

BAY MEADOWS ELEMENTARY SCHOOL

2020-2021 School Calendar

First Day of Class	August 10, 2020
Holiday	September 7, 2020
Student Holiday	October 12, 2020
Student Holiday	October 30, 2020
Thanksgiving Break	November 23-27, 2020
Winter Break	December 21, 2020-January 1, 2021
Holiday	January 4, 2021
Holiday	January 18, 2021
Holiday	February 15, 2021
Student Holiday	March 12, 2021
Spring Break	March 15-19, 2021
Last Day of School	May 25, 2021

SCHOOL HOURS

School hours are 8:45 A.M. to 3:00 P.M. Monday, Tuesday, Thursday, and Friday. Wednesday hours are 8:45 A.M. to 2:10 P.M. It is very important to be on time. Unless your child is enrolled in the morning Extended Day Program, please do not drop your child off *before 8:15 A.M.* **There is no adult supervision prior to 8:15 am.** Late pick-ups must be signed out at the front office. **Please note: The school office opens at 7:30 A.M. and closes at 4:00 P.M. The front office does not provide services to watch children who are picked up late.**

ATTENDANCE

Notify the office **in writing** when your child is going to be absent. All students who have been absent are required to bring a written letter signed by their parent or guardian within **48 hours**, explaining each absence. **Students who are tardy or arrive after 8:45 am must be signed in by a parent or legal guardian. DO NOT, drop your child off and leave. Ensure your child is received by a staff member and obtains their tardy slip!** This is for your child's safety.

- **Perfect attendance includes no absences, tardies or early pick-ups.**
- Students need to attend classes daily and be on time. On time means in their seat, ready for instruction to begin at 8:45 am. Our outside doors lock at 8:45 am., at which time all students must enter the building through the main office and receive a tardy slip.
- State law requires that a written excuse is given whenever a student is absent or tardy, not just telling the teacher.

The following reasons are excused absences:

- Illness, injury or other insurmountable condition
- Illness or death of a member of the student's immediate family
- Recognized (or established) religious holidays and/or religious instruction (must provide letter from religious establishment).
- Take Your Child to Work Day (must provide letter from company)
- Medical appointments

- Participation in an approved activity or class of instruction held at another school site
- Prearranged absences of educational value with the principal's prior approval (up to 5 days per year excused)
- Head lice infestation (up to four (4) days during the school year)
- Catastrophic disasters that significantly impact the life of the student

Students will be marked tardy if they are not sitting at their desk and ready to start school when the second bell rings at 8:45 a.m.

Requests for Extended Absences: All requests for extended absences must be submitted to the principal in writing. Please contact the registrar, Vivian Prior, for paperwork. If student does not have any unexcused absences or tardies, up to 5 days will be excused. Any days beyond this will be marked as unexcused. **Teachers DO NOT have the ability to approve any absences, only the principal may approve absences.**

For truancy purposes, five tardies and/or early pick-ups equal one unexcused absence. **Florida Statute 232.17** requires the school to notify you when your child has accumulated five (5) unexcused absences. If a pattern of excessive excused or unexcused absences should continue, your child will be referred to the child study team or school social worker at ten (10) days for appropriate action, including but not limited to providing doctor's notes for all absences.



ADDITIONS PROGRAM/FIELD TRIPS

ADDition volunteers are active at Bay Meadows. Every year we earn the ADDitions Golden School Award for outstanding service. Parents and community members are invited to volunteer their time and talents at our school. Please visit <http://volunteer.ocps.net> and click on the volunteer link to complete the online application. Because of liability, children not enrolled at Bay Meadows are not allowed to be in classrooms while parents volunteer with students. Our Additions coordinator would love to help you get involved. Our doors are always open to welcome parent/community involvement.

Parents planning to attend a field trip must first be ADDitions approved and also fill out a field trip chaperone form for each trip. Please send in the chaperone form to your child's teacher at least **9 weeks** before the field trip is scheduled. **Complete the ADDitions Volunteer application a minimum of 2 weeks prior to the field trip. Volunteers who have not completed both these steps will not be permitted to chaperone field trips. No exceptions.**

ADDition volunteers must wear their badges at all time. Please present your driver's license to be scanned when you arrive to have your badge created.

ADDRESS/TELEPHONE NUMBER UPDATES

It is important that you notify us immediately of any change of address or telephone number. This will be held confidential at your request. In case of an emergency, we **must** be able to reach parents at all times. Please provide an emergency number to call if you cannot be reached. Keep your emergency contact up-to-date. If you change your place of employment let us know as soon as possible.

