



STUDENT/PARENT HANDBOOK  
2020 – 2021 SCHOOL YEAR

# CELEBRATION K-8

Home of the PRIDE!

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Welcome to the PRIDE Family! Reviewing the following information will help guide you and your child toward success for the 2020-2021 school year.

Celebration K-8 School  
510 Campus Street, Celebration, Florida 34747  
407-566-2300 Main Office  
321-939-6603 Attendance Office  
School Hours: 9:20 a.m. — 4:20 p.m. (M, T, TH, F)  
School Hours: 9:20 a.m. – 3:20 p.m. (W)  
Office Hours: 8:30 a.m. — 5:00 p.m.

School website: <https://ck8s.osceolaschools.net/>  
District Website: <https://osceolaschools.net/>

School Colors: Green & Gold  
School Motto: Imagine the Possibilities  
School Mascot: Spirit — a lion

The School Board of Osceola County, FL recognizes that education of children is a process that involves a partnership between a child's parents, teachers, school administrators, and other school and School Board personnel. School and school district personnel will treat all visitors on School Board property with courtesy and respect. The School Board asks that visitors treat school and school district personnel with the same courtesy and respect.

*1001.41 and 1001.43 FL Statutes, and School Board Policy 9.63 Civility and Orderly Conduct Among School District Employees, Parents, and the Public.*

### **Administrative Team**

Principal: Rhonda McMahon  
Principal's Secretary: Lori Bender  
Assistant Principal (K-4): Debbie Jones  
Assistant Principal (5-8): Joan Connolly  
Dean (K-4): Elizabeth Holbrook  
Dean (5-8): Brandon Western  
School Counselor (K-4): Jannine Martino  
School Counselor (5-6): Jane Howe  
School Counselor (7-8) Counselor: Rose Pollzzie  
Registrar: Stacy Cross  
Math/Science Coach (K-8): Denise Kanner  
Literacy Coach (K-8): Rhonda Schad

**Support Services**  
**Contact information is available on the school website.**

<b>Title</b>	<b>Name</b>
Athletic Director	Kristin Gamble
Attendance	Janet Guay
Bookkeeper	Diane Peterson
Business Partners	Linda Murphy
Cafeteria Manager	Kim Abaloz (407-566-2358)
Extended Day	407-566-1709
Head Custodian	Juan Sosa
Media Specialist and Assessment Coordinator	Katie McDonnell
OASIS Coordinator	Linda Murphy
Receptionist-Front Desk	Vicky Diaz
Resource Compliance Specialist for ESE Education	Bridget Carter
ESOL Compliance Specialist	Rebecca Prevatt
School Resource Officer (SRO)	Miguel Plaza
School Nurse	Celeste Devine, LPN
Student Records Clerk	Emilie Muniz-Torres
Technology Specialist	Steven Rish
Transportation (School District Office)	407-518-4540

**MISSION**

Celebration K8 School will educate each student to his/her highest potential.

**VISION**

Celebration K8 School will be a nationally recognized, top performing school in the state.

**Communication**

Communication between all stakeholders is essential for student achievement. You are encouraged to contact us through phone or email with questions and concerns. If you prefer, a face-to-face conference can be arranged.

**Contacting a Teacher**

Parents may contact teachers via voice mail, email (firstname.lastname@osceolaschools.net) or written note. Parents/Guardians of Elementary students are encouraged to use the student planner to communicate with the classroom teacher. Please allow at least 24 hours for a teacher or staff member to return phone calls and/or emails. Teachers are accessible for conferences by appointment. Please **DO NOT** visit a teacher's classroom before school or after dismissal. It is appropriate to discuss concerns with your child's teacher as soon as possible.

## **Accessing Information Through Social Media**

School wide communication is disseminated through REMIND. REMIND is designed to send out pertinent information quickly and timely. It is the best resource for up-to-date information.

Please join our official social media accounts:

REMIND – Text @celk8news to 81010 or go to rmd.at/celk8news and follow the instructions to enroll

FACEBOOK- search Celebration K-8 School (@CelebrationK8)

INSTAGRAM – @CelebrationK8

TWITTER- @CelebrationK8

## **Responsibilities**

The responsibilities of parents are to:

- Provide a climate in the home that supports education; set high but reasonable expectations for student learning; be involved in your child(ren)'s education at school and in the community. Students whose parents are involved in the above manner are noticed to have better grades, higher test scores, better attendance records and more homework assignments completed.
- Check your child(ren)'s grades frequently.
- Collaborate with teachers. There are significant benefits for students when parents of students of all ages and all grade levels are directly involved with their education.
- Ensure consistent and timely attendance at school each day.

The responsibilities of the school are to:

- Provide frequent and effective communication.
- Deliver high quality educational programs, effective instruction, and research-based school improvement.

The responsibilities of students are to:

- Attend school regularly, on time, and report to all classes and scheduled activities.
- Treat others courteously and with respect.
- Come to class with all necessary materials and be prepared to learn.
- Maximize their learning opportunities.
- Not interfere, impede, limit or restrict the educational opportunity of any other student(s).
- Deliver to their parents/guardians all notes, notices, and papers provided by the school for home delivery.
- Timely notify parents or guardians of all assigned consequences for inappropriate behavior.

## **PRIDE Expectations**

At Celebration K8, we develop and sustain a culture that values positive behavior through PRIDE (Preparation, Respect, Integrity, Determination and Effort). It is the mission of the Positive Behavior Intervention Support (PBIS) team to identify and remove obstacles that will hinder a student or teacher from cultivating the culture. When you arrive at Celebration K-8, bring a positive attitude and come prepared with a desire to learn!

