



**Douglas Stenstrom Elementary School**  
**Student Handbook**  
**2018-2019**

1800 Alafaya Woods Blvd.  
Oviedo, Florida 32765  
Telephone (407) 320-2450  
Fax (407) 320-2488

Dr. Janet M. Garzia  
Principal

Grace Felipa-Hayes  
Assistant Principal

## PARENT - STUDENT HANDBOOK 2018-2019

**School Hours – Classes Begin: 8:35 Dismissal: 3:05 Wednesday Dismissal: 2:05**

### WELCOME

We are pleased to welcome you to Stenstrom Elementary School, and we look forward to an exciting, challenging, and rewarding year! Our professional faculty and staff are dedicated to providing the best educational programs possible to increase student achievement. Success for every child at Stenstrom can be fostered as we work together to provide a quality educational experience.

### INTRODUCTION

This handbook includes pertinent information which will allow you and your child to gain a greater understanding of the school organization, school programs, school procedures, and additional guidelines related to discipline. Please take time now to read this handbook with your child. It includes important information for use throughout the school year. Together we can provide the best possible education for our students.

### ARRIVAL

School hours are 8:35 AM - 3:05 PM on Monday, Tuesday, Thursday, Friday, and 8:35 AM to 2:05 PM each Wednesday. Students should not arrive on campus before 8:05 AM, unless requested by a teacher for a special assignment or if a student is attending the *Extended Day Program*. Students can enter the classroom at 8:30 AM and are considered tardy if they enter after 8:35 AM. Breakfast is served from 8:05 AM to 8:30 AM. Please arrive by 8:15 AM when planning to eat breakfast at school. No supervision is provided before 8:05 AM or after 3:35 PM. The School Board assumes responsibility for students on campus during supervised hours, but **DOES NOT** assume liability before or after posted hours. The following areas will be designated as holding areas for morning arrival:

Multi-Purpose Room: Grades K and 1

PE Pavilion: Grades 2,3,5

Picnic Tables: Grade 4

### ATTENDANCE

According to Florida Statute, parents are responsible for the attendance of their children within the compulsory attendance age (6-16). Regular attendance is an essential component of student learning and achievement as it provides students the opportunity to master required skills at each grade level. Many integral activities, including group discussions and experiences, field trips, and direct instruction cannot be simulated or replicated with written work. Therefore, with the goal of promoting student success, Seminole County Public Schools has adopted a uniform attendance policy. It is our intent to encourage honest, accurate, and consistent adherence to this policy by all students, parents, teachers, and administrators.

### **Tardies**

Students arriving after 8:35 will be marked tardy and will need to report to the office for a tardy slip before entering class. Student with excessive tardiness will be referred to the school counselor and the parent will be required to attend a school-based Intervention Meeting.

### **Excused Absences**

Regular school attendance is the responsibility of the parent/guardian. The principal has the legal authority to determine if an absence is excused. An excused absence is defined as doctor/dental appointments, illness, death of a family member, a family emergency (approved by the principal), and religious instruction or religious holidays. Upon returning to school, the parent/guardian **MUST** provide a written note explaining the reason for their child's absence. Without a note, the absence will be considered unexcused. Illnesses that extend beyond 10 days in a 90-day period must be verified by a physician. This verification must be provided within 3 days of the student's return, or referral to the School Board nurse will be required.

### **Unexcused Absences**

A student is considered unexcused if they are absent for any reason other than those mentioned above. After 5 unexcused absences, or a pattern of absences in a 30-day period without parental/guardian notification to the school, the principal or designee will contact the parent to discuss the unexcused absences. If a student

accumulates 10 or more unexcused absences in a 90-day period, he/she will be referred to the school counselor and the parent will be required to attend a school based Intervention Meeting. If a student accumulates 15 or more unexcused absences in a 90-day period, the school social worker will be notified. Students who stay home from school to babysit younger family members or to work within or outside the home are not excused. Parents are in violation of the law if students are kept out of school for any reasons other than excused absences.

### **DISMISSAL**

For their safety, students leaving school during the school day must be signed out through the office. Individuals signing a child out must be aware of the security code that was noted on the child's security card held in the office. **Students will not be released to anyone whose name and identification are not noted on the security card without written permission from the parent/guardian.** Once a student has entered the classroom, the teacher's permission is required to leave for any reason.