After-School Programs/ASP

We have coordinated with various after-school program vendors to provide additional learning opportunities outside of school hours for your child. These are **private companies** and participation is

optional and **fee based**. Registration must be completed through the after-school program vendor. Bay Meadows will not collect any money or registration information. Bay Meadows is not affiliated with the event/program nor do we endorse or assume any responsibility for any activities which may occur in connection with these programs. **If you have any concerns or discipline issues while your child participates in the after school program, contact the after school program directly to address the issue. Bay Meadows does not supervise or discipline children who participate in a private, fee-based after school program.**

Arrival Procedures

For students' safety, we have a security system which ensures the perimeter doors are locked during the school day. An electronic sensor on the interior door leading from the front office to the main hallways will allow entrance. If you need to visit or are volunteering please see Mrs. Joffe or Mrs. Pardo in the front office for your name tag and any questions. You must present your driver's license each time you visit in order for your badge to be printed. **Your name tag must be worn at all times while on campus.**

Kindergarten-3rd grade car riders are to enter in the 500 building. Staff and Safety Patrols will assist the younger students from the car, assist them to class, and have them seated outside their classroom to be supervised until the school day begins. Parents are not to enter the building through the hallways. All parents must first check-in to the front office.

4th and 5th grade students should be dropped off at the 700 building.

If you prefer to walk your child to school, please use crosswalks and park only in designated areas. To sign in as a visitor, an Additions volunteer or for a parent conference, first drop your child off at regular arrival area, then sign in and show your driver's license at the office and to receive a visitor name tag. This name tag must be worn at all times while on campus.

Backpack Policy

All backpacks should be worn on students' backs. Rolling backpacks will not be permitted on campus unless there is a medically necessary reason. Rolling backpacks become a tripping hazard when hallways are congested with students at arrival and dismissal.

BIKE RIDERS

Students who ride bicycles will follow safety rules **including wearing a helmet**, walking bikes across intersections and on school grounds. Students are required to park their bicycles in the provided bike racks. Students should lock their bikes for added security. Bay Meadows will not be held liable for lost or stolen property, which includes bikes, scooters, or other modes of transportation. The only bike rack that will be used on campus, is the one behind the 500 building.

BIRTHDAYS

We would like to acknowledge your child's special day, but district policy does not allow for birthday parties at school. For student safety due to allergies and the health and nutrition of students in regards to excessive sugar and junk food, **no food items will be accepted for birthdays**. You may provide small trinkets or a game for the students to play during a time deemed appropriate by the teacher. **Do not bring balloons.**

BUS Privileges

Students must follow all the rules of the bus driver. Students who choose to continually disobey the rules will be denied the right to ride the bus. It becomes the responsibility of the parents to transport their child during these times. Please discuss safety expectations with your child. Inclement weather at dismissal may impact the bus' drop-off time. The telephone number for OCPS transportation is 407-317-3800. No toys of any kind (including balls such as basketballs, footballs, soccer balls, skateboards, etc.) should ever be brought to school on the bus. Toys will be confiscated and disciplinary action will occur if these items interfere with the operation of the bus.

CAFETERIA

We would like for all students to have an enjoyable time at lunch while being considerate to others. The lunchroom should be a calm, orderly setting. Children are able to talk softly to their neighbors and clean up after themselves. Students are expected to follow the instruction of the lunchroom monitors.

If students do not follow the cafeteria rules, they will be given a warning by the lunch monitor. If this continues, students will sit at an alternate table. If students continually do not follow the rules, students will receive lunch detention. Teachers will notify parents if students are not following cafeteria rules via a phone call.

Due to room capacity, we cannot accommodate visitors in the cafeteria. Starting in the 2nd nine weeks, parents are welcome to have lunch with their child at the parent patio outside the front of the school. As always, parents and visitors must first sign in and show their driver's license at the front office to obtain a visitor pass. For safety and to alleviate hurt feelings of other children, **friends will not be allowed to go to the parent patio with your child.** Students may not bring carbonated beverages, metal cans, glass bottles or serving knives to school. During state testing, eating with students will be suspended as the regular lunch schedule is altered to accommodate proper testing procedures.

Please note: If you bring restaurant/fast food to your child, please plan to stay and eat with him/her. Restaurant/fast foods may not be taken into the cafeteria. Restaurant food may not be delivered to the children.

CAFETERIA MONEY

A well balanced plate lunch including milk is offered daily beginning the first day of school. If a child brings his/her lunch, he/she may purchase milk. Students must make advance payment for lunch. Pay for meals at <https://www.schoolpay.com/> where meals can be prepaid and accounts can be managed online. **Do not send cash to school.**

There is a website that provides the most direct and efficient way to apply for free/reduced meals. Please access the application at <http://www.myschoolapps.com>.

