

Bauder Elementary 2011-2012 Parent Handbook

Building Success with Quality and Honor
"Treat others the way you want to be treated."

School Hours:

Monday, Tuesday, Thursday, Friday: 8:35-2:50

Wednesday: 8:35-1:35

APPROPRIATE DRESS:

It is recommended that loose fitting, lightweight clothing be worn to school. Clothing should be in good taste and should not display inappropriate slogans. Tennis shoes are safest for students when outdoors. Midriff tops and spaghetti straps are not allowed. All shirts must have sleeves and shorts / skirts must be mid-thigh length or longer. Please refer to the Student Code of Conduct for additional information regarding the Dress Code. Parents are asked to monitor dress to make sure it is appropriate for school. It is especially important to pay close attention to 4th and 5th grade students' dress. Please help us monitor this district-wide dress code.

ARRIVAL AND DISMISSAL:

We ask that all students arrive and leave promptly. Supervision of students is provided from 8:05 a.m. - 3:10 p.m. After 8:35 a.m. only the front main entrance door is open. If children arrive after 8:35 a.m., they need to be dropped off at the front door and sent directly to class to be marked tardy by the teacher. If they arrive at or after 9 a.m., escort them to the office to sign them in and receive a tardy slip.

Bus Riders

Students who ride the bus exit out the front doors where Bauder staff supervises the loading of buses. Students who ride the bus are expected to follow bus procedures and safety rules. Students who ride the bus wait in the cafeteria until the bell rings at 8:25 a.m. Progressive discipline which can result in losing bus privileges will be used for inappropriate bus behavior. If buses have seat belts, students are required to use them. Parents are responsible for supervising their children at the bus stop. Please notify the school at (727) 547-7829 if your student is not riding the bus home.

Car Riders

If your child is being picked up, the student's name and grade should be posted on the front or side windows or ask your teacher for a rearview hang tag. This helps us tremendously with placing your child quickly and safely into your car at dismissal. In all circles, we ask drivers to wait until they are in the portico area before dropping off or picking up students. If students are dropped off/picked up before this point, safety is compromised and traffic backs up. We ask drivers to remain safety conscious, patient, and **please stay in your car at all times.** Upon entering the school grounds, all drivers are to adhere to a five mile per hour speed limit. There are three options for our car riders and we urge all parents who are picking up their children to use these established spots. Children are supervised at these locations and that enables us to monitor safety:

East Parking Lot:

If you are arriving from the east, please use this circle.

Main West Entrance:

If you are arriving from the west please use this circle. Inside lane is for passing only; pickup is in the lane next to the railings.

Please note: Only right hand turns are to be made when leaving the west car circle.

West Kindergarten Circle:

The northwest circle is for kindergarten students only and car pools that include kindergarten students.

For our full day Pre-K programs designated parking is located in our east parking lot. We ask that you park your car in the allocated parking spaces and then use the crosswalks to go to the classroom and either pick-up or drop-off your Pre-K child. Please be mindful that while you are dropping off and picking up our K – 5 families will be entering and exiting the parking lot to drop-off or pick-up on the east side of our building.

**** The front parking lots are available when parents are parking and walking to pick up students. ****

****Children may not go to cars unescorted.****

We urge all students to walk, bike or skate to school!

Walkers and Bike Riders

Students are to use the sidewalks on the extreme east and west of our grounds. These sidewalks eliminate the necessity for students to cross driveways. Students are to go to the east or west area and wait until 8:25 a.m. when the doors are opened. Bicycles and scooters can be locked at the bike rack located by the east car circle. **We urge all students to lock up their equipment because we have had bikes removed from the grounds during the day.** Scooters are not allowed in the building. Skates need to be stored in the lockers at the east entrance. Students need to provide locks for the lockers. These lockers are for skates only.

Front Drive

Bauder's front semicircle is a BUS ONLY area during arrival and dismissal. During the day, this is an emergency vehicle area. Cars may only park in the front semicircle when bringing in students who are tardy after 8:35 a.m.