### **Car Ramp Procedures**

In order to make dismissal efficient, timely, and SAFE for all children, the following procedures have been developed. Staff members open car doors while safety patrols assist with students.

**AM Drop Off** - Both car ramps are used for dropping off students in the morning. Please use the appropriate ramp.

**PM Pick Up** - As follows:

#### Car Ramp A (near the office)

1. All kindergarten car riders and older siblings.
2. Second and fourth grade car riders; any older siblings.
3. Car-pools that pick-up kindergarten students (also older students in these car-pools).

#### Car Ramp B (bus ramp)

1. First, third, and fifth grade car riders and any older siblings.
2. All day care vans and buses.

**PM Dismissal** - Car riders are dismissed at 3:05 PM daily (2:05 PM Wednesdays). An adult with a megaphone will begin calling students to their respective cars and a staff member will open car doors to let them in. We place children in the back seats of cars due to the danger of air bag injuries in front seats. Please place the Stenstrom Car Rider card on the driver's side dashboard with the child's last name or name of the carpool in bold print.

Listen for your child's name and post number, and then proceed to the number called. Your child will meet you there. When the above procedures are followed, we are able to dismiss several hundred cars within fifteen minutes. Please plan to arrive at school no earlier than 3:00 PM and no later than 3:15 PM, except Wednesdays-2:00 PM and 2:15PM. Arriving earlier tends to cause traffic backups for other Oviedo drivers so we appreciate your cooperation with this.

To aid in a smooth dismissal, we ask that you please refrain from parking in the front visitor parking spaces after 2:45 PM. Additionally, please note that during dismissal, there are no right turns allowed into Car Ramp A, and no left turns allowed into Car Ramp B after 2:45 PM (1:45 PM Wednesdays). Violations of this may be issued a traffic citation. When police are present, please follow their directions regardless of posted signs. It is the responsibility of parent(s) to ensure that students are picked up on time. Seminole County Public School employees will maintain supervision of students for a period of 30 minutes after dismissal. Following this time, and after all efforts have been made to locate an emergency contact, Oviedo Police Department will be called to assist in this effort.

### **Walkers**

For security and safety, students are not released from the car ramp to parents on foot. Kindergarten walkers and bikers are released from the picnic tables behind the cafeteria and may be picked up beginning at 2:55 PM (1:55 PM Wednesdays). If parents wish to meet other bike riders and walkers, they may meet them at the bike rack. Any student going home by car must be placed in the car at the car ramp curb. If changes in arrangements are made, students must be checked out through the office.

## **Bike Ramp**

1. Florida law now requires all bike riders and bicycle passengers under the age of 16 to wear a bike helmet (FL Senate Bill 2370).
2. All bikes and scooters should be locked with a combination or key lock during the day. Do not lock your bike or scooter to another student's bike unless you are related. Additionally, students riding skateboards or tech decks must lock them up at the bike ramp. They may not be brought into the classrooms and should not be ridden on school grounds.
3. When arriving and leaving campus, please dismount your bike/skateboard/scooter and walk it on the sidewalk. You may mount your bike/skateboard/scooter after crossing at the crosswalk or after leaving campus. Please no running.
5. If you are waiting for a friend or sibling, please wait on the grass on the far side of the driveway. Please do not wait in the bike ramp area as it tends to get crowded.
6. Mark/etch your child's name on his/her belongings. Please keep a record of serial numbers in case a question of ownership arises.

## **Early Dismissal/Changing Dismissal of Students**

We realize there are times when students need to be released early in cases of emergency. If possible, please refrain from picking up your child after 2:30 PM (1:30 PM Wednesday). If a student's transportation is being changed, the teacher must receive **notification in writing or receive a phone call detailing the requested change** from the parent. Without a note or call, students will be dismissed in whatever way is normal for them. If at all possible, these changes are not to be made after 2:30 PM (1:30 PM Wednesdays). Also notify the day care center if your needs change for any particular day. If there is doubt, we will keep the child until a parent/guardian or "Emergency Card Designee" comes to pick him/her up.

