



SMOKE SIGNALS

A NEWSLETTER FOR OUR TOMOKA FAMILY



Volume 5 · Issue 1

<https://www.vcsedu.org/> <https://www.vcsedu.org/>

August 29, 2019

Welcome to the 2019-2020 School Year! **TOMOKA CONTINUES TO BE AN "A" SCHOOL!!!** I would like to thank everyone involved with preparing our students for last school year's FSA testing. We will continue to work toward excellence throughout the 2019-2020 school year. Dr. Roseboom will be sending out weekly recorded phone calls to Tomoka's families or you may opt to receive a text with a link to the recorded message - make sure your number is updated with the school. Our Smoke Signals will go out the last Thursday of the month and include important events and reminders happening in the upcoming month. We have a school Facebook page - Tomoka Elementary School - that we encourage you to follow. Select the profile picture showing our Tomoka Brave in red. You can follow us on our twitter account @TESBraves. We have information on our district provided webpage, too. This includes the master calendar that has district and school specific dates all in one place. Your child will also bring home their **Thursday Folder** for information on a weekly basis! We encourage you to check this folder. Tomoka PTA also has a website - tomokapta.org - and of course the Facebook page. For text reminders from PTA you can subscribe to the Remind App by texting @tomokap to 81010. Happy reading!

General School Information

- ◇ **Emergency Cards:** Due September 6. **Please be sure to Accept or Decline the Parent Consent for Health Services and sign on the back of the card.** If you decline that your student receives health services, a written statement must be submitted to your child's principal indicating that you are declining these services for your child. Unsigned cards will be returned for completion.
- ◇ **Uniform Shirt Colors:** Reminder that Tomoka's uniform shirt colors are solid **RED** and **NAVY BLUE**. These are in addition to the district-wide colors of white, gray, and black. Shirts must be collared. Small logo is acceptable. **NEW** this year on Friday your student can wear a Tomoka T-Shirt or School Uniform.
- ◇ **Lost and Found:** Located on the side of the cafeteria—please sign in at the front office.
- ◇ **Student Drop Off Times:** Supervision of students begins at 7:30 AM. Please provide supervision of your child until that time. It is prohibited to drop your child off unsupervised before 7:30 AM.
- ◇ **Food Policy:** Per the school district's policy, food prepared in a private home shall not be used, sold or offered to the public. This includes snacks or treats for classroom celebrations. If you are bringing snacks or treats to share with/distribute in your child(ren)'s classroom they must be store bought.
- ◇ **Online School Payments:** Please visit our school website and click ONLINE SCHOOL PAYMENTS on the left, where you can pay your student's school fees (field trips) by debit or credit card online using a web browser from any location, 24 hours a day. Please be aware that a 4% fee will be charged.
- ◇ **Early Dismissal Information:** Early checkouts are recorded

following the school district's definition for excused/unexcused checkouts. Excused checkouts include sick students leaving campus from the clinic, documented doctor's appointments and approved school activities. Unexcused checkouts include, but are not limited to checking your students out for lunch, leaving from field trips early and family trips. **Additionally, 5 unexcused checkouts equates to 1 unexcused day of absence.** It is our hope that with this knowledge, every effort will be made to ensure your child is at school from bell to bell for instruction.

Attendance Matters!

- ◇ **Office Hours:** 7:15 AM—3:25 PM
- ◇ **Student Hours:** 7:50 AM—2:30 PM
- ◇ **The earliest students can be on campus is 7:30 AM**
- ◇ **Tardies:** After 7:50 AM, parents must walk students to the office to receive a late pass, sign-in, and walk students to class. Please bring your ID.
- ◇ **Medication:** A parent/guardian **MUST** bring medication and the doctor's orders to the school. Children may **NOT** carry medication to school. If you have questions, please call the clinic.
- ◇ **Early Dismissals:** Early dismissals are not permitted after 2:00PM (1:00PM on Early Release Wednesday). Please plan accordingly. Have an ID ready when dismissing your student.
- ◇ **Visiting:** Remember your driver's license! Report directly to the front office to sign-in and receive a visitor badge to wear on campus. Sign-out when you are departing.
- ◇ **Volunteering:** If you are interested in volunteering, please complete the online application. To ensure the safety of all, we requests that under age school children and students from other schools not accompany volunteers during volunteer time. Thank you.

Important Security Information



Traffic Procedures



Dear Parents/Guardians,

Every student, faculty, staff and family member's safety is a very important aspect of creating a positive learning environment here at Tomoka Elementary. Practicing fire drills and code drills are an important part of our school's preparation for emergency situations. Below are brief descriptions of the fire drills and code drills we practice throughout the school year. In the event you are on campus while we are conducting a drill, we ask that you participate and cooperate with our school's security team.