<b>PRIDE Expectations</b>	<b>Classroom</b>	<b>Cafeteria</b>	<b>Transition</b>	<b>With Peers and Teachers</b>	<b>Technology</b>
Preparation	Commit to planning, preparing and organizing assignments. You have all supplies necessary and are ready to learn.	Have your ID ready.	Keep your head up and looking forward.	To attend with safety for yourself and your peers as a priority.	Use technology to set and meet goals. Technology can be useful when organizing due dates.
Respect	Commitment to adhering to procedures and expectations set forth by the teacher and administration. Expectations are designed to promote safety and learning.	Hands to yourself. Listening without talking when an adult signals the microphone for an announcement.	To other students learning in class, and to adults working in offices with families.	Respect when speaking and listening.	Devices are powered down or put away in backpacks based on teacher expectations regarding the learning targets.
Integrity	Informed choices that reflect a scholarly, successful student.	Use manners with adults and peers.	Transitions throughout campus are quiet and respectful to students and teachers.	Your actions, words and communication are conducive to a safe, respectful and caring environment.	Turn in any device found that does not belong to you. Refrain from using devices to promote hate, gossip or bullying.
Dedication	Commit to your short term and long-term goals!	Speak with an inside voice while in the cafeteria.	Transitioning in an orderly manner, being mindful of those around you, and walking with the intention of arriving to class on time.	Commit to strengthening yourself and strengthening others through acquiring knowledge.	Be dedicated to using FOCUS on a daily or weekly basis to review grades, assignments, data and absences
Effort	Commit to exhibiting your best daily including taking notes, organizing information and preparing for assessments.	Commit to respecting the time and effort of the cafeteria staff. Commit to keeping the floors and tables clean.	To arrive on time and exit with all necessary supplies.	Maintaining PRIDE	To use technology appropriately, respectfully and to maintain the safety of all students.

## **Discipline**

Proper student conduct and behavior are fundamental to the educational process in a school system. Teachers maintain and control a system of classroom management and discipline. Initial breaches of classroom rules and regulations are handled by the teachers. Teachers are encouraged to write Minor Infraction Reports to record misbehavior and alert the parents. Students persisting in violation of rules are referred to the dean. School Discipline Referrals are written as needed.

Celebration K-8 School follows the Code of Student Conduct for the School Board of Osceola County. School rules, if broken, may result in disciplinary consequences in accordance with the Matrix of Infractions Consequences. Copies of the current year's Code of Student Conduct shall be made available to Celebration K-8 students at the beginning of the school year. It is good to review this, even with young students.

### Classroom Discipline

The classroom teacher(s) will control students and maintain classroom discipline. Some examples of intervention(s) a teacher may use include one of, or a combination of, the following to keep order in the room:

- Redirect student's behavior with the classroom expectation
- Telephone call or note to the parents
- Change a student's seat or activity, or loss of privilege(s)
- Hold an individual conference with the student and parent
- Consult the school counselor about the student's behavior
- Teacher detention after school with 24-hour notification to parents.
- Office referral

### Administrative Discipline

The deans or administration will handle serious discipline problems as deemed necessary in the following ways:

- Warning/Verbal Reprimand – A student will be warned that his/her behavior must improve, or he/she will be returned to the office for more serious action.
- Counseling – Make sure the student realizes when he/she has broken a rule and try to correct the problem. Identify barriers to learning with the counselor and design goals for improvement.
- Detention – A student may be placed in detention before or after school, or at lunch. Extended detention will be held for repeat offenses of misconduct as deemed necessary by the administration.
- In School Suspension (ISS) — A student receiving ISS is expected to complete classroom/homework assignments provided by the teachers while serving the suspension in a supervised location within the school.
- Out of School Suspension (OSS) – A student receiving OSS is not permitted on school grounds or allowed to attend any school activities during the suspension. When a student has OSS, he/she is to retrieve assignments from the homework website and make up the assigned work. This allows the student to keep up academically with the rest of the class.
- Suspension from Bus – Access to bus transportation is a privilege. Any student who is disruptive and endangers other passengers or the driver may lose the privilege of riding the bus. A student can be suspended from the bus for misconduct. Continuation of dangerous behavior may result in the loss of riding privileges for the remainder of the school year.

## **Student Appearance & Dress Code Policy**

Students are required to wear appropriate clothing according to the situation and the grade level involved. Inappropriate clothing and appearance are disruptive to the school program and principals will enforce adherence to this policy by those under their jurisdiction. Each school may provide for more specific dress code requirements within the scope of this district-wide dress code and shall provide each student with a copy of their school's dress code. **School administrators have final authority to decide if clothing complies with District rules.**

When it is determined that a student's clothing does not comply with the dress code, a parent/guardian may be asked to bring an appropriate change of clothes to school. The student may, with parental permission, be sent home in order to change clothes. In addition, the student may also receive a disciplinary consequence for violating the school's dress code policy.

### Violations of this Policy

Violations of this policy shall be treated as disruptive behavior in violation of the Code of Student Conduct. However, policy violations shall not carry over on the student's discipline record to subsequent years. This policy shall apply to students at all times when they attend school or any school sponsored event. The Principal may exercise discretion and permit exceptions to this policy for extracurricular activities.

This policy shall be applicable in its entirety, except where a specific section may be directed toward a select group of students. All persons subject to this policy shall comply with all sections of it.

