

Red Bug

Elementary School

4000 Red Bug Lake Road
Casselberry, FL 32707
Telephone 407.746.8350
www.redbug.scps.k12.fl.us

2016-2017 Student Handbook



Mrs. Chris Watson, Principal
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Mr. Jake Novak, Assistant Principal
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*Welcome to Red Bug Elementary School,
where WE BELIEVE all children can succeed with
rigor, relevance, routines and relationships.*

Important Notice to Parents and Students: The Student Code of Conduct and Discipline Code are posted online at www.scps.k12.fl.us. It may be accessed by choosing Students > Students S – Z > Student Code of Conduct. If you do not have computer access, please contact our guidance counselor for a paper copy of the code at 407-746-8364.

Seminole County Public Schools RED BUG ELEMENTARY SCHOOL

The primary function of our school is to assist parents in the education of their children. We hope that your experiences here are happy ones and that you consider this education a privilege. The purpose of this handbook is to make you aware of the policies and procedures of the school so that we can have a pleasant year working together.

Our outstanding, dedicated staff will do their best to make your experience with us a rewarding one. Your cooperation in abiding by these policies and procedures will be appreciated and will make the year a good one for all. Many of them are in place for the safety of the children, so please abide by them. If we can assist you in any way, please do not hesitate to call **407-746-8350**.

Our students are SAFE, RESPONSIBLE and RESPECTFUL.

Our teachers and staff encourage children to think critically and to work hard to reach their goals. We provide children with valuable opportunities to learn and grow in and out of the classroom. Each Friday, students and staff are encouraged to wear various Red Bug spirit shirts.

SKYWARD – FAMILY ACCESS PARENT WIZARD

Family Access by Skyward, Inc. is a secure internet based website that will allow you to easily keep track of your child's information. Family Access is a free service and is available to all parents with children enrolled in the district. If you already have a Skyward Family Access log-in, you do not need to re-register. If you need to register, you can obtain an enrollment form from the front office or from our school website, www.redbug.scps.k12.fl.us. For the security of our student's personal information, please bring your driver's license to verify your identity when requesting a username and password.

One of the outstanding features of Family Access is that as soon as an assignment, grade, or attendance is entered in the grade book, it is immediately available to you in Family Access. Teachers enter grades into the electronic gradebook on a weekly basis. At Curriculum Night, your teacher can explain his/her procedures for entering grade information to assist you in keeping track of your child's progress.

The Family Access Parent Wizard will give parents the opportunity to update a student's personal information, including, but not limited to; telephone numbers, demographic information, emergency contact information, school security forms, field trip forms, and more. As well as have access to information about School Insurance, Food Services, Extended Day, Families in Transition, Dividends, and more.

Family Access will help you stay informed about your student's academic progress and attendance. We hope this tool will create a stronger relationship between parents and our school community.

STUDENT SCHOOL HOURS

Mon., Tues., Thurs., Fri.: 7:50 a.m. - 2:20 p.m.;

Wed.: 7:50 a.m. - 1:20 p.m.

Students are considered to be tardy at 7:55 a.m.

TARDINESS

Promptness to class is very important. Students are expected to be waiting at their classroom door and ready to learn when the bell sounds at 7:50 a.m. Any student arriving after 8:00 a.m. MUST REPORT TO THE OFFICE TO BE SIGNED IN. Tardy students interrupt the teaching and learning process, so please help us by seeing that your child is here promptly at 7:50 a.m.

STUDENT ARRIVAL, DEPARTURE TIMES

Drop off begins & building opens7:30 a.m.
First Bell (Classroom doors open) 7:50 a.m.
Tardy Bell..... 7:55 a.m.
**Late Students must be signed in at Front Office
by a guardian.....8:00 a.m.**

Wednesday Early Dismissal..... 1:20 p.m.
Dismissal..... 2:20 p.m.
Building Closes 3:30 p.m.

Children who are transported by parents **should not be on the school grounds before 7:30 a.m.** There will be NO supervision before 7:30 a.m. or after 2:50 p.m. The school board is not responsible for any injury or other event, such as abduction, suffered by students brought to school prior to the time supervision is provided and left at school after supervision is over. Students arriving at school will be supervised in their designated areas until the bell rings at 7:50 a.m.

