

FROM THE DESK OF THE PRINCIPAL ...

I would like to take this opportunity to welcome you to Reedy Creek Elementary for the 2009 - 10 school year. A very special welcome is extended to those students new to Eagle country.

This Student-Parent handbook has been prepared at the request of the School Advisory Council (SAC). It has been written to help you clearly understand what the school expects from you and what you can expect from us. It details the rules and regulations that are necessary for any successful educational environment. It should assist you in making good decisions about how to conduct yourself while on the Reedy Creek campus.

Parents, please know that you are welcomed and encouraged to join the School Advisory Council (SAC). The work of the Council is a vital part of the decision making process and helps determine how the money in the School Improvement budget is spent. Typically, the Council meets once a month. Time of the meeting will be determined after the Council is elected in late August.

If you have any questions or need any assistance, please do not hesitate to ask your teacher, the Office Staff, Guidance Counselor, Assistant Principal, or me. I look forward to a very successful year.

This agenda will be used daily to help you know what is happening with your child at school. Please make it a habit to review it daily and use it to communicate with your child's teacher. **Please sign the agenda nightly!** Together we can make a difference!

Respectfully,

Diane Crook-Nichols

2009 - 2010 SCHOOL CALENDAR

MONTH	DATE	DAY	EVENT
August	24	Monday	First day of school for students
September	7	Monday	Labor Day - Teacher/Student Holiday
	24	Thursday	Progress Reports Issued
October	23	Friday	Teacher Inservice Day/Student Holiday or Emergency make-up day
	30	Friday	Teacher Work Day/Student Holiday
November	6	Friday	Report Cards Issued
	11	Wedn.	Veterans Day - Teacher/Student Holiday
	23-24	Mon.-Tues	Teacher/Student Holiday or Emergency make-up day
	25	Wedn.	Teacher/Student Holiday
	26	Thursday	Thanksgiving - Teacher/Student Holiday
	27	Friday	Teacher/Student Holiday
December	9	Wedn	Progress Reports Issued
	18	Friday	WINTER BREAK HOLIDAY BEGINS!!
January	4	Monday	Classes Resume
	18	Monday	Martin Luther King, Jr. Day-Teacher/Student Holiday
	25	Monday	Teacher Work Day/Student Holiday
February	1	Monday	Report Cards Issued
	19	Friday	Rodeo Day-Teacher/Student Holiday
	26	Friday	Progress Reports Issued
April	2	Friday	Teacher Work Day/Student Holiday
	5-9		Spring Break - Teacher/Student Holiday
	16	Friday	Report Cards Issued
May	11	Tuesday	Progress Reports Issued
	31	Monday	Teacher/Student Holiday
June	10	Thursday	Last Day of School for students - Report Cards Issued



Reedy Creek Elementary

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REEDY CREEK INFORMATION

Reedy Creek's unique design is the result of the oil embargo of the late 70's. This facility was modeled after a school in Reston, Virginia called Terra Set. The "shell" of grass and dirt is called "earth-sheltered." The school officially opened in the fall of 1981 with several state and local officials present with a "grass roof." However, our grassy hill had to be replaced in 2005 due to numerous leaks.

Reedy Creek is accredited by the Southern Association of Colleges and Schools. We have been recognized as a Red Carpet School by the Florida Department of Education and received a "A" grading under the State Law - Florida's A+ Plan for the 2008-09 school year. Our teachers and staff have been the recipients of a number of innovative grants which have benefited our student body. The OASIS Volunteer Program has been recognized every year since its inception by receiving the Golden School Award.

We have two well equipped computer labs and every classroom has several computers in it. Every classroom is connected to the Internet. On staff, there is an Art Specialist, Media Specialist, Music Specialist, Wellness educator, two Physical Education teacher, Literacy Coach, Math Coach, Guidance Counselor, and ESOL Compliance Specialist

Our campus is home to one Pre-K Handicapped class, two Trainable Mentally Handicap units, ESE Inclusion class models, and Speech Pathology. Extra curricular activities include: Fitness Club, Chorus, Instrumental Band, Accelerated Reader in the Media Center, Math Superstars, Art Club, Science Club, Safety Patrol, Media Assistants, Media Crew (Morning Announcements), Technology Club, Chess Club, Newspaper Club and Drama.

