

WELCOME TO SCHRADER ELEMENTARY!

We welcome you and look forward to a wonderful school year with your child! Schrader Elementary was originally established in 1973. Our newly remodeled, beautiful campus is home to approximately 700 students and 125 staff members.

This is our **parent/student handbook**, which serves as a means of explanation regarding our rules, policies, and procedures. It will hopefully answer questions you may have. Please keep it handy. You can always call the school if you have any additional questions or concerns.

Each quarter, you will receive a newsletter, which will include units of study/curriculum standards information and activities that we have planned. In addition, each month, you will receive a flyer with the upcoming events for the month. We ask that you take a few minutes to read through this very important means of communication. We also encourage you to like our Schrader Elementary Facebook page and our Schrader Elementary Twitter page. On occasion, these activity dates will change, but we will try to advise you of any changes ahead of time. We also send home numerous fliers throughout the school year advising you of upcoming events, etc. Please stress to your child the importance of bringing home all correspondence from the school and check your child's planner and backpack each night.

We do hope you will become an active partner with our school. Our annual **Open House** is scheduled for the evening of **September 20th**, and we will have further information for you as the school year gets underway. This is an excellent opportunity for you to meet the teacher, become apprised of expectations for this school year, sign up for teacher conferences, and vote for members of your School Advisory Council (SAC.)

Let's work together to provide an exciting and positive educational experience for your child here at Schrader Elementary School, home of the Schrader Raiders!

Sincerely,

Lee-Anne Yerkey, Principal

SCHRADER ELEMENTARY SCHOOL
Home of the "Schrader Raiders"
727-774-5900



Principal: Lee-Anne Yerkey

Assistant Principal: Jill Middleton

School Colors: Royal Blue and White

School Mascot's Names: Sven & Olaf

School Hours: 9:40-3:50* (Doors open at 9:15 A.M. for breakfast only and 9:20 A.M. to go straight to class)

Mission Statement

Our mission is to create a nurturing environment where students actively engage in purposeful curriculum. By using cutting edge technology and research based teaching strategies, we can foster the development of lifelong global learners in collaboration with our school community.

Arrival/Dismissal

Students should arrive no earlier than 9:15 A.M. FL Statute 232.25 provides that students must be under the control of the staff during a time defined to be no earlier than 30 minutes before and after school or school activities. If this interferes with your work schedule, we ask that you check with the local day cares, school PLACE Program, or ask your friends, neighbors, or relatives to watch the children until they are scheduled to arrive at school. Students arriving at 9:15-9:30 A.M. may go directly to the cafeteria to get a Grab and Go breakfast. Starting at 9:35 A.M., students may proceed to class. **A child is considered TARDY at 9:40 A.M.** Please note that parents should not rely on additional supervision outside the limits of the Florida statutes. **We will begin dismissal at 3:50 P.M. We will be in session until 3:50 P.M. No early dismissal is recommended before that time except in an extreme emergency.**

Parents who need to pick up their children during the school day should report to the office and sign them out. If you need to pick up a child during the day (from the clinic, ex.) you will need to park in the parking lot to come into the school. For your child's

safety, **the office will request identification.** We will in turn request the student from the teacher and they will come to the office. **We ask that you do NOT call ahead to have your child waiting, as we do not want your child missing instructional time.** Please inform the teacher by note if you are planning to pick up your child early for a doctor's appointment.

Academic learning begins at 9:40 A.M. and continues until 3:50 P.M. Due to the interruption it causes to classes, students will not be released between 3:20 and 3:50 P.M. unless permission has been requested from the Administration prior to the date you need to pick up your child early. We understand that emergencies do occur, and we will deal with them as they arise. If you plan to have someone other than a parent pick up your child in an emergency, he/she should be listed on the student's emergency card and have proper identification. At dismissal, students will be sent home in the same manner they arrived, unless we have been notified by the parents by either a note or a telephone call. **If you have children attending Bayonet Point Middle School, please make arrangements to pick them up on the BPMS campus. BPMS students will NOT be allowed to wait on the Schrader campus. In the morning, if you have both a BPMS student and a Schrader student, please do not leave the Schrader student when you drop off your middle school student. Our starting times are an hour different and we ask that you make other arrangements so that your elementary school student is supervised and does not arrive prior to 9:15 A.M.**

