



## Welcome to our inaugural year at Water Spring Elementary School (WSE)!

The information provided will help you and your family get acquainted with the daily operations of WSE. You can also find up to date information on the school website: [waterspringes.ocps.net](http://waterspringes.ocps.net). In addition, you will receive periodic phone calls and/or flyers announcing activities, events and other happenings at WSE. Please take time to read and discuss this with your child/children.

### IMPORTANT NUMBERS

WSE Main Office	407-993-7310
Cafeteria	ext. 4442226
Champions: Before/After School Care Program	ext. 4442230
Transportation	407-317-3800
Clinic	ext. 4442229
Media Center	ext. 4442227
ADDitions/Partners in Education	ext. 4442221

### WSE NAMES TO REMEMBER

Principal	Amy Klaber
Assistant Principal	Matthew Hendricks
Secretary/Bookkeeper	Glory Adorno
Registrar	Lyannis Nieves
Guidance Counselor	Ambia Valentine
Staffing Specialist/ESOL Contact	Erica Kmak
Media Specialist	Araceli Matos
Cafeteria Manager	Lisa Holland & Andrew Tewari
ADDitions/Partners in Education	Donna Lyle

**SCHOOL ADDRESS:** 16000 Water Spring Blvd. Winter Garden, FL 34787

**SCHOOL PHONE NUMBER:** 407-993-7310

**SCHOOL WEBSITE:** [waterspringes.ocps.net](http://waterspringes.ocps.net)

**DISTRICT WEBSITE:** [www.ocps.net](http://www.ocps.net)

**SCHOOL COLORS:** Blue and Silver

**SCHOOL MASCOT:** Ollie the Otter

**SCHOOL FACEBOOK PAGE:** @WaterSpringElementaryOCPS

### SCHOOL HOURS:

Starting Time: 8:45am

Ending Time: 3:00PM Wednesday: 2:00pm

**OFFICE HOURS:** 7:30am-4:30pm

### 2019-2020 School Calendar and Important Dates

Monday, August 12	First Day of School
Monday, September 2	Labor Day Holiday
Wednesday October 16	End of First Marking Period
Thursday, October 17	Teacher Workday/Student Holiday
Friday, October 18	Teacher Professional Day/Student Holiday
Monday, October 21	Begin Second Marking Period
November 25-29	Thanksgiving Break
Friday, December 20	End of Second Marking Period
December 23-January 3	Winter Break
Monday, January 6	Teacher Workday/Student Holiday
Tuesday, January 7	Begin Third Marking Period: Begin Second Semester
Monday, January 20	Martin Luther King, Jr. Holiday (Schools and District Offices Closed)
Monday, February 17	Presidents' Day Holiday (Schools Closed/District Offices Open)
Thursday, March 12	End of Third Marking Period
Friday, March 13	Teacher Workday/Student Holiday
March 16-20	Spring Break (Schools Closed/District Offices Open)
Monday, March 23	Begin Fourth Marking Period
Monday, May 25	Memorial Day Holiday (Schools and District Offices Closed)
Wednesday, May 27	Last day of school: End of Fourth Marking Period

## **ABSENCES/EARLY DISMISSAL**

Children must be signed out through the school office when leaving during the school day. **You will be asked to show ID** and to record your name and time in the front office log when signing out your child. If someone other than the legally listed guardian picks up your child, the guardian must send written permission or have the person already listed on your permission to release list. A phone call is not an acceptable form of permission for releasing a student to a non-listed adult. Everyone will be asked for their identification when picking up a child, so please have it with you when you come into the office. We appreciate you understanding that this is for your child's safety.

**Students will NOT be released for early sign out after 2:30 P.M. (1:30 on Wednesdays)**. If you have an appointment, please arrive before that time or wait until the 3:00 P.M. (2:00 P.M. on Wednesdays) dismissal bell.

Your child is excused for absences due to illness, religious holidays and other special circumstances outlined in the OCPS Attendance Handbook. School Board Policy requires parents to notify the school in writing when children are absent from school. Send absence notes to your child's teacher. Students who are tardy, leave early or are absent for any reason do not qualify for the Perfect Attendance Award presented quarterly throughout the school year. **Email, fax or hand written notes are all acceptable means of communication for excusing absences. The excuse note must be provided within 2 school days of the student returning. After 5 written notes, a doctor's note will be required.**

## **ACCIDENT INSURANCE**

The school district does not automatically provide accident insurance for students. Parents have the option of enrolling their children in a voluntary student accident insurance program, either for school time or 24-hour coverage. Rates are extremely affordable: **School-time basic accident coverage plan rate is \$12; 24-hour accident coverage plan rate is \$48. Students or parents may elect to enroll online by visiting [www.schoolinsuranceofflorida.com](http://www.schoolinsuranceofflorida.com)**. Parents may print additional enrollment forms and obtain answers to Frequently Asked Questions by exploring the website.