PARENT TEACHER ORGANIZATION

The Reedy Creek PTO is extremely supportive of the students, faculty, and staff. The parent organization holds meetings four times a year. All families are welcome to participate in this valuable support group. Yearly dues are \$5 per family. Several other fund-raising activities are scheduled during the school year. The PTO has purchased playground equipment, computers, materials for

the Tech Lab, Chorus, and Band. They supply incentive awards for the students, and many other worthwhile projects.

MEDIA CENTER

The Media Center is open daily from 8:00 a.m. - 3:45 p.m. Students must report to their classroom and obtain a pass before going to the Media Center. After school, students must have parent permission to go to the Media Center. Students celebrating a birthday should report to the Media Center by 8:30 a.m. in order to appear on morning announcements. Weekend birthdays will be announced on Mondays. The RCE Media Center is very well equipped. We would like to keep it that way. **Students losing or damaging books will be charged for replacement. Lost or overdue books may result in loss of borrowing privileges until the books are found or paid for by the student.**



The Media Specialist coordinates the Accelerated Reader Program for students in grades K-5. Students are encouraged to read Accelerated Reader books, answer comprehension questions using a computerized program, and gain points for successful scores; then the points may be redeemed for special prizes or activities. The check-out policy is: Kindergarten may check out one book at a time. 1st-2nd grade may check out two books at a time, and 3rd-5th may check out 3 books at a time.

HOURS OF OPERATION

Reedy Creek campus opens at 8:20 a.m. Classes start at 8:50 a.m. each morning and will dismiss at 3:15 p.m. each afternoon except Wednesday. Wednesday dismissal will be at 2:15 p.m. due to our district Early Release Wednesday policy. The School Office is open from 8:00 a.m. - 4:00 p.m.

ARRIVAL AND DEPARTURE

- (1) Students who do not ride a bus are to be dropped off at the designated parent drop off area no earlier than 8:20 a.m. Students arriving before 8:20 a.m. must be enrolled in the Extended Day Program, for which there is a charge.
- (2) Students who do not ride a bus are tardy after 8:50 a.m. and must be escorted to the school office by an adult and signed in before being allowed to

go to class.

(3) Any parent/visitor on campus for any reason must sign in and receive a visitor's pass at the front office. The pass must be visible at all times. Parents may not visit classrooms after 8:20 a.m. because the teacher is receiving students and preparing for class. Parents may make appointments through the office or the agenda.

(4) Parent drop-off/pick-up area has a strict speed limit of 10 miles per hour with no passing. Vehicle occupants are to remain in their vehicle. A staff member will escort departing students to respective vehicles. Parents are asked to register their vehicle and display the permit tag that will be issued from the front office. This is a means to make sure the correct person is picking up the child. Car Registration forms will be sent home the first week of school. The color of the registration will designate place of pick-up (Parking Lot or Crescent Lakes Loop).



(5) Children must be picked up no later than 3:30 p.m (M, T, Th, F) and 2:30 p.m. on Wednesday. Changes in how your student goes home must be in writing (note in agenda) or through a call made to the office before 2:45 p.m (1:45 p.m Wednesday).

(6) Students who live in the Crescent Lakes area are to be dropped off and picked up at the back gate of campus on Brock Court.

(7) Students being picked up from the bus circle at dismissal must be signed out at the office and issued a release from, which is to be given to the staff member assigned to that bus line.

(8) Students riding bikes are to walk their bikes from the bike rack past the Crescent Lakes pick-up area.

(9) Bus students who are to become parent pick-up will be issued a pass from the teacher after verbal or written notification from an authorized adult. If your child is going home a different way, please put that change in writing.

EARLY DISMISSAL

If a child needs to leave school prior to dismissal, he/she must be picked up in the school office. This policy is enforced for the safety of the students. We do not know everyone, so please do not feel

offended if we ask to see picture identification. Students are to be signed out by the individual picking them up and no student will be allowed to leave with anyone who is not listed on the "Student Information Card" on file in the school office. Due to dismissal confusion, no student will be dismissed between 2:45 - 3:15 p.m. Messages for students should be called in before 2:45 p.m.(1:45 p.m. on Wednesday).