STUDENT DISMISSAL

Students will be dismissed in a staggered rotation, starting with our Kindergarten students at 2:10 p.m., as follows:

- Car Riders
- Bus Riders/Day Care
- Walkers/Bike Riders

Students will be dismissed out of their classroom doors and through the main exit doors. In case of heavy rain, everyone will exit the front of the school. Students will be kept on campus in the event of lightning. Please be patient and do not come into the front office.

It is the responsibility of parent(s) to ensure that students are picked up on time. Seminole County Public School employees will maintain supervision of students for a period of 30 minutes after dismissal. Following this time, and after all efforts have been made to locate an emergency contact, the Seminole County Sheriffs' Department will be called to assist in this effort.

CHANGING DISMISSAL

It is vital that the teacher knows how your child will go home from school each day. Please notify your child's teacher of the method to be used on a regular basis.

E-mail and Voice-mail are NOT recommended ways to change dismissal as teachers don't always have time to check their e-mail before the end of the day. When a change in routine is necessary, Our preferred method is to discuss this with your child and write a note to the teacher in the planner.

WRITTEN NOTICE must be given each time there is a change of routine; otherwise, your child will be sent home the usual way. Students may only be released to parent, guardian or designated persons on the emergency card. Please use discretion when making appointments for your child(ren) to avoid prime teaching/ testing time. Students will not be released during the school day without being accompanied by an adult.

CAR RIDER DISMISSAL

If you plan to pick up your child daily, participate in a car pool or occasionally pick him/her up, please use the carline hangtag distributed at Open House. Print the student's name and grade of the oldest child in your carpool. Hang the hangtag on your rearview mirror. This will not only speed up the loading of the cars, but will ensure that only the appropriate people pick up your children.

Please observe the traffic directions within the parking lot. Students should wait on the sidewalk until you drive by to pick them up. In the interest of safety, DO NOT signal your child to come to you when he must pass in front of cars even though they are not moving at the time.

If you do not have a hangtag you will need to come into the front office and show ID to pick up your child. Students will only be released to individuals listed on the security card.

It is the responsibility of parents to ensure that students are picked up on time. Seminole County Public Schools employees will maintain supervision of students for a period of 30 minutes after dismissal. Following this time, and after all efforts have been made to locate an emergency contact, the appropriate law enforcement agency will be called to assist in the effort.

SEVERE WEATHER DISMISSAL

In case of severe weather, the regular bell schedule for dismissal may be altered for safety reasons. **PLAN AHEAD:** Be sure your child knows the "rainy day" plan to get home. Make arrangements with your child in advance.

SECURITY CODE

At the beginning of the year, every parent will be asked to designate a four-digit security number for each child (ex: 4020). This number will be **required** in order to pick up a child or ask for a change in routine from the child's normal transportation, especially over the phone. Please be sure all persons authorized to pick up your child(ren) are aware of this code.

EARLY RELEASE

On occasion, it is necessary for parents to take their children from school before the end of the school day. There is NO provision for early release at Red Bug. The only exception is for a doctor's appointment that could not be scheduled at any other time. If this is the case, please notify the teacher in writing, so that your child is not at PE, music, etc. Parents must always come in to the office to sign your child out and he/she will be called from class. You will be required to fill out an early release form if you are checking the student out. Students will not be released to parents in the classroom.

ALL early checkout must be done by 1:45 p.m. (12:45 p.m. on Wednesday). Parents will need to show identification and know their security number. Students will only be released to persons listed on the Emergency Card with the above information. We urge that such early releases occur only in an emergency.

EXTENDED DAY

Red Bug offers after school supervision through Seminole County's Kid Zone Program. Supervision begins at dismissal and runs until 6:00 p.m. All students must be registered in the program in order to attend. Please contact the school or the Extended Day office at **407-746-8349** for additional information regarding fees and schedules.