Types of Drills

- **Fire Drill:** Two fire drills were performed during the first two weeks of school. We will perform one drill monthly for the remainder of the school year. Classrooms are evacuated, checked and all students are accounted for before the 'All Clear' signal is given and students, faculty and staff resume their normal daily activities.
- **Code Red:** A Code Red drill is performed to practice for an emergency situation involving police matters /weapons/ hostages off our campus. Our campus would go into a 'Lock Down' until the crisis is resolved.
- **Code Red II:** A Code Red II drill is performed to practice for an emergency situation involving an active armed gunman on campus. Our first drill was held the third week of school, and we will then hold drills the second week of each month.
- **Code Blue:** A Code Blue drill is performed to practice for an emergency situation involving a bomb threat. All would remain in their locations until a sweep of the campus was completed and the need to evacuate was substantiated.
- **Code Green:** A Code Green is performed to practice for an emergency situation involving severe weather/tornado. All have been instructed to move to a safe zone and be prepared to assume the protective position as far away from doors and windows as possible, should it be needed.
- **Code Yellow:** A Code Yellow is performed to practice for an emergency situation involving Hazmat/Toxic Spill. All A/C units would be turned off. All persons out of doors would be brought inside until the area had been inspected and, it is deemed safe to give the 'All Clear.' In the event we should ever evacuate our school's students, faculty and staff, we would relocate to Tomoka United Methodist Church directly across Old Tomoka Road. We have an agreement with both Tomoka United Methodist Church and Pine Trail Elementary, our alternate evacuation site should Tomoka United Methodist Church be unavailable. Both facilities are prepared to house our students, faculty and staff until proper dismissal takes place. Families will be notified if an offsite evacuation is necessary.

Evacuation to Tomoka United Methodist Church

- Tomoka Elementary will walk by class to Tomoka United Methodist Church to our predetermined holding area until parents are able to be contacted for dismissal.
- A Connect message will be sent out to all Tomoka families.
- Tomoka's nurse will assist with any students' medical needs.

If Our Alternate Evacuation Site Is Needed

- In the event, we need to be evacuated away from the immediate area and Tomoka United Methodist Church is not deemed safe we will be bused to Pine Trail Elementary.
- Parent staging area will be Houligan's parking lot.

Morning Traffic procedures:

- If you are using the **east** parent loop, please exit to the east toward Nova Road.
- If you are using the **west** parent loop, please exit to the west towards PNC Bank.
- Students exit cars at curbside only. All drivers **must** pull forward as far as possible.
- Parents and students must cross at the identified crosswalks supervised by a staff member.
- Speed limit is 5 mph.
- Please put your cell phone down when driving on the school campus.

Morning Drop off:

- Supervision of students begins at 7:30AM. First bell rings at 7:45AM, Tardy bell rings at 7:50AM.
- Students report to breakfast at 7:30AM or directly to their designated waiting area between 7:30AM and 7:45AM. Classroom doors open at 7:45AM.

Designated Morning Waiting Areas

- All KG & 1st grade students: Media Center
- All 2nd & 3rd grade students: Cafeteria
- All 4th & 5th grade students: Multipurpose Room
- Parents are strongly encouraged to use the parent drop-off loops.
- If a parent walks his or her child on the campus, the parent will bring the child to the gate area.
- When the bell rings, only students will enter the building.
- Parents may not remain on the campus once the bell rings.
- Students arriving at 8:00AM or later must have a parent/guardian walk them into the office for a late pass, sign in for a Visitor badge and then escort them to their classroom.

**Parents of Pre-K students may deliver and pick up from the Pre-K classrooms based upon individual student needs. Administrative authorization is required.*

Afternoon Traffic procedures:

- Please display the Tomoka Hang-Tag that identifies the student's name and grade level.
- Never leave cars unattended in NO PARKING AREAS.
- Students enter cars at curbside only.
- Speed limit is 5 mph.
- Please NO cell phones when driving on the school campus.
- Students must be picked up by 2:45PM each day.

Afternoon Pick up:

- Parents are strongly encouraged to use the pick-up loops.
- Teachers walk their classes out to the bus and parent areas each afternoon.
- Sidewalks must remain clear for the students and teachers to safely walk to their waiting areas.
- At each driving loop area, students will wait in a location according to their grade level.
- Parents who choose to walk on campus may only wait in designated areas located at the front of the campus marked by orange paint. Please carry your car tag to retrieve your student. Parents may NOT wait at any building.