- Wearing apparel, which tends to identify association with secret societies as prohibited by Florida Statutes, shall not be worn.
- Cleanliness of the physical person consistent with the maintenance of good health and to avoid offensiveness to others is mandatory.
- Some programs may require uniforms. Continued enrollment in these programs shall be contingent on the student adhering to all uniform requirements and standards.

### Dress Code Policy Requirements for Students in Kindergarten through Grade Twelve

1. **Appropriate Sizes:** Students shall wear clothing of appropriate size as determined by the principal or designee exercising his or her judgment. The size of shirts and pants shall be appropriate to the student's body size and shall not be unduly oversized or undersized.
2. **Shirts:** Shirts shall consist of a long or short-sleeved navy blue, white, hunter green or gold collared shirt, such as a polo, oxford, or dress shirt. A small logo is acceptable. Each school may also include one or two additional specified colors. Colored trim, stripes, or decorations will not be allowed. School-sponsored shirts from the current school may be worn on Friday or other select days as approved by the Principal.
3. **Bottoms:** Bottoms shall consist of navy blue, black, or khaki (tan) pair of long pants, skirt, walking shorts, slacks, skorts, jumper, or similar clothing and must be denim, corduroy, or twill fabric. Colored trim, stripes, or decorations will not be allowed. A small logo is acceptable. Pants, shorts and skirts shall be worn so that the waistband is worn at the waist and not below the waist. Shorts, skirts, dresses and skorts shall extend to mid-thigh. Athletic shorts including, spandex-style "bicycle" shorts, cut-off jeans or pants, cut-off sweat pants, short shorts, running shorts, and see-through boxer-type shorts are not permitted. Undergarments must not be visible.

4. **Shoes/Footwear:** All students shall wear shoes/footwear. Elementary and Middle School shoes/footwear shall be closed toe and heel athletic shoes and other footwear appropriate to a student's class schedule involving physical activities including but not limited to Physical Education, Dance, etc., so as to protect the entire foot. High School students may wear sandals provided they don't interfere with the safety and welfare of the student and are appropriate to the student's class schedule. Platforms and shoes with wheels, steel-toed footwear, stiletto type footwear or excessive heel height may not be worn.
5. **Outer Garments:** The Dress Code Policy shall not prohibit students from wearing coats, jackets, sweaters, or other appropriate outer garments when necessary due to weather conditions or for other legitimate reasons and shall be the appropriate size for the student, shall not be overly baggy, nor violate any other provision of this Policy. Inside the classroom, outer garments shall be removed, completely unzipped, or left open to allow for the school uniform to be visible. Long overcoats are not permitted on school grounds or at any school-sponsored event. School-sponsored sweatshirts from the current school may be worn over the approved school uniform. When outer garments with a hood are worn, the hoods must be removed from the head, while on school property or school-sponsored event. No outer garments without zippers or buttons may be worn on school property unless the outer garment is a school-sponsored item.

#### Other Things to Remember:

No student will be denied attendance at school or be penalized for failing to wear a school uniform due to financial hardship. The school, in partnership with the district, School Advisory Council and PTA, will be developing procedures and criteria to offer assistance to these students. Parents are asked to notify their school Principal if assistance is needed.

#### Unacceptable Attire

Students are not allowed to wear clothing, jewelry (including body piercing jewelry and "grills"), buttons, haircuts, tattoos, makeup, or other attire or markings, which are offensive, suggestive, disruptive, or indecent such as

1. Clothing associated with gangs.
2. Clothing encouraging the use of drugs, alcohol, or violence.
3. Clothing associated with discrimination on the basis of age, color, disability, national origin, sexual orientations, marital status, race, religion, or sex.
4. Clothing exposing the torso or upper thighs such as see-through garments, mini-skirts or mini-dresses, halters, backless dresses, tube tops or tank tops without over shirts, spaghetti strap garments without over shirts, bare midriff outfits, or shirts or blouses tied at the midriff.
5. Clothing not properly fastened or with tears.
6. Clothing or outer garments traditionally designed as undergarments such as boxer shorts, bloomers, tights, hosiery, or sleepwear.
7. Clothing or footwear that is construed by the principal or designee as hazardous or dangerous to health of the student or others.
8. Hats, headgear, or any head covering, except when approved by the principal.

#### PE Uniforms

Uniforms are recommended for Middle School physical education. PE uniforms will be on sale at the beginning of the school year. For Elementary students, appropriate PE type clothing is required for



days in which they have PE as a special class. Tennis shoes or sneakers and shorts or pants are required for Elementary students.

### Exceptions

Exceptions to the uniform dress code shall be permitted when

- a. A student wears a uniform of a nationally recognized youth organization, such as the Scouts, on regular meeting days.
- b. A student wears a button, armband, or other accouterment to exercise the right of free speech guaranteed by the United States and Florida Constitutions, unless the button, armband, or other accouterment signifies or is related to gangs, gang membership, or gang activity, or would otherwise violate the dress code policy.
- c. A student wears a costume or special clothing necessary for a school play or other school-sponsored activity as permitted by the principal.
- d. The wearing of clothing in compliance with the uniform dress code violated a student's sincerely held religious belief, then such students and the student's parent shall submit a signed affidavit setting forth the religious issue and the requested exemption to the Dress Code Policy.
- e. A student's parent requests a reasonable accommodation to address the student's disability and/or medical condition. Such request shall be reduced to writing and submitted to the principal for approval.

