



A LETTER FROM THE PRINCIPAL

Dear Keene’s Crossing Elementary Students and Parents: Welcome to the 2015-2016 school year. We are looking forward to greater achievement for and with all students.

This student planner is provided to promote student achievement and increase communication between home and school. It was also designed to assist your child in organizing his/her daily, weekly, and long-term assignments. In addition, we feel that the handbook will serve to provide academic support at home. Parents are to check their child’s planner and sign it daily. Parents are our partners in the important job of educating our children.

The Student Handbook is filled with important information regarding school policy and procedures. Parents and students should review the contents together. If you have questions after reading the handbook, please check with the school office or your child’s teacher. We feel that open and clear communication between school and home is important to the success of our students both behaviorally and academically.

We welcome your participation and support during the school year. We solicit your membership in the PTO and SAC. Joining will give you a voice in the academic environment in which your child attends daily. Working and learning together, we will reach the collective and individual goals for academic achievement for each and every child. We look forward to a partnership for school improvement and student achievement. Working together, we will win together and continue to “Inspire...Achieve...Excel!”

Sincerely,

Sherry Donaldson, Principal

School Address

5240 Keene’s Pheasant Drive
Windermere, FL 34786

School Phone Number:

(407) 654-1351

School Website:

<https://www.ocps.net/lc/west/ekc/Pages/default.aspx>

School Colors: Navy Blue and Grey

School Mascot: Cougars

School Motto: “Inspire...Achieve...Excel”

Principal: Mrs. Sherry Donaldson

Assistant Principal: Amy Lerman

SCHOOL HOURS

Starting Time: 8:30am

Ending Time: 2:45pm

(1:45pm on Wednesday)

Vehicle Dismissal Begins: 2:45pm

(1:45pm on Wednesday)

Office Hours: 7:30am-4:00pm

*Students are not to be on campus before 8:00am.

OCPS VISION

**TO BE THE TOP PRODUCER
OF SUCCESSFUL STUDENTS
IN THE NATION**

This will be accomplished through:

Intense Focus on Student Achievement

High-Performing and Dedicated Team

Safe Learning Environment

Efficient Operations

Sustained Community Engagement

Mission: To Lead our Students to Success with the Support and Involvement of Families and the Community.

2015-2016

School Calendar

Aug. 24	First Day of School
Sept. 7	Holiday
Oct. 22	End of 1st Marking Period
Oct. 23	Student Holiday/Teacher Workday
Oct. 26	Student Holiday/Teacher Professional day
Oct. 27	Begin 2nd Marking Period
Nov. 23-27	Thanksgiving Break
Dec. 21-Jan. 1	Winter Break
Jan. 4	Students return to school
Jan. 14	End of 2nd Marking Period
Jan. 15	Student Holiday/Teacher Workday
Jan. 18	Holiday
Jan. 19	Begin 3 rd Marking Period

Feb. 15	President's Day Holiday
Mar. 17	End of 3rd Marking Period
Mar. 18	Student Holiday/Teacher Workday
Mar. 21-25	Spring Break
Mar. 28	Begin 4th Marking Period
May 30	Student/Teacher Holiday
June 8	Last day of school End of 4th Marking Period

ABSENCES

A written excuse, including date, reason for absence, and parent or guardian signature is required by State Law for each absence. Please be sure the written excuse is on a sheet of paper and not written in the agenda. If the student will be absent more than three (3) days or for an extended period of time, send a note to the school office. In addition, all written excuses need to be in the front office 48 hours from the last day of the absence.

Excused absences, as established by the School Board of Orange County are limited to:

1. Personal illness of the student whose attendance in school would endanger his/her health or the health of others.
2. Serious illness or death in the student's immediate family (i.e. mother, father, grandparents, sibling, etc.)
3. Special and recognized religious holidays observed by the student's faith.
4. Conditions rendering school attendance impossible due to hazards, which would affect the health/safety of students.

All other absences are unexcused unless the activity is school sponsored. Students will be given a reasonable amount of time to make up assignments, which are possible to make up, upon returning to school after an absence.

