

## **WE ARE A TEAM!**

**Dear Parent/Guardian,**

The teachers and staff welcome you to the Michigan Avenue Elementary School Family. Together we will work with you and your child (ren) to provide the best education possible.

In reviewing last year's accomplishments, you were an active part of our success. By helping with homework and school projects, chaperoning field trips, and attending meetings and workshops, your contributions continue to positively impact our students' educational experiences.

***How can you get involved?*** On a daily basis, talk to your child about his/her school day. Read your child's agenda each day, sign, and return it to the teacher the following school day. The child's agenda is a wonderful communication tool between school and home. Take an active part in your child's school life by joining our **Parent-Teacher Organization (PTO)** and/or the **School Advisory Council (SAC)**. Register to become a school volunteer in the District **OASIS (Osceola Adults Serving and Inspiring Students) Program**. As parents, your influence is great and your actions, statements, and attitudes serve as models for your child/children.

The pages of this student/parent handbook are filled with school information that you will find useful. As you go through the handbook with your child, read and discuss the information together. We want your child to work on five school expectations that are explained on the next page. Sign the letter with your child and return it to his/her homeroom teacher.

With home and school working together as a team, your child will have a successful year at MAE.

From Administration

Dear Students,

The teachers and staff join us in saying we are happy to have you as a part of the Michigan Avenue Elementary School Family. Each of you is special to us. We want you to be happy at school and learn all that you possibly can. We have identified five expectations that will help you be successful:

**Expectation One: *Have a positive attitude.*** Come to school each day with an “*I Can Do It*” attitude and you will find success.

**Expectation Two: *Be responsible.*** All through your life you must make choices. We expect you to do what is right and this is called “being responsible.” It is not always easy to make good choices, especially if your friend is not making good decisions. It is important for you to remember that you are in charge of yourself. You can do what is right!

**Expectation Three: *Respect yourself and others.*** Michigan Avenue Elementary School is known for being a safe and positive place to be. Any behavior that could hurt someone or something-by your words or deeds-will not be allowed. Examples of respect at school include caring for the school campus, talking nicely to classmates and staff, treating outside playing equipment like your own, not touching personal items of classmates and staff, and returning lost items to the lost and found area.

**Expectation Four: *Cooperate with others.*** Cooperation includes being polite, treating people with respect, accepting differences between people, resolving conflicts peacefully, and encouraging other classmates to do their best.

**Expectation Five: *Always do your best.*** When you complete a classroom job or assignment, do your very best. While you are working during the school day, ask yourself, “Is this the best I can do?” If you give your very best on class work, homework, projects, and tests, you learn more and feel more responsible!

The pages in this handbook are filled with school information that you will find useful. As you go through the handbook with your parents, read and discuss the information together. Ask your teacher or guidance counselor for additional information, if needed, on the topics covered in this handbook. We look forward to a great year and most importantly.....

***WE ARE GLAD YOU ARE HERE!***

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Please return this portion to your child’s homeroom teacher.

We have discussed these expectations.

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Student Signature

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Parent/Guardian Signature

**ATTENDANCE**

According to Florida Statute 232.09, each parent of a child within the compulsory attendance age shall be responsible for his/her attendance. Please make every effort to have your child in attendance and to school **on time** each day. **When a child is late to class, he/she loses valuable instructional time. In addition, the teaching and learning is disrupted when tardy students enter the classroom at different times of day because the teacher has to orient them to the instruction that has been missed as well as information presently being taught. Please call the school office (407-891-3140) every day your child is absent. All excused absences must be explained by parents calling school personnel on the day of the absence or a signed and dated note on the day the child returns to the classroom. In addition, an automated telephone system calls the homes to inquire for unaccounted students.**

If you plan to keep your child out of school for reasons other than illness, a **“permitted” absence may be granted if it is requested and approved by the principal in advance. Prior to the absence, come to the front office to fill out a permitted absence form. Arrangement for make-up work shall be made in advance (24 hours) with the child’s teacher. The teacher needs time to write the directions for the make-up work.** The student shall assume complete responsibility for the make-up work. The teacher shall cooperate by making assignments, grading materials, and recording grades. **Students who miss more than fifteen (15) days per semester will not be promoted except** as follows:

- If medical evidence is presented to the principal from a competent medical authority to excuse absences in excess of fifteen (15) days.
- Extenuating circumstances as determined by the principal based on recommendations of teachers, counselor, or Student Services worker.

Assigned work shall be turned in on the day indicated by the teacher.

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**BICYCLE RIDERS AND WALKERS**

Please encourage your child to observe all safety and traffic rules and regulations when walking or riding bicycles. Helmets should be fastened and worn at all times. Children coming to and from school must cross a street at a corner where there is a crossing guard. School guards are located at:

- Highway 192 and Michigan Avenue
- 17<sup>th</sup> Street and Michigan Avenue
- Gate leading to St. Cloud High School

Stop at all STOP signs. More than one person on a bicycle is not permitted. All bicycles will be locked and secured during school hours.