Note: The decision as to whether or not clothing or the appearance of a student is a violation of this Policy shall be made by the Principal, and such decision shall be determinative and final as to the matter being decided. The exercise of this discretion shall be subject to legal standards for the reasonable exercise of discretion by the school administrators, but to the greatest extent permitted by law deference shall be afforded to school officials in their exercise of discretion in the implementation of this Policy. This provision regarding discretion of school officials shall apply to each subsection and portion of the entire Policy.

Additional information is available on the Osceola County School Board website:  
[www.osceolaschools.net](http://www.osceolaschools.net).

## **Attendance**

### Absence Procedures

Parents call the absence line the day of the absence: 321-939-6603.

- The attendance clerk will maintain records of all absences for each student, indicating the correct status of each absence.
- A medical note must be brought in to receive a medical excuse.
- School calls homes of students who are not reported as absent.
- Unexcused absences exceeding 5 school days will require a parent conference with the goal of identifying the barriers contributing to absences.

### Definitions

- Excused Absence — Per School Board Policy, absences shall be excused for the following reasons: illness or injury of the student; illness, injury or death in the immediate family of the student; educational opportunities which are age appropriate for the student as deemed by the principal or his/her designee; religious holidays. In the case of an illness, the principal shall be authorized to require a statement from a competent medical provider. Failure to comply with this requirement shall result in the absence being "unexcused". Students will be allowed two additional days to make up the work for every class day missed during their excused absence. It

is the student's responsibility to contact the appropriate teacher(s) to determine what work must be made up.

- Pre-Arranged Excused Absences - Pre-arranged excused absences may be approved by the Principal for absences which are excused but are being planned for in advance. Excused absences are outlined in the Student Code of Conduct. The Principal shall have the final authority to grant pre-arranged excused absences.
  - Situations warranting a Pre-arranged excused absence shall be for any absence which would be considered excused. Supporting documentation will be required.
  - Students who have a pre-arranged excused absence will not be eligible for Perfect Attendance.
  - Approved pre-arranged excused absences may not exceed 3 days. Students who do not return from pre-arranged excused absences within 5 days may be withdrawn for non-attendance.
  - Arrangements for make-up work shall be made in advance with the instructor of each class. The student is responsible for the completion of all work. Teachers of each class shall, to the best possible fashion for subject area, consider the assignments, grading materials and recording grades. Each teacher shall set a timeline for receiving the student's work for credit; it will not exceed twice the number of days of attendance. Non-excused pre-arranged absences are considered accounted for unexcused and may not be eligible for credit for make-up work.
- Absences for Religious Reasons — In order to qualify for an excused absence for a religious holiday, the parent or guardian of the student is required to provide a statement on letterhead of the religious organization verifying that the student is a member of, or practices and observes the tenets of, an established religious group, church or denomination. This statement must be provided prior to the request for a religious holiday absence. Request for religious holidays must be received no later than one (1) week prior to the holiday. Religious holidays, qualifying as excused absences include observation (services, etc.) and days on which the tenets of a student's religion forbid secular activity during the school day or a portion thereof.
- Unexcused Absence – Any absence not designated excused or permitted is considered unexcused. A failing grade shall be assigned to any work or test(s) missed while on an unexcused absence. Make-up work may be required even though no credit is allowed. Out of school suspensions are considered unexcused.
- Tardy – A student will be considered tardy unless they are in the appropriate classroom when the second bell rings at the beginning of the school day or the scheduled start time of the subsequent classes. Students who are meeting with the previous class teacher must present a note from that teacher in order to be considered late excused. Emergencies will be considered on a case-by-case basis. Class attendance records reflect the tardiness.
- Late Excused – A student will be excused for being late if an appropriate school authority provides them with a note excusing their lateness. Class attendance records must reflect the excused lateness.
  - Field Trip – School-sponsored field trips are a part of the educational program and are not considered as absences, but written permission of the parent is required to participate.
  - Leaving School Grounds – No student may leave the school grounds during school hours without the approval of the principal or his/her designated representative. Parents are required to sign pupils out at the attendance office. School employees who take students off the school grounds must have the permission of the principal or teacher in charge.
  - Skipping – Any student who does not have permission from an authorized person for being away from their designated class is considered to be skipping class.
  - Passes – Middle school students must be in possession of a pass signed by the appropriate teacher to be outside of their classroom. Students without passes will be considered as skipping.

## Attendance Requirements

- Section 1003.21 of the Florida Statutes specifies that parents are responsible for the regular attendance of their children who are within the compulsory attendance age (6-16). Students have the responsibility to attend their classes on a daily basis and arrive at their classes on time.
- Absences in excess of 10 days per semester for grades 6-8 and 15 days for grades K-5 will result in retention unless there is medical evidence to excuse the absence or extenuating circumstances as determined by the principal.
- Eighth grade students enrolled in high school credit courses for credit shall be subject to the same attendance requirements as high school students for those courses only. In order to receive full credit, a student must be enrolled in any school a minimum of forty-five (45) school days.
- Please call 321-939-6603 to report your child/children's absence.
- The Osceola School District Pupil Progression Plans (K-5) and (6-8) provide all attendance related requirements for promotion to the next grade.