ADDitions PROGRAM

Our school volunteer program is a critical part of our total schools program. There are many ways you can become involved and directly ADD to the success of our school. Chaperones, homeroom parents, etc. **must** have an ADDitions application on file. If you need additional information on the ADDitions Program please contact Mrs. Lyle at (407) 654-1351. **No parent or relative will be permitted to be a chaperone on a trip unless they have cleared the ADDitions application process.**

BICYCLE RIDERS

Bicycles are to be walked on the school campus. Students who ride bicycles will park them in the rack provided. Only one rider should be on the bicycle and **helmets must be worn**. Scooters and rollerblades are not acceptable forms of transportation and are not

allowed to and from school. All automobile traffic rules shall be observed. Any bicycles left on the school campus overnight will be the responsibility of the owner.

BREAKFAST

Breakfast will be served from 8:00-8:20 am. Students arriving between 8:20 am and 8:30 am will receive a grab-and-go breakfast option. All students will be dismissed by 8:30 am in order to get to class before the tardy bell. Students are not permitted to take any food items out of the cafeteria. To set up an account and pay for breakfast and/or lunch online, please visit mylunchmoney.com to set up an account.

All parents who wish to eat breakfast with their child(ren) must sign-in in the Front Office prior to going to breakfast and complete an ADDitions application with Ms. Lyle.

CAR RIDERS

All students being picked up by car will be waiting in the car circle on the south side of campus. Cars must display the appropriate car tag indicating the name of the student and grade level. Cars without tags will be asked to park and produce photo ID to the front office.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Parents are requested to submit to the school office any change of address or telephone numbers so that our files can contain accurate information. We cannot stress enough the **importance of a telephone number where parents may be reached during the day in case of an emergency.**

CELL PHONES

According to OCPS District Policy, students may have a cell phone in their possession as long as the phone is not in plain view. Students are not to use cell phones from the beginning of school until the dismissal bell rings. Violating this policy will result in teachers taking the phone to hold until the close of the school day.

CLINIC/MEDICATION

The school has the capability to administer standard first aid. The school cannot perform any type of procedure, which requires the skin to be broken. Procedures are in place to keep communicable diseases out of our school. In the event that your child does become infected with a contagious disease, you are required to contact the school clinic. In cases of **ILLNESSES AT SCHOOL**, children are sent to our clinic. Temperatures are taken and the school will make a good faith effort to contact the parents of children with high temperatures. **PLEASE BE SURE THAT A CURRENT TELEPHONE**

NUMBER IS AVAILABLE TO THE SCHOOL AT ALL TIMES. With certain non-communicable disease, the child may be under the treatment of his/her physician and require medication during school hours. Parents MUST complete a special authorization form available in the clinic for prescription medication to be administered at school. THE CHILD WILL BE SUPERVISED BY CLINIC PERSONNEL IN TAKING HIS/HER MEDICATION AT SUCH TIME AND IN THE AMOUNT PRESCRIBED BY THE PHYSICIAN.

1. Under no circumstances will any medication (prescription or over the counter) be given to any child, not even aspirin, cough drops or cough medicine, without a written order from a physician.
2. All medication must be received in and stored in the original prescription bottle/container and is to be kept in the clinic.
3. Any medication not in its original prescription bottle with time and dosage instructions indicated will not be administered.
4. Please do not send aspirin, cough drops or cough medicine.
5. Parents must bring in medication. It is unsafe to send medication with children.
6. Unauthorized possession of medication is an infraction of the discipline code.

DISMISSAL

When school is dismissed, students are to go straight home. Parents of students retained for additional help, disciplinary action, or tardies will be notified ahead of time. Unless we receive a **written note** from the parents/guardian with your daytime phone number where we can verify the information, children will not be allowed to leave other than their designated way. Children should give a note of change to the teacher as soon as they enter the classroom.

