Pinar Elementary School

### “Where Pirates Treasure Learning”

Student Name

3701 Anthony Lane

Orlando, Florida 32822

407-249-6380

407-249-4424 (fax)

[http://www.pinar.ocps.net](http://www.pinar.ocps.net/)

Principal: Mrs. Joscelyn Harold Gladden

**School Colors**

Royal Blue, White and Black

**School Mascot**

Pirates

Office hours: 7:30 a.m. – 4:30 p.m. M-F

School hours: 8:35 am-3:00 pm (2:10 Wed.)

Children on campus too early are a major safety concern. It is the responsibility of the parent to arrange for supervision before 8:00 am. (One option is our fee supported morning program, Champions, 7:00 am to 6:00 pm. Champions contact information: 1-800-350-5034, M-F 9:00 am-9:00 pm)

\*\*\*DO NOT leave your child in an unsupervised area on campus.

-1 -

## WELCOME

Welcome to Pinar Elementary School “Where Pirates Treasure Learning!” We take great pride in our school, our students and our community. We believe in high expectations for academic excellence, personal growth and responsible behavior. We also believe that parents are the first and most important teachers their children will ever have and that well educated students will result from cooperative efforts between home and school. To help with that, we are providing this “planner” in hopes that we can maximize this very important connection. We look forward to working with you and your child during the upcoming school year.

Our school is very fortunate to have a strong and dedicated PTA. This organization provides financial support for our clinic, consumable instructional materials, staff appreciation, campus beautification projects and many other things throughout the year. They also organize and sponsor “family fun” activities each school year. Only through your involvement and support can the exciting plans of this group become a reality. Please plan to join PTA!

The handbook section of this “planner” will acquaint you with many facets of our school and additional information will be provided. It is most important that you review all of this carefully with your family to ensure a successful school year. Please contact us if you have questions or concerns.

Pirates**P**a**i**r**n**e**a**c**r**om**M**mi**a**tt**n**e**t**d**ra**to being:

**P**repared **I**ndependent **R**esponsible **A**chievers **T**rustworthy **E**ngaged

# OCPS Vision

To be the top producer of successful students in the nation

# OCPS Mission

To lead our students to success with the support and involvement of families and the community

# OCPS Goals

* Intense Focus on Student Achievement
* High-Performing and Dedicated Team
* Safe Learning and Working Environment
* Efficient Operations
* Sustained Community Engagement

-2 -

#### ABSENCES

Regular attendance at school is essential for student learning. In accordance with Florida Statutes and Department of Education regulations, a written note, signed by a parent/guardian, is required to excuse each absence from school. This must be received within 24 hours of the return to school, or the absence will be recorded as unexcused. Absences are excused when they are due to: personal illness or injury, illness or death of a member of the immediate family, observation of recognized holidays of the student’s religious faith, medical appointments, head lice (limit of 4 days), conditions rendering attendance impossible or hazardous to health and safety.

An absence which can be considered of educational value, which has been pre- arranged with the Principal **at least one week in advance,** may also be excused for students who are in **good academic standing** and have a **good attendance history**. It is the responsibility of the parent to request and complete our form for this purpose, as well as to submit documentation following the absence, which supports the “educational advantage” claim. Teachers are not required to provide assignments to be used during the absence. Missed work will be provided upon the student’s return. If a student is repeatedly absent from school, the school is authorized to require a written physician’s statement for subsequent absences to be considered excused.

When a student accumulates unexcused absences within the school year, the consequences are as follows: at (5) the school notifies the parent, at (10) it is reported to the social worker and at (15) the student must be reported to authorities as a habitual truant.

#### TARDIES

The school hours are indicated on the title

page. It is important that your child be on time. While we understand situations arise, consistent tardiness can become a cause for concern. The beginning of the school day is imperative for success. Students who arrive within 10 minutes of the first bell should report to the office for a tardy pass.

Parents should be notified after five tardies in a grading period. Excessive tardies will be reported to Orange County Social Services Department for investigation.

#### ARRIVAL AND DISMISSAL

Getting children to and from school safely and in a timely manner is of utmost importance to school personnel as well as parents. This daily task can only be accomplished with strict adherence to the following procedures.