**Middle or high school students who are walking home with their sibling (s) must wait across the street by the bike rack until the students are released at 3:10/3:15 p.m. (M, T, Th, F)2:10/2:15 p.m. (Wednesday)**

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## **BUILDING AND CAMPUS CLEANLINESS**

Please encourage your child to help make our school campus a neat, attractive environment for learning. Students need to help keep desks, floors, bathrooms, hallways, car rider and bus area free of litter by putting trash in appropriate containers. Also, students need to take care of school property by not writing on walls, (classrooms, hallways, bathroom) desks, carpets, and other school furniture. Any student, who is found guilty of damaging, defacing, taking or destroying school property, either during school hours or at any time, shall be required to repay the cost of repairing the damage.

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## **BUS RIDER CODE OF CONDUCT**

The safety of the students is our greatest concern. School Board Rules and Policies apply on the bus as well. The following rules and regulations have been established to provide transportation for bus students in the safest manner:

- \*By reason of authority delegated to him/her by the school principal, the bus driver has absolute authority over the students while they are riding the bus.
- \*The bus driver must report students who misbehave on the bus to administration. Continued misbehavior will result in a student being suspended from riding the bus. Misbehavior, when it may endanger the safety and lives of other students, will not be tolerated.

### **Responsibilities of students riding the bus:**

- \*Be at the assigned bus stop at the proper time.
- \*Observe proper rules of conduct while waiting for the arrival of the bus.
- \*Enter or leave the bus through the front door.
- \*Be silent when approaching railroad tracks and when the dome lights are on.
- \*Ride in the seat assigned by the driver.
- \*Observe obvious rules of pedestrian behavior when crossing or waiting on the highway.
- \*Refrain from inappropriate behavior that jeopardizes the safety and well-being of other students on the bus.

### **Responsibilities of the parent/guardian:**

- \*Have the child at the assigned bus stop at the proper time.
- \*Assume responsibility for proper bus conduct of his/her child.
- \*Provide transportation to and from school if the child is suspended from riding the bus.

### **Responsibilities of school administrators:**

- \*Send the parents a copy of the bus referral received on their child.
- \*Suspend bus students who endanger the safety of the other bus riders.

### **REMINDERS:**

- \*Do not bring your animals to the bus stop in the mornings. They fight, scare children, get in the way of the buses, and may be hit by vehicles.
- \*Students are not permitted to bring live or dead animals on the bus.
- \*Students are not permitted to bring balloons on the bus.
- \*Fundraiser items and other school projects, that interfere with the seating or jeopardize the safety of the students, are not permitted.
- \*Eating, drinking, or chewing gum is not permitted on the bus.
- \*Students need to remain seated throughout the trip. They need to stay out of the aisles when the bus is in motion.
- \*School friends are not allowed to ride the bus home with your child. Please make other arrangements with the friend's parents.

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**CAFETERIA**

Our cafeteria provides a nutritious breakfast and lunch to students. **Breakfast is served from 8:00 – 8:25 a.m. Each class has 30 minutes to eat lunch.** Prices are as follows:

<b>Breakfast:</b>	<b>\$1.00</b>	<b>Lunch:</b>	<b>\$2.15</b>
<b>Breakfast, reduced:</b>	<b>\$ .30</b>	<b>Lunch, reduced:</b>	<b>\$ .40</b>
<b>Milk:</b>	<b>\$ .75 (price subject to change)</b>		
<b>Juice:</b>	<b>\$ .50 (price subject to change)</b>		

Students may pay for their lunch daily or in advance on the first day of each school week. **CHECKS WILL NOT BE ACCEPTED FOR LUNCH MONEY. You can make credit card payments for your child’s meals using My Lunch Money.com. You may access this web-based program from your computer at home or at work. To gain access to the payment site, go to the Osceola County Schools Web Site and then to Campus Grille’s Web Site via the link. The cafeteria staff does not loan money to students. Free and reduced lunch applications are available in your child’s first day packet for those who qualify. After completing the application form, you must wait for approval before your child can receive free/reduced breakfast and lunch. If you have additional questions concerning free or reduced lunch applications, please contact the Principal’s Secretary, Mrs. Ryder, in the front office. If you have questions or concerns regarding the breakfast or lunch program, please contact our cafeteria manager, Mrs. Cummins, at (407) 891-3151. Any child who has special dietary needs, allergies to specific foods, or restrictions must bring a note from his/her doctor to the lunchroom manager, administration, and nurse. The doctor must update the information each school year.**

**Packing Lunches:**

When packing your child’s lunch, remember students are not permitted to bring soda cans, sharp objects, or glass products. Today’s convenience foods come pre-packaged however are often difficult to open. Before sending any prepackaged foods to school with your child, have him/her practice how to open the items.