Dismissal during school hours is greatly discouraged. Please remember that we teach up to the last minute of the day. Students who leave early miss out on valuable academic instruction and practice. Early dismissal is also upsetting to the normal routine of the classroom for all students in the class. Please try to arrange for medical and/or dental appointments after

school hours. If it is necessary to leave early, the students **must be signed out in front office.** Students will be released only authorized adults as noted on the blue emergency card. Those adults must provide a photo ID. **DO NOT GO TO THE CHILD'S CLASSROOM TO PICK THEM UP. TEACHERS ARE NOT PERMITTED TO RELEASE CHILDREN WITHOUT AUTHORIZATION FROM THE OFFICE.**

No child will be called for early release or picked up early **after 2:15pm each day and 1:15pm on Wednesday.** Parents/Guardians who are habitually late in picking up their child(ren) are to be considered negligent and will be reported to the Truancy Program.

EMERGENCY PLANS

In the event of a natural disaster or emergency situation, students will be brought inside the main buildings or evacuated as necessary. Emergency drills help to prepare our students for severe weather conditions and/or emergency situations.

FIELD TRIPS

Educational field trips are planned as part of the school program. Permission slips **must be signed and returned to school prior to each trip.** Student behavior is to be exemplary. (County sponsored field trips do not require permission only notification.)

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 at once.

In keeping with the district's "no-nit" policy, it will be necessary for the student to be isolated from the other students. 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 treatment of lice and 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 class. 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.

HOMEWORK

Students will be given reasonable homework assignments with consistency across the grade level. These may include practice of new skills, book reports, projects, and content reading. Check your child's agenda for homework assignments. Please provide a time and place for students to do this required work. Our goal is to improve study habits at school and at home. Students are also expected to read or be read to each evening for no less than 20 minutes each night.

LOST AND FOUND

Any large items (clothing, backpacks, and lunch boxes) for our lost/found department will be placed near the stage area. Smaller items (jewelry, money, eyeglasses, etc) will be kept in the office. Encourage your child to check in these two areas for misplaced items. Due to space limitations, unclaimed items will be donated to charity after a reasonable amount of time.

MORNING ARRIVAL

All students are expected and required to go directly to their waiting area each day upon their arrival to the campus. If your child is eating breakfast, he/she must go directly to the cafeteria. Once students have finished eating, they must go to their waiting area.

NEWSLETTERS

Newsletters will be sent home each month to keep you informed of school activities, menus, and special dates of interest. Check with your child periodically about the newsletter to make sure they reach home. In addition, newsletters will be posted on the school website. In addition to monthly newsletters, teachers will send home regular classroom information via their parent distribution list. Please ensure your teacher has the most up to date email address so that you are receiving these important updates.

PARENT PROGRESS MONITORING MEETINGS

There will be parent conference nights at the end of the 1st & 3rd grading period. In addition, parent conferences will be held for designated students after the 2nd grading period. Appointments will be scheduled so you have the opportunity to discuss your child's progress. These meetings are extremely important to inform you at an early date how you can best help your

child. In addition, letters and reports to inform you of your child's progress will be sent home at various times through the year. These include lack of adequate progress letters in October and January. Also, reading assessment results are sent home 3-4 times per year. Please pay close attention to all communication in regards to your child's progress both academically and socially.

PARENT-TEACHER ORGANIZATION (PTO)

Our PTO meets every month starting in August. The purpose of our PTO is to promote enhanced school-home communication and increase family involvement in our total school program. PTO holds fundraisers to provide additional money for special activities, school based projects (i.e. beautification and teacher resources). For these events to be successful, the PTO needs the support and involvement of the family. Please be an active and participating member-**OUR CHILDREN ARE COUNTING ON YOU!!!**

PARTIES

In accordance with school board policy, only two parties will be permitted in each class during the year. One will be held before the winter holidays and the other at the end of the year. Teachers will make arrangements for refreshments. Birthday parties are not allowed during the school day. If you would like to bring cupcakes, they must be served during the last 15 minutes of the school day with teacher discretion. **Balloons are not permitted.**

PHYSICAL EDUCATION REQUIREMENT

The legislature of the State of Florida has mandated a Physical Education Program for all students at the school. If do not wish for your child to participate as a result of a medical issue, please send a note to your child's teacher. Also, in order to opt out of PE, students must have a PE Waiver on file. If you have any questions, please call the front office for assistance at 407-654-1351.