## **ARRIVAL**

In the mornings, parent drop-off locations differ based on how you arrive. Please visit our school website for specific information on arrival and dismissal areas. Supervision for students on school grounds begins at 8:20 A.M. **Parents may not leave children unattended on school grounds prior to 8:20 A.M.** Parents who drop off their students before 8:20 should be enrolled in the Champions before school program. All students arriving before the first bell at 8:35 A.M. will be directed to the cafeteria and/or appropriate waiting area.

If your child eats breakfast at WSE, they should plan to eat first in the cafeteria and then go to the appropriate waiting area. Breakfast will be served from 8:20 A.M. to 8:40 A.M.

Students should be in class and seated between 8:35 and 8:45 A.M. **Students are considered tardy after 8:45 A.M.** Students arriving after 8:45 A.M. must go to the office for an admittance slip before reporting to the classroom. We value every minute with your child and believe he/she benefits from a full day with the teacher. You will be contacted if your child is frequently tardy.

## **DISMISSAL**

To encourage a smooth dismissal and promote conditions for optimal learning time for students, parents/guardians should wait in their vehicles for the car rider dismissal process to begin. The dismissal bell will ring for students at 3:00 P.M. Car rider line will begin to move at 3:05 P.M. Please arrive before 3:20 P.M. or arrange for after school care.

## **BIKE RIDERS**

A bicycle rack is provided for bicycles, skateboards and scooters. Please ensure your child brings a lock to secure their property during the school day. **ELEMENTARY AGED STUDENTS ARE REQUIRED TO WEAR HELMETS WHEN RIDING THEIR BIKES.** Bike riders will be dismissed at the 3:00 P.M. bell and escorted to the walker's gate.

## **WALKERS**

Walkers are students who walk to and/or from school. Walkers will be dismissed at the 3:00 P.M. bell (2:00 P.M. on Wednesday) and escorted to the walker's gate exit. If you plan on picking your child up by car, please be sure to communicate that your child is a car rider and obtain a car rider tag. Walkers should not be picked up by car on school property.

## **BUS RIDERS**

Bus transportation is provided to students living more than two miles from the school or as determined by the district. Students must, however, obey the bus rules and follow the driver's directions at all times. Students may be suspended from the bus for violations of the bus rules in accordance with the OCPS Code of Student Conduct. Please take time to discuss these rules with your student.

- 1) Stand off the roadway while waiting for the bus.
- 2) Remain in your seat at all times while the bus is moving and until the bus comes to a full, complete stop.
- 3) Keep body parts and belongings inside the bus at all times.
- 4) Talk in a normal tone of voice at all times. Do not talk when the bus is crossing railroad tracks or when the driver turns on the overhead light.
- 5) The bus driver may assign students to seats.
- 6) There is no eating or drinking on the bus.
- 7) You must be at your bus stop on time. The driver is not able to wait.
- 8) Students who violate school rules at the bus stop are subject to disciplinary action.

Questions about bus routes and stops should be directed to the Transportation Department at 407-317-3800 or the OCPS website: [www.ocps.net](http://www.ocps.net) for bus stop information.

### **CAR RIDERS**

Students picked up in a car at the end of the day are assigned to one of two car pick-up areas. All pre-kindergartener students will be picked up at the bus loop. The bus loop will only be open to Pre-K parents during the morning and mid-day pickup. All other Kindergarten through 5<sup>th</sup> grade students will be picked at the main car loop located at the front of the school. **For the safety of our students you MUST have a car tag displayed with the students' names on it and the driver MUST remain in their car before the child(ren) will be released. We will require proper identification if a car tag is not displayed.**

Dismissal of car riders is at the 3:00 P.M. bell. PLEASE stay in your car in the car line and we will get your child safely to you. Students still on campus after 3:20 P.M. will be escorted to the front office where they may be signed out. Please have proper identification ready when you sign your child out.

### **CELL PHONES**

According to OCPS district policy, a student may have a phone in his or her own possession as long it is not in plain view. Students are not allowed to use cell phones during the school day.

### **CLINIC**

Please notify your child's teacher and the office if your child has an existing illness such as asthma, seizures or a food allergy. The clinic is open during school hours for students. It is very important that you pick up your sick child within 20 minutes of a call from the clinic. **IT IS ALSO EXTREMELY IMPORTANT THAT YOU NOTIFY THE SCHOOL ANY TIME THERE IS A CHANGE IN YOUR PHONE NUMBER OR EMERGENCY CONTACTS. IT IS CRUCIAL THAT WE ARE ABLE TO CONTACT YOU OR A DESIGNEE IN THE EVENT OF ILLNESS OR INJURY.**

Medication: Parents must complete a special authorization form available in the clinic for prescription medicine to be administered in school. This medication must be received and stored in the original prescription bottle and kept in the clinic. Parents/Guardians are required to bring the medication to the school. Students should not have medication in their possession while on school property.

