



# School Handbook

Office - 727-774-7086

Fax - 727-774-7872

**Student Hours**

**8:40AM - 2:50PM**

**Arrival and Dismissal:** Please make sure your child arrives on time and stays for the entire school day unless he/she is sick or has an appointment. Student hours: 8:40AM - 2:50PM

In order to limit disruptions, please do not drop your child off after 12:00PM. If your child arrives late or needs to leave early, then please sign in/out at the office.

**Behavior Management** - Student behavior is managed effectively through the use of our Positive Behavior Support Systems. School staff will make every effort to remedy any mild or moderate negative behaviors in the classroom so we can keep the focus on learning.

There may be times when school staff will have to intervene with severe negative behaviors. When this happens, the student may be escorted out of the classroom to the office or de-escalation room to safely calm, reflect and re-gain self-control. Students may be allowed to return to their classroom if the staff determines that it is appropriate to do so.

There may be times when the school staff struggle to keep the student safe due to extreme internal or external behaviors (ie...self harm or aggression). When this happens, we may need to contact an outside resource for assistance such as the Mobile Response Team or local police. We will make sure to keep parents/guardians informed of the situation. Please understand that student safety is our priority.

**Birthdays** - Celebrating student birthdays is important! We welcome cupcakes, ice cream or other store purchased snack items at school - no homemade items are allowed.

**Breakfast/Lunch** - All students are offered a free breakfast each day. Students may also bring in a lunch from home or purchase a lunch from our school cafeteria. Free/reduced priced lunch applications are available - please call our office for more information. Snacks such as ice cream/chips may be purchased from the cafeteria when a student is on Level 3 or higher.

**Bus Safety:** In order to ensure a safe bus ride for everyone, it may be necessary for a student to wear a bus safety vest (the IEP team will make this determination). There may be times when parents/guardians will need to be called to transport their student home after school in an effort to keep everyone safe.

**Communication with Staff:** Please email or call us if you have any concerns or questions. Teachers/Staff are available for conferences before or after school.

**Field Trips** - There are times when we will take field trips as a way to enrich student learning. Please support this learning opportunity by completing permission slips and sending in needed funds on time.

**Home Notes:** Students will receive a home note to share with parents/guardians each school day. This home note will give you an overview of your student's daily progress. Please contact your child's teacher if you have any questions or need additional information.

**Medication** - Any medication administered by our school must be given to us by the parent/guardian. Medication must be prescribed by a doctor and be in the original medication bottle. No over the counter medication will be administered by school staff.

**Photos:** We do take pictures of the students and staff from time to time in order to celebrate our good work. Some photos are shared on our website and Facebook page so families can see and celebrate too. Please let us know if you do not want your child's photo shared on social media.

**Student Dress Code:** Students must wear clothing that is appropriate for school. A change of clothing will be provided if necessary. Shoes must be worn at school.

**Teacher/Parent Conferences:** It's important to us that we have good working relationships with our families in order for kids to be successful in school. Teachers/Staff are available for conferences before or after school.

**Teaching and Learning:** Teachers and students are teaching and learning the Florida standards for all subject areas

(Reading, Writing, Math, Science and Social Studies). We also teach pro social skills and strategies to manage emotions and behavior each day. Please contact your teacher to learn more about what your child is doing in the classroom.

**Therapy Visits** - We welcome approved outside agency therapy for students at our school as long as it doesn't disrupt our learning environment.

**\*Kids are more successful in school when parents/families are interested and involved.**

**Ways you can help:**

- Encourage your child to give their best effort each day.
- Don't expect perfection. It's ok when kids make mistakes - this is how they learn.
- If your child is prescribed medication, then please make sure they take it as directed each day. We can administer medication at school too - call us for more info.
- Inform us if there any changes that may affect your child's school day, ie...did he not sleep well, he is sick or had a problem at home. We'll do the same.
- Talk to your teacher about your child. We welcome visits, emails and phone calls.