

Conway Elementary Student/Parent Handbook 2020-2021

VISION STATEMENT

To ensure every student has a promising and successful future.

MISSION STATEMENT

With the support of families and the community, we create enriching and diverse pathways that lead our students to success.

ARRIVAL/DISMISSAL

School hours are 8:45 – 3:00 (2:00/Wednesdays). The following procedures were developed for organized and safe movement of students upon arrival to school each morning. Teachers practice these procedures with their students during the first weeks of school. Parents can help by following these rules with your child.

Morning Dramatic Education Program: Morning services are available for child care prior to the opening of school doors. This service begins at 6:45 a.m. Parents must accompany their child to the Media Center location for daily sign-in. There your child will be received by Dramatic Education staff. Assistance will be provided to students as they exit to their classrooms at the morning bell.

Please Note: If you do not choose to use the Dramatic Education services, similar services are available at area daycare centers that will transport your child to school.

Car Riders: The arrival time for students not enrolled in Dramatic Education Morning Program is 8:10 a.m. if they are eating breakfast at Conway. Students are not supervised until 8:10 a.m.

Car Rider arrivals enter the campus and proceed to the area assigned for their grade level in front of flag pole until 8:30 a.m. Kindergarten will meet at designated tables in cafeteria.

Car rider arrivals (**going to breakfast**) enter the main lobby and proceed to the cafeteria for breakfast.

Walkers and Bike Riders: Walkers and bike riders may not arrive to school prior to 8:30 a.m. unless they eat breakfast. Bike riders lock their bikes at the bike rack.

If students are eating breakfast, they will proceed to the cafeteria. Assistance will be provided to students as they exit the cafeteria at the first bell.

Bus Riders: Bus students arrive at the bus loop of the school. They enter the campus through the main lobby and proceed to the area assigned for their grade level in front of the flag pole until 8:30 a.m. If students are eating breakfast, they will proceed to the cafeteria. Assistance will be provided to students as they exit the cafeteria at the first bell.

DISMISSAL

**Student safety is a huge responsibility for staff members. Parents can help by following and expecting children to follow, arrival and dismissal rules. We stress that students be picked up and released at designated locations only, where staff and patrols are available for proper supervision. Please do not ask your child to meet you for pick up at the picnic tables, flagpole, the oak tree by the crossing guard, or some other unauthorized location.*

Dismissal

3:00 Dismissal on Monday, Tuesday, Thursday and Friday

2:00 Dismissal on Wednesday

Teachers will not dismiss students outside of their dismissal areas.

Conway Car Riders

- Car Rider passes must be displayed in the windshield in order to pick up your child.
- Arrive/ depart at patrol posts.
- Students may not leave staff supervision to wait for parents at other areas on campus.
- Students will be dismissed in the car loop. Children will not be dismissed from the car rider area by a walking adult.
- Older students must sit with younger siblings at dismissal.

Our concern is the safety of **ALL CHILDREN**. Please help us by not encouraging your child to break the school rules and policies.

- Cars should enter single file going one way.
- Approximately five cars can load at a time.
- Move all the way up each time cars move forward. Your child will be brought to you.
- Parents who wish to park and exit their cars must move to an appropriate parking space. Students must then be signed out at the front office.
- All cars must have a sign in the window with the child's name, grade and the teacher's name. These signs are required and help expedite the car line dismissal process. Additional signs are available in the front office.

LATE PICK-UP - Please call the office if unforeseen circumstances occur that will delay your pick-up time so that we may reassure your child. If your child is not picked up within a reasonable time, and no one has contacted the school, the police will be contacted .

Walkers

- Please wait for walkers in the designated parent area by the pavilion, away from student staging areas.
- Kindergarten and First Grade students must be signed out by a parent or designated adult.
- Students are not allowed in the parking lot without parents.

Bikers

- Students leave campus following the designated bike path.

Rainy Day Plans

It is important to review rainy day procedures with your child and your child's teacher! This will alleviate a lot of tears and misunderstandings. Please make definite plans for your children to follow when the weather is rainy. It is not possible for them to call home, so please be sure they are fully aware of the plans for rainy days.

30/30 Weather Delayed Dismissal

Lightning is the primary cause for a delay in dismissal; however, other severe weather conditions could result in a need to delay the dismissal process. At this time, children will not be dismissed from campus. Parents/guardians who insist on picking up their children will be allowed to sign them out at the office if they have pick-up authority on the school records.

The school will not deviate from your child's normal dismissal routine without written parent notification. Please plan ahead to avoid confusion. Please do not ask your child to deviate from these required procedures. They are specifically designed to help us safely supervise large numbers of children.

