

SCHOOL POLICIES AND PROCEDURES

COMPULSORY SCHOOL ATTENDANCE

Regular attendance is essential to a child's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation.

ABSENCE

It is the parent's responsibility to call our school office (377-7800) before 8:45 a.m., if a child is not able to attend school for the day. Parents should give the child's name, the teacher's name, and the reason for the absence. If a child is absent, with no parent/guardian notification to the school before 9:50am, the District will call the home phone number listed in FOCUS, with an automated message reporting the child's absence.

ATTENDANCE POLICY

PHILOSOPHY

Attendance matters to the success of all students. Makeup work does not replace what the student has missed for the entire day. We carefully monitor our students' attendance and make every effort to ensure that our students demonstrate outstanding school attendance.

PURPOSE

The purpose of this attendance policy is to foster responsibility and reliability on the part of District students to attend all classes. Students will acknowledge greater emphasis on attendance at school because credit in their classes will be contingent upon their presence.

ABSENCES

A. Excused Absences

1. An illness of the student documented by a doctor's statement or a documented medical/dental appointment
2. An observance of an established religious holiday or for pre-arranged religious instruction as defined in Board Policy 5223 (documentation of the religious affiliation of the student may be required by school officials).
3. A court subpoena, a required court appearance, or placement in detention at a juvenile center in which the student continues his/her education.

B. Approved School-Related Activities (not to be counted as absences)

1. Academic activity or school-sponsored field trip directly related to the instructional outcomes of one (1) or more courses
2. Other approved student activities such as Student Council, National Honor Society, class meetings, and academic/athletic competitions

The student's parent or legal guardian shall make a call to the school or give advance written notification to the school when a student will be absent for excused reasons.

C. Validated Absences

Brief illness, appointments, and family business are considered absences for purposes of meeting attendance policy requirements. Written notes from parents must document absences. *Such absences will be validated, but not excused, upon documentation by written notes or a phone call from the student's parent/legal guardian within 24 hours of the absence.*

D. Unexcused Absences

Unexcused absences shall include, but not be limited to Out-of-School Suspensions, truancy, class cuts, and tardies to class of ten (10) minutes or more.

TARDINESS

Students are to be in the classroom by 8:20 a.m. Late arrival disrupts class and causes loss of instructional time. Any child who is not seated and ready for instruction in his/her classroom by 8:25 a.m. is considered tardy and must come to the office for a pass to enter class. This also applies to children coming in late from the doctor or dentist. The only exceptions are the children on late buses or those on safety patrol duty. All situations of habitual tardiness will be investigated. ***IT IS THE PARENT'S RESPONSIBILITY TO PARK AND BRING THE STUDENT TO THE FRONT OFFICE DOOR FOR CHECK IN IF THEY ARRIVE TO SCHOOL AFTER 8:25A.M.!!***

ARRIVAL - DISMISSAL PROCEDURES

For the safety of all boys and girls, we urge that children arrive at school no earlier than 7:50 a.m. At 7:50 a.m., the school building will open, and supervision will be provided. Children are to be in their classroom and seated when the 8:20 a.m. bell rings.

An OES Staff member will cross walkers at both Cougar Drive/Osceola Trail and Cougar Lane/Osceola Trail intersections at 7:50a.m. Walkers SHOULD NOT arrive to either intersection prior to 7:50a.m. For safety reasons, all of our students must be at the crosswalk heading to school no later than 8:15am. Our staff at the crossing leave at 8:15am. All children should be off school grounds immediately following dismissal. K-5 children are not allowed on the playground before or after school hours unless they are participating in the Sports Club Before and After School Program.

EARLY PICK-UP

Parents who need to pick their child up during the school day must report to the office and sign the child out. The office will call the child. Please inform the teacher by note if you are planning to pick your child up early or notify the office **as soon as possible** on the day early pick-up is necessary. If you will be picking up your child during their recess or related arts time, please make sure to notify the school in writing, so we can send your child's backpack with them to recess or related arts. During these two times, your child cannot get back into their classroom. If it is necessary to pick your child up for early dismissal, please sign them out **before 2:10 p.m.** **After 2:10p.m., you would need to pick up from the car line.** If a child is to be picked up by someone other than a parent, advance arrangements must be made with the office. *Proper identification is always required.*

TRANSPORTATION CHANGES

All transportation changes **must** be written by the parent or legal guardian and given to the office. The parents may call in a change, if the office receives it no later than 2:00p.m., as transportation change notices are sent out at 2:10p.m. They must include the full student's name, teacher's name and what the exact change is. **In the case of your child going home with another student, we must have written permission from you as the parent AND the parent of the student your child is going home with.** The front office WILL NOT call parents for this type of change. Please DO NOT email transportation changes to the teacher; if the teacher is out, we will not receive the change!

CHANGE OF ADDRESS

It is very important, for emergency and administrative reasons, that every child maintains an up-to-date address and telephone record at the school office. Notify the school immediately if you have a change of address or phone number during the school year.