Afternoon Dismissal

We will start dismissing students at 2:49 p.m. Please be patient as we dismiss over 800 students safely and efficiently. Bus riders and day care van riders are dismissed first. Then car riders, walkers and bike riders followed by our Y students. **We appreciate your patience with the traffic congestion and urge you to have your child walk and/or use a bicycle if at all possible.**

***Rainy Day Dismissal**

Please note that if rain is extremely heavy and/or lightning is present, we will keep our children in the building until conditions improve. **Please make sure that your child knows what to do on a rainy day.** It is impossible for us to handle large numbers of children calling home for instructions while parents are also calling in. We ask that arrangements be made before the school day begins. Prepare with your child a "rainy day plan" and send a copy in to the teacher if it is different from everyday dismissal plans so that everyone will understand their responsibilities.

ATTENDANCE POLICY:

Regular and timely attendance is expected of all students. A telephone call or written notice to the teacher is required whenever a child is absent from school; students will be marked as unexcused if the teacher isn't notified by note or phone call as to reason for absence. The following are acceptable reasons for absence and shall, within the time limits, be excused: (1) illness of the student (2) major illness in the immediate family of the student (3) death in the immediate family of the student (4) duration of a religious holiday of the specific faith of a student. For additional information on elementary student attendance, please refer to your Student Code of Conduct. Initial contact regarding excessive absences is made by the classroom teacher. Continued concern regarding attendance will be handled by administration and our school social worker. **Taking students out early for family vacations, appointments, etc. is not appropriate for school age children. Any disruption to a student's school day impacts highest student achievement for your child and others in the classroom. It is not possible for a teacher to "make up" the time lost.**

Please call 727 588-5145 to report your child's absence by 9:00 A.M.

BAUDER BOOSTERS, INC.:

The Bauder Boosters is our parent organization designed to support all activities of Bauder Elementary School. The Bauder Booster Parent Organization is an excellent opportunity for teachers, support staff, and parents to work together to improve and support programs at Bauder. The Boosters are responsible for providing extra funding for items needed by the school and individual classrooms as well as our tutoring. Several fundraisers are done each year by the Boosters: Entertainment Books, Sally Foster gifts and cookie dough. Boosters also host a Book Fair in December, Science Fair Expo in January and auction in the spring. In addition, the Boosters work with administration to provide extra activities for students and staff, i. e. 5th grade Celebration, Reading party, etc. Parents are urged to support the school by joining the Bauder Boosters! For further information, contact 727 547-7829.

CAFETERIA INFORMATION:

Birthdays treats

If parents wish to send treats to celebrate their child's birthday, it must be done in the cafeteria during lunch AND not in the classroom. Please remember that only store-bought items may be shared with students and they should be small in size and as nutritional as possible. A good rule of thumb is less than 3 oz. Regular sized cupcakes are too big. There are to be no birthday celebrations by the teacher. Birthday invitations are to be sent home ONLY if the entire class is invited. Call the office at 727 547-7829 if you have questions.

Breakfast

Breakfast is served from 8:10 a.m. - 8:25 a.m. at a cost of \$1.00. Parents may send money in daily or pay ahead for multiple meals.

Food Allergies

If a student is allergic to milk, juice may be substituted in the cafeteria if: a) a physician has noted the allergy on the student's school physical, **or** b) a physician sends in a written request for the substitution stating the student's allergy. If there are any other allergies that the cafeteria needs to know about, please contact our café manager.

Lunch Loan Policy

Although the cafeteria tries to let children know when they are running out of money on their account, it is the parent's responsibility to monitor students' accounts. If a child doesn't have money for lunch, the following plan is put into place:

1. If possible, student contacts parent at home or work to request that lunch money be brought to school.
2. If no contact is made, or it is impossible for someone to bring lunch money to school, the student is loaned lunch money for that day. An emergency lunch loan fund is made available through Pinellas County Food Services. A note is sent home.
3. Repayment should be made by the next school day. Pay back checks cannot be part of the lunch checks. Cafeteria manager, Ms. Sorrell, follows up on lunch loans, and is available for account information at 727 545-6449.
4. If the student owes for 3 lunches, the child will be given a sandwich and milk only until the lunches are paid for.

Lunch Program Offerings

We encourage all our students to participate in the school lunch program. We offer a choice of two main dishes, a cold sandwich plate, or a salad plate daily at a cost of \$1.75. Students bringing lunch may purchase milk at \$0.50 daily or juice for \$0.25. If you pack a lunch, please remember to include everything your child needs--napkin(s), spoon/fork, and straw (if a drink is sent and one is needed). All drinks are to be in unbreakable containers. Children may not give to, or receive, food from others in the cafeteria. **Please keep all soft drinks, gum and candy at home!** Students may invite one friend to have lunch with them at a back table in the cafeteria or in the mall area as long as a lunch permission slip is on file in the front office.