ABSENCES/TARDIES

According to State Statute 232.09, each parent of a child within the compulsory attendance age shall be responsible for their child's attendance. The following reasons for absence are valid: illness, serious injury or death in the immediate family, prearranged absences approved by the Principal, or religious holidays. The following are not excusable in accordance with State Statute: truancy, out-of-school suspension, missing the bus, or trips to special occasions not approved in advance. When returning to school after an absence, the student must bring a signed note from the parent/guardian stating the nature of the absence, otherwise the absence will be considered unexcused. A doctor's note is required when a student has missed 3 or more consecutive days. Parents are asked to call in absences daily. Any absences in excess of 15 days per semester must be accompanied by a doctor's note. Numerous absences may result in failure to be promoted to the next grade.



PERMITTED ABSENCES

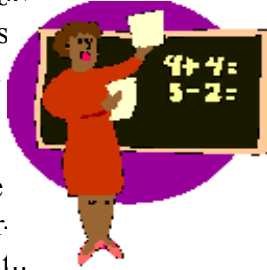
~ must be prearranged ~

Absence from school for a family trip other than an emergency is greatly discouraged. In almost all cases, the student's grades can suffer from being absent from regular classroom activity. In some cases, advance (prearranged) approval for a permitted absence can be obtained from the Principal. Attendance records will be reviewed before a permitted absence is granted by the Administration. Excessive absences (cumulative excused and unexcused in excess of 7 days) may lead to the Permitted Absence being denied. **No more than 5 days will be permitted for a prearranged Permitted Absence.** Anything more than 5 days will be unexcused and you may be asked

to withdraw your child from school if the time is more than 10 days. Students may re-register upon their return. Only one permitted absence form will be approved each year.

MAKE UP WORK

Twenty-four hours notice must be given for homework and assignments to be prepared by teachers and picked up by parents when a child is absent. Students will be given 2 days for each day's absence to make up missed work. Work not completed within this time frame may not be accepted. If there are extenuating circumstances, arrangements must be made with the teacher in advance.



WITHDRAWALS

~ 24 hour notification ~

If you plan to withdraw your child from RCE, 24 hour notification must be given and it is necessary that you come into the office on the last day of attendance to sign a withdrawal form. The parent/guardian may call the office one day prior to notify the office regarding the withdrawal. This will give our office and teachers ample time to fill out necessary paperwork (withdrawal form) and input all student grades in Pinnacle for an accurate student withdrawal grade. It will also allow the school the opportunity to check all textbooks and library books as they must be returned before withdrawal is finalized. This will expedite your child's records being forwarded to the new school, as well as your registration process there.

EMERGENCY DISMISSAL

In the event of a natural disaster (hurricane, tornado, fire, etc.) school may have to be dismissed earlier than the usual time. All children will be placed on their regular buses. Please discuss with your child any instructions as to where he/she is to go if there is such an emergency. Walkers and car riders will call their parents at the emergency numbers listed on the Student Information Card.

EMERGENCY PROCEDURE CARD **STUDENT INFORMATION CARD**

Sometimes an emergency develops at school

that requires immediate notification of parents or guardians; having an Emergency Procedure Card insures that your child will receive immediate care of treatment. Please complete or update this card when it is sent home on the first day of school. Be sure to include an alternate person to be notified in case you cannot be reached (local relatives, neighbors, friends, employers, etc.) Local numbers are preferred. **Please inform the Office of any changes in your address, phone number, or place of employment during the year.**

HEALTH SERVICES

When a student is ill during the school day, he/she may be sent to the health Clinic Aide. If the clinic Nurse calls and asks you to come get your child, please be assured that we believe it is serious and deserves your immediate attention.

Because of state regulations, the Nurse does not dispense medication without a prescription. If your child is under a doctor's care and is to take medication during the school day, you **MUST** bring written authorization from the doctor indicating: dosage, time medication is to be taken, doctor's name, parent signature, and phone number. The prescribed medication must be in the original container with the student's name on the label. The medication **MUST** be brought in by an adult. We are not allowed to send medication by a child on the school bus or walking home.



CONTAGIOUS & INFECTIOUS DISEASE PROCEDURES

If a child is diagnosed with a contagious or infectious condition (head lice, pink eye, scabies, ringworm, measles, chicken pox, the fifth disease, etc.) that child may not come in contact with other students until he/she has been cleared by medical personnel. Once medical clearance is obtained, the parent **MUST** accompany the child when readmitting him/her to school.

Parent(s) must treat children found with HEAD LICE and accompany the child to school for clearance by the LPN. The child may not ride the bus until this clearance is obtained.