ARRIVAL PROCEDURES

* School starts at 8:35 a.m.
* Students may arrive at 8:00 a.m. ***(no adult supervision prior to this time*).**
* Students enter classrooms at 8:35 a.m.
* Champions Extended Day begins at 7:00

a.m. (fee based)

* Students eating breakfast must report to the cafeteria after 8:00 but before 8:45 a.m.

*Anyone leaving a child on campus beyond the hours of supervision is engaging in neglectful behavior and may be reported as such.*

DISMISSAL PROCEDURES

**All students are required to have a backpack tag indicating their dismissal route home, and parents must have a dismissal card when picking up students.**

**Walkers and Bike Riders** – 3:00 p.m. (2:10 Wed)

* Parents wait for students at the appropriate gate.
* Students walking home with siblings or friends also meet at the gate.
* All students are escorted to each gate.
* A staff member will be available at each gate during dismissal.
* Parents may not wait in cars on the grass and have their children cross the road to meet them - they must meet their child at the gate.

**Car Riders** – 3:05 p.m. (2:10 p.m. Wed.)

* Parents must be in a car displaying a car rider tag with the student’s name and teacher’s name clearly written.
* Parents who do not have a car rider tag will have to pull over, enter the office, show ID and sign the student(s) out.

-3 -

* For the safety of all children, students will not be dismissed to persons who are not in a car and/or who do not have a car rider tag displayed.
* Older siblings will wait with younger siblings
* K-1 will use the north car loop
* 2-5 will use the south car loop

*Car rider tags are available in the school office. Please make sure we have your child’s Arrival/Dismissal form which includes Rainy Day Plans and the Emergency form identifying who has permission to pick up your child.* Adult supervision is provided during dismissal.

Periodically reviewing and updating your list of approved people for pick up will ensure your child's safety. *Your full cooperation with our procedures is important for the safety of all students****.***

#### RAINY DAYS:

Rainy days increase traffic at school and present special dismissal concerns. It is extremely important that you make prior arrangements with your child for rainy day dismissal and that your child is frequently reminded of the plan. Identify your rainy day plan on the Arrival/Dismissal Form.

Severe weather conditions could delay the dismissal of students. In the event that your child will have to walk regardless of weather conditions, please expect that he/she may be delayed in getting home. The administration retains the right to delay dismissal of walkers until the weather is less threatening. We will follow the 30-30 rule for lightning, which means keeping students inside if the time between hearing thunder and seeing lightning is 30 seconds and if the next bolt of lightning is less than 30 seconds after that. However, students may be signed out from the front office.

*Bike Riders:* Fenced bike racks are provided as a reasonable security measure, but the school cannot be responsible for the loss or damage of bicycles. The gates are locked at the bell and opened for dismissal. Tardy students, or those who know they will be dismissed early for an appointment, should lock their bikes to the outside of the fence because we do not always have someone available to open the gate during the day. The following rules apply to all bike riders: 1) Ride in single file, one child to a bike. 2) Walk bikes on school grounds and across streets. 3) All bikes must be securely and individually locked. DO NOT SHARE LOCKS. 4) Use a backpack or basket to carry belongings. 5) Bike helmets are required and should be labeled.

-4 -

Failure to follow these rules can result in discipline or loss of privileges. Bus Riders: These students are dismissed to a designated area to wait for their assigned bus to arrive. Students who live beyond a two mile limit are transported to school by bus. The following rules apply to all bus riders: 1) Stand off roadway while waiting. 2) Be at bus stop on time, bus cannot wait. 3) Enter bus from single file line without pushing or shoving. 4) Any crossing should be done in front of the bus after the driver’s signal. 5) Driver has the right to assign seating. 6) Remain seated and refrain from talking to the driver while bus is in motion. 7) Absolute silence is required when the light is on. 8) Good conduct is expected with quiet conversation allowed. 9) No eating or drinking is allowed. 10) Arms, heads, etc. must remain inside windows at all times. 11) Obey the driver and/or monitor at all times. 12) Children may only ride the bus to which they are assigned and unregistered children are not eligible to ride. Florida law provides that students who abuse the privilege of riding the bus by engaging in misconduct may be suspended from riding the bus. If such action is deemed necessary, parents will be notified and will be responsible for providing transportation during the suspension.