CELL PHONES:

If parents wish for their student to have cell phones at school, they must be in their backpack and turned off during the school day. The students are not to share them with others and the school is not responsible for lost or damaged phones.

CONFERENCES:

Parents are encouraged to arrange conferences with teachers concerning their child's progress and achievement. Conference appointments may be scheduled by sending a note with your child, a phone call or a request on the report card. **WHEN YOU ARRIVE AT SCHOOL FOR YOUR CONFERENCE, BE SURE TO COME TO THE OFFICE FIRST, SIGN IN AND GET YOUR VISITOR PASS.** Grades K, 1 & 2 Student Led Conferences are held toward the end of the school year. A conference will be held by the classroom teacher prior to February if retention is a consideration.

CUSTODY:

In the case of divorce or separation, both parents shall have full rights to participate in the child (ren)'s school activities. Parents or guardians of students who have court orders that limit or prevent access to school records or the child (ren) shall provide a certified copy of the order to school officials. The nonresidential parent shall not remove the child from school without the knowledge and consent of the residential parent unless the school is furnished with a certified copy of the order that specifically permits the nonresidential parent to remove the child from school. Please alert the office if there are specific concerns.

DISCIPLINE:

Pinellas County Schools implements a firm, fair, and consistent disciplinary policy to ensure an excellent educational environment for all students. This is fully explained in the code of Student Conduct which is sent home with all students. Parents are asked to read and discuss this document thoroughly with their child. Parents and students are asked to sign and return to Bauder Elementary the acknowledgment page on the inside cover of the Code of Student Conduct. The teacher to which your child is assigned at Bauder Elementary will send home to you the discipline plan guidelines used at your child's particular level and team. The plan includes team rules, consequences for choosing to break a rule, and consequences for choosing to make a bad choice. Parents are asked to sign the discipline plan with their child. If children's choices result in administrative intervention, parents will be contacted. Students can be given time-out, after school detentions, quiet lunch, in-school suspensions or out of school suspensions for inappropriate conduct.

EARLY DISMISSAL:

If the need arises for you to remove your child from school at any time during the regular school day, please come to the office with your I.D. and sign him/her out. The office staff will then bring the student to the office prepared to leave school. **We urge parents to limit this to dire emergencies only, as highest student achievement is reached by uninterrupted learning time.**

EMERGENCY PLANS:

Bauder has a Crisis Plan to implement in case of emergencies on campus. Fire drills, lock downs and duck and cover drills are practiced so that students are aware of procedures to follow in the event of an emergency. Entrance to the building during the day is through the main entrance next to the office. Other doors are locked during the day. Visitors to the building are required to sign in and students are only dismissed to person(s) listed on the emergency card. For the safety of our students no dogs are allowed on campus. We appreciate your support in leaving all pets at home. If parents have specific individual safety concerns, they are asked to contact the main office at 547-7829. In the event of an emergency at school, parents will be notified via an automated phone system.

I. Disaster Plan:

School will be open and in session unless the public is notified via media broadcast or by an automated phone system.

II. Drills:

Drills are practiced for fire emergencies, duck and cover (weather emergencies) and lock down (emergency on campus or immediate area.) All staff members have crisis plans and are aware of procedures to ensure safety.

FAMILY RIGHTS AND PRIVACY ACT:

This act was revised and became a Federal Law in November, 1974. The intent of this law is to protect the accuracy and privacy of student educational records. These records include files, documents, and other materials containing information directly related to your child. Without your consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. You may review records by requesting an appointment to review records.

FIELD TRIPS:

Field trips are off-campus activities that introduce, extend, or culminate the curriculum. The appropriate district field trip permission form, issued by the teacher originating the trip, must always be signed by the parent or legal guardian. Notes and/or phone calls may not be accepted in lieu of the district permission forms. We are not allowed to accept faxed permission slips the day of the field trip. Students are expected to return the forms, properly executed, in a timely manner. Students who do not have a signed permission slip will remain at school. There are no refunds on field trips.