VISITORS

Visitors are welcome in the school. The front doors at Osceola Elementary are locked 24 hours a day, as an additional layer of security for our campus. Guests arriving on campus will use the access control device (doorbell) located on the wall to the left of the front door. When the front office staff answers the doorbell, the guest will be asked for their name and the reason for their visit, which may include their child's name. All visitors will be asked to display photo identification for the camera, in order to be buzzed into the front office. Once approved and granted access, our guests will again be asked to present **a valid U.S. Government-issued photo ID (driver's license or Passport/Visa) and be checked through the Raptor Visitor System if they wish to go anywhere other than the front office.** Visitors must bring their identification with them each time they come to campus. You will receive an official photo **Visitor Identification Badge.** Before you leave, check out in the office and return the Visitor Identification Badge. Guests should plan to arrive at our school earlier to expedite their visit. Any entry into the front office will be limited to providing necessary school documents requested of a parent and/or scheduled parent meetings.

WITHDRAWAL PROCESS

If it is necessary to withdraw your child from school, please notify the office **at least two days in advance** by note or telephone. Textbooks and library books must be accounted for, and the appropriate transfer forms must be completed.

HEALTH AND SAFETY

EMERGENCY INFORMATION

In case of an emergency, each child is required to have an emergency card on file at the school office with the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone and parent(s) work phone
4. Emergency phone number of friend or relative
5. Physician's name and phone
6. Medical alert information

HEAD LICE

Head lice, often spread by direct head-to-head contact outside of school, are most commonly found in young children. Head lice and nits (eggs) do not transmit disease and are not a significant health hazard. The CCPS procedure regarding management is as follows:

- If a student has signs or symptoms of head lice, the school nurse or trained staff will check student's hair to determine if live lice are present.
- If live lice or nits are present, the parent will be called to pick up the child and will be given instructions for treatment and removal of the nits and/or lice. Siblings will also be checked.
- The parent **must accompany the child to school after treatment**. Students who continue to have live lice upon recheck may not return to class. **It is the parent's responsibility to remove all nits and lice from the student.**
- Students who have nits only may return to class and will be rechecked according to a specific protocol.
- Please check your young child frequently and **notify the school nurse if lice and/or nits are found.**

ILLNESS

The health and physical well-being of all children and staff is a matter of great concern to us. The Florida Health Department Guidelines/Recommendations will be closely followed. Children who are ill should be kept home, as their ability to perform in school will be diminished if they are not feeling well. **For the sake of other children in the classroom, your child should not be permitted to come to school if he/she has a temperature of 100 degrees or higher, is suffering from nausea, fever, headache, diarrhea, constant coughing or running sores. Students must be fever-free for 24 hours before returning to school as per student Services District Health Guidelines. Health conditions such as pink eye are highly contagious and must be properly treated before your child may return to school, with a doctor's note.** If a student has an injury or medical condition requiring a cast, crutches, etc., **the parent must bring the student to school and meet with the Nurse.** They must provide a doctor's note reflecting restrictions, time frame and use of equipment such as wheelchairs or crutches, prior to going to class.

When a child becomes too ill to remain in class, the parents will be notified. For this reason, it is important that we be notified immediately if a telephone number or address is changed, and that emergency contact information is kept up to date. Children must be picked up **immediately** upon notification, because space in the clinic is limited and other children may need to be served. Be sure to always have more than one phone number to call and a back-up plan for emergencies.

SCHOOL AND BIRTHDAY PARTIES

SCHOOL CELEBRATIONS

Four classroom celebrations may be held yearly. They are **Fall Festival, Winter Holiday, Valentine's Day, and End of Year.** **Refreshments must be store bought** and preapproved by the classroom teacher.

BIRTHDAYS

To help avoid disruption of activities, **flowers and/or balloons may not be delivered or brought to your child at school.** These items cannot be transported by bus, **nor delivered to the classroom or cafeteria during school hours.** **Celebration/treats (cupcakes/donuts) will not be permitted during the student's instructional time or during lunch or recess.** OES is a Blue Zone School. **Please only send healthy treats such as pretzels, goldfish, fruit snacks, etc.**

Each classroom teacher acknowledges a child's birthday in various ways. In all cases, children are recognized on their special day. **Distributing party invitations at school will be allowed, but only if there is an invitation for all students in the classroom.** **Birthday parties will not be held at school** due to the loss of instructional time and the increase in student dietary restrictions and allergies.

TRANSPORTATION

BUS RIDERS

Children who reside more than two miles from Osceola are provided school bus transportation. We wish to provide this service as efficiently and safely as possible. It is important to remember that a misbehaving child on a bus is a safety issue and endangers many children. Therefore, it is important that bus riders realize that the same high standards of conduct are expected on the bus as in all other aspects of school life. **Children who are unwilling to cooperate will be suspended from riding the bus for a designated period of time.** Any student missing his assigned afternoon bus shall promptly go to the office and his/her parent(s) will be called to arrange transportation.

BUS EXPECTATIONS

The following expectations have been established in order to ensure the safety of all children who ride the bus:

B- Be Safe

- Stay safe, stay seated while on the bus-Sit in assigned seat
- Stand safely away from the traffic at least 12 feet from the edge of the road while waiting for the bus
- Wait for driver's signal before crossing a road
- **Always** approach or move away from the bus in a safe and orderly fashion – never run
- School-related items are the only items allowed on the bus. Alternate transportation must be arranged for delicate items,

large school.