*Late Pick Ups:* ***It is very important that you have a backup plan for pickup of your child in case you have an emergency situation.*** If you find you are unable to be here on time, have a true emergency, and your back up plan falls through, we will keep your child **for as long as the office is open.** *(4:00 p.m.)* If we do not receive a phone call regarding a late pickup, every effort will be made to reach a parent or person responsible for picking up the child. If someone cannot be reached, law enforcement will be notified and the child’s emergency information given to the responding officer. At that time the child is considered abandoned and left in the custody of the law enforcement officer.

*Walkers:* Walking students are to leave campus quickly, use the sidewalks and crosswalks on campus and obey all patrols and crossing guards*.* Parents who walk to school with their children are expected to follow all rules and help us clear our walkers from the campus quickly. The following rules apply to walkers: 1) Never talk to or take rides from strangers. 2) Look both ways before crossing a street. 3) Obey all crossing guards and safety patrols.

1. Do not arrive on campus earlier than 30 minutes before the school day begins. 5) Meet your siblings, friends, parent(s) or person(s) picking you up at the appropriate gate.

#### BIRTHDAYS

Birthdays are recognized during morning announcements. Celebrations with classmates are allowed during their lunch time. Please consult your child's teacher to make arrangements or if you do not want your child to participate. Board policy does not allow for individual students to celebrate their birthdays with a party at school during instructional time. Families may send in small treats or cupcakes to celebrate. **All treats must be in the original container with an unbroken seal.**

#### CANDY, GUM AND SODAS

Candy, chewing gum and sodas are not permitted at school. A small treat in a lunch box is permitted if eaten during lunch.

#### CELL PHONE POLICY

Cell phones at school, school transportation, and/or school sponsored events are permitted as long as they are concealed and off. Failure to comply with this policy may result in confiscation of the cell phone.

#### CLINIC

Schools generally administer first aid only. In cases of illness, the student will be cared for until the parent arrives. In case of a minor injury, attention will be given and the child returned to class. In the event of major injuries, first aid will be administered while the parents are notified. Depending on the severity of the incident, we may deem it necessary to call paramedics. Please endure emergency numbers are up to date.

Please notify us in writing of any allergy, handicap, illness or special dietary problems that might affect your child’s adjustment to school. If school personnel are aware of these situations, they can work with a child more effectively and avoid related problems. The County Health Dept. requires that open sores be bandaged when a child is in school and contagious diseases be reported. A child may not remain in school with a skin rash unless a doctor has diagnosed the rash as non-communicable. Please report contagious diseases to the office.

MEDICATIONS:

When possible all medication shall be given outside school hours. **Under no circumstances will prescription medication be given to anyone without a doctor’s order & an Authorization for Medication form completed by the parent.** Non- prescription medication also requires completion of this form (available in the office). All prescribed medication to be administered by school personnel shall be received and stored in the ORIGINAL container, with the original label from the pharmacy showing the student's name, name of medicine and directions for administration. If a parent brings in a non- prescription medication for a student, it must be brand-new, sealed and un-opened in order for the school to take it.

Prescription medications, which is brought in a container other than the original container will be locked in the clinic and the parent will be notified to pick it up. It will not be administered. Any medication which remains on school premises must be counted and signed in by designated school personnel. The first dosage of any new medication SHALL NOT be administered during school hours due to the possibility of an allergic reaction.

#### CONFERENCES

Conferences are necessary to build good parent-teacher communication. A

conference should be scheduled in advance by contacting your child’s teacher. At least two conferences a year will be scheduled by the classroom teacher. In addition, a parent may request a conference to discuss academic progress at any time they see necessary.

***PLEASE MAKE EVERY EFFORT TO ATTEND YOUR SCHEDULED CONFERENCES AND CALL IF YOU ARE UNABLE TO DO SO.***

#### CURRICULUM

Parents are welcome to review any materials that are used in the classrooms at Pinar.

Curriculum materials including textbooks are often displayed in the classrooms at the annual Fall Open House. If you would like to review any materials more closely, please contact the Curriculum Resource Teacher.

The state has developed the standards

-5 -

for schools in the state of Florida. These standards establish the curriculum guidelines (academic expectations) for each grade level.

#### CUSTODY/GUARDIANSHIP

Parents having sole custody of a child with any specialized court orders that restrain a natural parent from coming into contact with the child need to notify the office of the circumstances. Legal documentation needs to be included in the child’s records.