PARENT TEACHER CONFERENCES & USE OF AGENDA

Reedy Creek is very much interested in communicating with parents in every area of a child's school experience. The School Advisory Council has purchased this agenda for every child. **You are asked to review and sign it nightly.** You may use this agenda to communicate with your child's teacher just as the teacher will use it to communicate with you.

The Principal and Assistant Principal are happy to meet with any parent about any problem; however it is always more expedient and courteous to meet with the child's teacher and work to resolve problems at that level first. Please feel free to call and leave a message, and the teacher will return your call. **Phone calls will not be put through to any classroom during the instructional day.**

FIELD TRIPS

Students have opportunities throughout the year to participate in school sponsored field trips. The teachers choose those trips which are both educational and fun. There is always a serious attempt to balance the costs for parents. Please understand that when there is a fee for a trip a **FIRM DEADLINE** is set for having the money and the signed permission slip turned in at school.



The reason for the deadline is for bookkeeping purposes - tickets must be arranged and paid for in advance. We expect students to be responsible in getting that information home to you and that the fees are sent in within the time allowed. If not, your child will not be able to attend the trip. **Personal checks made out to Reedy Creek Elementary are accepted for field trips. Once tickets are purchased, no refunds can be granted.**

Parents are welcomed to chaperone on most field-trips. However, you must communicate your wish to do so to the teacher in a timely manner. Chaperones must travel on the bus and with the students. **No siblings are allowed to go along.** Please do not ask the teacher to make any exceptions. All

chaperones **MUST** complete an on-line OASIS volunteer application at www.osceola.k12.fl.us; from the main website go to departments and then OASIS. The purpose of this volunteer application is to obtain a background check on all individuals who volunteer to work and come in contact with students. Please do not be insulted when we ask you to do this. It is a district policy and is for the protection of our students.

NEWSLETTER

A monthly newsletter is sent home with your child. Included in it are the lunch menu, calendar events, special announcements and acknowledgments, and educational activities to do with your child.

LOST & FOUND

Every year our school turns over several hundred dollars worth of discarded clothes and school items to charity. The school keeps items found in large boxes by the custodial area. Parents may come by between the hours of 3:30 - 4:00 p.m. to look for articles lost during the year. The best safeguard is for parents to mark all items with the child's name so they can be returned when found.



VISITORS ON CAMPUS

Only those students enrolled at Reedy Creek may be on the school premises during the school day. Parents and all adults must report to the office before going down into the building, using only the front entrance. **Siblings are not** allowed to participate in classroom parties or events. This will ensure the safety of all our children...including yours. All visitors must display a Visitor's Badge when on campus.

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year when students have articles which are hazardous to the safety of others or interfere in some way with school procedures. All such items will be taken away from the student and returned only to the parent. Such items are knives, guns (even play guns), water guns, fireworks, bullets, and anything which can be used as a weapon. Also, tobacco and alcohol are absolutely forbidden. Any student



having such articles will be dealt with by the Administration and suspended from school.

Toys are discouraged as they are distractive or can be lost or stolen. **Pokemon toys, Yu Gi Oh cards, laser pens, gameboys, or any electronic or battery-operated toys or games including CD players, are never allowed, as they can be distracting and/or stolen.**

DRESS CODE



Osceola County School Board members held a workshop to explore the possibility of a district-wide uniform requirement in mid-March; during this forum, members and attendees referred to research stating that uniforms help reduce violence, improve academics, and cut down on distractions. Parent surveys were also sent home, and according to these results, our community overwhelmingly supports this idea.

As a result of this process, the School Board members approved a policy requiring uniforms for all students, from Kindergarten through 12th grade, effective at the start of the 2008-09 school year.

Under the policy, students will be required to wear navy or khaki pants, shorts, skirts or jumpers for bottoms, and polo or woven Oxford-type white or navy shirts for tops. Reedy Creek Elementary students will be permitted to wear a red-colored shirt, of the style listed above. On Fridays, the students will be encouraged to continue to wear their RED spirit t-shirt. This t-shirt may be purchased through our Parent Teacher Organization (PTO) at RCE. Students may purchase uniforms anywhere they see fit. A school logo polo will be available for purchase at RCE in the School Store.

We ask that parents adhere to the above guidelines when purchasing school clothes.