CLINIC/MEDICATION

The school clinic is maintained in order to provide minor first aid. **Please do not send your child to school if he/she is sick.** Students who become ill at school will be sent to the clinic. If the nature of

the illness is such that a student should go home, parents will be notified. Parents will be called to pick up children in case of injury, high temperature or evidence of head lice or other communicable diseases. Students will not be released to anyone except parents or their designated representatives. If your child is to be left in the care of another adult when ill, please ensure you have provided their name and contact information on the emergency form and registration cards. The school has the responsibility of first aid only. In the event of a serious injury or illness, school officials will notify 911 and the parents. **In the event you cannot be reached, your child will be transported to an emergency room if deemed appropriate by EMTs.**

Please note: It is imperative that we have current contact information, such as home, business and emergency phone numbers!

Please try to arrange for the administration of medication outside the school day. If medication must be sent to school, the following legal requirements must be met:

1. For each prescribed medication, the student's parent or guardian must complete an OCPS AUTHORIZATION FOR MEDICATION FORM, which is available in the clinic, and **personally deliver** the medication to the office. **Medication cannot be sent to school with children.**
2. All prescribed medication must be received in the **ORIGINAL** container. The prescription label must show: date, student's name, dosage and time to be administered. Over the counter medication must be in the factory sealed original container. Medication can only be administered by our nurse attendant.
3. If it is necessary for medication to be sent home, the parent/guardian **must pick it up after dismissal.** Parents or guardians are responsible for transporting medication to and from school.

CODE OF CONDUCT

Florida law outlines both the rights and responsibilities of students. While the student has the right to expect a good education, the school has the right to expect good behavior and responsibility from the student. Specific information is printed in the **Code of Student Conduct**. The **Code of Student Conduct** describes the rules that must be followed as well as the consequences if rules are not followed. Bay Meadows adheres to the code of conduct and the appropriate disciplinary actions that can be taken for offences. Any and all threats to self or to others is taken seriously and may be a level 4 discipline referral.

CUSTODY OF STUDENTS

The school staff is required to release students to either of their natural parents unless we have a copy of an official court order that grants custody to one of the natural parents or someone else. OCPS Legal Services or the Orange County Sheriff's Department will be contacted if any disputes arise.

DISMISSAL

The close of the school day is an important part of your student's academic experience. At this time children receive homework, reminders and important instructions from the teacher. **Therefore, students will not be called to the office for dismissal after 2:40 p.m. (1:40 p.m. on Wednesdays.)** If a student needs to leave school before dismissal at 3:00 (2:00 on Wednesdays) for an appointment, please make arrangements to pick them up prior to 2:40 p.m. (1:40 p.m. on Wednesday) Thank you for your cooperation in this matter.

Changes to dismissal: If your child must go home a different way than usual, a note needs to be written to the teacher informing of the change. If you need to change your child's way home during the day, a

letter along with a copy of your photo ID must be faxed or emailed to the school by 2:00 p.m. (1:00 p.m. on Wed.) **For your child's safety, no requests for changes will be made over the phone.**

No changes in how your child goes home may be made after 2:40 (1:40 on Wednesdays). At this time, students are already in the dismissal process.

If your child has been dismissed to an after school program, parents must park and sign their child out from the after school program. **School staff will not sign the child out for the parent.**

Bus Transportation: All students will be escorted to the buses. Students will be tagged with how they go home on the first day of school to ensure they get on the correct bus at dismissal. Please help your child memorize his/her bus number. Students are expected to have appropriate behavior on the bus. For more information about your child's bus route and stop, go to "Find a Bus" on www.ocps.net.

Car Riders: Car riders will be picked up in front of Building 500. Please line cars up in a single file. Print your last name in big letters on the paper provided and place on dashboard on passenger side. Any changes in the way your child normally goes home **MUST be in the form of a written request addressed to your child's teacher.** If it is an emergency change, please contact the front office before 2:00, if possible (1:00 on Wednesdays). *We are not liable for traffic tickets administered for parking inappropriately or picking up students on/off our property.* **The car rider area is an extension of the school building. At NO TIME shall parents walk around the students sitting in the car rider area. Students will only be dismissed to parents in cars. The oak tree will no longer be a meeting place for parents to walk up and pick up car riders. All car riders must be dismissed to a car. This allows the school staff to focus on the safety of the student getting into cars.**

Extended-Day Program: All students enrolled in ASP, Inc. will be escorted to the ASP, Inc. classrooms after school.

Walkers/Bike Riders: You must have a rainy day plan for your child if he/she is a walker or bike rider.

**Transportation changes will not be taken over the phone – only in written form.*

***Please make sure your child and your child's teacher understand where he/she should go after school on the first day for a smooth and safe dismissal.*

****If students are dismissed as a "walker", please ensure they are not picked up by a vehicle. If picked up by a vehicle, please follow car rider dismissal/procedures.*

****The parking lot closes at 2:45 for parking and will reopen at 3:15. Please plan accordingly if you have a parent teacher conference at 3:00.*

Rainy day pick-up: Make definite plans for your child to follow when the weather is rainy. It is not possible for all students to call home, so please be sure they are fully aware, and the teacher is aware, of the plans for rainy day.