PROGRESSBOOK

You can regularly check on your student's progress by logging on to the online grade book resource, Progressbook. Progressbook can be accessed by logging on to <http://parentaccess.ocps.net>. You will receive your unique log-in information from your child's teacher.

RAINY DAY DISMISSAL PLANS

If your child is a walker or bike rider, please make arrangements in advance for inclement weather. On those days, you may wish to pick your child up from school. In the event that your child will have to walk or ride his/her bike, 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 and 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 district's **30/30 Rule**. A School Messenger message will be sent informing parents of the delay. You may come and pick up your student during the weather delay. Please bring photo identification so pick up can be verified by the front office.

RELIGIOUS OBSERVANCES

To be respectful of our diverse student body, classrooms will not participate in activities related to religious observances. This includes, but is not limited to Christmas, St. Patrick's Day, and Easter.

REPORT CARD TERMINOLOGY/CRITERIA

Grades 2-5

Grades used for Academic Progress

A-90-100 Excellent Progress

B-80-89 Good Progress

C-70-79 Average Progress

D-60-69 Minimum Progress

F-0-59 Unacceptable Progress

Social Development/Work Habits

O-Outstanding

S-Satisfactory

N-Needs Improvement

U-Unsatisfactory

Grades K-1

S-Satisfactory

W-Working on Skill

N-Needs Improvement

U-Unsatisfactory

SCHOOL ADVISORY COUNCIL (SAC)

Our SAC meets every month starting in August. The SAC collaborates with the principal on matters of mutual concern. The SAC also formulates the School Improvement Plan.

SCHOOL LUNCH

A well-balanced lunch, including milk is served daily. Milk must be served as a part of the hot lunch tray, unless a doctor's note is received stating that a child cannot have milk. Any child who brings a lunch to school may purchase milk. Glass containers, metal or aluminum pop-top cans, carbonated beverages, or knives are not safe and are not permissible. **Children are not permitted to trade, share food, or bring**

extra food from home. No food items from the hot lunch tray can leave the lunchroom. Parents are invited to have lunch with their child. Please sign in at the school office before meeting your child for lunch. Parents may only eat lunch with their own child(ren).

Applications for free/reduced meals are sent home with all children on the first day of school and are available in the school office. We encourage all families to apply. Your application will be kept confidential. **Even if you choose not to participate in the hot lunch program, there are benefits available to schools based on the number of approved free/reduced lunch applications. You may be helping out the school by applying.**

Important Note: There is a one meal charge limit. If money for meals is not paid after the onetime charge, an alternate meal will be served to the student. Prepayments are welcomed in the cafeteria or by creating an account with mylunchmoney.com

SCHOOL MESSENGER TELEPHONE SYSTEM

School Messenger is a district-wide telephone communication system that is used frequently by the school. Messages involving school activities, emergencies, or important information are sent out to each telephone number that is in the database at the school. Please make sure that your telephone information is current. If you need to update your information, please call Erika Brown at 407-654-1351.

SCHOOL PICTURES

During the beginning of the school year, individual pictures will be taken of students. Parents who wish to purchase pictures must pre-pay the required amount. Group/Class pictures will be taken in the spring.

SCHOOL VISITORS

While we encourage you to visit our school and to become an involved partner in the education of your child, arrangements with the teacher must be made in advance to visit a classroom. However, because we take very seriously the responsibility of protecting the children in our care, **ALL VISITORS ARE TO REPORT TO AND CHECK IN AT OUR OFFICE TO INFORM US OF THEIR PRESENCE ON THE CAMPUS. We will issue you a visitor's sticker to wear while you are on campus.** If you are coming for a parent-teacher conference please come to the office first, so that we can notify the teacher of your arrival. **PLEASE DO NOT GO TO THE CLASSROOM WITHOUT SIGNING IN THE OFFICE.** Parents who would like to visit the classroom regularly **MUST** complete an Additions Application. Please call Mrs. Lyle at 407-654-1351 for more information.