Projects, large food items and large musical instruments

- Keep the aisles clear of all objects – including hands and feet

U- Use School Rules

- Dress appropriately
- Use indoor voice
- Keep your belongings in your lap or on the floor between your feet, under the seat.

S- Show Respect

- Be at the bus stop 5 minutes early
- Be respectful to all others in language and actions
- Keep your space neat and keep it clean
- Have Student ID badge ready when entering to bus to scan in quickly!

Infractions of the above rules will be brought to the attention of parents. The Collier County Transportation guidelines for children who abuse the privilege of riding the bus will be invoked, following the CCPS Code of Student Conduct Handbook.

WALKERS

Only students residing in a zoned walking area can be walkers to and from school. Children who walk should use the sidewalks enroute to school. An OES Staff member will cross walkers at the Cougar Drive/Osceola Trail (South Walkers) and Cougar Lane/Osceola Trail (North Walkers) intersections at 7:50a.m. They **must not** arrive at the crossing prior to 7:50a.m. Students who live in the ARIUM Gulfshore Community can be south walkers. Students who live in Tall Pines, Laguna Bay, Manchester Square and Marbella Isles can be north walkers. Students cannot be dropped off or picked up in the Administrative Center parking lot or the Barron Collier High School parking lot by car unless they DO live in a zoned walking community.

CAR RIDERS

Parents who drive their children to school are reminded that the safety of all children walking is dependent upon all drivers driving safely and being cautious of schoolchildren. Please observe our crossing guards at intersections and obey when they stop traffic. Please always observe safe driving rules around the school. No students should be picked up outside of school grounds (see above), due to the safety issue for all students.

Please drop off and pick up your child in the driveway by the front office only. Drivers are required to stay in your vehicle at all times. Stay in a single file line and follow the directions of the staff on duty. Pull your car as far as possible into the loading area. You **MAY NOT** drop students in the bus loop area, along the street or at the Administrative Center or in the OES Parking lot in the front of the school. You **MAY NOT** pick up students from these areas. **To facilitate dismissal, place your child's first and last name in large letters on a car rider sign and hang it from your rear-view mirror.** **Please Note:** If you do not have a sign, you will be asked to park, go to the office and show the proper ID to sign your child out of school. This courtesy will be extended once. If other instances occur, you will need to obtain a car sign from the office and get in the car line to pick up your child. **Encourage your child to have all belongings in order to facilitate quick and efficient loading and unloading.**

Children cannot be dropped off earlier than 7:50 a.m. Dismissal is at 2:50pm. Parent must be in car line at 2:50pm, as we are done by 3:00pm. Car riders not picked up by 3:00p.m. are considered late. This information is entered into Student Pass for record keeping. Continued instances could affect students who are out of zone.

BICYCLE RIDERS

All bicycle riders should obey the directions of the safety patrol and crossing guards. Students are to walk their bikes on the sidewalk of school property. Riders should park their bicycles in the racks in the front of the building. After bicycles are parked in the morning, they will not be moved until dismissal. Only students zoned as a walker may ride a bicycle to school. **ALL BICYCLE, SKATEBOARD AND SCOOTER RIDERS UNDER THE AGE OF 16, ARE REQUIRED BY LAW TO WEAR A SAFETY HELMET (See Florida State Statute 316.2065 for further information).**

ROLLER BLADES AND SKATEBOARDS

NO ROLLER BLADES, SHOE SKATES, OR HOVERBOARDS ARE ALLOWED AT SCHOOL, and therefore, should not be used as a form of transportation to/from school.

RAINY DAYS

If there is an electrical storm at dismissal time, **children who normally ride bicycles or walk will not leave the school unless parents pick them up.** If your child has alternate arrangements for rainy days, please call the office in a timely manner. We will make every attempt to send out a phone message when we hold afternoon walkers and bicycle riders to provide specific information. **Parents must create a plan for these occurrences.**

BEHAVIORAL EXPECTATIONS COLLIER COUNTY CODE OF CONDUCT

DISCIPLINE PHILOSOPHY

The behavior expected from children at school is a combination of common courtesy and safety considerations. No child (ren) should be allowed to distract other children from the opportunity to learn, nor distract the teacher from instruction. Therefore, the following types of conduct are not permissible at Osceola:

- ◆ Fighting/ Bullying
- ◆ Disrespect/ Defiance of school staff
- ◆ The use of profanity
- ◆ The possession of weapons or other dangerous objects

All OES students are expected to conduct themselves according to the CCPS Code of Student Conduct Handbook, which can be found by clicking the parent link from the CCPS District homepage. Encourage your child to discuss with you any social problems they may be having at school. Our primary purpose is to provide a safe environment where all children can and will learn. This environment will allow children to progress academically without distractions, unpleasant emotional experiences, or exposure to unsafe conditions. Failure to follow OES and CCPS behavioral expectations will result in student disciplinary consequences, including timeout, office detention, lunch detention, In-School Suspension and/or Out-of-School Suspension.