## **Rainy Day/Inclement Weather Dismissal**

If your child is a walker or bike rider, **please develop a plan with your child regarding how to get home in inclement weather.** Make sure your child's teacher is made aware of your family's plan for rainy day dismissal. For hazardous weather conditions at end of day please note the following procedures:

### **Dismissal on Hold** (no movement of students)

"Dismissal on Hold" indicates heavy rain and lightning. No students will move from their classrooms under such conditions. In order to pick up a student during "Dismissal on Hold," parents must sign out their children through the front office and proceed to the classroom with a pass for pick up. Bus riders, daycare, etc. will be called individually for their dismissal.

### **Rainy Day** (movement of students to designated areas)

"Rainy Day" indicates heavy rain with no lightning. Dismissal will proceed as follows:

- Ramp A car riders will report to the media center (K, 2<sup>nd</sup> and 4<sup>th</sup> grades).
- Bikers and walkers will report to the multipurpose room.
- Ramp B car riders will report to the classrooms designated (1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> grades).

Parents, please remain in the car line to avoid confusion. We will call students to the ramp and your patience will be greatly appreciated.

**Light Rain** Students will be released as usual.

**All Clear** An administrator will make this announcement when the danger is over, allowing walkers/bikers to be released.

## **BREAKFAST AND LUNCH PROGRAM**

Breakfast is served daily from 8:05 AM - 8:30 AM at a cost of \$1.75/\$.00 reduced (price subject to change), while lunch is served at a cost of \$2.50/\$.40 reduced (prices subject to change). A la Carte items are also made available. A menu will be posted in the monthly Hoofbeats newsletter. All students are assigned an account number which must be used each time a meal is purchased.

Applications for free and reduced meals are sent home on the first day of school. Checks, as well as Visa and MasterCard are accepted for meal payments. Make checks payable to SCPS Dining Services. Children with special dietary needs or health problems should bring a note from their doctor, and should inform the teacher, clinic, and cafeteria manager, as all purchased lunches must include milk and milk substitutes require a doctor's note.

## **Cafeteria Procedures**

Lunch is an important part of the school day. It is a time for students to relax and develop acceptable social skills with their peers. To ensure that an enjoyable mealtime is had by all students, we ask that you review the following cafeteria procedures with your child:

1. All students should remain seated, use inside voices, and keep their bodies to themselves.
2. When needing assistance, students are to raise their hands and wait for someone to come to them.
3. Restrooms are available for emergencies.
4. Food may not be traded or shared.
5. Students need to maintain a clean eating environment and be responsible for their personal trash.
6. Students who do not comply with the cafeteria rules and/or display disruptive lunchroom behavior may be separated from their class or given time-out. Continued misconduct in the cafeteria may result in a discipline referral.

## **SCHOOL HEALTH SERVICES**

Students receive specified health services as provided in the SCPS Health Services Plan. This plan includes a vision and hearing screening, as well as a health screening for all students in kindergarten, first, and third grades. These screenings also extend to students from other grades that are new to the district. **A student shall be exempt from any of these services when parent(s) or legal guardians request such exemption in writing to the principal.** However, simple procedures commonly used during evaluation of the health status of a student, such as an oral temperature measurement, use of a tongue depressor to examine throat and teeth, or use of an otoscope by a school nurse to visualize the middle ear may be performed without expressed written consent of parent(s) or legal guardians.

### **Clinic**

A clinic assistant is on duty to call parents when children are no longer able to stay in school due to sickness or injury. Please make an effort to pick up your child as soon as possible when notified by the clinic. If your child tells you he/she does not feel well in the morning before school, please take his/her temperature and keep him/her home if he/she has a fever. Slight temperatures with other minor symptoms often worsen throughout the day. **EVERY CHILD MUST HAVE AN UPDATED COMPLETE EMERGENCY CARD ON FILE IN THE CLINIC.** Please keep the school informed of changes in phone numbers or location of parents so we may contact you in an emergency.

### **Medication**

**Students may not keep or self-administer any medicine at school (including cough medicine, aspirin, medicated lip balm and other non-prescription items) without a signed authorization form renewed once each year.** School Board Policy 4.014 states: "Only those medications which are prescribed by a physician may be administered in school and only in cases where failure to take such medication during the school hours could jeopardize a student's health." **NOTE:** Ask your doctor if three times a day can be breakfast, after school, and bedtime.