ATTENDANCE

Parents are responsible for their child's attendance on a daily basis. When a student must be absent, it would be helpful if the parent notifies the teacher by phone the first day the student is absent, and on the day they return to school they **MUST** bring a written excuse for the teacher stating the reason for the absence. **Red Bug** has an automated absence caller that will automatically call your residence by 2:00 p.m. every day your student is absent. Regular attendance is an essential component of student learning. Attending school provides your child(ren) with the opportunity to master required skills at each grade level. Many integral activities including class discussions, group experiences, field trips, guest speakers and direct instruction cannot be simulated or replicated with written work. Therefore, with the goal of promoting student success, Seminole County Public Schools has adopted a uniform attendance policy. This policy states that: "A

student is expected to attend all school sessions unless excused by a proper school authority." It is our intent to encourage honest, accurate and consistent adherence to this policy by all students, parents, teachers and administrators." Please observe the following procedures related to attendance:

Excused Absences

It is the parents' responsibility to notify the teacher in writing each time a student is absent. The Principal has the legal authority to determine if an absence is excused. An excused student's absence is defined as illness, death of a family member, religious holiday or family emergency (approved by the Principal).

Tardies

- Students arriving after 7:50 a.m. will be marked tardy. After 8:00 a.m. parents must bring them to the office to sign in and get a tardy slip.
- Tardies are considered unexcused unless they are due to illness or health related appointments.

STUDENT APPEARANCE

The dress code for the school is based upon the following consideration: utility, appropriateness for indoor-outdoor activities and modesty.

Students must wear enclosed shoes for Physical Education and may NOT wear clogs or backless shoes during the regular school day.

Girls and boys may NOT wear short shorts, or skirts, spaghetti straps, or tank tops. **The expectation for the right length of shorts or skirts is: with arms hanging by the side, the bottom of the garment reaches at least to student's fully extended fingertips.** Good grooming will be the rule at all times. For the full dress code, see the Seminole County Public Schools website.

CLINIC CARD/EMERGENCY INFORMATION

Each student is required to have a clinic card on file at the school including emergency telephone numbers. This should be the number of someone we can contact in case of an emergency if we cannot get in touch with you. A parent or guardian must sign this card. **Any change of address or telephone number during the year should be reported to the office immediately.**

Students who become ill or are injured during the school day will be excused to visit the clinic located in the front office. The clinic assistant may provide first aid only. In the event of an illness or injury, the clinic assistant will need to contact the parent/guardian. The care of illness or accident at school is first aid only. Please make sure the school has your most current home, cell, work and emergency numbers.

MEDICATION

If it becomes necessary for a student to take any form of medication at school, it must, by law, be dispensed through the clinic.

A designated AUTHORIZATION OF MEDICATION form must be completed by parent or legal guardian prior to the administration of any medication to a student. These authorizations for medications must be renewed at three-month intervals.

All medication (prescription or over-the-counter) must be delivered and retrieved by the student's parents, legal guardian or other adult.

In the event medication is delivered or retrieved by an adult other than the student's parent or legal guardian, the adult shall present written authorization from the child's parent or legal guardian. All prescription medication to be administered in school must be in the original container labeled with the following information:

- Student's name
- Name of drug
- Directions concerning dosage
- Time of day to be taken
- Physician's name
- Pharmacy name, address & telephone number
- Date and number of prescription

All over-the-counter medication to be administered shall be in the original container labeled with the appropriate information in the preceding paragraph. School personnel may administer student medication, which is in the original prescription bottle, dated within the prior ten (10) days and labeled with all the necessary information, with written authorization from the parent. All others must be authorized in writing by both parent and physician. If prior arrangements have been made with the principal or his or her designee, a parent or guardian may go into the school to administer prescribed or non-prescribed (over-the-counter) medication to his or her child upon completion of a SEMINOLE COUNTY SCHOOLS STUDENT MEDICATION RECORD.

HEAD LICE

Parents are urged to periodically check children's scalp for head lice. This will help isolate cases before a serious problem develops. If head lice are discovered, the student will be sent home. Treatment must be completed and the head re-checked by the school clinic assistant before students will be readmitted to school. Absence due to head lice in excess of three school days will be considered unexcused. The clinic assistant can provide you with further information.

TRANSPORTATION

Bus transportation is provided for those Red Bug students living outside the two-mile walk zone. You can find bus information on the SCPS or Red Bug website. If the student's behavior creates a safety hazard on the bus,

it will become the principal's duty to deprive him/her of bus privileges. This in no way excuses his/her absence from school.