### **CURRICULUM & HOMEWORK**

Our goal is to offer a rigorous curriculum which prepares your child for tomorrow's world. We concentrate on English Language Arts, Mathematics, Social Studies, Science, Technology and the Arts. For homework, each student should be reading appropriate level text each night. Your child's teacher will provide more specific information.

### **DRESS CODE**

Students should to wear comfortable, appropriate clothing. Refer to the OCPS Student Code of Conduct for further information.

### **EDUCATIONAL RECORDS**

Parents and other authorized persons have the right to review the contents of their child's educational records. Arrangements to review records may be made in the school office with the registrar.

### **EXTENDED DAY ENRICHMENT PROGRAM**

WSE has partnered with **Champions** before and after school care program. The program operates from 7:00 A.M. to 8:20 A.M. and 3:00 (2:00 on Wednesday) to 6:00 P.M. For additional information please call Champions toll free at 1-800-350-5034 or visit their website at [www.discoverchampions.com](http://www.discoverchampions.com).

### **HEAD LICE**

From time to time some of our students experience the problem of pediculosis (head lice). These are transmitted by:

1. Personal contact with an infected person or stray hairs that have nits
2. Sharing personal items such as combs, brushes, bedding, or stuffed animals
3. Sharing apparel such as hats, scarves, hair ribbons, coats, or sweaters

### **Signs and Symptoms**

1. Itching and irritation of the scalp
2. Matted hair, especially near the scalp.

If head lice or nits are found, the parent will be contacted immediately.

Any student with lice or nits must be effectively treated before returning to school.

Effective treatment includes using an over-the-counter or prescription shampoo that is made specifically for the treatment of lice or nits. All nits need to be completely combed out of the hair after shampooing. Students who have contracted head lice will not be allowed to ride the bus until they have been cleared by the office.

A parent must take his or her child to the clinic to be checked prior to being admitted back to school. It is important that you notify the school at once if you find that your child has contracted head lice. Upon receiving such information we will then check the entire class. This is the best measure we know to prevent lice from spreading.

### **LIBRARY BOOKS AND TEXTBOOKS**

Library books and textbooks are a part of your child's education and very important resources for all of our students. If your child does not return a checked out book, you will receive a notice regarding the lost book and the cost. If we do not receive the book or reimbursement for the lost book, we will notify you. The school must be reimbursed for the cost of any lost book through schoolpay.com.

### **BREAKFAST AND LUNCH MEALS**

The school provides students the opportunity to purchase breakfast and lunch for all students. Breakfast is served from 8:20 to 8:40 A.M. Students should arrive by 8:35 A.M. if they plan to eat breakfast prior to going to class in the morning.

Children who choose to bring lunches from home may purchase milk or snacks through the cafeteria kitchen. Please **DO NOT** send your child/children to school with frozen food or meals which require heating. We do not have microwaves for student use.

### **PHYSICAL EDUCATION**

Physical education is a required instructional program in the State of Florida public schools; therefore, all children are expected to participate. Florida law requires at least 150 minutes of physical or nutritional instruction per week. Students should wear tennis shoes to prevent accidental injury that can occur if proper footwear is not worn for PE. Those under doctor's care who present a written statement of their condition are temporarily excused from participation in physical education.

### **PTO/SCHOOL ADVISORY COUNCIL/MULTILINGUAL PARENT LEADERSHIP COUNCIL**

The WSE Parent Teacher Organization is an integral part of the school. Parents assist in setting a direction for our school, provide school-wide and individual classroom support and sponsor activities at the school. The PTO meetings are a time for parents and teachers to come together and discuss the school's successes and opportunities. We encourage every parent to become a part of the PTO and engage in the activities they sponsor.

The School Advisory Council assists with the development of the school improvement plan and monitors progress in achieving our goals. Parents are encouraged to get involved by serving on the council. This group meets once a month and is kept up to date on information from OCPs. Information on how to join this group will go home during the first month of school.

The Multilingual Parent Leadership Council is a group for parents of our Language Enriched Pupils. They meet once a quarter and discuss topics such as testing, curriculum, program placement and cultural enrichment.

### **RAINY DAY DISMISSAL**

If your child is a walker or bike rider, please make arrangements in advance for inclement weather. On those days, you may pick your child up from school. In the event that your child will have to walk or ride their bike, regardless of weather conditions, please expect that he or she may be delayed in coming home. The administration retains the right to delay dismissal of walkers or bike riders until the weather is less threatening. In addition, if a weather warning is in effect, administration will delay **ALL** dismissals according to the districts **30/30 rule**. A telephone message and social media posts will be sent informing parents of the delay. You may come and pick up your child during the weather delay; however, it is not mandatory that you do so. **Please bring photo identification so pick up can be verified by the front office.** You may also wait until bad weather subsides to pick up your child.