All medication (prescription or prescribed over the counter) must be delivered and picked up at the clinic in its original container by a parent/guardian. In the event medication is delivered or retrieved by an adult other than the student's parent or guardian, the adult shall present written authorization from the child's parent or guardian. If prior arrangements have been made with the principal or his/her designee, a parent or guardian may come to the school to administer prescribed or non-prescribed (over-the-counter) medication to his or her child upon completion of a *Seminole County Public Schools Student Medication Record*.

### **Head Lice**

Pediculosis (head lice) is a common occurrence during childhood. Parents should be aware of the facts about lice and should inspect children often as this will help isolate cases before serious problems develop. School nurses, clinic assistants, and other school personnel have been trained to identify lice and nits and can provide you with further information.

When a child returns to school as a result of being sent home with lice, the parent must take their child directly to the clinic so his/her head can be checked. If the child's head is clear, then the child can attend school. If the child's head is not officially cleared then the parent will need to take the child home for further treatment.

## **School Insurance**

School accident and hospitalization insurance is available for students during school time only or for 24-hour coverage. This provides coverage for your child if you do not carry other accident or hospitalization insurance. Insurance forms are sent home on the first day of school.

## **CONDUCT AND DISCIPLINE**

Stenstrom adheres to the Seminole County Public Schools' Code of Student Conduct. The 2018-2019 Code of Student Conduct is now available as an electronic document. It is available on the Seminole County Public Schools website ([www.scps.k12.fl.us](http://www.scps.k12.fl.us)). You can locate it under either the parent or student tabs and then Policies and Procedures/Discipline. If you do not have electronic access and would like a printed copy, please contact **Ms. Grace Felipa-Hayes, Assistant Principal, at 407-320-2479. It is your child's responsibility to abide by the contents of that code.**

In addition to the Code of Student Conduct, each teacher notifies parents of class rules. In general, when students are respectful, considerate, and courteous of others, and they obey adults, they will have no difficulty in conforming to any rules. The following are some student expectations/responsibilities as highlighted in the district's Code of Student Conduct.

- Keep hands and body to themselves at all times.
- Report on time, with proper materials, to classes or school activities to which they are assigned.
- Cooperate with and show respect for principals, teachers, school staff, and other students.
- Respect school property.
- Know and observe school rules.
- Complete classroom assignments.
- Do not disrupt school in any way or interfere with the rights of others - especially their right to an education.
- Parents will be contacted whenever students are in serious or repeated violation of any behavior expectations.

## **Bullying and Harassment**

It is the policy of the Seminole County School Board that all of its students, school district employees and school district volunteers have an educational setting that is safe, secure and free from harassment and bullying of any kind. The School Board will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited. Any behavior that applies to the definition for bullying or harassment should be reported to the school, and policy protocol will be followed.

*Bullying is defined as: **systematically** and **chronically** inflicting physical hurt or psychological distress on or more students including unwanted and repeated written, verbal or physical behavior threats. This includes any threatening, insulting, or dehumanizing gesture that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment; cause discomfort or humiliation; or **unreasonably interferes** with the individual's school performance or participation.*

## **STUDENT DRESS**

The Seminole County Public Schools Student Appearance and Dress Code is available on the District website as an electronic document. Responsibility for the dress and appearance of students enrolled in Seminole County Public Schools primarily rests with parents and students. Please review the dress code, as it insures that students are dressed and groomed appropriately for the academic environment. The Principal or Principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code.

## TOYS, ANIMALS, AND PROHIBITED ITEMS

Pocket knives, cap guns, and any other dangerous toys or weapons are not to be brought to school. **Seminole County Public Schools has a ZERO TOLERANCE POLICY and students who bring pocket knives, cap guns and caps, or any other dangerous toys or weapons can be expelled from school.**

- Any weapons collected will be returned only to parents. Items qualifying as weapons require police involvement.
- Toys, card collections, etc. may not be brought to school unless requested by the teacher.
- Other unauthorized items include beepers, pagers, skateboards, roller blades, radios, headphones, chains on clothing, etc. These items are considered "contraband" and will be collected by administration if brought to school.
- **Cell phones** and other wireless communication may be carried in backpacks only and must be TURNED OFF while on the school grounds and while being transported to and from school on district provided transportation.
- No animals may be brought to school except by special arrangements. Animals may only be brought by the parents upon request of the teacher and must be returned home after the sharing activity. Animals must be leashed or caged.