Tardiness/Early Checkout: Students need to come to school on time and stay through dismissal so they will receive important directions, class instruction, and avoid disrupting other students who are working. Parents can set a good example by encouraging students to follow the school's time schedule and to follow the procedures found in this handbook. All parents must report to the front office when picking up their children prior to the regular dismissal time. Excessive tardies/absences will result in a referral to the school social worker. **Once again, a child is considered tardy at 9:40 A.M and we discourage picking children up before 3:20 P.M. unless there is an extreme emergency.**

Attendance

An important factor of a child's success in school is regular attendance. Attendance will be closely monitored by the state when determining a school's grade under the governor's A Plus Plan. Chapter 232.10, Florida law states, "Each parent of a child within the compulsory attendance age shall be responsible for such child's school attendance as required under the provision of Florida School Law. The absence of a child from school shall be prima facie evidence of a violation of the law."

Please notify the office if you must withdraw or transfer your child from our school. Our data entry/registrar will assist you with the necessary forms and procedures.

Remember: if your child is sick, please keep him/her at home until feeling better, especially if there is a fever present. A child must be fever-free (without the aid of Tylenol) for 24 hours before returning to school. A doctor's note is required after three days. Consult the health assistant in our clinic.

Bike Riders

For security, bike riders must use personal locks for their bikes while parked at school. Each child's bike should have its own lock. To prevent accidents, children are required to walk bicycles on school grounds. Students will NOT be allowed to ride their bikes to school unless they wear a helmet as prescribed by State Law. The bike rack is located in the front by the main building and one in the back by the two-story building.

Car Riders/Parent Pick Up (HANGTAG REQUIRED)

Car Riders: Please deliver and pick up students in the car loop in the back of the building according to established school procedures. As you load or unload children in the designated area, please pull forward as far as possible to facilitate multiple loading with cars behind you. We recommend you arrive 5-10 minutes past dismissal when traffic is already moving. Please do NOT call students over to the car. Always observe safe driving rules around the school. The speed limit on all school roads is 5 mph.

Parent Pick Up: For parents who do not have a vehicle, please plan to pick your children up at the designated Parent Pick-Up area at dismissal in front of the school. You will park in a designated parking spot in the parking lot and will need a numbered hangtag in hand to pick up your child. Due to our increased enrollment, only a specific number of parent pick up tags will be issued as parking spaces are limited. To keep a safe and orderly campus, you are not permitted to go to your child's classroom door. A staff member will bring the students out to you. Do NOT use the handicapped spaces unless you have a tag indicating

you are allowed to do so. **Parent Pick Up area is NOT a drop off area for students. Cars must park. If you are wanting a faster drop off area, then please use the car loop.**

Class/Birthday Parties

Although birthdays are very special times for children, we ask your cooperation in refraining from celebrating those birthdays in school. It is impossible to set aside classroom time for individual parties. Any food items brought in for a birthday will be distributed during the last 5 minutes of the lunch period in the cafeteria.

Classroom parties are allowed during specific times of the school year: Halloween, last day before Winter Break, Valentine's Day, and the last day of school. Items brought in for the celebrations must be STORE BOUGHT AND PREPACKAGED.

Conferences

Parents are encouraged to meet with the teacher at least twice a year to the child's academic and behavioral progress. Phone conferences can also be arranged with the teacher during their planning period between 8:45 A.M. and 9:20 A.M. each day. Please call the school at 774-5900 to schedule a conference in person or write a note to the teacher in the student planner requesting a conference. Parents are a vital part of a student's success in school!

Dress Code

Pasco County School Board maintains a dress code for all students attending our school, which is in the Code of Student Conduct manual. Basically: keep clothes, bodies, and hair clean; wear shoes held securely on the feet (roller skate shoes are considered unsafe and are not to be worn in school); no flip-flops or sandals; tennis shoes, shorts and t-shirts should be worn when PE or recess is scheduled; no hats or head coverings unless approved by principal or for medical or religious reasons; no clothing with inappropriate words, symbols, mottoes, or unacceptable products such as tobacco, alcohol or drugs; no designs on the body; no spandex or beach-type clothing including tank tops with excessively large underarm openings or spaghetti strap tops; no short-shorts or miniskirts, clothing that reveals underwear, see-through clothing, or tops that leave the stomach showing; pants are to be worn securely at the waist; jewelry may be worn but it should not pose a safety or health hazard or cause distraction; wallet chains are not permitted.