Parents are invited to eat lunch with their child. Check with the teacher on the time to arrive at school for your child’s lunch time. **Parents are discouraged from bringing in fast food lunches for themselves and their children in fairness to the other children in the lunchroom, as well as to the support of our cafeteria program. If you do bring these types of lunches, the designated location to eat with your child is the picnic area outside the cafeteria. For safety purposes, you must take only your child to the picnic area to eat.**

**CAFETERIA CODE OF CONDUCT**

The lunchtime experience with school friends is a favorite part of the student’s day. Good manners are expected of all students. Eating lunch in our cafeteria will be a positive school experience if students practice the following rules:

- \*Students shall enter and leave the lunchroom in an orderly, single file.
- \*Students should raise their hand if they need help or want to use the bathroom.
- \*Students shall not bring toys, etc., to the cafeteria.
- \*Students shall not scream or yell while at the table. They should talk appropriately to the students next to them and not at other tables.
- \*Students should not share food with classmates or borrow money from them.

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### CAR RIDERS

All students who ride in a car are to be dropped off and picked up in the parent and visitor parking area. For the safety of your child, please pick up your child in this designated area only. Staff and safety patrols will assist students as they exit and enter the vehicles.

In the students' first day packet you will find "two gold car rider signs". Please write your child's name on the designated side. The extra car rider sign can be given to your spouse or other person who may pick up your child during the year. When you approach the main car rider loop area, the gold car rider sign must be visible in order to pick up your child. **IF YOU DO NOT HAVE YOUR CAR RIDER SIGN, YOU WILL HAVE TO PARK IN THE PARENT PARKING AREA and REPORT TO THE FRONT OFFICE FOR IDENTIFICATION TO RELEASE YOUR CHILD!**

If you park and pick up your child, please use the one crosswalk for the proper pedestrian traffic to and from the school entrance. Please have the gold car rider sign with you in order for your child to be released. Please abide by the rules for the safety of our children.

Due to bus and day care traffic, there is no drop-off or pick-up in the teacher/staff parking area. Students must be picked up by 3:45 p.m (M, T, Th, F)/2:45 p.m. on W. If you arrive later than 3:45/2:45 p.m., you must come to the front office to sign out your child.

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### CONFERENCES

Parents are strongly encouraged to make appointments for conferences with the guidance counselor, administration, teacher, or staff by calling the school at (407) 891-3140.

Please call and set up an appointment at least 24 hours prior to the desired time. There are many demands on a teacher's time and he/she may have to contact you to reschedule. If you cannot keep your appointment, please call as soon as possible to reschedule.

**REMINDER: Our teachers and staff have morning and afternoon duties to provide for the safety of our children. They are required to circulate and assist as needed. Please respect their responsibility for the students by not using this time for a parent conference. Parents, whose child has a Progress Monitoring Plan (PMP), will need to meet periodically with the child's teacher.**

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### DISCIPLINE

Every child has the right to learn as much as he/she possibly can. This means that students must be able to listen, concentrate, share, and work without interference. Any child who disrupts or interferes with other students' opportunities to learn will be disciplined. Teachers may use any of the following to maintain effective behavior management in their classroom:

- orally reprimand the student
- change a student's seat or activity
- time out in the homeroom or another classroom
- hold an individual conference with the student
- consult the counselor about the student's behavior
- telephone and/or conference with the parent

- after school detention

When the student continually disrupts the teaching and learning environment, he/she will be referred to the principal or assistant principal. **Administration recognizes the importance of good parental support and will make every effort to contact parents and advise them of their child’s actions and the discipline taken.** Consequences for serious misbehavior may result in the following:

**\*Warning:** A student will be warned that his/her behavior must improve or he/she will have more serious consequences for another discipline referral.

**\*Counseling:** The guidance counselor will talk to the student about rules and consequences for breaking the rules as well as work on behavior contracts.

**\*After School Detention:** Parents will be notified in advance about after school detention. A teacher stays with students from 3:15 p.m.-4:15 p.m. on Tuesdays and Thursdays.

**\*In-School Suspension:** A student is removed to the in-school suspension location that is away from the teacher and students. The student must work on his/her classroom assignments while in the in-school suspension area.

**\*Suspension:** The principal/assistant principal may suspend a student from school (up to 10 days) for willful disobedience, vandalism, fighting, open defiance of authority, use of profane or obscene language, or other misconduct when other means of discipline have been implemented.

**\*Suspension from the bus:** The administrator may suspend students from the privilege of riding a school bus based on disciplinary referrals from the driver.