#### DISCIPLINE/BEHAVIOR

Our school utilizes Positive Behavior Supports (PBS) as a behavior management system. This system outlines schoolwide expectations, consequences and rewards as follows.

EXPECTATIONS

* 1. Be Respectful
  2. Follow Directions
  3. Keep hands, feet & objects to yourself

MONITORING SYSTEM WITHIN THE CLASSROOM

**CODE OF STUDENT CONDUCT**

Our school follows the Orange County Code of Student Conduct. The Code of Student Conduct identifies the district’s expectations for student behavior and divides infractions into four different levels with Level I offenses being minor and Level IV offenses being the most serious.

When a student’s behavior is not managed by the above listed behavior plan, the student is referred to an administrator. All actions taken by the administration are intended to help children accept an appropriate of responsibility for their actions. Parents are informed of infraction by either phone or written notification. A copy of the Orange County Code of Student Conduct is available upon request or at <http://www.ocps.net>. The Code of Student Conduct is reviewed quarterly with all students or upon entry.

* Purple
* Blue
* Green
* Orange
* Red

FABULOUS GREAT GOOD WARNING THINK TIME

#### DRESS CODE

Students are strongly encouraged to wear the uniforms for this upcoming school year. Information is available in the office.

We expect parents to monitor the

CONSEQUENCES (*provided by teacher)*

1. Verbal Reminder **GREEN**
2. Warning **ORANGE**
3. Time out *(within the classroom)* for 5 minutes (K-1 = 2 minutes) **ORANGE**
4. Time out *(within the classroom)* for 10 minutes (K-1 = 4 minutes) **ORANGE**
5. Think & Rethink *(copy sent home to be signed by parent)* **RED**
6. Time out *(outside the classroom: minutes/Think & Rethink form)* **RED**

REWARDS

The school has a variety of rewards to recognize positive behavior and academic accomplishments. Other rewards for making positive choices will be coordinated by the classroom teachers.

-6 -

Clothing selections of their children. Students shall observe modes of dress and standards of personal grooming which are in conformity with the studious atmosphere and good personal hygiene necessary in schools. It is the responsibility of the principal to see that the appearance of no pupil shall be extreme to the point of creating a disturbance to the educational atmosphere, or is hazardous to oneself, others, or school property. Apparel should be comfortable and appropriate. The following standards shall be enforced as outlined in the Orange County Handbook.

1. Clothes shall be worn as they are designed suspenders over the shoulders, pants secured

at the waist, belts buckled, no underwear as

outerwear, no underwear exposed.

1. Clothing with holes, tears or inappropriate patches will not be allowed if considered obscene.
2. Bare midriffs and bare sides should not show even when arms are extended above the head.
3. Clothing normally worn when participating in a school sponsored extracurricular or sports activity may be worn to school when approved by the sponsor, Coach or

Principal. Examples would be cheerleader, drill team and band uniforms, team shirts, etc.

1. Clothing that is too tight or revealing is unacceptable.
2. Garments and/or jewelry which display or suggest sexual, vulgar, drug, alcohol or tobacco related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.
3. Gang paraphernalia, jewelry, tattoos or other insignias which display, suggest, provoke or may tend to provoke violence or disruptions are not allowed.
4. The following items have potential to cause disruption or threat to a safe and positive school environment and are prohibited:
   1. Hats, caps, visors, sunglasses or hoods while on campus during the school day.
   2. Chains hanging from the neck, belt, pockets or attached to wallet.
   3. Jewelry that contains any type of sharp object.
5. Hemlines of shorts, dresses, skirts and skorts shall be no shorter than mid-thigh.
6. Sleeves on shirts/blouses must follow the four finger wide rule at the shoulders.
7. Shoes shall be worn. The following are not acceptable for elementary students:
   1. Cleated shoes
   2. Backless shoes
   3. Thong sandals
   4. Shoes with wheels

In order to ensure safe dismissal, please refrain from picking up your child during the last 15 minutes of the day, *unless it is an absolute emergency.*

#### EMERGENCY INFORMATION

It is vital for the safety and well-being of each child that we know how to contact each parent or guardian (when necessary) during the school day. If there is no home phone, please provide us with the number of a relative or neighbor. **In the event that any of this information changes, please notify the office and teacher in writing.**

If a parent/guardian is unable to be reached, we will call one of the other names listed on the form. In the case of medical emergencies, we will call 911 if unable to reach an emergency contact after reasonable efforts. (It is imperative the school have current telephone numbers and names of adults who may make decisions in emergency situations.)