STUDENT CODE OF CONDUCT

Students and families are responsible for reviewing the Code of Conduct online. Information will be sent home at the beginning of the school year. If you do not have access to a computer, you may contact your child's homeroom teacher and he/she will send home a paper copy. Acceptable behaviors, discipline offenses, and possible consequences are very clearly defined. All students and parents must read the Code of Conduct carefully. An agreement/compact is included and **must be signed by all parents and students and returned to school.**

Summary for Students

This code tells you about your rights as a student and also tells you what will happen if you do not follow the rules.

Some of your rights are:

1. to attend school and have a chance to learn
2. to be treated fairly
3. to expect other students to obey the rules

Some student responsibilities are:

1. to follow the instructions and be respectful to all adults, your peers, and school property.
2. to act appropriately any time you are at school, a school activity, or on a school bus
3. to respect the property and rights of others on your way to and from school
4. to help create an environment conducive to learning

You must not:

1. damage school property
2. fight with others
3. threaten to hurt others
4. take anything that belongs to someone else
5. use profane or obscene language
6. have any weapon or dangerous object that could hurt others

STUDENT PROGRESS REPORTS TO PARENTS

Report cards are sent home four times a year. Progress reports will be sent home approximately the fourth week of each nine weeks. The intent of the report card will show the learning level, achievement, effort and attitude of the child for that marking period. Report Cards and Progress Reports are to be signed by the parent/guardian and returned to the teacher.

If at any time you have a question concerning your child's progress, please notify the teacher in writing or by phone and he/she will be happy to set up a conference to discuss academic performance and personal growth. You can also regularly check your child's academic progress and grades by accessing Progressbook. "With the new "No Child Left Behind" guidelines, it is imperative that student progress is

monitored closely by both parents/guardians, and school staff. It is also critical to have honest, open and on-going communication between school and home.

TARDIES

Children who are not in their classroom by the 8:30am bell are considered tardy. Excessive tardiness requires a plan to be developed by parents, students and principal. The school will monitor all tardy plans implemented. The student day begins promptly at 8:30am. Children who are tardy must go to the office to receive a pass before they will be permitted to enter the classroom.

TELEPHONES

When you call the school, an automated attendant will greet you and take you through a menu of options to answer your call. A voice-mail system is operational and you may leave messages for staff members by entering their voice-mailbox number when you call the main line number (407) 654-1351.

The school telephone is a business telephone and may be used by children only in cases of dire emergency with special permission from administration. In order to ensure engaging instruction, it is our school policy to keep the student instruction time sacred. **THEREFORE, CLASSES WILL NOT BE INTERRUPTED DURING THE INSTRUCTIONAL PERIOD TO DELIVER PHONE MESSAGES TO CHILDREN EXCEPT IN CASES OF DIRE EMERGENCY.** Telephone messages for children are logged in at the office and relayed near the end of the day. **TEACHERS ARE NOT CALLED TO THE PHONE DURING CLASS TIME UNLESS IT IS AN EMERGENCY.** **The Front Office will not transfer calls to the classroom. Make sure you ask your child's teacher for voicemail.**

Please be sure that your child understands BEFOREHAND:

1. His/her transportation on a rainy day.
2. His/her responsibility to remember to bring needed materials to school.
3. His/her responsibility to secure a note from the parent/guardian giving permission to go home with a friend or on a field trip.

TEXTBOOKS and LIBRARY BOOKS

All textbooks and library books are loaned to students free of charge. However, parents/guardians are responsible for any lost or damaged books and will be expected to pay for them. Students are encouraged to take good care of books to avoid damage charges at the end of the year.

To assist with homework, textbooks and other instructional materials can be accessed online. You will receive log-in information from your student's teacher.

WITHDRAWALS

If a student leaves Keene's Crossing Elementary School during the year, the parent or guardian should notify the Registrar @ 407-654-1351, so that records can be transferred to the new school. All books (textbooks and library books) must be returned before a student withdraws. All fees, charges, and fines must be paid at the time of withdrawal.