## SCHOOL PROCEDURES

**Field Trips:** Field trips are planned as part of the instructional program and are not used as a "day off" from school. All school rules apply when on a field trip and students are expected to be on their best behavior. Any student who cannot behave appropriately will be given schoolwork in place of the field trip. Students may not go on field trips without parental permission. *We regret that parents cannot be included in these trips unless they are needed as official chaperones.* Chaperones are needed to supervise Stenstrom students. Siblings or younger family members cannot be included on field trips or for in-school activities. **All chaperones are required to complete a SCPS Dividend application three weeks in advance of the field trip.** Field trip costs to students are kept as low as possible and are governed by admission and transportation rates.

**Safety Patrols:** The Safety Patrol is made up of responsible fifth grade students that set good examples. Students are chosen from teacher recommendations. Safety Patrols help students with safe practices while on the school grounds. All students are expected to cooperate with the patrols and to follow their directions. Complaints about how the patrols are performing their jobs should be brought to the attention of the patrol sponsor or the assistant principal. Please encourage your children to have respect for authority even if the person in charge is a peer. Fourth grade students receive safety patrol training during the last month of the school year.

**School Parties:** Room parents are asked to help with two parties during the year. All events are to be coordinated with the classroom teacher. As a part of their instructional program, kindergarten children may have other celebrations.

**Birthdays and Other Off-Campus Celebrations:** Parents of students may send in a class treat on their child's birthday. Please make certain the teacher has been notified of your intent to send in a birthday treat. Treats should be individually portioned so teachers do not need to cut, slice, or portion servings to students. Drinks should not be sent in for birthday treats. **FOR THE SAFETY OF ALL STUDENTS, ONLY STORE BOUGHT ITEMS WITH THE INGREDIENTS LISTED ON THE PACKAGING SHOULD BE SENT IN FOR TREATS.** In planning for off-campus celebrations, please keep in mind the sensitive nature of children's feelings. If you plan to distribute invitations at school, they must be given to all students in the class or to all students of one gender in the class (i.e. all boys or all girls). Invitations that are intended for a select group of students in a class or classes will not be distributed at school and other distribution arrangements will need to be made. Thank you for your cooperation.

**Moving:** If you are moving and your child will be withdrawing from school, please notify the school as soon as possible. Withdrawal forms need to be prepared and records sent to the receiving school. If you move within our school zone, please notify the school of your change of address and phone number.

**After-School Events:** Periodically throughout the school year, Stenstrom's staff or the PTA may sponsor a special after school event for students. To ensure the safety and security of the students during these events, it is expected that students attending these events are supervised by a parent or family member at all times. **Students are not allowed on campus after hours without being under the supervision of an adult family member.** Older siblings under the age of 18 do not fit the requirement of adult supervision.

## PARENT CONFERENCES

Our voice mail system allows parents/guardians to leave personal and private messages for any staff member at Stenstrom. For conferences in person, it is best to set a time when you can sit down to discuss your child in private and without distractions. The school counselor and special area teachers are also available for conferences when requested by teachers or parents. We encourage you to ask for a conference when needed. All staff members' voice mail extensions may be reached by calling 407-320-2450 and dialing 1 to access the staff phone directory.

## GUIDELINES FOR RESOLVING SCHOOL RELATED PROBLEMS

Misunderstandings and problems can be resolved through discussions between the parent and teacher or other appropriate school personnel. These guidelines are procedures to assist you when you are attempting to solve a problem. Please make every effort to gather accurate facts before contacting the school.

1. Step one is always to contact the teacher or staff member involved.
2. Call the school office and ask for a conference with the appropriate person.
3. Schedule a conference with the school counselor, assistant principal, or principal if you still have unresolved concerns after meeting with the staff member involved.
4. If you have exhausted all the possibilities at the school level, the principal will advise you of the appropriate person to contact at the district level.

\*Most concerns are satisfactorily resolved at step one. Our teachers are open and willing to communicate.