Chaperones approved to drive for field trips are not allowed to make any additional stops. In support of the No Smoking policy of Pinellas County schools, Bauder will maintain a smoke free environment during all field trips and student related off-campus activities. Parents who are volunteering cannot have siblings in class with them or on a school sponsored field trip per district policy.

FLOWERS/BALLOONS:

In order to maintain an academic focus, we request that flowers and balloons **not** be sent to students at school.

HEALTH:

We encourage regular attendance but we do not expect children who are ill to be at school. If a child is ill and cannot remain in class, parents must arrange to have their child picked up.

When a child is determined to have head lice, the child is removed from the classroom, the parent is called to pick up the child, a notice goes home to all of the members of the class asking parents to do a check and the plant operators do extra cleaning in the classroom. If your child is found to have head lice, the child may not return to school until he/she is nit-free. Please accompany your child when he/she returns to school as he/she will be checked in the office. If nits are still present, the child will be sent home and will not be allowed to return until they are nit-free. We will conduct head checks in classes with any ongoing concern.

Per state regulations only packaged store purchased food items 3 oz. or less may be served at school.

Clinic

The clinic provides immediate, minor first aid. In situations requiring other than minor first aid, the parent is contacted to come to school and secure appropriate treatment for the child. If a child arrives at school ill, or becomes ill during the school day, the parent will be contacted and asked to pick up the child. If a parent cannot be reached, the emergency person on the school clinic card is called. The clinic serves only as a temporary site where students wait for a parent or other designated adult to pick them up. If a child is unable to be in class because of illness or injury, it is in their best interest to go home or have alternative arrangements made by the parent. Reminder: Children will only be released to individuals whose names appear on the student information cards. In extreme emergency, when no adult can be located, 911 emergency services will be used.

Clinic Cards/Office File Cards

It is imperative that the school office have accurate and timely information on each student, including legal residence and phone number, parents' work sites and phone numbers, and emergency names and phone numbers. Any changes in the above information should be reported to the school office immediately, preferably in writing. If you listed only your home and work numbers on office or clinic cards, please send us the name and phone number of one or more adults who are willing to be contacted if you cannot be reached (relative, friend, neighbor, baby-sitter).

Student Medication

Student medication (prescriptive and non-prescriptive) may be brought to and administered at school. MEDICATION CARDS may be obtained in the school office. Prescriptive medication must be in the original pharmacy container with the child's name and dosage. A **blue** medication card must be completed. Non-prescriptive medication (which includes aspirin, medicated gum, cough drops, lozenges, vitamins, Chap stick & sunscreen) may be administered at school only when the non-prescriptive **orange** medication card has been completed and signed by a physician. All medication will be kept in the school office in a locked cabinet. Medication which is sent to school without the appropriately executed medication cards (or in improper containers) will not be administered. This medication will be kept in the office for the day and sent home at the close of school without being administered. If a student may self administer these, it must be clearly stated on the prescription label, or stated by the physician on the non-prescriptive medication card. Since the school day is only 6 hours long, many medications can be administered before and after the school day at home. We ask parents to use this option whenever possible.

ITEMS NOT ALLOWED AT SCHOOL:

Students are not to bring candy, radios or toys to school. **Pocket knives, toy guns or any other items that could cause injury are not allowed and if brought, the student can be subject to school suspension.** Administration/teachers may take these items and hold them for parents to pick up. Please review the Pinellas County Schools code of conduct for additional information.

LIBRARY AND TEXTBOOK FEES:

All library and textbooks are loaned to students free of charge. Students are responsible for all books loaned to them. Lost or damaged books must be paid for by the parent.

LOST AND FOUND:

All articles found will be turned in to LOST AND FOUND which will be **located in the cafeteria**. Please encourage students to check for lost items. At the end of the semester, all items unclaimed will be donated to charity. Please encourage children to label their sweaters, jackets, backpacks, lunch boxes, etc., with name tags and remind them to take these items home daily.

PARKING:

Bauder has parking available on the east side of the building and in front of the building. The only time students are to be in a parking lot is when accompanied by a parent who is entering/leaving the building or dropping off/picking up during arrival or dismissal. We ask that you only park in designated parking areas. If you are in the parking lot to drop off or pick up your child, you **must** walk them to the entrance. This is for the safety of your child.

