



Dear Dommerich Families,

Welcome to the 2021-2022 school year. At Dommerich, we believe it is important for the parents, community and the school to plan and work together to provide the best education for our children. Please know that the administration has an open door and we appreciate your ongoing feedback to make our programs great!

This serves as our school handbook so please read through and discuss the areas with your child.

Thank you for all you do to make Dommerich a great school! We are looking forward to a DOMMERICH BRIGHT year!

The Dommerich Staff

Arrival and Dismissal

Students are permitted on campus no earlier than 8:15 a.m. unless they are enrolled in the Discover before care program or are participating in a school sponsored event/club. Car riders are dropped off in the car line in front of the school. If a parent is bringing the student via car to the back of the school, they must park and walk the student across the parking lot. Please do not drop off in the bus loop, as that area is restricted for buses only. Students who use a bike, scooter, skate board or any other wheeled item must wear a helmet. Students are to walk their items across crosswalks and walk them to the bike rack and then lock these items for safety. If your student is a bus rider, please review proper safety rules for riding the bus. Disruptive behavior on the bus can result in suspension of the students' bus privilege.

Afternoon dismissal has a supervised car rider waiting area and cars in the front loop. For the safety of our students, parents are not permitted to retrieve students from the car waiting area. Walkers are dismissed through the front gate and back gate. Discover students report to the cafeteria. Kindergarten students will be dismissed with their teachers. Please send any dismissal changes in writing to the classroom teacher.

Early dismissal is not permitted after 2:30 p.m. or 1:30 p.m. on Wednesdays. For the health and safety of all, please do not bring pets to arrival and dismissal.

Attendance

Teachers at Dommerich greet each student at the classroom door between 8:30 and 8:45 a.m. This special time is filled with organizational routines to help the young learners start the day in a positive way. If for some reason the student arrives after the tardy bell at 8:45 a.m., they must be signed in at the front office and will be given a tardy slip for the classroom teacher.

Daily attendance is exceptionally important to the continuity of student education. From time to time a student may be absent due to illness or family emergency. These types of absences are excused if the student returns with a written note as to the reason for the absence.

If for some reason truancy occurs through the accumulation of tardiness, absences, or early pickups, the school will support the family by contacting them via phone, letter or social worker visit.

Clinic

There are two clinics. Our clinic is located in the front office. Our second clinic is in one of our learning cottages.

The school is responsible for first aid only. In case of illness, the student will be cared for until the parent arrives or s/he is returned to the classroom. In case of minor injury, attention will be given, and the student returned to class. In case of major injury, the parent will be notified immediately.

Be sure to keep us up-to-date on telephone numbers where you can be reached.

MEDICATIONS: For any medications to be administered to a student during school hours, the parent is responsible for the following:

1. "Authorization for Medication" form completed for all prescription and nonprescription medications. Forms are available in the clinic.
2. Prescription medications in the original pharmacy container showing the child's name, name of the drug, and directions for administration.
3. Parents must bring in medications. The medication may not be sent with the student.
4. Students are not to have any medication in their possession at school.

Code of Conduct

At Dommerich, we pride ourselves on supporting students' social emotional learning in and out of the classrooms. Students are expected to conduct themselves in a way that permits their learning, the learning of others, and support a safe environment both physically and mentally. The classroom teachers review the Code of Conduct each quarter with the students and parents can help by doing the same. If a student is referred to administration, the OCPS Code of Conduct will be followed and parents contacted.

As a reminder, toys are not permitted at school as they interrupt the classroom learning. If the students have any item that is disrupting the learning, it will be collected and held until the parent can come to retrieve them from school. Students are not permitted to record or video at school. Please support your child by looking in their backpack before school to ensure they are not bringing undesirable items to school.

Conferences and Questions

Dommerich teachers are available for conferences to answer any questions a family may have about their child's progress. These can be requested by the teacher or parent. We encourage an open line of communication as we help our young learners develop. Phone calls, emails and notes in the daily planner will also help answer many concerns or difficulties. If at any point, you feel the concerns or questions are not being satisfied, please feel free to reach out to schedule an appointment or a phone conference with administration.

Dining in Café Dommerich

Both breakfast and lunch are served daily at Dommerich. Breakfast is from 8:15 a.m. to 8:40 a.m. and lunch varies according to class schedule. For the 2021-2022 school year, all meals and snacks are free. Birthday Bites are also available. Please contact your child's teacher for more information.

At Dommerich, we like the lunch time to be a relaxing time for students to talk with their peers and recharge their bodies. In order for the Dommerich Café to be pleasant we ask you to review the expectations for dining.

While Dining ...

1. Respect cafeteria staff
2. Enter and exit quietly
3. Use your manners
4. Keep hands to self
5. Eat only your food
6. Use quiet voice
7. Stay seated
8. Raise your hand for help
9. Clean your area before leaving

From time to time, parents enjoy having lunch with their child. We ask that all visitors check in at the front office prior to approaching the outside dining area. Once checked in, please show the tag to the adult at the cafeteria door and they will release your student to dine outside on the covered patio, during their specified classroom time. Please do not direct your child or other children to open the door for you, as they are told only staff members open outside doors. Only your child will be permitted to dine with you.