All concerns regarding bussing should be addressed to the Transportation Department: **407-320-7550**.

Parents will be expected to transport their children to school if a bus suspension should occur. Parents are responsible for the behavior of their children while at the bus stop.

Only regularly scheduled bus students are to ride the school buses. Students will NOT be allowed to ride a bus or a different bus unless it is for emergency reasons related to the health, welfare and safety for the student.

Parents seeking permission must do so in advance with the Principal or Assistant Principal, as approval is conditional on space availability. Permission will not be granted for the purpose of a general nature or for convenience, nor at the last minute.

STUDENT LUNCH

Our goal in the school restaurant is to provide a pleasant place where children can talk & enjoy their meals in an orderly & mannerly environment. During the first two weeks of school, we are teaching procedures & expectations to the students. Visitors are welcome to join their students for lunch after Labor Day. Visitors are not permitted during the state testing window or during poor outdoor weather conditions. Please help us by honoring the following procedures:

- Check-in at the main office and get a visitor's sticker. Your name will need to be listed on the emergency card & you will need to show a photo ID when you sign in. School volunteers, who are registered, must also follow the lunchroom procedures by signing in at the main office. The administration can also approve other visitors not designated on the emergency card.
- Meet with your child in the designated area outside of the dining room unless directed to do otherwise. Other classmates are not allowed to join you. Students may not leave the campus designated areas for lunch.
- Visitors are allowed to purchase a lunch, but should not visit with other students while in the dining room. Please make sure your visitor's sticker is visible for staff members to see. Please be advised that if you are not wearing a visitor's sticker, you will be asked to return to the main office prior to having lunch.
- Please call the food services manager, Mrs. Knapp: 407-746-8352 with questions.

MEAL TIMES

Breakfast.....7:20 a.m. – 7:45 a.m.

Lunch times vary by grade level. Ask your teacher or visit the RBES website for times.

MEAL PRICES*

| | |
|-------------------------|--------|
| Student Breakfast | \$1.75 |
| Adult Breakfast | \$2.00 |
| Lunch | \$2.50 |
| Reduced Lunch | .40 |
| Milk | .75 |
| Juice | .50 |
| Adult Lunch | \$3.25 |

*prices subject to change, please see the Food Services website for more information.

A la carte items are available for sale. It is recommended that a student be limited to one item. NO carbonated drinks or glass containers, please. Call the food services manager at **407-746-8352** with concerns.

To apply for free or reduced lunch service, please use www.scpsmealapp.com.

To easily add lunch money to your student's account, please use www.myschoolbucks.com. You will need your student's ID number to set up an account.

DINING ROOM PROCEDURES

We encourage students to use their best behavior while in the dining room. To ensure an enjoyable breakfast or lunch for all students, please review these rules with your child:

- All students should remain seated and keep their hands and feet to themselves and out of the aisles.
- Students should raise their hand for assistance.
- Restrooms are available in an emergency; otherwise, children are permitted to use the restroom when their class lines up to exit.
- Trash from the table and under the table should be removed and deposited in the trashcan by the students.
- Students who do not follow the rules or create a behavior problem may be separated from their class or given time-out. Repetitive misbehavior will result in a discipline referral.
- For safety reasons, carbonated drinks, glass containers, canned pudding or any container with sharp metal lids or edges are prohibited.
- Food may not be traded or shared.

BIRTHDAY TREATS/PARTIES

All parents need to contact their child's teacher to make arrangements for birthday treats. We do not have birthday parties at school or at lunch. Parents are not permitted to sing or provide additional party activities in the dining room or classroom. The parents or teachers may provide a birthday hat for the birthday child only.

In order to limit distractions, party favors, balloons, etc. are not permitted when celebrating a student or staff member's birthday. To prevent hurt feelings, party invitations should not be distributed at school unless they include the entire class. Invitations should be sent home at the end of the day. Remember that phone numbers and student information may not be given to parents without written permission.

TELEPHONE

Students will be discouraged from using the office phone for personal calls except in an emergency and with office permission. Emergencies do NOT include forgotten homework, books, permission slips, lunch money, etc. If a student forgets lunch, he may "charge" lunch for the day through the cafeteria.