PARTIES:

No individual parties for birthdays, etc., are to be held. Store bought 3 oz.nutritional snacks can be handed out for children's birthdays **during lunch**. Regular sized cupcakes are too big. Birthday invitations are to be sent home **ONLY** if the entire class is invited.

PINELLAS COUNTY SCHOOL BOARD POLICY MANUAL:

The Policy Manual contains the regulations and rules set forth by the School Board that are used to govern the daily activities of the school system. A copy is available for the public review in the office.

RETURNING TO THE BUILDING AFTER DISMISSAL:

It is the practice at Bauder that no student be allowed to re-enter the building once they have left it at the end of the day. Students need to learn to be responsible for their assignments and belongings. Teachers help students be responsible for everything they need before dismissal. With your help our children will become responsible and resourceful young people.

SAC (SCHOOL ADVISORY COUNCIL):

The School Advisory Council (SAC) serves as an advisory board for the school and consists of parents, community members and staff. All SAC meetings are scheduled on the calendar at 6:00 PM. Anyone interested in school improvement is invited to attend these meetings as SAC gives final approval to our annual School Improvement Plan and gives input to the principal. We welcome your participation and greatly appreciate the support of our SAC, parents and community. SAC members are elected at the end of the school year, for a two year term. Additional members are elected at the beginning of the school year. Membership on SAC reflects the demographic make-up of the Bauder community. A membership list will be published in the BULLETIN Parent Newsletter.

TELEPHONE:

Students' use of the telephone is for emergencies only. We ask that all students know their afternoon and rainy day arrangements when they come to school in the morning. We request a note from the parent regarding a change of normal routine. Cell phones are allowed to be carried but must be off and unused during the school day.

VOLUNTEER PROGRAM:

Bauder Elementary is proud to be designated as a 5 Star School! This is the highest state award for volunteerism and community involvement! Bauder welcomes parents and other community members who wish to volunteer in our school. Volunteers work as tutors, mentors, classroom helpers, media and computer assistants, field trip chaperones, and may also work on projects at home. Periodic workshops, trainings and recognition programs are provided throughout the year. Please call the school if you have some time to give to Bauder as a volunteer. All volunteers have a background check run by the district office. Also, please be reminded that infants, toddlers, and pre-k students are not permitted at school functions during the day due to insurance issues.

Extended Day Care Options:

The Y provides before and after care at Bauder on a fee basis. Y on site: 392-0411, Main Y number: 467-9622

Pick-up and Delivery to/from Bauder

Anona Christian School-Age Program – 593-5437
 B & C Day Care – 595-0794
 Oakhurst Learning – 596-3411
 Write Start – 392-3123
 Xtreme Fun Center – 584-9876

Pick up at Bauder after School Only

Champion 399-2999, #1 Martial Arts 394-7437, O's Tae Kwon Do (393-4567), Ryan Dean's The Dojo, 394-7500,
 Trans Tae Kwon Do (517-7818), U.S. Best Tai Kwan Do (518-9543), Kickin Kids 391-8773

If a child is absent or leaves school early, please notify your after school day care program.

2011/12
 SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA
 STUDENT CALENDAR

Monday, August 22	All schools open. All Pre-k and postsecondary schools' classes begin.
Monday, September 5	Labor Day Holiday - schools closed for students.
Friday, September 23	Professional Learning Day - schools closed for students.
Friday, October 14	Professional Learning Day - schools closed for students.
Monday, November 21- Friday, November 25	Thanksgiving Holidays - schools closed for students.
Monday, December 19- Monday, January 2, 2012	Winter Holidays - schools closed for students.
Tuesday, January 3	Schools reopen. Classes resume.
Monday, January 16	Martin Luther King, Jr. Day Holiday - schools closed for students.
Friday, January 20	Professional Learning Day - schools closed for students. First semester ends.
Monday, January 23	Second semester begins. Classes resume.
Friday, February 24	Professional Learning Day - schools closed for students.
Monday, March 26 - Friday, March 30	Spring Holidays - schools closed for students.
Monday, April 2	Schools reopen. Classes resume.
Monday, April 30	Professional Learning Day - schools closed for students.
Monday, May 28	Memorial Day Holiday - schools closed for students
Thursday, June 7	Last day for students. Second semester ends.