Dismissal during severe weather: During severe weather situations, Orange County Public Schools must adhere to emergency management procedures. One of these procedures is the implementation of the "30-30 Rule" during dismissal to determine the threat of lightning. Parents must sign the **"Parent Pick-Up Letter"** at the beginning of the school year indicating they assume responsibility for their child's safety during severe weather dismissal. If this form is not signed at the beginning of the year, parents will need to go to the front office and sign the form prior to their child being released.

The "30-30 Rule" states:

30 Seconds: Count the seconds between seeing lightning and hearing thunder. If this time is less than 30 seconds, lightning is still a potential threat. Seek shelter immediately.

30 Minutes: After hearing the last thunder, wait 30 minutes before leaving shelter. Half of all lightning deaths occur after the storm passes. Stay in a safe area until you are sure the threat has passed.

The Principal/designee will determine when the 30/30 Rule or Rainy Day Procedure will be applied based on school district policy.

Parents may pick-up their children from the entrance of the 500 Building. Check-in with a staff member who will call for your child over the radio. Please wait to the side of the door for your child. This type of dismissal does take extra time to ensure safety for all students. Thank you for your patience during this change in dismissal.

ELECTRONICS POLICY

A student may possess electronics/cell phone/smart watch on school property, at after school activities, and at school-related functions, provided that during school hours and on a school bus, the electronic device remains **off** and is **concealed**. Possession of electronics/cell phone/smart watch by a student is a privilege. Violations of this policy will result in confiscation of the electronics/cell phone/smart watch and/or other disciplinary actions. Students cannot wear smart watches during any school, district or state assessment and will be confiscated immediately to not invalidate the students test.

The parent/guardian will make arrangements to pick up the electronics/cell phone/smart watch from the school.

At no time shall Orange County Public Schools be responsible for theft, loss or damage to electronics/cell phones or other electronic devices brought onto its property. It is highly recommended, if the items is of great value to the student, it is left at home.

LOST AND FOUND

Please remember to label all backpacks, jackets, and sweaters with your child's first and last names. If unlabeled property is lost and found on school campus, the item(s) will be taken to a designated lost and found area. All lost and found items will need to be picked up as soon as possible. Items not picked-up will be donated to charity at the end of each nine week period or sooner if storage space becomes full.

NOTIFICATION OF STUDENT PROGRESS

Report cards are sent home four times a year. Between reporting periods you will receive a mid-quin progress report from the teacher notifying you of your child's progress. The purpose of the report card is to indicate the instructional level, achievement, work habits and conduct for the grading period. Kindergarten and first grade children do not receive letter grades, but designations that represent their acquisition of skills. Students in second through fifth grade receive letter grades. As no written report is all-inclusive, conferences are strongly recommended twice a year. Parents may schedule appointments by contacting the student's teacher.

Parents will have access to the online tool Skyward that will further enrich home-school communication and notification of student progress throughout the year.

PARENT LEADERSHIP COUNCIL (PLC)

The purpose of the PLC is to encourage parental involvement and participation in the implementation of ELL programming and academic achievement initiatives. The district provides resources to District PLC such as leadership training and orientation to the district's ELL program services and involvement opportunities available to parents of ELLs. Parents of ELLs are informed of the opportunities to be represented on existing school and district committees by every school in the district.

PARENT TEACHER ASSOCIATION (PTA)

Bay Meadows' PTA is active and would love your participation. Membership dues are \$12.00 a year per family. The PTA supports many worthwhile projects and activities, such as Donuts with Dad, Muffins with Mom, Koala Krawl, and Walk-a-thon just to name a few.

A true partnership exists between our parents and teachers making our PTA a strong and active one. We boast 100% parent and faculty membership. We have been designated a Red Carpet School by the Florida Department of Education for being responsive, accessible and accommodating to families. We are also proud to be a *Five Star School*, winner of the *Florida School Recognition Award* and have received the *National PTA School of Excellence Award*.

POKEMON CARDS/COLLECTIBLES

Items of value should never be brought to school. Pokémon cards, fidget spinners and other such collectibles/toys are not permitted at school (before, during, or after) due to the disturbance they have made to the school and classroom learning environment. If cards or other valuable collectables are found on campus, they will be confiscated. At no time shall Bay Meadows be responsible for theft, investigating theft, loss or damage to these items when brought onto our campus. Parents must make arrangements to pick-up confiscated items. **Bay Meadows is a cashless school. DO NOT have your child come to school with cash.** Stolen cash is very difficult to find and return.

TEXTBOOKS

As applicable, textbooks are checked out to students. Please be sure to keep all textbooks in a safe place when they are sent home. **Parents are financially responsible for lost and/or damaged textbooks.**