## Arrival and Dismissal

The school day begins at 9:20 am. Students should arrive on campus NO EARLIER than 8:50 am and NO LATER than 9:15 am for the first bell. The school day ends at 4:20 p.m., with an early release at 3:20 p.m. on Wednesdays. Only students who are involved in a school-related activity with adult supervision may remain on campus after school. For safety reasons, students will not be released from the front office from 3:50 p.m. through 4:20 p.m. on Monday, Tuesday, Thursday and Friday, and 2:50-3:20 p.m. on Wednesday. **Students may be released prior to this time only when a parent/guardian, or a person listed as an emergency contact, appears in person at the school office with appropriate identification.**

Students who are walking or riding a bike to school should enter through one of the designated gates. Parents may walk students to the gate but are not permitted on campus before the start of the school day. Parents and students are advised to consult the Arrival and Dismissal Plan for the 2019-2020 school year which outlines entry and exit points for students.

## Dismissal of Class

Students are dismissed from class by the teacher. Classes will be dismissed as rapidly as possible at the designated times. At the end of the day, students will be escorted out of the building by the teacher. Students are to leave the campus immediately after dismissal unless detained by a teacher or engaged in a school activity. For safety and liability reasons, students may not play on the playground before school nor after dismissal. Bus riders are to go directly to their assigned bus unless they have written parental permission not to ride the bus. If a parent gives written permission, it must be given to the homeroom teacher upon arrival and the teacher will forward it to the front office. Students may not change buses or ride the bus if they are not a scheduled rider on that bus. Students ride their assigned bus only. Students who walk home from school should go directly home, unless written parental permission to do otherwise has been granted.

## Bicycles, Scooters, Skateboards, and Roller Blades

Students may ride bicycles, skateboards or scooters to school provided they comply with all Florida laws. Helmets are required. Bicycles, scooters and skateboards must be walked on school grounds. Students should chain and lock their bicycles, scooters, and skateboards to insure their safety.

Celebration K-8 School is not responsible for lost, stolen or damaged bicycles, scooters, skateboards or roller blades. Rollerblades, skateboards and scooters may not be carried between classes and must be properly stored in designated areas during the day.

### **Birthdays**

Elementary (PK-5) teachers will communicate with parents regarding the recognition of student birthdays. Parents are asked to adhere to the district wellness policy and teacher procedures when planning for their child's birthday. Birthday goodies for your child to pass out in class may be ordered from our cafeteria. Contact Kim Abaloz, Cafeteria Manager, at 407-566-2358. Middle school birthday celebrations are not to take place in the cafeteria as they can become a source of disruption. The Front Office is unable to make deliveries to classrooms or the cafeteria of any celebratory treats, gifts, or decorations.

### **Building and Campus Cleanliness**

Celebration K-8 School personnel and students take pride in their campus and buildings. Students are to keep the campus clean by placing trash in the proper receptacles and refrain from marking furniture, walls and sidewalks. Students should not walk across the grass and should remain on the sidewalks at all times.

### **Cafeteria**

#### Services and Payment

Hot lunches are available to students. Extra entrée items and specialty items are also available. Students may bring lunch from home if they choose (fast food deliveries will not be allowed). Milk or juice may be bought separately. Students may pay for their lunch daily or in advance in the cafeteria prior to homeroom. No checks will be accepted for lunch money. Free and reduced lunches are available for those who qualify. Forms are included in the first-week student packet or may be picked up anytime in the office. Prices are subject to change without notice.

Students will be issued an ID number at registration, which is used for lunch. Students must learn their ID number for use in the cafeteria and media center. Students may not loan their ID number to other students. Parents may use the credit card program [www.MySchoolBucks.com](http://www.MySchoolBucks.com). Celebration K-8 School is unable to loan money for lunch. Students need to remember to bring their money. The cafeteria will offer a cheese sandwich to students who do not have a lunch.

#### Cafeteria Rules

- Grades K-5 arrive with their teachers and sit quietly at their tables.
- Grades 6-8 must sit in the Middle School designated areas and at their assigned table.
- Students will remain seated at their tables until dismissed by a duty supervisor.
- Proper manners are expected of all students.
- All trash must be disposed of in the proper receptacles. Students are responsible for the cleanliness of their assigned tables.
- No food is to be taken out of the cafeteria without prior permission of the duty supervisors.
- All students are to eat in the cafeteria. If a pass to a teacher's classroom has been issued for lunch time, the student must first report to the cafeteria to check in with the school staff in charge of monitoring the cafeteria.
- Students are to obey the instructions of the duty supervisors and cafeteria staff.
- Students are to become quiet when they hear an adult on the microphone or other signal.

- Students identified as needing peanut-free foods sit at the Peanut/Nut-free table. To have a friend join them at the table, the friend must purchase lunch at the school. No food can be brought from home, unless the home is of the student with the allergy.

### Wellness Program

Osceola County has a Wellness Program that advocates good health and nutrition for students, faculty and staff. In support of our program and recognizing that good nutrition plays a role in how children learn, please follow these guidelines for special occasions and activities:

- Only store bought food items are permitted for student distribution during school hours and must be wrapped in the original label, including the ingredients.
- Contents should have minimal food dye and sugar.
- Birthdays or special class celebrations? Please contact the teacher in advance.
- Sweets: Only mini-cupcakes, muffins or donut holes to help with portion control.
- Birthday goodies for your child to pass out in class may be ordered from our cafeteria. Contact Kim Abaloz at 407-566-2358.
- Food alternatives: Donation to classroom of a school supply, a board game or a book.
- Have your child arrive at school with his or her lunch, unless the child plans to purchase lunch in our school's cafeteria. We do not call classrooms for students to pick up late lunches. If your child forgets lunch, you may bring it to the front office of the school. When planning for your child's lunch, please remember that fast food is not permitted in the cafeteria.