****SCHOOL DISTRICT DRESS CODE POLICIES ARE LISTED IN THE CODE OF STUDENT CONDUCT Handbook and at the back of this handbook.**

TEXTBOOKS AND SUPPLIES



Students are issued textbooks without charge. The student is responsible for the maintenance

of the books assigned to him/her. Parents are required to pay for lost or damaged textbooks. There is no supply fee. Students should supply their own paper, pencils, and worktools. The SCHOOL STORE, located in the main hallway, is opened daily from 8:20 - 8:45 a.m. Students may purchase supplies there. The SCHOOL STORE is a fundraiser and any money raised is used for improvements at the school.

REPORT CARDS

Reports of student progress are issued every nine weeks (see dates on first page). Parents are asked to review the report cards with their children, sign the envelope, and return the envelope to the teacher. Report cards will list skill development as required by the Sunshine State Standards. Grades differ within certain grade clusters.



KINDERGARTEN

- O = Outstanding
- S = Satisfactory
- N = Needs Improvement
- + = Demonstrates Consistently
- ✓ = Learning & Developing
- = Area of Concern
- / = Instruction not yet given

FIRST - FIFTH GRADES

- A = 90 - 100 Outstanding Progress
- B = 80 - 89 Above Average
- C = 70 - 79 Average
- D = 60 - 69 Below Average
- F = 0 - 59 Not Passing
- I = 0 - 0 Incomplete

DISCIPLINE

One of the essential ingredients to a safe, smooth running school is a discipline structure. The school staff and administration believe this is true and consequently expect that children come to school ready to learn and participate in positive ways. The staff works diligently to help students find success in school. However, if a student's behavior limits the learning of other students, or prevents teachers or staff members from accomplishing their jobs, the teacher or administration may call to get parents' support in stopping whatever behavior is

being displayed.

If disruptive behavior continues after counseling and several other disciplinary actions, or is judged to be harmful to others, the student could be suspended from school. Teachers must have the right to teach and other students have the right to learn in a safe environment. Those rights will be protected for your child as well as all the children and staff. If you have any feelings about discipline as it relates to your child, please write or call the Principal, Mrs. Crook-Nichols. The school-wide behavior plan centers around what we call the Reedy Creek “**GUIDELINES FOR SUCCESS.**” These general procedures are posted in every classroom as follows:



GUIDELINES FOR SUCCESS

Show respect for self and others

Offer cooperation

Always try; do your best

Remember to make responsible choices

Stick with safe behaviors

RCE... Where every Eagle **SOARS!**

Guideline One: Show Respect for Self and Others:

Everyone must know that Reedy Creek is a supportive place, where all are treated with respect. Respect is taught as the golden rule: treat others, as we want to be treated. Any behavior that could hurt someone else either physically or emotionally will not be allowed. Respecting others includes using polite words, taking turns, and listening to others. Respecting property includes caring for our school, play equipment, the personal property of classmates and staff and returning found items to the Front Office.

Guideline Two: Offer Cooperation:

Cooperation means working together as a team to achieve the common goal of learning. Cooperation includes being polite, treating others with respect, accepting differences between people, dealing with disagreements through positive communication (I

messages, conflict resolution, and listening skills), and encouraging others to do their best.

Guideline Three: Always try; do your best:

The best way to learn something new is to practice until you can do it. When you first try to do something it is often hard, but if you keep trying, it gets easier. When you do your best you learn more and feel more responsible. If you make mistakes, but did your best, others can help you learn from those mistakes.

Guideline Four: Remember to make responsible choices:

All through your life you must decide how you will act. Therefore, we expect you to do what is right whether anyone is watching you or not. This is called “being responsible.” It is not always easy to make responsible choices, especially if someone else is not being responsible. It is important for you to remember that you are in charge of yourself. You can do what is right! Responsible behaviors include walking quietly in the hall when using a pass and being prepared for class with supplies and signed agendas.



Guideline Five: Stick with safe behaviors:

Safe behaviors means acting in a way that will not hurt you or others. Safe behavior includes following established procedures in the halls, playground, cafeteria, classroom, and on buses, even when no one is watching. Sticking with safety will guarantee a secure environment for all.

PLAYGROUND PROCEDURES

GOAL: Students will play safely and respectfully while on the playground.