#### EXTENDED DAY

This is a fee supported program that provides before and/or after school care for our K-5 children. The morning program begins at 7:00

a.m. and the afternoon program ends at 6:00

p.m. If you are interested in this program or would like more information, please call Champions at 1-800-350-5034, M-F 9:00 am until 9:00 pm or check out their website at [www.discoverchampions.com](http://www.discoverchampions.com/)

Parents will be contacted to bring a change of clothes before the student may return to class. The final decision for determining appropriate wearing apparel will be made by the school administration.

#### EARLY DISMISSAL (Pick-up)

If it is absolutely necessary to take your child out of school during the school day, please send a note to the teacher indicating the approximate time of dismissal. All students leaving campus during school hours MUST be signed out by a parent or guardian in the school office. If anyone other than the parent or someone on the release list is to pick up a child before dismissal, please let us know in writing and have the person bring identification. **DO NOT** go to the classroom to pick up your child. Teachers are prohibited from releasing students directly.

-7 -

#### Chaperones/Volunteers/Field trips

Trips are taken at developmentally appropriate grade levels when an off-campus experience enriches a part of the existing curriculum. *Chaperones are for the purpose of providing additional supervision for our students and are therefore expected to ride the bus and assist the teacher. Parents who serve as chaperones must abide by the student dress code standards outlined in the* Orange County Code of Student Conduct. Any person attending a field trip as a chaperone MUST have a completed Additions Volunteer Chaperone form on file in the office **6 weeks prior to** the day of the trip. The link for ADDitions: volunteers.ocps.net

**FIELDTRIPS**

Permission is required for all trips and must be received by the teacher by the indicated deadline. Students without written permission will remain at school. Students who are tardy

for field trips may be left behind. Non-enrolled children who are friends or relatives of students are not allowed on field trips. Parents may be required to accompany their child on a trip when there is a concern for study safety. All bus rules apply when on field trips.

#### VOLUNTEER PROGRAM

Pinar actively participates in the **ADDitions** program, Orange County’s nationally recognized volunteer organization. Volunteers help in the library, classrooms, at home or with special projects as needed. They tutor individual students, small groups, do clerical work, act as room mothers,

assist in special subject areas (art, music, etc) and sponsor enrichment

activities. No experience in a particular field is necessary, only the willingness to help. If you have a few hours per week to contribute, please contact our ADDitions coordinator through the school office. A volunteer form must be completed and processed 6 weeks prior to any individual having contact with students.The link for ADDitions:

Volunteers.ocps.net. **This also applies to field trip chaperones.**

#### FIRE/EMERGENCY DRILLS

Drills are scheduled on a monthly basis. Students are to follow the procedures outlined by their teachers quickly and quietly. There is to be NO TALKING during a drill.

Any campus visitors present at the time of a drill are expected to cooperate fully and participate in the drill.

#### FORGOTTEN ITEMS

For reasons of safety and security children are prohibited from returning to their classrooms after dismissal to retrieve forgotten items. Do not bring your child back to school to pick up a forgotten item. An important part of developing responsibility in children is allowing them to deal with the consequences that occur from forgetting necessities. All items left at the end of the year will be purged.

#### HEAD LICE

Every effort is taken to control the problem of head lice in the school. If a child is found to have lice and/or nits, parents will be notified at once to pick the child up from school.

-8 -

Students may not remain at school once lice have been detected. Upon returning to school, the child must be re-screened and show proof of treatment. Effective treatment means having used an over-the-counter or prescription shampoo that is made specifically for treatment of lice and nits. ALL lice and nits need to be completely combed out of the hair after shampooing. If the treatment was not satisfactory, the child will not be allowed to stay in school. Under the latest attendance laws, a child may only miss 4 days of school per year due to head lice infestation.