### **REPORT CARDS/PROGRESS REPORTING TO PARENTS**

Report cards are sent home for your signature every nine weeks and progress reports are sent at the mid-way point of each nine week period. Parent/Teacher Conferences will be scheduled by the teacher to discuss your child's progress and the academic requirements of the grade level. Parents of K-5<sup>th</sup> grade students may use their Skyward Access Information (provided by the school/teacher) to monitor their child's academic progress online.

### **SCHOOL PICTURES**

During the beginning of the school year, individual pictures of students will be taken. Individual/Class pictures will be taken in the spring. **If you do not want your child photographed, you must notify the teacher in writing.** These pictures will be used in the school yearbook.

### **STUDENT ACHIEVEMENT**

WSE emphasizes student performance and achievement. Our resources are focused on providing a safe learning environment conducive to teaching and learning. All instruction is geared to meeting the academic needs of your child.

In order for your child to be successful, we need your help at home. **You, as parents, are your child's first teacher.** Take the time to talk with your child about their day at school. Also, reading with your child on a daily basis helps reinforce a love for reading. Together we can do more!

### **TESTING**

Standardized testing is usually administered in the spring for students in K-5<sup>th</sup> Grade. Information on state assessments in reading, mathematics, writing and science will be distributed throughout the school year. Parent information sessions will take place during the school year, watch for information announcing the date and time.

Our Language Enriched Pupils (LEP) are tested on a variety of different assessments as well. Look for information on these assessments as the school year gets started.

## WSE SCHOOL-WIDE POSITIVE BEHAVIOR MANAGEMENT APPROACH

Students play an important part in making WSE a positive learning environment. We have high expectations for each student because at WSE we are WITTY, SMART AND EMPOWERED! Every student is expected to take responsibility for their behavior. Class meetings will be held where the OCPS Code of Student Conduct will be reviewed on a quarterly basis. Teachers will overtly and consciously teach students how to behave responsibly in every classroom/school situation along with establishing classroom and school rules. WSE Otters will follow Guidelines for Success daily:

As an Otter CHAMP, I will...  
**C**hallenge myself  
**H**ave respect for others  
**A**lways be a responsible citizen  
**M**odel positive behavior  
**P**air up with a friend in need  
**S**tay a learner for life!

Teachers and the administration work with you and your child to ensure a positive and productive learning environment through the behavioral approach called CHAMPS. Within this approach, the focus is on prevention and teaching expectations to students. CHAMPS is an acronym where each letter stands for what is expected for each activity and transition throughout the school day.

**C = Conversation** Can students talk to each other during this activity? What should the noise level in the room be during this time?

**H = Help** How do the students get the teacher's attention and questions answered?

**A = Activity** What is the task and the objective?

**M = Movement** Can students move around the classroom during this activity? If so, to do what?

**P = Participation** What does the behavior of the students look and sound like in the classroom?

**S = Success** The students will be successful if they follow the classroom expectations.

Fighting, Bullying, Abusive Language and Open Defiance may be considered severe/disruptive behavior. Consequences for these actions are listed in the OCPS Student Code of Conduct which may lead to a written referral and/or In-School/Out of School Suspension. Every effort will be made to notify the parent when a disciplinary referral form is being sent home with your child.

## VOLUNTEERS

Parents and other members of our WSE community help us in many ways. If you want to work with small groups of children, chaperone field trips, speak to classes, assist in caring for the school grounds or offer other types of assistance to our students, teachers and/or staff, you must have an approved ADDitions application on file.

To fill out an application, visit the website: [volunteer.ocps.net](http://volunteer.ocps.net)

We have a computer available in our front office for parents and community members to fill out these forms and sign in and out when they volunteer.

## VISITATIONS & CUSTODY OF CHILDREN

All visitors, including parents and volunteers must wear a visitor's badge while on campus which can be obtained as you sign in at the office.

Remember, you will be required to show ID when you come to sign in. This helps keep WSE safe for our children. Parents/Guardians are welcome to visit their child's classroom, but we ask that you contact your child's teacher in advance to schedule your visit. This will minimize interruptions and maximize learning time. Children who are not registered as a WSE student are not permitted to volunteer during school hours unless an agreement is made between administration, parents and their educational institution.

School personnel are required by law to release children to either of their natural parents unless we have on file a copy of a court order which grants custody to one parent or the other or to a third party. Parents are responsible for notifying the school with a court order should custodial status change during the year.

We welcome you to the Water Spring Family!