**\*Expulsion:** A student may be expelled from school only upon a resolution duly adopted by the School Board.

Please read together with your child the Osceola County Student Code of Conduct in the students’ first day packet. **At the end of the Osceola County Student Code of Conduct is an acknowledgment of having read the material which must be signed and returned to your child’s homeroom teacher.**

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### **DISTRICT UNIFORM POLICY**

**Osceola County Schools have a Mandatory Uniform Policy for all students. The uniforms consist of solid navy blue or khaki pants, walking shorts, slacks, skirts, skorts, jumpers, or similar clothing made of twill, corduroy, or denim fabric. Students also wear solid white or navy blue shirts with collars such as polo, oxford, or dress shirts.**

**Our students are permitted to wear a maroon-colored or gold-colored shirt (polo, dress, oxford) to reflect our school colors. On Fridays, our students will continue to wear their “Bullpup T-shirt” (crew neck rather than a collar) to show their SCHOOL SPIRIT!**

**The policy also includes the following:**

**\*\*The size of shirts and pants must be appropriate to the student’s body size and not oversized or undersized.**

**\*\*Shirts must be tucked into the waistband of the pants or skirt.** Exceptions will be allowed in individual cases at the principal’s discretion.

**\*\*Pants or shorts with belt loops must be worn with a belt so that the waistband is worn at the waist and not below.**

**\*\*The hem of the girls' skirts or dresses must be no shorter than mid-thigh or no shorter than the tip of their fingertips when both arms are extended by their side.**

**\*\*Elementary school students' footwear must be closed toe and heel athletic shoes. Flip-flops, high heels, cleats, sandals, and shoes with wheels may not be worn.**

**If you have "outgrown clothing" that adheres to the uniform policy, please donate items to the school for those families in need. Our PTO members sell shirts that meet the District Uniform policy. If you need additional information, please call administration at (407) 891-3140.**

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### **EARLY RELEASE**

Teaching occurs from 8:40 a.m. until dismissal at 3:10/3:15 p.m. (M, T, Th, F) 2:10/2:15 p.m. (W) The end of the teaching day is especially crucial with reviews of lessons learned, assignment of homework, agenda reminders, and general processing of the day. Early pick-up at the end of the day interrupts these activities not only for your child but also for the teacher and remaining students. Students will not be called out of class for an appointment until the parent is in the office. **Students will be released ONLY to persons (with an acceptable picture ID) on their information form.** Again, **please respect the teaching time in the late afternoon and schedule your child's/children's appointments after school hours.**

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### **FIELD TRIPS**

Field trips are incorporated into the learning process to enrich the classroom activities. Parents and students need to cooperate to make sure that all field trip requirements are met in a timely manner. **Permission slips and money must be turned in by the required deadline, prior to the field trip, in order for the student to participate. Due to bookkeeping procedures, there are no exceptions to the deadline rule. The original field trip permission form must be returned. Telephone and fax permission slips are not acceptable.** Please read your child's field trip permission form carefully for information as to the location, date, time, lunch provisions, and other specific requirements. We expect our students on field trips to be on their best behavior because they represent our school in the community. **State Statute mandates all chaperones attending school-related field trips be background-checked by Osceola County Sheriff's Department.** To ensure the safety of all children, **parents that assume the responsibility of a field trip chaperone must remain with their group of students for the entirety of the trip. *For safety reasons, older and younger siblings are not permitted to accompany their parents on a field trip.*** Students tardy the day of the field trip will not be able to participate; however they will receive a refund for the field trip. **For further information about being a field trip chaperone, please contact Mr. Toothe at (407) 891-3140. Please refer to "OASIS Volunteer Program" for following the District Procedure to chaperone a field trip.**

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### **FUNDRAISERS**

Throughout the school year PTO, special area departments, and/or grade levels will conduct fundraisers. These funds are used to update, purchase, and replace resources, equipment and supplies needed to enhance the educational experiences of our students. **Your support is greatly appreciated, but you are in no way expected to support all of the fundraisers.** We encourage you to be selective when participating in our fundraisers.

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## GENERAL CODE OF CONDUCT

One of our major goals is to provide a safe teaching and learning environment for our children. Every child is entitled to feel safe and secure during his/her academic day. Our school teaches the students responsibility for their own behavior. If a student follows the rules, he/she enjoys the rewards. If students break the rules, they receive consequences. Below is a list of our school's expectations. Please review and discuss with your child the school's Student Code of Conduct that adheres to the District Student Code of Conduct:

\*The School District of Osceola County has a Bullying/Harassment Policy (5.321): Bullying is not allowed during any educational program or activity conducted by a school or the school district, on a school bus, or through the use of a computer, cell phone, etc. If a student is being bullied, he/she should tell an adult in the school, a parent, or trusted adult outside of school. **Telling about "bullying" is not "tattling."**

\*Students are expected to use self-control and maintain order at all times in the building and on school grounds.

\*Possession and/or use of tobacco products are strictly prohibited.

\*Students may not leave campus during school hours without permission from the office.

\*Possession of dangerous or disruptive items is strictly prohibited.

\*Threats of violence are strictly prohibited.

\*Chewing gum will not be permitted.

\*Students are not allowed to borrow, sell, or trade items.

\*Shoes (with roller skates built in), skateboards and roller skates are not allowed to be ridden on campus.