### **Campus Visitors**

Our campus is designed to provide an optimal learning experience with safety for faculty, students and staff as a priority. To encourage and respect the mission of our vision, we ask for your cooperation in understanding that unnecessary campus visits by family and friends will not be permitted. In keeping with this, students will be expected to eat in the cafeteria with their classmates. This allows the staff to focus on the safety and security of the campus as well as provide the opportunity for students to strengthen their social interaction with peers.

### **Clinic**

#### Contagious & Infectious Disease Procedures

If a child is found to have a contagious or infectious condition (pink eye, scabies, ringworm, measles, etc.) the child may not come in contact with other students until he/she is cleared by a medical doctor. Once medical clearance is obtained, the parent must accompany the child when readmitting him/her to school.

#### Head Lice

Head lice is a common problem that surfaces in groups of children. If a child is found to have head lice, the parent must treat the condition and accompany the child back to school. Parents must bring the empty treatment container to the clinic health aide to be cleared to return to school. All students with head lice infestation should return to school as soon as possible.

## Health Concerns

The school nurse, under the direction of the County Registered Nurse, takes care of emergencies that arise during the school day. If a student comes to the clinic and has a temperature, the parent will be called to pick up the student from school.

## Prescription and Over-the-Counter Medication Requirements

Designated Personnel will administer prescription medications only after the following criteria have been met:

- The Authorization for School Personnel to Administer Medication form is completed and signed by the parent or guardian. This form must be completed prior to any medications being administered at school. Notes from home WILL NOT be accepted.
- Medication must be supplied by and received from the parent or guardian. Medications WILL NOT be accepted from the student, siblings or any persons other than the parent or legal guardian.
- When medication is received from the Designated Personnel it must be counted and the count verified by the parent or guardian signature on the authorization form.
- All prescribed medications must be furnished in an original container from the pharmacy with the student's name, the name of the medication, dosage, and physician's name on label. (Exception: if the medication is a sample from the physician's office, a prescription must accompany the medication with the same information listed above and the student's name must be on the medication). All over the counter medications must be in the original container.
- The Authorization for School Personnel to Administer Medication must match the instructions on the prescription label. Any discrepancy must be accompanied by a written physician's order.
- Any tablets that require splitting/cutting to receive required dosage must be split/cut by parent or guardian prior to being administered by Designated Personnel.
- If at any time while student is receiving medication at school, there are any changes in administration instructions (i.e. dosage, time of administration, etc.) a note from the prescribing physician indicating the changes must be submitted to the school along with an updated Authorization for School Personnel to Administer Medication form with the changes indicated.
- It is against school board policy for a student to have medicine (over the counter or prescription) in their possession at any time. Example: cough drops, Tylenol, throat lozenges, vitamins.
- If your child needs to carry an inhaler or Epi-Pen, you need to have a note from your physician.
- All medical paperwork needs to be redone every year.
- Any medication left over at the end of the year needs to be picked up or it will be discarded.

## Health Screening

Students in Kindergarten, 1st grade and 3rd grade at Celebration K-8 School receive hearing and vision tests and height and weight screenings. Middle School students may expect scoliosis, vision and hearing tests, and height and weight screening in 6th grade. Parents/Guardians may request an exemption of these services in writing. Please address this correspondence to the school nurse. This exemption needs to be updated every year.

## Required Immunizations 2019-2020 School Year

All student immunizations must be up to date and on a Florida Form 680. If a child's immunizations are not up to date they will not be permitted to be in school.

- Five (5) DPT's If the fourth primary dose on or after the fourth birthday, the fifth dose is not required. DaPT is acceptable for one or more DPT's. DT (pediatric) is acceptable if Pertussis

- vaccine is medically contradicted.
- Four (4) Polio If the third dose on or after the fourth birthday, the fourth dose is not required. IPV is an acceptable alternative for one or more doses of OVP.
  - Two (2) MMR's First dose valid if given on or after first birthday. Second dose valid if given at least one month after first dose. Two doses of measles, one mumps and one rubella given separately is an acceptable alternative.
  - Hepatitis B Series of three. A student may enter school if first dose has been administered prior to initial entry; or Series of two for students ages 11-15, minimum four (four) months apart.
  - HIB is required for child care and preschool entry only.
  - Pre-K: All required immunizations appropriate to age, including the Varicella and the HIB. One dose of MMR is required. Varicella vaccine is not required if child has documentation of history of varicella disease as provided by the healthcare provider.
  - Kindergarten - Grade 2: All required immunizations and two doses of Varicella. Two doses of MMR required. Varicella vaccine is not required if child has documentation of history of varicella disease.
  - Grades 3-6: All required immunizations and one dose of Varicella. Two doses of MMR required. Varicella vaccine is not required if child has documentation of history of varicella disease as provided by the healthcare provider.\*\*
  - Grades 7-12 All required immunizations and Tetanus/Diphtheria and Pertussis (TDAP) booster.

\*\*Students thirteen (13) years of age and older who have never had chickenpox or received chickenpox vaccine should get two (2) doses at least twenty-eight (28) days apart.

Tuberculin Test Elementary and Middle School students coming to us from outside the United States must produce a negative TB screening. All TB tests must have been administered within the last twelve (12) months. Elementary and Middle School students coming from US Territories will not be required to have a negative TB screening prior to attending school.

The US Territories are as follows:

- American Samoa
- Guam
- Puerto Rico
- Trust Territories of the Pacific
- Virgin Islands

Some students cannot have a TB test prior to enrollment because of other immunizations that must be taken. In those cases a temporary waiver is given. Provision should be made in the program to provide for such temporary waiver and the date that the student can take the TB test.

