on grade level and their overall achievement. This handbook has been prepared as a reference guide that covers important policies and procedures. Families and students should review the contents of the handbook together. If there are any questions, feel free to contact your child's teacher, Guidance Counselor, or School Administrator.

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 MISSION & VISION**

Rymfire's mission is to ensure and empower exceptional learning and growth for ALL students and staff.

The Rymfire Elementary School vision is to develop children academically and socially through successful school experiences so that ALL students MEET or EXCEED grade level expectations.

## **CLASSROOM TO CAREERS PROGRAMS**

Medical Sciences, Health and Fitness

**Motto:** "Prescription to a Healthier You"

**Mission:** : Ensure and empower exceptional learning and growth for all students and staff.

Our students explore medical sciences connected to our Sunshine Standards during their Health special area.

## **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 **8:40 AM** unless he/she is participating in a school sponsored activity. School staff are not responsible for the welfare of students prior to 8:40 a.m. due to supervision start times. **School doors do not open until 8:45 AM each school day. If your student needs to be dropped off to school prior to 8:40, please contact Extended Day (206-4600 ext. 5227)**

## **STUDENT INFORMATION FORM**

Families must complete an annual registration BEFORE every school year. Please see the following information as our process is digital:

**The Annual Registration form can be accessed by visiting the district's website, navigating to the "[Parent Portal](#)", and selecting the "[Annual Registration](#)" image/link.**

\*Contact Trish Burns, Registrar, ext. 5109, or email [burnsp@flaglerschools.com](mailto:burnsp@flaglerschools.com) for questions and/or assistance.

## **ABSENCE**

If your child will be absent from school, please report the absence to [excusedresnotes@flaglerschools.com](mailto:excusedresnotes@flaglerschools.com) or complete the [Student Absence Form](#) within five days of returning to school. The Student Absence Form is also located on [www.resroadrunners.com](http://www.resroadrunners.com) by going to the School Services tab and then the attendance tab. Please include the student's full name, grade, teacher, date of absence along with the reason, and when possible attach a doctor's note. Students are allowed up to 5 parent excused notes per semester (the semesters run from August-December or January-May) not exceeding 10 per school year. Students may not exceed a total of 15 absences per school year. Students who are excessively absent, tardy 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 our district office and may be referred for additional services or to the State Attorney's Office per 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 as an emergency contact in our Skyward digital platform.) **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.**

- Arrive at least 20 minutes early as it takes time for students to pack up and report to the front desk. Students signed out early during their lunch, recess, or special area may be dismissed without their backpacks as teachers may not be in their room and doors are locked.
- 3 sign outs without a medical note = 1 unexcused absence
- **To ensure the safety of our students, the office will be closed for pickup between 3:15 P.M. – 3:55 P.M.**

### **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. \*3 tardies without a medical note = 1 unexcused absence.

### **WALKERS**

Walkers must follow the designated route to and from school during specific times. Morning walkers join car riders at the entrance adjacent to our front parking lot. Afternoon walkers are dismissed from our bus loop, and exit our campus near our crossing guard. While students in grades K - 2nd are escorted to the walker drop off location, supervision is not provided; therefore, please be on time for the safety of your child(ren). **Dismissal begins at 3:40 p.m. with bus riders. \*While Walkers is always an option, the preferred, safest and most efficient forms of transportation for your child are Car Riders or Buses.**

### **CAR RIDER PROCEDURES**

#### **Morning Car Riders:**

- Morning Car Riders do NOT need a car rider number.
- Students must stay in their car until 8:40 a.m.
- Morning Car Riders are dropped off in the front of the school at the north entrance.

- Drivers must pull all the way down following the staff's direction. Do NOT stop in front of the car rider building entrance.
- Drivers and other adults must stay in their vehicle at all times. Staff assists students when needed.
- For safety, children must exit out of the passenger side door, either front or back.
- Our children count on you to set a good example and follow traffic directions and speed limits. Please drive safely on school grounds.

### **Afternoon Car Riders:**

- Afternoon Car Riders are picked up in the back of the school by the cafeteria.
- Families follow the traffic pattern through our front parking lot and towards the back of the building.
- Families must pull all the way down. Do not stop next to your child as they will walk to your car.
- Guardians must stay in their vehicle at all times. Staff assists students as needed.
- Children must enter on the passenger side of the vehicle.
- Pick up time begins at 3:40 PM.
- Our last number is taken at 3:55 PM.
- Our children count on you to set a good example and follow traffic directions and speed limits. Please drive safely on school grounds.

### **Car Rider Number Directions:**

- Car Riders numbers are only needed for afternoon pick up.
- Pre-Register for a car rider number on our website under "Student and Families" or [here](#).
- Pick up a car rider number at our front office.
- You MUST display this number on your rear view mirror. Each family receives 2 car rider tags. If tags are lost, additional tags can be purchased for \$5.
- Cars without a current school year displayed at time of pick up will be directed to park and sign out their child(ren) at our front desk after the front doors reopen at 3:55. This is designed to help ensure the safety of your child.
- If you are giving someone else permission to pick up your child, they MUST have the Car Rider number in their window. A picture of the number will not be accepted.