\*Students must obey all traffic and safety rules when crossing the streets adjacent to the campus.

\*Students must not come to school with an extreme hair fashion such that the principal determines it is so distracting or disruptive that it interferes with the educational process. Examples of unacceptable hair appearance would be extremely garish neon colors, orange, purple, green (or other unnatural colors), color patterns such as plaid or stripes, Mohawk style, extreme spiked hair and similarly unusual and distracting hairstyles.

\*Abusive and discourteous language and gestures, that reflect disrespect for others, shall not be used.

\***Please do not have your child bring toys (including electronic), radios, and games to school.** These items become disruptive to the learning environment. Please check your child's book bag to ensure that he/she is bringing the appropriate supplies and materials to school.

\***Cell phones** may be carried by students in a concealed (non-visible) manner and **must be turned off at all times during regular school hours.**

**Osceola County Schools maintain a Zero Tolerance Policy regarding students bringing weapons or toys that are facsimiles of weapons such as guns and knives that may endanger the welfare of other students. Students bringing such items to school will face serious consequences as a result.**

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**GRADING/PROGRESS REPORTS**

**Kindergarten and First Grade Grading Code:**

Each quarter teachers utilize the following grading system for students meeting the Florida Sunshine State Standards in Reading, Language Arts, Mathematics, Science/Health, and Social Studies:

- O: Outstanding**
- S: Satisfactory**
- N: Needs improvement/more time**
- U: Unsatisfactory**

The Kindergarten and First Grade report card also lets parents know how their child is progressing with “Work Habits and Behavior.”

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**Grades 2-5 Grading Code:**

Each quarter teachers utilize the following grading system for students meeting the Florida Sunshine State Standards in Reading, Language Arts, Mathematics, Science/Health, and Social Studies:

- A: 90-100**
- B: 80- 89**
- C: 70- 79**
- D: 60- 69**
- F: 0- 59**

The 2<sup>nd</sup>-5<sup>th</sup> Grade Report Card lets parents know how their child is progressing with “Work Habits and Behavior.”

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The Kindergarten-5<sup>th</sup> Grade Report Cards will also have the students’ Instructional Level Codes:

- AL= Above Grade Level**
- OL= On Grade Level**
- BL= Below Grade Level**

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The following is the “Progress Codes” for Special Area Teachers:

- O: Outstanding**
- S: Satisfactory**
- N: Not demonstrated consistently**
- U: Unsatisfactory**

If there is an “x” by the students’ Special Area Progress Codes, this indicates a behavioral concern.

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Report Cards are issued for all students at the close of each nine-week grading period.

**Progress Reports:** A progress report may be given out any time the student is not working up to potential or at the end of the 4<sup>th</sup> week of each nine-week grading period. Please call your child’s teacher if you have questions or need additional information regarding your child’s mid-term Progress Report or the Report Card. **Please refer to the**

**Technology Section** for information about the Parent Internet Viewer (PIV) where you can monitor your child's grades.

**IMPORTANT NOTICE:**

**By Florida Law, any 3<sup>rd</sup> Grade student who scores a Level 1 on FCAT Reading will be retained in the current grade.**

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**GUIDANCE SERVICES**

Our school guidance counselor, **Mrs. Pam Strickland**, provides many services for students, parents, and staff including academic guidance, personal and social counseling, student assessment, and referrals to community resources. **Mrs. Strickland is also our school's Section 504 and Bullying designee. She works with teachers and parents on 504 Accommodations and monitors the students with Section 504 Compliance.** If you have any questions or concerns about academic planning, parent conferences, student records, and/or community resources, please contact Mrs. Strickland at (407) 891-3140.

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**HEALTH SERVICES**

Our **nurse, Ms. Miller**, takes care of your child's health needs that arise during the school day. The school clinic is located in Room 003 next to the parent waiting area. In the school setting, if the nurse suspects any possible infectious, contagious, or transmittable condition, the parent of the student will be contacted to come and remove the child from school immediately. **Due to the limited space in the clinic as well as exposing other children who come to the clinic, it is crucial that you pick your child up immediately after being contacted.** At this time, you will be advised that you should seek medical attention. The student may not come back into contact with other students until a medical doctor clears him/her. **A medical release is required in order for the child to return to school.**

Head lice are a common problem in all schools. Routine checks are made at our school by staff members. **Students found with head lice are sent home with instructions for treatment. Upon return to school, a parent must accompany the child to be cleared in the clinic. Students cannot return to the classroom until they have been cleared in the clinic with the parent present.** Our school does not dispense head lice shampoo. You will be responsible for acquiring the shampoo through your local pharmacy or physician. **In the students' first day packet, please read the County Prescription Medicine Information.** It is important that the nurse be made aware of any allergies, medications, special dietary needs/restrictions, or disabilities a child may have in case of an emergency.