#### HOMEWORK

Homework is an important part of your child’s education. Our homework assignments are intended to provide reinforcement of skills which have already been presented and practiced in school. We have attempted to provide a developmentally appropriate plan for homework assignments which allows for variables between grades and from class to class. We realize opinions differ about homework requirements but we are hopeful that this plan will provide you with

some structure for working with your child. This is listed as a suggested time for each grade level.

*Kindergarten:* Parents should work with their children to complete homework assignments for

15 to 30 minutes each day. Parents should read thirty minutes with students daily including weekends.

*First Grade:* Students are expected to spend 20-30 minutes per day, four days a week on homework. In addition, thirty minutes should be spent reading daily including weekends.

*Second Grade:* Students are expected to

spend 20-40 minutes per day, four days a week on homework. In addition, thirty minutes should be spent reading daily including weekends.

*Third Grade:* Students have assigned homework 4 days a week that should last approximately 30-45 minutes per day. In addition, thirty minutes should be spent reading daily including weekends.

*Fourth Grade:* Students are expected to spend 40-60 minutes per day, four days a week on homework. Daily assignments are given and may continue through the weekend, when needed. In addition, thirty

minutes should be spent reading daily including weekends.

*Fifth Grade:* Students are expected to spend

* 1. minutes per day, four days a week on homework. A specific assignment will be designated for completion at home along with any incomplete daily assignments. In addition, thirty minutes should be spent reading daily including weekends.

#### HOSPITAL/HOMEBOUND

If a student is to be confined to the home or hospital by a licensed physician for a minimum of fifteen (l5) days due to illness or injury, the student may be eligible for the Hospital/Homebound program. Instruction is provided by a certified teacher in the home or hospital. Application forms may be obtained from the school counselor or Homebound Office.

#### LOST AND FOUND

Lost articles that are turned in are kept in the office or Lost and Found area which is located in the cafeteria. Please label any items or clothing sent to school - especially jackets, sweaters and coats. After a period of nine weeks, unclaimed items are given to a charitable organization.

#### LUNCH

A well-balanced breakfast and lunch is served daily. The price includes chocolate, whole or low fat milk, which can also be purchased separately by those who bring a lunch. A menu can be found online at OCPS.net in August and is on a three week cycle. Students who bring their lunch may bring milk, water or juice as a beverage. Carbonated drinks (cans or bottles) are not permitted. We encourage packed lunches that are nutritious and well- balanced. Food or drink items may not be shared with other children. If a child purchasing a school lunch is in need of a milk substitute, (juice) a written statement from a doctor is required.

-9 -

FREE/REDUCED PRICED LUNCH

APPLICATIONS:

If you believe you may qualify for this program, complete the form at

http[s://w](http://www.ocps.net/op/food/Pages/FreeandRed)ww[.ocp](http://www.ocps.net/op/food/Pages/FreeandRed)s[.net/op/food/Pag](http://www.ocps.net/op/food/Pages/FreeandRed)e[s/FreeandRed](http://www.ocps.net/op/food/Pages/FreeandRed) uced.aspx. Incomplete forms must be returned to you and will delay the processing of your application. These forms are available in Spanish and may be requested from the office. Parents will be notified by the office if the child qualifies for the program. Every application is subject to audit so please be careful to use accurate and verifiable information. If a child qualifies for the free/reduced lunch program and chooses to bring lunch from home, they may purchase milk. Parents are invited to eat with their child at any time. Please inform your child’s teacher through a note. We encourage parent participation in our school lunch program rather than bringing in food from an outside restaurant. As always, be sure to check in at the office prior to joining your child for lunch.

LUNCH WITH STUDENTS

* + - Parents are welcome to eat with their children every Friday.
    - Parents must sign in at the office.
    - Parents may join their student and enjoy lunch together at the designated parent area.
    - Parents are not permitted to eat lunch with other students

#### MEDIA CENTER

Our school Media Center is considered an extension of the classroom. We are constantly stressing the importance of reading for information and enjoyment. Pinar students have access to attractive, well written books on many subjects and reading levels. We use the Accelerated Reader Program to help students make good reading choices. Students select their own books and read at their own pace. In addition, teachers may choose to allow students to take tests on books that are read to and with them. Each book is assigned a point value based on the number of words it contains and its reading difficulty. After reading, the student goes to the computer and takes a multiple choice comprehension test on the book’s content. The computer scores the test, awards the student points based on the results, and keeps a complete record.