### **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:

- **Choose a primary method of transportation home:** Our teachers are in charge of 18 - 22+ students; therefore, they need a consistent method of transportation home for each child. It keeps our dismissal process safe and effective for our students.

- **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. **Please note electronic message notifications of a change to how your student is going home sent to the teacher must be sent prior to the start of the school day to allow the teacher ample time to see the message and make the necessary adjustments. Make sure the teacher responds to your message to indicate it was received. If the teacher does not respond, call the school at 386-206-4600 ext. 5100 prior to 1:30 p.m**
- 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.

**To ensure the safety of our students, the office will be closed for pickup between 3:15 P.M. – 3:55 P.M.**

### **EXTENDED DAY**

Flagler Community Education (FCE) provides on campus services before school and after school. For further information contact FCE at 206-4600 ext. 5227. Information is also available at <https://fce.flaglerschools.com/programs/extended-day>

### **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.

### **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 School Pass. Our receptionist will help you sign-in via ipad. 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 day 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 administration. The visit will last no longer than 20 minutes. Administration or designated school staff are with the parent for the duration of the visit.

**Cafeteria Visits:** Guardians may eat lunch with their child(ren) at our outside eating area or at an empty table in our cafeteria, if available. 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. Parents must sign in at the front office upon arrival. Parents are not permitted to join their students at recess.

## **School to Family Communication:**

We pride ourselves in keeping our families informed. Here is how we keep our reciprocal relationship:

### **Weekly Email:**

Our principal, Mr. Lee, sends out a weekly email every Sunday evening to primary guardians. Emails are generated from students 'Skyward' accounts, so make sure your email(s) are current. See Ms. Burns, our Registra, for Skyward information. Email her at [burnsp@flaglerschools.com](mailto:burnsp@flaglerschools.com). Mr. Lee shares information such as grading, standards and child(ren)'s mastery of grade level benchmarks, upcoming events, and other pertinent school information.

### **Skyward:**

Every primary guardian needs a Skyward Family Access account. This is our main communication platform for student grades as they approach mastery of grade level content. Family partnership is crucial in ensuring academic success. Secure a username and password, download the app for instant access, and commit to checking grades every week.

### **Facebook:**

We also encourage our school community to follow our Facebook page, "Rymfire Elementary School." We post information on upcoming parent and family evening events, highlight engaging learning in our classrooms and around campus, and celebrate the achievements of our students and staff.

### **District and School Website:**

Please bookmark our website ([resroadrunners.com](http://resroadrunners.com)) and our district website ([flaglerschools.com](http://flaglerschools.com)) on your phone and/or other electronic devices for easy and immediate access. Most of your questions and concerns can be answered here, but Rymfire's staff is only a phone call away too (386-206-4600 ext. 5100).

### **Planners:**

Our primary teachers, grades Kinder - 2nd, have the autonomy to use planners, a paper based form of communication. We also provide planners for students on an individual basis. See your teacher for more information.

## **HOMEWORK**

Depending on the type of homework assigned, teachers may assign homework for the following reasons: remedial drill, developmental practice, enrichment activities, and development of study skills and self-discipline. Homework may be given to reinforce skills that have already been taught in class, yet 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.

Teachers have the autonomy to assign class homework. Regardless of the teacher's decision to assign it, we also have the following school-wide homework expectations.

- 1) School-wide family commitment goal:
  - Independent readers read independently or out loud to an adult for 30 min. per day.
  - Learning to read students: An adult reads a book aloud for 10 - 15 mins. per day.
  - Students track their reading on a [reading log](#). In the future, possibly this school year, students may track in through the online platform, [Beanstack](#). Your child's teacher will determine the method.
- 2) Study math facts (addition, subtraction, multiplication and division). Children must know their facts with speed and accuracy or have a strategy or strategies that help them solve the fact.
- 3) Be in class and ready for instruction by 9:05 a.m. because instruction begins promptly at 9:10, and we want our students ready to learn.

Because teachers have the autonomy to assign class homework, it only accounts for 10% of a student's grade. If a teacher does not assign homework, that 10% is equally distributed in the other grading categories. If your child spends an unusual amount of time on homework assignments (more than 30 minutes), or is experiencing difficulty, schedule a conference with their teacher.

### **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 at 8:00 a.m. in our media center. If necessary, additional meetings may be scheduled. All are invited to attend these meetings. See our scheduled meetings below. Meetings are subject to change. Please follow our Facebook page, Rymfire Elementary School and read our weekly family communication emails shared by our Principal, Mr. Lee, every Sunday for possible updates.

**24-25 SAC dates (8:00 - 9:00 a.m. in our media center):**

- August 22nd
- October 17th
- November 14th
- January 16th
- February 13th
- April 17th

## **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. Our PTO meets the second Tuesday of the month in our media center from 5:00 - 6:00 p.m. See our website for more information.