Dismissal during school hours is discouraged. If it is necessary to take your child out of school during the day, please send a note stating the dismissal time and reason. Early dismissal may affect attendance. Please refer to the attendance policy in the first day packet.

Children will only be released to authorized adults. If you wish the school to release your child(ren) to adults other than parents or guardians, their names **must be** listed on the emergency information form. Picture identification will be required before a student is released to an adult. Teachers will not release students from the classroom to any person.

We will not change the way a child is to go home by means of a telephone call. The parent must send a signed note in the morning if a change is necessary.

ATTENDANCE / ABSENCES / TARDIES

Regular attendance is required by law. Written excuses are required when students are absent. Notify the school if your child is absent for more than two days, or a social worker may visit your home to determine the reason for the absenteeism. It is equally as important for students to be in class on time and prepared.

Students will be marked as tardy if they are not in their class when the last bell rings at 8:45 a.m. An excused absence includes a **written** reason due to illness or religious activity. All other reasons shall be considered unexcused. See attendance policy in first day student packet for more information.

BICYCLES

All bicycles need to be locked at the bike racks provided. The school is not responsible for stolen bikes. It is a Florida law that all students wear **helmets** when operating a bicycle. Skateboards and in-line skates are not allowed on campus. If this rule is broken, the item will be held in the office until a parent picks it up.

BUS TRANSPORTATION

Only students registered as a bus rider may ride their assigned bus. Parents are not permitted to ride the bus.

Students are expected to use good behavior at the bus stop and on the bus. Florida law provides that students who misbehave may be suspended from riding the bus. If suspended, parents will be notified in writing and will be responsible for providing transportation to and from school. OCPS transportation office phone number is 407-317-3800.

CAFETERIA

Breakfast is served each morning from 8:10 - 8:45 a.m. Non-bus riders will not be served after 8:45, so please be certain that they arrive on time. **Students arriving after 8:45 a.m. will be provided breakfast to take to the classroom. Free breakfast and lunch for all students.**

You may also opt for your child to bring their lunch from home. If you choose to send a lunch, no sodas, candy, or gum should be sent. Sharing, exchanging, or taking food back to the room is not permitted. The menu offered through our cafeteria is set by the district and subject to change without notice. All students receive free breakfast and lunch. A student with a special dietary need will require a FNS form to be completed by the parent and doctor, then returned to the school.

CLINIC

The school has responsibility for first aid only. In case of illness, your child will be cared for until you arrive or the student is returned to the classroom. In case of minor/major injuries, first aid will be administered and the parent will be notified. Children with a temperatures of 100.4 or higher will need to be sent home immediately. Please do not send a child to school that appears sick in the morning. The school will call 911 for assistance if an illness or injury requires urgent care or is potentially serious.

Medication - Please try to arrange schedules for the administration of medicine outside the school day. If

medication must be sent to school, the following legal requirements must be met:

- For each prescribed medication, the student's parent/guardian must complete an OCPS AUTHORIZATION FOR MEDICATION FORM, which is available in the clinic, and personally deliver the medication to the office.
- All prescribed medication must be received in the ORIGINAL container. The prescription label must show: date, student's name, dosage and time to be administered.
- Any over the counter medication brought to school to administer to students must be unopened. The over the counter medication seal must not be broken.
- If it is necessary for medication to be taken home, the parent or guardian must pick it up after dismissal. Parents or guardians are responsible for transporting medications to and from school.

Head lice – Unfortunately head lice is common in schools. OCPS policy states any student with head lice may not stay in school. Students with head lice will be kept in the clinic until taken home. Before returning to the classroom, the student must be checked by the clinic. Children who are sent home with lice or nits must be brought to school by an adult and checked in the clinic to make sure all lice/nits are removed before they will be allowed to return to class. School wide head checks will be done the first week of school. All classes will be checked on a rotating basis year-round.

DISCIPLINE

Each student is expected to behave so they will not interfere with the educational opportunities of classmates. Parents have the primary responsibility for their child's conduct. Each classroom teacher will be sending home a list of class rules. Please review these with your child.

Code of Student Conduct - Florida law outlines both the rights and responsibilities of students. While the student has the right to expect a good education, the school has the right to expect good behavior and responsibility from the student. Specific information is printed in the **Code of Student Conduct**. Students who choose to continually be disruptive, disrespectful, or discourteous will be dealt with in accordance with the **Orange County Code of Student Conduct**. The **Code of Student Conduct** describes the rules that must be followed as well as the consequences if rules are not followed.

DRESS CODE

Dress for Success - We are proud of our well-dressed students! Cleanliness, good grooming, neatness and modesty are important standards of appearance for everyone. Tennis shoes and socks are recommended for physical education classes. Students are encouraged to wear their school T-shirt every Monday for Spirit Day.