CELL PHONE POLICY

A wireless communications device, such as a cell phone, shall not be used while the student is on a school campus during the instructional day or while being transported by a school bus. The term "on campus during the instructional day" shall include participation in a field trip or other instructional activity that may take place off campus.

DISCIPLINE PROCEDURES

Each teacher bears the primary responsibility for maintaining proper control and discipline in the classroom. All teachers utilize a positive system of behavior management to model and encourage good student behavior. THE SEMINOLE COUNTY STUDENT CONDUCT AND DISCIPLINE CODE is posted online at www.scps.k12.fl.us. For a paper copy of the code, please contact our guidance counselor, Ms. Sierra Saey.

RED BUG BELIEVES in a Positive Behavior Support System for success:

BE SAFE. BE RESPECTFUL. BE RESPONSIBLE.

VISITORS

Visitors to Red Bug Elementary are always welcome. Younger siblings are not permitted on campus for lunch or other activities, other than for specific evening invitation-only events.

Due to state health regulations and insurance liability, no child unless officially registered is allowed in the classroom, at lunch, or on field trips. ALL VISITORS,

INCLUDING PARENTS, MUST CHECK IN AT THE OFFICE AND WEAR A VISITOR STICKER BEFORE GOING TO A CLASSROOM OR TO LUNCH. Please sign the Visitor's Log and obtain a Visitor's Sticker. When having lunch with your child, other classmates are not permitted to join you. We appreciate your understanding.

REPORTING TO PARENTS

All parents will be notified regularly of their child's achievement during the 36-week school year. The reporting period is divided into three 12-week periods. A progress report will be sent home at the mid-point of each grading period and a report card at the end of each period. Every student who is enrolled at school receives a report card regardless of length of enrollment. Parents can have real time access to recorded grades through our Skyward – Family Access system (see page 2).

The grading code is as follows:

Grades K and 1:

- S - Satisfactory
- N - Needs Improvement

Grades 2-5:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 0-59

All students in grades K-5 will receive "S" or "N" in the areas of Art, Music, and PE.

Distribution of Progress Reports and Report Cards will be as follows for the 2015 -2015 school year:

| | |
|--------------------|-------------------|
| Progress Report | Report Card |
| September 21, 2016 | November 17, 2016 |
| January 10, 2017 | March 9, 2017 |
| April 14, 2017 | May 26, 2017 |

HOMEWORK

Homework is considered a part of the student's total program. Students are expected to complete all homework assignments on time. Homework varies from grade to grade, but generally includes practice activities, research, supplemental reading, writing, and project work. Each grade level has a homework policy that will be discussed during Curriculum Night. *For full credit, all homework is expected to be brought in by the student the morning it is due: classes will not be interrupted for work brought to the office after the start of the school day.*

Students will be given one day for every day absent to make up work. A special schedule can be made for prolonged absences.

CONFERENCES

Parents or teachers can request conferences at any time. Each classroom and ESE teacher will have personal communication with the parent(s) of each student they instruct at least twice a year with a minimum of one documented conference to review student progress. The last conference will be a student-parent conference where the students will discuss their data with their parents.

If you feel the need of a conference, please send a note to the teacher and they will set up an appointment. Teacher planning time and classroom teaching time cannot be interrupted for unscheduled conferences. Early morning conferences must end by 7:50 a.m. when students arrive.

ESOL

English for Speakers of Other Languages (ESOL) is available for those students who qualify. Students who are not proficient in English could qualify for services through this program. The goal for all students is to be included in the regular education classroom to the greatest extent possible.

GUIDANCE SERVICES

The classroom teachers and the Guidance Counselors work together for the total development of the child. The counselors act as liaisons between the school and other community service agencies. Testing is also done upon request from the teachers or parents in the area of academic achievement, aptitude, or possible need for Exceptional Student Educational services. Please call the guidance department to request special help for your child in any of the above areas. Parents and guardians have the right to review their student's records and reports. Access must be granted within 30-days, but usually will occur within several days' notice. A small fee may be charged for copies, if requested. The Guidance office phone number is 407-746-8354.