- Stay in age appropriate area.
- Students will leave rocks, mulch, sticks, and other dangerous objects alone.
- Students will show respect for others and follow instructions given by staff.
- Finish food before entering playground.
- Dispose of trash in trash cans.
- Students will settle differences peacefully using “I messages” and conflict resolution.

- When the classroom signal is given, students are to stop what they are doing and line up quickly and orderly.
- Students will stay out of ditches, off the hill, and away from puddles and mud.
- Shoes must be worn at all times and remain fastened.
- Students are not allowed to touch, pull, tickle, lift, or in anyway interfere with any other student while on the playground equipment.
- When the “Stop” message is given by another student it must be respected.
- Students are not permitted in the PE shed.

SPECIFIC RULES FOR PLAYGROUND EQUIPMENT ARE POSTED ON THE PLAYGROUND AND WILL BE TAUGHT BY THE STAFF.

CAFETERIA

The Breakfast line is open from 8:15 - 8:45 a.m each day. **Car riders arriving after 8:30 a.m. will not be allowed to purchase breakfast.** The price for breakfast is \$1.00 (\$.30 reduced) and lunch is \$2.10 (\$.40 reduced). Students may prepay on any day of the week for both lunch and breakfast. Parents may also place money into an account for the student to use at his/her discretion for extra food items. **Please note: Personal checks are not accepted in the cafeteria.** Enroll in our online pre-payment program - www.myLunchMoney.com and “Make Your First Payment Your Last!” Applications for free & reduced meals will be sent home the first day of school. **Applications MUST BE COMPLETED & APPROVED each year - there is no carry over from the previous year after 8/31/08.** The Cafeteria Manager is always willing to work with parents. If you have any questions or problems please contact Ms. Close at (407) 935-3589 or (407) 935-3580 ext. 20505.



CAFETERIA BEHAVIOR EXPECTATIONS

The staff at Reedy Creek would like to make sure that each family is aware of the rules we have set forth for student behavior in the cafeteria as well as the consequences for breaking those rules. It is important that you review these rules with your

child, as we do here at school, so that when he/she is corrected, the rule is well understood. Since our cafeteria is such a sound box, we need the cooperation of the student body in controlling the noise level. The students are reminded to speak softly and use good table manners.

If we have your child call you at work or at home regarding misbehavior in the cafeteria, please understand that several individual and group warnings and reminders have been given to your child and your reinforcement of correcting the behavior is needed and appreciated.

REEDY CREEK CAFETERIA PROCEDURES

- Use table talk and a quiet voice
- Have money in your hand, ready to give to the cashier.
- Give your name or ID # to the cashier clearly.
- Practice good table manners (keeping hands and other objects to yourself, staying seated, feet under the table, not talking with food in your mouth, using napkins, and saying please and thank-you; food is to be eaten, not played with during lunch.
- Do not share food or touch the food of others.
- Raise your hand if help is needed.
- Pick up all trash in your area.
- Soda is **NOT ALLOWED** in the cafeteria.

TRANSPORTATION

Parents are asked to complete a bus registration form the first few days your child starts to ride the school bus. The completion of this form is vital in order to be granted state funding through the Florida Department of Education. For a temporary bus change, written permission must be sent to the Principal in advance for any request by the parent for a change in a student’s bus transportation or bus stop. We can only allow students to make temporary bus changes under **extremely extenuating circumstances** and then only if there is room on the other bus. Non bus-riding students (those not registered or who live within 2 miles of RCE) are not allowed to ride the bus, even on a temporary basis. For a permanent bus



change (change of address), the parent/guardian must come to the school office and provide a new proof of residence.



Every student is given a list of the bus rules and regulations (see below). **To ride the bus to school is a privilege, not a right.** Any student who disrupts the driver's attention will be referred to an Administrator for discipline. The list of consequences gets more severe with each referral until a student is removed from the bus permanently. In the event of a bus suspension, it is the parent's responsibility to transport the student to and from school. Students on bus suspension may not ride buses on field trips during the suspension time.

If there are concerns or questions regarding bus personnel, they can be best handled by calling the transportation supervisor at 407-343-4540.

BUS SAFETY RULES

All students **MUST** abide by the rules listed below.