Dress Code

Extremes in dress are not permitted. Please be aware of the following guidelines as stated in the OCPS Code of Conduct:

- Clothes shall be worn as designed
- Shoes must be worn at all times
 - Crocs are permitted with backs on
 - Flip flops are not permitted
 - All students should wear tennis shoes for participating in physical education
- Clothing that depicts alcohol or drugs, inappropriate language, or gestures is not permitted
- Half-shirts, see through shirts, halter and tank tops will not be permitted

Emergency Numbers

The school must have on file a telephone number for each student. We also need the name, address, and telephone number of another responsible adult whom you designate as being available to be contacted in the event of an accident, illness, or emergency at school. Parents are requested to report any change in telephone numbers and addresses immediately.

Lost and Found

Each child should assume responsibility for the care of his/her personal belongings. Parents are encouraged to clearly mark clothing and other personal items with the owner's first and last names.

The Lost and Found is set up in the cafeteria. Each nine weeks, unclaimed articles are donated.

Report Cards

Report cards are issued every nine weeks. They will contain both academic progress and social reports. Attendance will be recorded on the report card. Report card envelopes must be signed and returned to the classroom teacher. A five-week progress report is issued at the midpoint of each nine weeks and is not a part of the permanent record. Its purpose is to inform parents of how the student is progressing prior to the issuance of the report card. If a parent has questions concerning a student's progress, s/he should arrange for an appointment with the teacher.

Telephones

Students are not allowed to use the school telephone to call home for forgotten articles, homework, or messages. Plans should be made ahead so children will know what to do about transportation in the event of a rainy day. Students will not be released from class to “respond to incoming calls”. Students are not permitted to make cell phone calls during school.

Teachers are not called to the telephone during class time unless it is an emergency. Telephone messages to the teachers or other staff members will be left in their voice mailbox, so that they may return your call when they are available.

Threats

Threatening statements and actions are taken seriously. Although we understand students are young and may not understand the seriousness of their words, threatening words and gestures are still considered as a threat. All threats are taken seriously regardless of intent. Please have conversations with your child about the importance of choosing their words carefully. We must help them to find the right words to respond to peer conflict or disagreements. Words or gestures that could seem playful to one child could be scary for another child. If a student uses threatening words or gestures, this will result in a threat investigation, as well as consequences according to the OCPS Student Code of Conduct.

Volunteers and Visitors

If you might attend a field trip, visit the classroom, volunteer at the class holiday party or any other initiative, please register with ADDitions found on our school website under volunteer. All volunteers must be cleared through this system at least a month prior to the event. All visitors and volunteers must report to the front office with their identification to be checked in. Visitor tags must be worn at all times while in the building and on campus. Volunteers and adult visitors entering the hallways, classrooms or participating in field trips may not bring other children with them to these events.

Important School & District Information

SCHOOL TELEPHONE	407-623-1407
CLINIC	407-623-1407 X3252229
CAFETERIA	407-623-1407 X3252226
ORANGE COUNTY PUBLIC SCHOOLS COUNTY OFFICE	407-317-3200
ORANGE COUNTY PUBLIC SCHOOLS WEBSITE	http://www.ocps.net
TRANSPORTATION SERVICES	407-317-3800
DOMMERICH ELEMENTARY WEBSITE	www.dommeriches.ocps.net

DOMMERICH ELEMENTARY SCHOOL PTA/SAC INFORMATION

PTA President, Megan Cooper

megangcooper@outlook.com

SAC Chair, Kendra Adamo

kenddraadamo@yahoo.com

ADDitions Coordinator, Kelly Wilhite

407-623-1407 X3254291

PLC Liaison, Carolina Cardenas

Carolina.cardenas@ocps.net

PTA & SAC MEETINGS

September 15 th	7:00pm
October 13 th	7:00pm
November 10 th	7:00pm
January 12 th	6:00pm
February 16 th	7:00pm
April 13 th	7:00pm
May 11 th	7:00pm

2021-2022 SCHOOL CALENDAR

https://www.ocps.net/UserFiles/Servers/Server_54619/File/About%20Us/Calendars/2021-22%20OCPS%20District%20Calendar.pdf

Listed below are some Hotline numbers you can use to talk about issues or concerns you have. Each hotline is free and available 24 hours a day, 7 days a week!



Created to give Central Florida youths a voice in the fight against school violence and crime

Have you witnessed any of the following on your child's campus?

Weapons, Drugs, Theft, Gang Activity

Bullying

Students harming themselves and others

Call the SpeakOut Hotline – You will never have to give your name, there is no caller ID, no voice record and no trace!

To report online go to: <http://www.speakingout.org/>

Lifeline of Central Florida

407.841.7413

This Teen Hotline was created to provide you crisis counseling assistance and information about community resources.

- Talk to a trained crisis counselor
- Get help with any problem you are having
- Get help if you have lost all hope and don't see a way out
- Call Lifeline if you need help!

Nineline National Hotline

NINELINE: 1-800-999-9999

It's FREE. It's 24/7. It's for you!

This hotline provides information about a wide variety of topics.

- Advice about everything – anywhere, anytime
- Confidential
- Answers to tough questions