Guidance Department

One of the services of our guidance department is to offer individual and group counseling sessions to children with special concerns. The purpose of these meetings is to help students develop positive coping skills, which will carry over to many areas of their lives. The following groups will be available: divorce, separation, family violence, and grief (death, abandonment, loss). Other groups can be set up as the need arises for such issues as support for abuse victims, problem-solving skills, self-esteem, friendship skills and study skills. Please contact Mrs. Celata, our counselor, for more information.

Home and Emergency Telephone Numbers

The home phone number and cell number (if applicable) must be on file at the school for every child. The business name, address, and phone number of employed parents should also be on file. **If during the year there is a change of employment, address, or phone number, please notify the school in writing or stop by the front office to make the changes on the child's card.** It is very important to keep these numbers up to date. There must also be an emergency number on file in case the parents cannot be reached.

Lunch Program

Both breakfast and lunch are served daily. We have a Grab and Go breakfast that is free to all students. Students may participate in the lunch program or may bring their lunch from home. Lunch is served according to our school schedule. Free/Reduced lunch forms are on-line and must be completed each school year. Lunch can be paid online through myschoolbucks.com. This allows parent to see what their child eats for lunch every day. You may have lunch with your child on occasion; be sure to sign in at the office first.

Make-Up Work

If your child is absent, please notify the school on the first day your child is out. If your child will be out for several days and you would like make up work to be sent home, kindly give twenty-four hour notice to the teacher. If your child is absent, he/she will be allowed to make up the work they missed. The student will have one day for each day that they were absent. Students with repeated absences will be contacted by the school social worker.

Medication, and other related Clinic/Health Issues

1. Administration of medication during school hours should occur only when medication schedules cannot be adjusted to provide for administration at home.
2. Medication will be administered by school-nurse, trained personnel.
3. Medication must be brought to school by the parent/guardian in the **original prescription container**, labeled as follows: (a) student's name; (b) name of medication – only regulated medications will be administered at school; (c)

dosage prescribed – if the dosage changes, a new prescription bottle must be provided; (d) time of day to be taken; (e) physician's name; (f) special instructions; (g) date of prescription – current within one year.

4. No more than a month's supply of medication should be brought to school at one time.
5. Medication received must be counted by 2 people (preferably the parent and a school employee) and the amount and date received is to be recorded on the individual (Student Medication Record.)
6. A written statement (authorization for medication administration) must be completed by the parent/guardian, granting the school permission to assist in the administration of such medication and which shall explain the necessity for such medication to be provided during the school day, including any occasion when the student is away from school property on official school business.

NOTE The parent/guardian is expected to obtain the needed dose/doses of medication for field trips, in a separate, appropriately labeled prescription container; or the entire bottle of medication may be sent with a trained person to be administered on the field trip. Under no circumstances will any medication be transferred from one container to another by anyone other than a registered pharmacist (i.e. no pills are to be placed in envelopes or baggies.)

7. Only prescription medication shall be administered at school. Over-the-counter or sample medications must be accompanied by orders from a physician. Only medication approved by the Food and Drug Administration will be accepted for administration at school. All orders must be dated within the school year.
8. Students will be allowed to carry metered dose asthma inhalers, with written permission from their parent/guardian and physical (F.S. 1002.20).
9. Students will be allowed to carry medication/equipment for life threatening emergencies, with written permission from their parent/guardian and physician.
10. When medication is discontinued or at the end of the school year, medication not taken home by the parent shall be destroyed.
11. Students too ill to remain in class must request permission from their course teacher to report to the office or the school clinic. Parent or guardian shall be contacted and the determination made whether the child shall go home or return to class.
12. Students with symptoms indicating the possible presence of a **communicable disease** shall be isolated from other students. The parent or guardian shall be contacted and asked to take the student home. The child may be readmitted with a physician's note or in the judgment of the school administrator or designee.
13. Routine classroom checks are no longer deemed appropriate for **head lice**. Letters regarding other communicable diseases will be sent home at the discretion of the Health Department or the Office of School Health.
14. School Health Services Program conducts **health-screening** activities at various times during a student's school experience. Screenings are mandated in State Statute, occurring on a schedule, dependent upon guidelines established by the Department of Health. Health screenings include the following activities: vision, hearing, measurement of height and weight with Body Mass Indexing calculations, dental, scoliosis, high blood pressure, or any others mandated by the State. **Parents or guardians must inform the school in writing if they do not wish their student to participate in any portion of this program.**