### Insurance (Accident)

School accident insurance forms are available through the school and included in the first day packet. This is optional accidental insurance which provides coverage for accidents that may occur on school grounds. The service is offered as a convenience for interested parents. Parents will make the check payable to the insurance carrier, NOT Celebration K-8 School. Parents will send insurance premiums directly to the insurance company.

### Insurance (Health)

Families without health insurance for their children should look into Florida Kid Care. Families should apply by calling 1-800-540-KIDS, by going to the local department or by visiting the website at [www.floridakidcare.org](http://www.floridakidcare.org).

The income guidelines change every year, and other factors go into a child's eligibility. It is a good idea to apply even if you are unsure if your income meets the guidelines.

### **COVID 19**

Our school will follow DCD guidelines and the District Covid Executive Order for the safety of all staff, students and families. As recommended, student and staff temperature will be taken on a regular basis, face coverings will be worn, social distancing will be practiced and the use of hand sanitizer or hand washing will be encouraged throughout the day.

### **Electronics**

#### Bring Your Own Device (BYOD)

Students of the School District may now bring their own technology to their school to be used in classrooms under the direct supervision of their teacher. The District has established guidelines to enable students to take advantage of the learning potential of the BYOD Program. It is the student's responsibility to comply with Osceola County School District policies in accordance with the Network Acceptable Use Policy, Code of Student Conduct, and Student Wireless Network Use Policy while utilizing a personal device on school grounds or in any building owned or operated by the School Board.

A signed BYOD Program Authorization must be on file with the school in order for a student to participate. Bring Your Own Device (BYOD) Guidelines are as follows:

- The student is fully responsible, at all times, for the personally owned device(s) brought to school. The School District is not liable for any loss, damage or theft of a personally owned device.
- The student must be logged into the BYOD wireless network.
- The student is NOT authorized to connect personally owned devices to the WIRED network.
- The student is responsible for the condition of the device brought to school, including updates, antivirus software and repair.
- Personal devices should be charged and recharged outside of school, unless specific permission is granted.
- The student may only use personally owned devices for educational purposes during school hours in classrooms or designated areas in which teachers have agreed to participate in the BYOD Program.
- Use of electronic devices may be granted by the school's administration in specific situations.

Outside the classrooms and designated areas, all electronic devices should be turned off, not be visible and placed in backpacks.

- No device, personal or otherwise, may be used to record, store or transmit any type of image, sound or video from any classroom or designated area, except for approved projects with the express written permission of the classroom teacher.
- If reasonable belief exists that the student has violated the terms of this agreement, or other school or district policies, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as defined in the Code of Student Conduct.
- Students are not to share passwords or devices with other students.



## Emergency Information

If an emergency develops at the school that requires immediate notification of parents or guardians, it is essential that we have current information for your child. Having emergency contact information on file will ensure that the child will receive immediate care and appropriate treatment in case of an accident. Please complete and return the form to school as soon as possible. If your address, phone number and/or employment information changes, please inform the office as soon as possible so the information can be updated. Also, if there is a name change regarding student pick-up, please inform the office. **Remember, your child will be released only to those named on the emergency information given.** Emergency forms are distributed at the opening of school.

## Field Trips

A school district permission form must be completed and signed by a parent or guardian of each student before the student will be allowed to attend a field trip. Verbal permission or written notes other than the permission slip will not fulfill the requirements of a completed permission form. When on a field trip, students represent not only their class, but Celebration K-8 School. All school rules, policies and dress code are to be followed in the usual manner. Walking field trips may be planned within the town. Chaperones must be OASIS approved and should be approved as early in the school year as possible, not at the time of the event. OASIS applications are posted on the school district OASIS website. Visit [osceolaschools.net](http://osceolaschools.net) for more information.

## Grade Reports

Parents and guardians are encouraged to check the Parent Portal on the school's website to monitor a student's grades. Report cards are also available online.

### Report Cards

Report cards are distributed following the end of each nine-week period. It is the responsibility of the student to take report cards and progress reports to parents. The final report card may be picked up at the front office at an advertised day/time.

The progress report is used to notify the parent of any difficulty the child may have in that subject. Additional progress reports will be given as the student's grades necessitate. Through contacting the parent, parent and teacher can work together with the student. Parents and guardians of students in grades 1-8 can check their student's grades online. The website directions are available on Celebration K-8 School's website both on the main page, and under the Parent Resources tab. If you need assistance setting up an account to view student progress, please call the school.

- Progress Report Dates for Middle & Elementary: 9/14/2020, 11/16/2020, 2/15/2021, 4/26/2021
- Report Card Dates for Elementary & Middle School: 10/26/2020, 1/19/2021, 4/5/2021, 5/26/2021 (Elem), 7/12/2021 (Middle School)

## Honor Roll

Students in grades 3-8 earning all A's and/or earning A's and B's are recognized each quarter (nine-week grading period). Students are honored with certificates at a PTA sponsored assembly.

## **Personal Items**

### Lockers

Students do not receive lockers until high school. Most textbooks can be accessed online which helps with the weight of each backpack. It's important for students to find out which materials that they will need to carry on a day-to-day basis. Backpacks with wheels are also used by many Middle School students to make transitioning to each class with a backpack easier.

### Lost and Found

Lost and found items will be turned into a designated lost and found area. Electronic and other valuable items will stay in the Administrative Office. It is imperative that all clothing items, particularly outerwear, be clearly labeled with the student's name. Items not claimed and unidentifiable will be donated to a charity at the end of each month.