Since many dollars are invested in updating and maintaining our collection, we expect **students**

to accept responsibility for the proper care of all books and materials they utilize. Parents are responsible for reimbursing the school the cost of lost books. Lack of reimbursement may result in loss of check-out privileges for the student’s remaining time at Pinar and withholding of report cards.

#### MESSAGES (EMERGENCY)

Please encourage your child to be responsible for the materials needed for school. Delivery of messages and forgotten materials during the day causes a disruption for all children in the class. For this reason, messages CANNOT be delivered to children unless there is a real emergency. Therefore, it is important that children organize lunch money, homework, books and materials **before leaving home** in the morning. For safety reasons all after school transportation arrangements should be made before children leave home in the morning. **They should know how they are to get home and have a note for the teacher if it is different than usual.** It is wise to have a standard “*Rainy Day Plan*” with your child as our phones tend to be congested on these days, and you may not be able to get a message through.

#### PARTIES

In an effort to maintain maximum instructional time for all students, School Board Policy states that elementary school classes may have a maximum of 2 parties per school year. These parties are designated to precede the winter break and the end of the school year. Most classes rely on room parents to organize and/or contribute to these parties. Board policy does not allow for individual students to celebrate their birthdays with a party at school during instructional time.

#### SAFETY PATROLS

Safety Patrols are recommended each year from our fifth grade classes by their classroom teachers. Qualifications include a sense of responsibility and the ability to guide others effectively. Patrols serve as monitors for student and vehicular traffic before and after school. Please model respect for patrols

who have been coached to direct adults as well as children while on campus. Please encourage your child to listen to and obey their directions.

#### PHYSICAL EDUCATION

PE is an important part of a student’s educational program and the participation of all is expected. Instructors

may allow a child to “observe” as opposed to participate if a parent requests (IN WRITING) non-participation due to a recent illness. *Any need to be excused from P.E. for three or more consecutive days, must be accompanied by a doctor’s note.* If your child has any physical problems which might limit his/her participation in this program, please request (from the office) an OCPS Elementary Physical Education Participation form.

When completed this form should be returned to the office. (Ex.- asthma, allergies, diabetes, migraines, nosebleeds due to heat or cold)

#### PICTURES

Both individual and group pictures are taken by professionals during the school year. You will be notified of the dates. While you are under **no obligation** to purchase any school pictures taken of your child, they are available in various packages and price ranges. If you prefer that your child’s picture **not** be taken by these professionals, please notify the office in writing.

#### PLAYGROUND & PROPERTY ISSUES

Our community members play a major role in helping us maintain a safe and clean campus for our students. Our property serves as a short-cut for many individuals who wish to get from one neighborhood to another. We are pleased to be able to allow this practice, and will continue to do so as long as the “users” show respect for both people and property. The following rules apply to all users of our property: 1) The campus is closed at all times unless specific permission has been granted through the school office. Anyone on campus when closed shall be considered trespassing. 2) Children **must** have parent or adult supervision to be on school grounds outside of school hours. 3) School employees are not responsible for fights or injuries occurring on campus outside of school hours. 4) ALL school buildings and perimeter sidewalks are OFF LIMITS. 6) No alcoholic beverages, smoking, or glass containers are allowed on campus. 7) There shall be no loitering or littering on campus.

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- 10 -

#### PLC

Our **P**arent **L**eadership **C**ouncil is a committee composed of parents of LEP *(Limited English Proficient)* students. This committee meets to specifically address the needs of LEP students at our school. In addition to PTA and SAC, it is another opportunity for parent involvement. Parents of LEP students are specifically invited to meetings several times a year.

#### PTA

Our **P**arent **T**eacher **A**ssociation is actively involved in supporting the school’s vision through fostering parent involvement, hosting community events and organizing fundraisers. Support our PTA by joining today. More information is available in our school office.

#### REPORTING STUDENT PROGRESS

Students receive report cards four times a year at nine week intervals. The progress report should be signed and returned to the teacher. If you have any concerns, you should not delay in contacting the teacher to schedule a conference. Students are graded on academic progress, social development and work habits. Second through fifth grade parents can check on weekly grades by visiting https://parentaccess.ocps.net.