Special Note Regarding Wheelchairs/Crutches

A prescription from a physician, PA, or ARNP is needed when a student is temporarily using a wheelchair or crutches at school.

PLACE Program

The before and after school PLACE Program opens at 6:30 A.M. and closes at 6:00 P.M. The program will be housed in the cafeteria. Please call the school and ask for the PLACE manager if you are interested in this program. **If you need to be at work prior to 9:10 AM, we ask that you consider using PLACE for your children, as we do not have supervision in the morning.**

Progress Reports

Teachers constantly make careful observations of all students. We know children need a chance to practice without pressure or evaluation when they are learning new concepts and skills, not every assignment your child completes will be evaluated. When students feel supported during the learning process, they are more willing to stretch their limits. Teachers assess students only after the student has had many learning experiences with the concepts and skills to be assessed, and there appears to be a reasonably high probability for student success. Assessments may include observations of student behaviors, performances, products, projects, paper/pencil assessments, and interviews or conferences.

Report Cards

Report cards are to provide students with an objective assessment of their scholastic achievement, work habits, social growth and behavior. All elementary schools in Pasco County use the standard report card appropriate for their primary or intermediate level. Students will receive grades in all areas each reporting period if enrolled for more than twenty days. Report cards are issued for all students four times a year. Every student will receive a mid-term report each quarter to indicate satisfactory

progress and areas in need of improvement. An E/S/N/U system is used for primary students and an A/B/C/D/U system for intermediate students. The marks used in art, music and physical education are the same for all grades: E - Excellent; S - Successful, N - Needs Assistance; U - Well Below Expectation, and NA - Not Assessed at this time. (A teacher comment will provide an explanation).

School Bus Rules

Once a child boards the bus, and only at that time, does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the designated bus stop at the close of the school day. It is recommended that a parent or designated person be at the bus stop before and after school to get the children on and off the bus. If there is adult supervision at the bus stop, discipline problems will not occur. Each student using bus transportation must abide by the rules, which are established to ensure the safety of all passengers. Failure to obey those rules may result in suspension (up to 10 days) or expulsion of the privilege of riding a school bus.

The District School Board of Pasco County provides free transportation to and from school for students who live more than two miles away from school. Students will be assigned one bus pass. Parents/guardians are responsible for child(ren) at the bus stop. Once the bus arrives at the stop, and only at that time, does the student become the responsibility of the District School Board of Pasco County. Such responsibility shall end when the student is delivered to the regular bus stop and the bus has departed, at the close of the school day. Each student using that transportation must abide by the rules, which are established to insure the safety of all passengers. When waiting for the bus, loading or unloading, students must follow the Code of Student Conduct. Bus drivers will report students who violate the Code of Student Conduct, and break school bus rules to the school administration for appropriate disciplinary action. Administrators shall investigate and issue discipline accordingly. Behavior not directly observed at bus stops, but reported and confirmed by witnesses, may be acted upon.

Violations of the Code of Student Conduct shall result in disciplinary action, suspension of riding privileges, recommended bus expulsion and may result in referral to law enforcement. Teachers who chaperone bus trips will have the same authority and responsibilities as they have in the classrooms. Parent conferences are not permitted while the bus is in route or stopped at a bus stop. Any conference that the parents wish to have with the bus driver must be scheduled with the school's administration.

The following procedural interventions are recommended when appropriate:

1. First offense: Parent contact and disciplinary action as decided by principal or designee.
2. Second offense: 3-day bus suspension.
3. Third offense: 5-day bus suspension.
4. Fourth offense: 10-day bus suspension. At the fourth referral, there will be a review of the students behavioral and intervention history, which will culminate in the development of an intervention plan for the student. The parents will be invited to participate in this review.
5. Fifth offense: Recommendation of bus expulsion.