**School personnel are not required to suffer verbal or physical abuse by parents, students, or others. The issue of verbally or physically abusive parents, guardians, or other persons acting on behalf of the student is addressed by two Florida laws: (1) §228.091 and (2) §877.13. SEMINOLE COUNTY PUBLIC SCHOOLS CIVILITY POLICY** applies to both school personnel as well as to all visitors to the school.

## GUIDANCE OFFICE

The guidance office can serve as a great source of help and support as we accomplish the difficult task of raising children. Our school counselor is available to help students and parents with problems or concerns, as well as assist in the explanation of testing results. In addition, counseling is provided for those students who are referred or who request it. Stenstrom's guidance program helps referred students develop the ability to make choices and encourages self-awareness and self-confidence. The guidance program is here to benefit your children. Guidance personnel also have knowledge of agencies that may provide assistance to families.

## CAMPUS VISITORS

We know that student's are most successful when families and school staff work collaboratively, therefore we welcome and encourage family involvement at Stenstrom. When visiting Stenstrom for any reason or event, we ask that you please keep the following guidelines in mind:

- Please refrain from using the front 3 parking spaces when coming for a long duration of time. These spaces are reserved for quick drop-offs/pick-ups.
- When visiting Stenstrom to Dividend or have lunch with your child, please park in the parking lot, check-in at the front office **with your Driver's License**, and pick up a visitor or Dividend tag.
- Cell phones are a distraction to the learning environment. We kindly ask that you turn them off and refrain from using them while on campus.
- Smoking is prohibited on the school grounds.
- Appropriate dress is expected for all campus visitors.

### **Lunch Visitors**

- Please register in the office and receive a visitor's tag before proceeding to the cafeteria.
- The picnic tables behind the cafeteria are set aside for lunches with visitors.
- Parents are to join only their child(ren), and may not provide lunch for any other student.
- Based on capacity in the cafeteria and safety concerns, **parents are asked not to bring siblings to lunch with them.**
- Parents are also asked to not walk through the dining area where children are seated.

## PARENT INVOLVEMENT

**PTA** - Our active PTA is supportive of our school. We appreciate your interest and membership. The PTA Board meets monthly and meetings are scheduled throughout the year. Throughout the school year, Stenstrom's PTA sponsors many activities. Please check the Stenstrom website and PTA Facebook page for upcoming events.



**SCHOOL ADVISORY COUNCIL** – The *School Advisory Council (SAC)* is a volunteer group elected by the school community. State law requires this council as a vehicle to foster parent input and communication. All community members are welcome and meetings are public. The purpose of SAC is to promote communication and understanding among the school's administration, faculty, students, the school board, the parents, and the community. SAC is an elected body, but all parents and citizens residing in the attendance area of the school are encouraged to attend meetings. This elected body is comprised of parents, instructional and non-instructional personnel, and administration. If you are interested in SAC, please contact our principal.

**DIVIDENDS (Volunteers)** - Our volunteers are organized through Seminole County's "Dividend" Program." We need your help to enhance the learning experiences of our students. If you, your friends, or neighbors have free time and would like to work with children, let us know. Please fill out a Dividend Volunteer Application online at [www.scps.k12.fl.us](http://www.scps.k12.fl.us) after August 1<sup>st</sup>. You do not have to have any special training or talent, just the desire to help. Please call the school at 407-320-2450 and speak to the Assistant Principal for more information. Stenstrom has received the Golden School and Five Star School Awards from the Florida Department of Education each year. We are proud of our Dividends and sincerely appreciate their efforts. We look forward to seeing you become one of our Dividends this year.

**VISITING CLASSROOMS** - We encourage parents to take an interest in their child's activities at school and would like you to visit the classroom. However, state law prohibits unauthorized entry to the classrooms. **In order to enter the classrooms you will need to have prior permission from the teacher and must also check in at the office.** If you would like to observe in the classroom for an extended period, this can be arranged by seeing the Principal. **In accordance with teacher contracts, classroom visits require a 24-hour notice.** Visitations will be scheduled for up to one hour in length, limited to once per twelve-week grading period. NOTE: For your child's protection we do not allow unidentified adults on campus (in the buildings, or on the grounds). ***Please check in at the office and obtain a Visitor's Pass whenever you enter the building or are on campus.***