#### SCHOOL ADVISORY COUNCIL (SAC):

The S.A.C. was established by legislation to assist in the preparation and evaluation of the School Improvement Plan. The School Improvement Plan is designed to enable our school to meet established goals in the educational process of our children. The council is composed of parents, teachers and other individuals who are representative of the ethnic, racial and economic community served by the school. Membership on the council is voluntary and individuals serve on a rotating basis. Anyone interested in serving on the council is encouraged to contact the school office.

#### SCHOOL INSURANCE

The School Board does not provide medical benefits for injuries occurring on school property. Even though we supervise carefully, some accidents do occur. Insurance may be purchased through an authorized program. You will receive information regarding these programs. Please read the information carefully. Enrollment forms and checks for school insurance should be mailed directly to the company

- 11 -

SNACKS

Students in Pre-K and Kindergarten have snack time daily. Teachers usually request for parents to send a healthy snack for the entire class at the beginning of the month. Items such as cake and/or cupcakes are not appropriate for snack time.

#### TEXTBOOKS/LIBRARY BOOKS

All instructional materials purchased by

the school are the property of the school district, and when distributed to the pupils are merely loaned to them and must be returned in good condition. Each parent or guardian shall be held liable for any loss, destruction, or unnecessary damage and may be required to pay for such loss. As a general rule, textbooks are not sent home. However, special arrangements can be made with your child’s teacher.

#### TOYS AND DISTRACTABLE ITEMS

Do not allow your child to bring items to school which could cause a disruption in the classroom. Never believe that the teacher has given permission, unless it is received in writing. Toys and electronic devices such as tablets are examples of items which are NOT to be brought to school. If confiscated, teachers will ensure that unauthorized items are available for parent pick-up. While we will make every effort to secure any confiscated items, we will not be responsible for the safety of these items.

#### TRANSFERS

If it becomes necessary for your child to transfer to another school, please notify the school's registrar who will assist you with the transfer. Please be sure that all library books, textbooks, materials, patrol belts, etc. are returned to the school and that any monetary obligations are paid.

#### VISITORS

For the safety of the students and staff, **all** visitors must report to the office and present a state issued identification card to sign in and receive a visitor’s pass before entering a classroom or other school area. This pass **must** be displayed while on campus. Visitors are restricted to the area necessary for the indicated purpose of the visit and are requested to sign out when leaving. Unscheduled visits to any classroom may not be accommodated. Scheduled visits/observations in classrooms are certainly possible and can be arranged through the teacher or administrator. We do not permit children who are not officially enrolled at our school to visit classes. We appreciate your cooperation with our efforts to maintain a safe learning and working environment. **When attending special events during the school day, it is important to arrive early to ensure a timely check in process.**

Special events during school hours may only be attended by students registered at Pinar Elementary School and ADDitions volunteers scheduled to assist.

#### VOICE MAIL

Voice mailboxes have been assigned to all staff and faculty members. When you dial the school number, 407-249-6380, our automated system will respond to your call. You may then dial the mailbox number (beginning with 375) and leave a message. You may leave a general message on ext. 3752221 if you are calling outside of regular office hours, and leave a message at any time.

**Prioritized Bad Weather Days 2018-2019**

|  |  |  |
| --- | --- | --- |
| **Priority** | **Date** | **Current Use** |
| 1 | October 26, 2018 | Professional Day |
| 2 | November 19, 2018 | Student/Teacher Holiday |
| 3 | November 20,  2018 | Student/ Teacher Holiday |
| 4 | November 21, 2018 | Student/ Teacher Holiday |
| 5 | February 18, 2019 | Spring Break – Day 5 |
| 6 | March 22, 2019 | Spring Break – Day 4 |
| 7 | March 21, 2019 | Spring Break – Day 3 |
| 8 | March 20, 2019 | Spring Break – Day 3 |
| 9 | March 19, 2019 | Spring Break – Day 2 |
| 10 | March 18, 2019 | Spring Break – Day 1 |

**Links for student access at home:** https://launchpad.classlink.com/ocps [https://www.readinga-z.com](http://www.readinga-z.com/) [https://www.o](http://www.ocls.info/)cls.info [https://www.myon](http://www.myon.com/).com [http://www.starfall.com](http://www.starfall.com/) [http://login.i-ready.com](http://login.i-ready.com/)

- 12 -