HOMEWORK

Homework is one of the many learning activities in which students engage; its purposes are to:

- Develop initiative, responsibility, self-direction, and organizational skills.
- Extend learning and/or provide practice in applying concepts initially presented in the classroom.
- Provide opportunities for independent work and/or study.
- Strengthen concept attainment, skill development and reinforcement

Please provide a quiet time and place for lesson completion. All students are assigned homework Mondays-Thursdays, varying from 10-50 minutes, depending upon the grade level.

PARENT & COMMUNITY INVOLVEMENT

- ADDITIONS are parents and community members who volunteer to help teachers and students. Volunteers must complete an online application each year at volunteer.ocps.net.
- Parent Engagement Liaison (Sonia Santana) develops and conducts trainings to improve effective communication between home and school, improve community outreach and coordinate parent events which impact student achievement.
- Parent Teacher Association (PTA) needs your support through membership and committees. Monthly

meetings, programs and newsletters keep you informed. Projects support the school curriculum and facility needs.

- Partners in Education (PIE) increase cooperation between businesses and schools. Partners' support our programs with time, donations and money.
- The School Advisory Council (SAC) creates, implements and monitors the School Improvement Plan. SAC is composed of staff, parents and the community.
- The Multilingual Parent Leadership Council (MPLC) meets regularly to discuss issues concerning ESOL students.

Visiting School - All parents are encouraged to visit our school. All visitors must be signed in at the front office. A picture ID is required to sign in. Arrangements for classroom visits must be made in advance with the teacher. This policy ensures each child uninterrupted instruction.

Parent Conferences – Conferences should be scheduled for times other than student instructional times. Please schedule conferences with teachers when they are not directly responsible for the safety of children. All visitors are required to check into the office for scheduled appointments with teachers. We urge you to make an appointment to visit your child's classroom and conference with the teacher.

Siblings - We know how much younger brothers and sisters like to visit the BIG school. Several opportunities will be provided during the school year for younger siblings to visit the school, such as the school carnival and other special events. Younger children may not "help" when mom or dad are volunteering in the classroom, nor during daytime activities.

PARTIES

Due to COVID-19 pandemic, outside food (cupcakes, cookies, other treats) are not permitted based on current Food and Nutrition Services restrictions and student safety concerns until further notice. Thank you for your understanding.

Orange County School Board Policy No. 5133 states: "A Principal, as administrative and supervisory head of the school, is legally responsible for all school-sponsored activities." A school-sponsored activity is any activity planned at school and supervised by school personnel. Elementary schools may have a maximum of two (2) parties per year. One is before the winter break and the other is at the end of the school year. ~~Birthday Parties~~ are not allowed at school. ~~If the parent of a student would like to send a special treat for the class on a student's birthday, they must make arrangements with the classroom teacher. Recommended treats include cupcakes and cookies.~~ The parent may not provide gifts or other decorations that give the appearance of a party such as balloons, flowers etc.

~~**Please note: All food brought in by parents must be store bought, sealed and include a label identifying ingredients and expiration date. Parents may not bring food prepared at home. Food should be brought to the office so the proper paperwork can be completed.**~~

RECORDS

OCPS maintains records in accordance with state and federal laws. We are required to have a current address and emergency numbers for every student. We need your help in notifying the school of any changes. If you move from our school area, you need to notify the office.

STUDENT PROPERTY

Please put names on coats, sweaters, jackets, books, school bags, lunch boxes and other items belonging to your child. Remind your child that they are responsible for keeping up with their own personal belongings and money. Only provide the amount of money that your child will need for daily purchases and a method for keeping it safe. **Children are not allowed to bring toys to school.**

SUPPORT SERVICES

To meet students' individual needs, these additional services are available: psychologist for individual testing and conferences, social worker for home visits/contacts and attendance; exceptional education programs for speech/language, learning disabilities, emotionally handicapped, gifted, mentally handicapped, physically impaired; and ESOL programs for non-English speaking students.

TELEPHONES

The school phone is to be used for business purposes only. The office will make calls for students. Parents and students should make advance arrangements concerning rainy days, clubs, after school activities, etc. Teachers will not be interrupted for messages or calls during instructional time. You may leave messages for teachers on their voicemail.

Student cell phones must be turned off and kept in a book bag. Usage during the school day will result in confiscation.

WITHDRAWAL

Please let the school registrar know, as soon as possible, if you will be moving. All textbooks and library books must be returned and lunchroom charges must be paid before the student's last day.

For additional information, please visit the school Website at <https://conwayes.ocps.net/> to view the parent guide and student code of conduct.

You can also like us on Facebook, <https://www.facebook.com/ConwayElementaryOCPS/>, to receive updates.