<https://www.resroadrunners.com/students-families/parent-teacher-organization>

## **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>

After obtaining your volunteer badge at the district office, all volunteers must visit our receptionist, Ms. Delgado, at the front desk to receive and sign Rymfire's parent volunteer agreement. This step must be done before serving as a volunteer.

## **PHONE/CELL PHONE POLICY**

Students must receive permission from a teacher or an administrator to use the school phone. In addition, although cell phones are permitted, **they must remain in the student's backpack and turned off while on campus. Cell phones will be confiscated and turned in to administration if they are used in violation of this rule.**

## **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. Money will never be accepted due to its liability. 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. Trudi Hamel, 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 active assailant safety drills, so our students know how to respond and be safe in the event of a real emergency. Parents are notified via our Skylert system when students partake in active assailant drills, so families have an opportunity to continue the conversation at home. If we have to have a **LOCKDOWN** that is not a practice, families are also notified via our Skylert system 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:

[Behavior & Discipline - Flagler Schools](#)

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 playing 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, 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 and Matrix.

### **-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 DRESS CODE:**

In all cases, the student would either have to change (if clothes are available) 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-5.

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

**1<sup>st</sup> Offense**—Verbal Warning; Family contact/call

**2<sup>nd</sup> Offense**—Referral; 1 period of in-school suspension. (1 period = 45 mins)

**3<sup>rd</sup> Offense**—Referral; 3 periods of in-school suspension.

**4<sup>th</sup> Offense (and up)**—Referral; 1 day of in-school suspension.

### **ELECTRONIC EQUIPMENT/TOYS**

**Electronic equipment and toys including, but not limited to fidget spinners, 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>

### **RESILIENCE EDUCATION**

Resilience 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: Resilience (August), Empathy (September), Perseverance (October), Grit (November), Responsibility (December), Critical Thinking/Problem Solving (January), Responsible Decision Making (February), Self-Awareness/Self-Management (March), Mentorship (April), and Citizenship/Honesty (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. These awards include Honor Roll, Bringing Up Grades (BUG), and Perfect Attendance.

### **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 Resilience Traits. **Terrific Kids' Awards are presented three times during the year (dates to be announced).**

### **HONOR ROLL (3<sup>rd</sup> – 5<sup>th</sup> 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**

Classes will be recognized each time the class accumulates 10 days of the entire class being in attendance throughout the year. Students will be recognized for coming to school for the entire month. Monthly Attendance Awards are presented to students who are marked present, arrive to class on time, and stay all day for each school day of the specified month. Students with absences due to discipline infractions will not be considered for attendance awards for that

month. Families, please still follow health guidelines as students should not come to school when they are ill.

### **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 Florida transfer student who seeks admission may be granted thirty (30) days to secure documentation of a school health examination.** For in-state transfers, if the physical exam documentation is not received within 30 days, the student will not be permitted in school until the physical documentations are received. Absences in that instance are not excused absences. Out of state entries must have a school physical prior to starting school. 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. Please email Ms. Burns at [burnsp@flaglerschools.com](mailto:burnsp@flaglerschools.com) to request a notice of withdrawal and/or records. 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 Scala, 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, Chrysalis, 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:**

<b>Principal</b>	Travis Lee
<b>Assistant Principal</b>	Jamie Scala
<b>Assistant Principal</b>	Abra Seay
<b>Dean/Transportation Issues</b>	Jawanda Dove
<b>MTSS/Academic Support</b>	Amanda Manley
<b>Behavior Intervention/PBIS</b>	Hayley Gurley
<b>ESOL/Academic Support</b>	Jessica Gonzalez
<b>Math &amp; Science Coach</b>	Deawndra Huffam
<b>Literacy Coach</b>	Caryn Taylor
<b>Principal's Secretary</b>	Lillian Delgado
<b>Guidance Counselor (K-2)</b>	Nitza Roman
<b>Guidance Counselor (3-5)</b>	Morgan Nordmeier
<b>Guidance Secretary</b>	Teresa Davis-Doonan
<b>Bookkeeper</b>	Irineu Bueno-Junior
<b>Registrar</b>	Patricia Burns
<b>Nurse</b>	Zakiyyah Nelson
<b>Nurse Assistant</b>	Anatasia Lyublinsky
<b>Attendance Clerk</b>	Astrid Breval
<b>Technology Specialist</b>	Thomas Smith
<b>Media Specialist</b>	Rebecca Tomes
<b>Media Aide</b>	Nicole Castello
<b>Front Desk Receptionist</b>	TBD

**IMPORTANT PHONE NUMBERS:**

<b>Main School Line</b>	206-4600
<b>Boys and Girls Club</b>	206-4600 ext. 5231 (Carolyn Thompson)
<b>Cafeteria</b>	206-4600 ext. 5123 (Ms. Trudi Hamel)
<b>Extended Day</b>	206-4600 ext. 5227 (Lynda Spencer)
<b>FAX</b>	586-2305
<b>Transportation</b>	586-2145
<b>School Board</b>	437-7526