## **PTA and SAC**

We welcome parent participation at Celebration K-8 School. An active PTA supports activities and funds resources. The SAC provides input into school-wide planning and supports the implementation of the school improvement plan. Please consider joining these organizations

## **Pledge of Allegiance**

The Pledge of Allegiance shall be recited at the beginning of the day when students are present. Exemption from participation may be permitted if the student provides a written request from the parent or guardian. However, out of respect, students may stand or sit quietly during the pledge.

## **Respect**

Please follow requests or directives given by any employee at the school and treat all adult employees as well as students with respect and courtesy.

## **Restrooms**

All PRIDES have individual bathrooms. In most cases, Middle School students should use restrooms and water fountain facilities during the designated minutes between classes. Elementary and Middle School teachers will review procedures within their classroom.

## **Returned Checks**

In an effort to curb the internal cost our District bears each year in returned checks (Non-Sufficient Funds-NSF, Account Closed, Fraud and Stop Payment), we have contracted with Envision Payment Solutions.

ARS provides this service to numerous School Districts around the country and is in charge of collecting checks for our District that are not honored by check writers' banks. For NSF checks, ARS will electronically monitor a bad check writer's account and are authorized to make (2) electronic attempts for the face amount of the check plus a state authorized Returned Fee as follows:

<u>Amount of Check Written</u>	<u>Return Fee</u>
\$.01 to \$50.00	\$25.00
\$50.01 to \$300.00	\$30.00
\$300.01 - \$800.00	\$40.00
\$800.01 - Plus	5% of Face of Check

If a check is returned Account Closed, Fraudulent, Stop Payment or the NSF Item is unable to be electronically recovered due to a zero balance, letters will be sent in which the check writer must pay the full-face amount plus the above authorized state fees within (15) business days. If not, the bad check writer can be referred to a state attorney's office where they will be charged the face amount of the original check, plus (3) times the Face amount in fees, plus costs, as allowed per the state.

Should you have any questions or need additional information you are welcome to contact Envision Payment Solutions at 1-770-709-3000.

### **Safety Drills**

Safety drills are scheduled at regular intervals as required by law and are an important safety precaution. It is essential that when the first signal is given, everyone follows directions promptly and takes the appropriate action as quickly as possible. Classroom teachers will give the students the proper procedure to follow. Students will not be released by teachers until notified by the administration.

### **Schedule Changes**

Schedule changes are made only to accommodate academic needs and not student/parent preference. Changes may be initiated by teachers and the School Counselor for more appropriate academic placement or due to scheduling conflicts. Schedule changes must be approved by the appropriate Assistant Principal.

- Mrs. Debbie Jones (K – 4)
- Ms. Joan Connolly (5 – 8)

### **Standardized Testing**

Florida Statewide Assessment (FSA) 2020-2021 and Assessment Coordinator FSA dates are distributed at the start of the school year. Students should make every attempt to be present during these very important tests. Pre-arranged absences will not be approved for these dates.

### **Strollers**

For safety reasons, strollers are to be left outside the campus when visiting at school. The front office can provide assistance with stroller storage if needed.

### **Student Planner/Agenda**

A student planner is a very important tool for every student. Students will receive a planner (agenda) in all grades K-8 at the start of school. As an assignment book, the student planner provides space for students to write down their assignments, including homework, quizzes, tests and projects. Teachers may use the student planner as a communication tool by asking parents/guardians to sign the planner. Students are responsible for their planners and should bring their planners to school daily.

Replacement planners are available in the front office for \$5.00. Parents of students in grades K-5 may want to write the teacher a note using the planner. It's an excellent communication tool!

### **Student Messages and Deliveries**

Please check with your child before he/she leaves for school each day to confirm that things such as lunch, homework, PE uniforms/sneakers and dismissal plans are in place. Messages and forgotten items cannot be hand-delivered to the classroom. In case of a family emergency, the parent or guardian should call the school. Steps will be taken to verify the identity of the caller.

As much as we enjoy celebrating special events and occasions with students, items such as flowers, food (including candy), balloons and gifts cannot be accepted for delivery to or for student pick-up at school. Calling classrooms to relay messages for social deliveries interrupts instruction. Thank you for your cooperation.

### **Supplies**

There is no general supply fee. However, teachers of elective classes may require specific items to be purchased for their grade level. Students are asked to provide their own paper, pencils and pens. Elementary classrooms collect supplies at the beginning of the school year. Parents will be notified if their child's supplies are running low. Additional donations are appreciated throughout the year.

### **Textbooks**

Textbooks are furnished by the school and are on loan to students. Students who lose or damage textbooks while they are checked out to them will be required to pay for the loss or damage. Students may buy textbooks from the publisher directly to keep a copy at home and relieve backpack weight. All students must turn in their textbooks before the end of the school year or prior to withdrawing from school.

### **Volunteers**

Volunteers are welcomed and appreciated. All volunteers must be OASIS approved in advance (see district website) and OASIS guidelines must be followed. Other children may not accompany volunteers during their volunteer activity, including joining field trips. Volunteers must make arrangements in advance to volunteer for a teacher, staff member, or special project. Volunteers must check-in through the front office to receive a Volunteer/Visitor badge and are asked to remain in the area in which they are volunteering. Badges should be worn on the upper torso where they are clearly visible to school staff. Volunteers are asked not to wander the campus nor to enter "staff only" areas of the school.

**Thank you! We look forward to a successful and healthy school year!**