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**HOMEWORK**

Homework is an important academic extension of our classrooms. Homework demands organization, attention to detail and direction, and a desire to succeed in school. As a parent, you can assist by providing a quiet place for your child to work, set a specific study time, and ensure that your child stays on task. Checking over his/her homework lets your child know that you are concerned about what he/she is doing in school. **Please review and sign your child's agenda each day** for homework and special project information. **One of the most important things that you can do as a parent is to read to and with your child every day!**

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## INSURANCE PROGRAM

School Accident Insurance is available through the school. This insurance includes a regular as well as 24-hour school coverage plan. Forms for this coverage are included in the student first day packet.

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## LOST AND FOUND

The school maintains a Lost and Found area. Unclaimed items will be donated to a local charity at the end of the school year. **We strongly recommend that you write your child's name in jackets, sweaters, purses, lunchboxes, backpacks, etc.**

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## MAKE-UP WORK

Students are allowed to make-up work for each day of an excused absence. Assigned work should be turned in on the day indicated by the teacher.

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## MESSAGES

Students will not be released from the classroom to accept a telephone call. **The students will go home in the afternoon the same way they arrived unless they have sent in a written note that is given to the homeroom teacher. TO ENSURE THE SAFETY OF YOUR CHILD, TELEPHONE MESSAGES ARE NOT ACCEPTABLE TO ALTER THE MEANS OF TRANSPORTATION HOME IN THE AFTERNOON UNLESS FOR EMERGENCY SITUATIONS.**

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## O.A.S.I.S. VOLUNTEER PROGRAM

The **OASIS (Osceola Adults Serving and Inspiring Students) Program** is composed of adults who volunteer their time to help the school in many ways. These volunteers assist as tutors, room mothers/fathers, field trip chaperones, resource speakers, PTO and SAC members, and MUCH MORE! **In order to maximize the safety of all children on a field trip or in the classroom, a two-step registration and training program has been introduced in Osceola County.**

**Step one:** All volunteers must successfully sign up and be approved using the web-based site at <http://volunteer.osceola.k12.fl.us>. **In the parent reception area, we have a computer specifically for signing up and logging hours as a school volunteer.**

**Step two:** Attend a short informative training on special issues and concerns involved in volunteering. **In order to satisfy step two, each Tuesday, at 3:30 p.m., Mr. Toothe will conduct short trainings to satisfy this requirement.**

**Once both steps have been successfully completed, you are welcome to volunteer!**

Please make arrangements for your preschool child when you volunteer. One suggestion that you might want to share with other parents is a babysitting co-op. Volunteers can take turns caring for each other's preschool children allowing all parents an opportunity to assist students and teachers. The babysitting parent as well as the volunteering parent would receive OASIS volunteer hours.

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## OFFICE PERSONNEL and THEIR ROLES

**Tina Sklarek:**

### Front Office Receptionist/Clerk Typist)

Helps answer telephones

Provides assistance to parents, students, visitors

Maintains up-to-date student information forms

Xeroxes for staff

**Paula Fox:**                    **Student Records Clerk**  
 Helps answer telephones  
 Enrolls new students  
 Orients new families to the school  
 Withdraws students  
 Helps with student attendance/tardiness  
 Sponsor of the Safety Patrols

**Linda Ryder:**                **Principal's Secretary**  
 Helps answer telephones  
 Takes messages for administrators  
 Arranges conferences/meetings with administrators  
 Coordinates free/reduced lunch applications

**Lori DeBord:**                **Bookkeeper**  
 Helps answer telephones  
 Contact for field trip refunds and other monetary issues

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**PARENT-TEACHER ORGANIZATION (PTO)**

The Parent Teacher Organization (PTO) serves as an important resource to the school. This organization conducts fundraisers and activities in order to purchase materials, supplies, and equipment for our students and school. **There will be information in students' first day packet about PTO membership, meetings, activities, and events.**

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**PHYSICAL EDUCATION**

A planned Physical Education (P.E.) Program is provided for all students. On P.E. days, students need to wear tennis shoes and appropriate clothing. A student may be excused from P.E. activities for up to three days by written instructions from parents. For extended periods of exemptions from P.E., a note from the doctor is required.

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**PRINCIPAL'S GOLD CLUB**

*Catch students doing good* is the goal behind the **Principal's Gold Club**. Once a month, teachers select two children from their class who they feel have risen above the rest in areas such as academics, behavior, attendance, and/or overall improvement. The children receive a formal invitation to the celebration of their success. During the Principal's Gold Club, the children are congratulated for their achievements and accomplishments by the principal, assistant principal, guidance counselor, and other staff members who help with the monthly recognition. Students receive refreshments and numerous tokens of appreciation from local business partners.