EXCEPTIONAL STUDENT EDUCATION SERVICES

Seminole County provides a multitude of services for exceptional students. At Red Bug, we have services for students who qualify in the areas of Specific Learning Disabilities (SLD), Gifted (REACH), Emotionally Behaviorally Disabled (EBD), Speech/Language, and Blended Model Pre-K. If you have any questions regarding any of the exceptional student educational services, contact the guidance counselor.

SCHOOL ACCIDENT INSURANCE

School Accident Insurance is available to all students. A packet is enclosed and should be mailed directly to the company. Purchase of this program is optional. **This is an**

inexpensive way to protect your child from the high cost of injuries should they occur.

TEXTBOOKS

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Electronic versions of the Math, Science, & Reading textbooks are available online. Each student is issued a unique log-in to access these materials.

Please be sure student's name, grade, and school are written on the book label in case the book is misplaced. Parents will be required to pay for lost or damaged books.

CAMMP (Computer, Art, Music, Media, PE)

All students receive instruction in computer, art, music, media and physical education on a rotating schedule. Students, parents, and staff members enjoy art displays, music programs, and Field Day each year. Students in grades K-5 will receive a grade of "S" or "N" for Art, Music and Physical Education. If behavior is an area of concern in these subjects, an "X" will be marked on the report card for behavior. Through formal physical education and through Wellness Wednesday and our teacher-led "Building Better Bugs" time, students receive a minimum of 150 minutes of physical education each week.

MEDIA CENTER

Children in all grades have the opportunity to visit the Media Center on a regular basis. In addition, our media specialist provides special lessons and activities based on grade-level curriculum and needs. Kindergarten and first grade students are allowed to check out one book each visit, and students in second through fifth grade are allowed two books. Students must pay for lost or damaged books.

COMPUTER LAB & INTERNET USE

Students use the computer lab on a rotating basis as part of their CAMMP specials. Classes also have the opportunity to schedule time in one of our three labs for specific activities and project based learning.

Seminole County offers students access to the district network and internet for instructional purposes only. All students will have access to the internet unless restriction is requested in writing by the parent.

FIELD TRIPS

Field Trips are a positive educational experience. Detailed planning and preparation occurs prior to each field trip. Parental permission is required. Parent chaperones assist with field trips and teachers try to include as many parents as possible as chaperones throughout the year. Siblings are not permitted to attend school field trips for any reason. Chaperones must have an approved Dividends application on file before

participating in any school trips. Only official chaperones are able to participate in school field trips. **Parents are not permitted to meet children at a field trip location.** Please note that refunds for fieldtrips are only made up to one week before the trip and bus fees cannot ever be refunded after trip is planned.

CHILD CUSTODY ISSUES

If a court order exists which establishes legal guardianship and prevents or limits either one or both natural parents from visitation of a child, a copy of such order must be on file in the school office. Please understand if no LEGAL ORDER is provided, the school will follow its normal procedures concerning parent contact and release of information.

PLAYGROUND

Red Bug Elementary School's playground is for the sole use of registered students between the hours of 7:30 a.m. and 2:20 p.m. and for the sole use of registered students in the Extended Day after-school program from 2:20 p.m. until 6:00 p.m. No one should be on the playground or the equipment after the specified hours above.

WITHDRAWAL

When withdrawing a student please notify the office as soon as possible. All textbooks and library books need to be returned. Students' records are maintained at the school until the new school sends a written request for the records.

PARENT INVOLVEMENT

The Parent Teacher Association (PTA) functions as an integral means for communication between home & school, sponsors educational programs & organizes fund raising for purchasing of unbudgeted items. Included with the PTA are Room Parents, who provide assistance in the classroom with social activities such as parties, field trips & fund raising activities.

Red Bug's DIVIDEND Program is a vital part of the school. Parents may volunteer to work during school hours assisting students with particular educational skills and/or aiding teachers with clerical duties. Some Dividends also choose to work in the media center assisting students with check-out, computers or audiovisual aids. Adults with special talents may wish to share their skills with students. The assistance of many parents is necessary to achieve success. If you are interested, please contact the Assistant Principal.

The School Advisory Council (SAC) is another way to become involved in the school by working with parents & staff in an advisory capacity to the principal. SAC advises the school administration and assists in decision making and in school improvement.