The following may result in a recommendation for bus expulsion at any time:

- Exiting the rear emergency door.
- Any action that endangers the safety of anyone on or around the bus.
- Continuous disruptive behavior.

Severity of the offense, extenuating circumstances, and the attitude of the student and parent will be considered by school administration and may be discussed with the Director of Transportation before a final determination is made.

Student Cumulative Records

Parents may review the records of their children. To do this, the parent should request a conference with one of the school administrators.

Volunteers

PLEASE REMEMBER TO REGISTER WITH THE DISTRICT ONLINE TO VOLUNTEER OR TO GO ON ANY FIELD TRIPS. ONCE A FIELD TRIP IS SCHEDULED, IF YOU ARE NOT AN APPROVED VOLUNTEER AND YOU WANT TO GO ON THE TRIP, IT IS MORE DIFFICULT – AND SOMETIMES IMPOSSIBLE - TO GET APPROVAL AT THAT TIME, SO WE ASK YOU TO PLEASE REGISTER ONLINE AS SOON AS THE SCHOOL YEAR BEGINS.

NOTICE TO BUILDING OCCUPANTS AND PARENTS

NOTIFICATION OF INSPECTION FOR ASBESTOS CONTAINING
MATERIALS IN PUBLIC SCHOOLS

The Environmental Protection Agency (EPA) has issued a final rule, 40 CFR Part 763, Asbestos Containing Material in schools, commonly referred to as AHERA. This rule requires all Local Education Agencies (LEA's) to identify asbestos containing materials (ACM) in their school buildings and to take appropriate actions to control the release of asbestos fibers.

All inspections for *Schrader Elementary School* have been completed and a Management Plan describing the results of the inspection and the action plan to control any asbestos found during the inspection, where applicable, has been submitted to the Governor for approval. A copy of this plan is located in the administrative office of this school and at the District School Board of Pasco County Maintenance/Facility Operations Department and is available for review upon request.

PBIS Model School

Schrader School Rules: BE SAFE, BE RESPECTFUL, BE RESPONSIBLE.

These three simple rules at Schrader cover everything you can think of! We encourage using this terminology at home as well.

A SCHOOLWIDE POSITIVE BEHAVIOR SUPPORT PLAN

- Students are taught expected behaviors.
- Students earn "Principal 200" tickets when using expected behaviors.
- Names are placed on a Principal 200 BINGO board, posted in the front office.
- When a row achieves BINGO, all students in that row receive a Mystery Motivator prize!

What is my role as a parent?

Learn the expectations! Ask your child if he/she has received tickets at the end of the day. Talk to your child's teacher about the Principal 200 Club and your child's behavior. Congratulate your child when he/she gets a ticket!

What is meant by school wide positive behavior support plan?

Instead of using different behavioral management plans in each classroom, a consistent system of expectations and rewards for all students within a school is implemented in areas including classroom and non-classroom settings (such as hallways, restrooms).

Why is it so important to focus on teaching positive social behaviors?

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior are important pieces of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding.

The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

Components of a PBIS school include: Daily morning meetings, PBIS Core Skill of the Month, Voice Levels, Universal Hand Signal (Give me 5!), Classroom Safe Seat, Buddy Room, Check-In, Check-Out behavioral program, Mentoring, individualized behavioral plans and the Principal 200 Club.

RESPECT AND CIVILITY POLICY STATEMENT

The District School Board of Pasco County believes that a safe, secure, nurturing and civil environment is essential in accomplishing its mission to create a community which works together so all Pasco County students will reach their highest potential.

This policy promotes mutual respect, civility and orderly conduct among all district employees, students, parents and the general public. The policy is not intended to deprive any person of his/her right to freedom of expression. Rather, it is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families and staff, that is free of disruptive, demeaning, intimidating, threatening or aggressive behaviors.

1. District staff will treat students, parents, fellow staff members and members of the public with respect and will expect the same in return.
2. District staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting or threatening manner.
3. Volatile, hostile or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.

District students' rights and responsibilities are further defined within the Code of Student Conduct.

Authority: 1001.41(2), F.S PCSB Policy: KFA