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**RETURNED CHECKS**

In an effort to curb the internal cost our District bears each year in returned checks (Non Sufficient Funds-NSF, Account Closed, Fraud and Stop Payment), we have contracted with Automated Recovery Solutions. ARS provides this service to numerous School Districts around the country and is in charge of collecting checks for our District that are not honored by check writers' banks. For NSF checks, ARS will electronically monitor a bad check writer's account and are authorized to make (2) electronic attempts for the Face amount of the check plus a state authorized Returned Fee as follows:

<u>Amount of Check Written</u>	<u>Return Fee</u>
\$.01 to \$50.00	\$25.00
\$50.01 to \$300.00	\$30.00

\$300.01-\$800.00  
\$800.01 - Plus

\$40.00  
5% of Face of Check

If a check is returned Account Closed, Fraudulent, Stop Payment or the NSF Item is unable to be electronically recovered due to a zero balance, letters will be sent in which the check writer must pay the Full Face amount plus the above authorized state Fees within (15) business days. If not, the bad check writer can be referred to a state attorney's office where they will be charged the Face amount of the original check, plus (3) times the Face amount in Fees, plus costs, as allowed per the state. **Should you have any questions or need additional information you're welcome to contact Automated Recovery Solutions at 877-588-7067.**

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**SCHOOL ADVISORY COUNCIL (SAC)**

The School Advisory Council (SAC) is a group of parents, teachers, staff, community leaders, and administrators who function to monitor the school improvement plan. The council members establish goals for the school and serve as an advisory group to the principal. **The first meeting is Tuesday morning, September 13, beginning at 7:30 a.m. in the Media Center. Information about becoming a member of our School Advisory Council will be in the students' first day packets.**

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**SCHOOL DEPARTURE**

For the 2012-2013 School Year we will have two bell dismissals:

**Kindergarten & First Grade Students: 3:10 p.m. (M., T., TH., F.)/2:10 p.m. (W.)**

**2<sup>nd</sup>-5<sup>th</sup> Grade Students: 3:15 p.m. (M., T., TH., F.)/2:15 p.m. (W.)**

Students are to leave the building immediately at the end of the school day unless engaged in an after-school activity. Bus students will go directly to their bus **unless they have written parent permission not to ride the bus. These parent notes should be given to the homeroom teacher in the morning so she/he will be aware of an afternoon change in leaving the school.** The teacher will then send the note (s) to the office. Students who miss the bus will have to contact their parents for transportation home. Walking students will go directly home unless the parent has granted prior written permission for his/her child to go home another way.

**REMINDER: Children must go home in the afternoon the same way they arrived unless they have written parent permission. In the interest of the safety for your child/children, telephone messages will not be accepted as notice of change for the manner of going home. We can not ensure the person we are speaking to on the telephone has the necessary authority.**

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**SCHOOL HOURS**

School hours are from 8:25 a.m. until 3:10/3:15 p.m. on Mondays, Tuesdays, Thursdays, and Fridays. On Wednesdays, school hours are from 8:25 a.m. until 2:10/2:15 p.m. (See above for Kindergarten and 1<sup>st</sup> Grade students' afternoon dismissal.)

At the 8:00 a.m. bell, students in Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Grades will report to the basketball court. Students in 2<sup>nd</sup> Grade will report to the cafeteria. At the 8:25 a.m. bell, all students will proceed to their homerooms. On rainy mornings

students will be assigned to their classroom hallway. The tardy bell rings at 8:35 a.m. Please work with us on having your child in the classroom by the 8:35 a.m. tardy bell. Late students cause the teaching and learning environment to be interrupted.

Upon afternoon dismissal, students will be expected to leave promptly unless prior arrangements have been made between the parent and teacher.

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### SPECIAL AREA

Kindergarten- 5<sup>th</sup> Grade students attend a special area class daily on a rotational schedule. All students attend Physical Education, Art, and Music classes. The students have 50 minutes/45 minutes (Wednesday) of special area instruction.

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### STUDENT INFORMATION & EMERGENCY FORMS

Sometimes an emergency develops that requires immediate notification of the parent/guardian. The student information/emergency forms insure that your child will receive immediate care and treatment. Please fill out ALL AREAS on the forms enclosed in the students' first day packet, being sure to include several alternate persons to be notified. Please inform the office if you change your address, telephone number, or place of employment. It is important that we have a way to contact you in a timely manner. Please return the forms to your child's homeroom teacher as soon as possible.

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### SUPERVISION OF STUDENTS

Florida Statute 232.25 addresses the supervision of children before and after school. The statute provides that each student enrolled in school must be under the immediate control and direction of the principal or staff of the school during a reasonable time before and after such student is attending school or a school-sponsored activity. The term "reasonable time" is further defined to be 30 minutes before or after a school activity is scheduled or offered, whichever time is greater. The bell rings for students to enter the classrooms at 8:25 a.m. The reasonable time of thirty minutes before would be 7:55 a.m. Unless attending a school-approved activity, such as morning chorus or SPIRIT activities, students are not allowed on school property before 7:55 a.m. For parents who have early morning responsibilities, Osceola County School District provides Extended Day Care Services. For information about the Extended Day Care Program, please call (407) 870-4911.

The reasonable time for picking up students after school would be 3:45 p.m./2:45 p.m. (Wednesdays) since the dismissal bell rings at 3:10/3:15 pm/2:10/2:15 p.m.(Wednesdays). Please work with us by sending your child no earlier than 7:55 a.m. and picking up your child by 3:45 p.m. Adherence to this Florida Statute will only add to the safety of our students.

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### TECHNOLOGY

The school web site can be accessed by using the following address: [www.mae.osceola.k12.fl.us](http://www.mae.osceola.k12.fl.us). This Web Site will inform you of relevant school information. You can also access the Parent Internet Viewer (PIV) from our school website. You can monitor your child's grades on the Parent Internet Viewer. As part of the adopted School Board Rules 3.21, students are expected and required to use technology in a safe and appropriate manner. Students are not allowed to access

**personal email accounts, enter chat rooms, or use any type of instant messenger software. School technology will be used for educational purposes only.** Any students who use technology in an unsafe or inappropriate manner will face disciplinary action and may have their use of school technology revoked. The internet is used as part of the school wide educational curriculum. Students will access the internet for purposes of FCAT preparation, technology skill building, remediation/acceleration programs, and research.

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### **TELEPHONE USAGE**

Students may not use the telephone to call their parents for forgotten homework, lunch, or permission to go home with a friend.

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### **TEXTBOOKS**

The State of Florida and the Osceola County School Board provide our students with the textbooks used in our schools. The textbooks are loaned to your child with the understanding that she/he is responsible for them. If a book is damaged or missing, the student's parent/guardian will be required to pay for the loss to our school.

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### **TIPS TO PARENTS**

It is our desire to make school a positive learning experience for all. As an interested parent, you can do much to help. The suggestions given below are some helpful things you can do:

- \*On school mornings, avoid unpleasant situations so that your child will begin the day with a positive frame of mind.
- \*Visit and participate in school activities. Let your child know you are interested in his/her school, teachers, and ongoing events.
- \*Join and participate in PTO, School Advisory Council, and/or as a volunteer.
- \****Ensure that your child arrives to school on time.***
- \****Ensure that your child's absence from school is excused by calling the office the day your child is absent. If you do not call, you must send a note the next day to your child's homeroom teacher explaining the absence.***
- \*Give your child an opportunity to share responsibilities.
- \*Encourage your child to finish a task that he/she has begun.
- \****Consistent communication is essential. Please sign and return your child's agenda each day. We also have a Home/School Folder. This folder has two-sided pockets: one pocket is for important forms, homework, etc. that needs to be returned to school. The other pocket is for flyers, school information, parent newsletters, graded school work, etc., that is kept at home. The Home/School Folder should be checked on a daily basis.*** Keep track of your child's progress with an individual conference with his/her teacher.
- \****Notify the school if your home address, telephone number, or place of employment changes so that the student information and emergency forms may be kept up-to-date.***
- \****Appreciate the work your child brings home. This will encourage him/her to put forth the effort to be successful in school.***

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### **TOP ACADEMIC BULLPUP STUDENTS (TAPS)**

At the end of the first, second, and third nine-week grading period, teachers in Grades 3, 4, and 5 submit a list of students who have made Honor Roll and have received no "N" in

Special Area Classes. These students are invited to a **TAPS Breakfast celebration**. In the second and third quarters, students who have improved in two academic areas and receive no “F” or a decrease in grades meet the criteria for the TAPS Breakfast and its’ special activities.

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### VISITORS

Parents and visitors **must sign in at the front office counter (a valid picture ID is always required)** and receive a daily visitor pass **before** going to their destination.

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### VOICE MAIL

During the regular working hours of 7:30 a.m. – 4:00 p.m., your call will be answered by our office staff. If the teacher is instructing students, we forward the call to his/her voice mailbox. Only emergency calls will be transferred to the classroom. After regular working hours, your call will be answered by an automated system. Listen carefully for selections and wait for the operator to give you directions.

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### WEARING APPAREL

In addition to the District Uniform Policy, our school has specific rules on other wearing apparel:

\***Hats should not be worn on campus** with the exception of field day, field trips, and special events.

\*Students wearing decorative **jewelry (bracelets, necklaces, earrings)**, that could cause an injury to themselves or others and/or cause a classroom disruption, will be required to remove the item (s). **Hoop earrings** should be no larger than a quarter. Jewelry will be released to parents only.

\***Students are not allowed to wear “silly bands” at school.**

\***Also read the Osceola County Student Code of Conduct, in the students’ first day packet, for more information on wearing apparel.**

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### WITHDRAWAL PROCEDURES

**If your family is moving, please notify the office staff in person or by telephone 3 days in advance.** Your child’s textbooks and library books need to be returned to the classroom teacher and/or librarian. Also, all monies owed need to be paid: borrowed lunch money, lost and/or damaged library books and textbooks. Your child’s records will be forwarded to his/her new school when we receive a request from the new school.