- (1) Classroom conduct is to be observed.
- (2) There should be no unnecessary conversation with the Driver while the bus is in motion.
- (3) Students must ride their assigned bus and each must board at a designated stop. Students must present a written request from the parent/guardian to the Administrator for approval of any changes.
- (4) Students are requested to be at the bus stop 10 minutes before scheduled pickup as the bus will not wait beyond the scheduled time.
- (5) Students will stand off the roadway and exhibit appropriate behavior while waiting for the bus. Parents are responsible for their children prior to boarding the bus and after departing the bus.
- (6) Students will board, depart, and cross the roadway as per instructions from the Bus Driver.
- (7) The Bus Driver **MUST** assign seats and students will sit in their assigned seats at all times.
- (8) No portions of the body are permitted outside the bus windows.
- (9) Reptiles, bugs, animals or marine life, dead or alive, are not permitted on the bus.
- (10) Smoking, use of tobacco products, or other mood-modifying substances is strictly forbidden.
- (11) Band instruments, school projects, or special equipment which interfere with the seating

or safety of others are not permitted on the bus.

(12) Inappropriate gestures, obscenities, vulgarity or profanity will not be tolerated.

(13) Guns or any kind of weapons are prohibited. Eating, drinking, or chewing gum is not permitted.

(14) Students will not throw away any item in/out of the bus.

(15) Students will be responsible for VANDALISM and RESTITUTION will be required.

(16) Students must be absolutely quiet when the dome lights are on. Excessive noise is prohibited.

(17) Any behavior that adversely effects the safety or well-being of others is prohibited.

BUS REFERRAL CONSEQUENCES

- | | |
|--------------|--|
| 1st Referral | WARNING |
| 2nd Referral | ONE day bus suspension. |
| 3rd Referral | THREE days bus suspension |
| 4th Referral | TEN days bus suspension |
| 5th Referral | SUSPENSION from the bus for the remainder of the school year. |

PERSONAL CHECKS POLICY

Reedy Creek Elementary does accept checks for the following activities:

- fieldtrips
- fundraisers
- Scholastic book orders

All checks should be made payable to Reedy Creek Elementary. RCE uses Automated Recovery Solutions to electronically redeposit returned checks. In the rare instance that this may occur, this electronic redeposit and associated fees will be indicated on your bank statement.

RETURNED CHECKS

In an effort to curb the internal cost that our District bears each year in returned checks (Non Sufficient Funds-NSF, Account Closed, Fraud and Stop Payment), we have contracted with Automated Recovery 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
\$300.00 - \$800.00	\$40.00
\$800.01 - Plus Check	5% of Face of Check

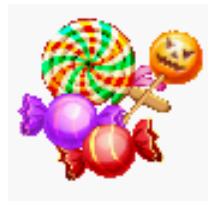
If a check is returned Account Closed, Fraudulent, Stop Payment or the NSF Item is unable to be electronically recovered due to a zero balance, letters will be sent in which the check writer must pay the Full Face amount plus the above authorized state Fees within (15) business days. If not, the bad 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 Automated Recovery Solutions at 800-390-3948 or visit their website at www.automatedrecovery.com.

CANDY

Students may not bring candy to school. On occasion, you will discover that your child's teacher(s) may use candy as an incentive to encourage and further motivate student success. The quantity of candy distributed will be done in moderation and will only be done by the teacher



or another RCE staff member (i.e. Guidance Counselor, Media Specialist, Administration etc...). Candy will be incorporated into an academic activity during certain times of the year

(i.e. Halloween, Winter Holidays, Valentines Day etc....).

CELL PHONE USAGE

Cell phones are prohibited on campus. Cell phones are distracting to the learning environment and therefore may not be taken into the classroom. Only extreme circumstances for a student to bring a cell phone to school will be reviewed and approved by administration. Parents must request and fill out a Cell Phone Usage form for review by the Principal. Students who are approved to bring a cell phone to school will be required to check the cell phone into the Main Office every morning and pick it up at dismissal. If the above procedure is not followed, the child's cell phone usage privilege will be revoked.

STUDENT ACCIDENT INFORMATION

NOTICE:

Please carefully read this NOTICE and review the STUDENT ACCIDENT INSURANCE POLICY APPLICATION from Reliance Standard Insurance that your student brought home with this Student Handbook.

THIS IS REQUIRED BY THE SCHOOL DISTRICT - NOT THE INSURANCE COMPANY

Accidents, which occur while your child is going to or from school or while he/she is at school usually, are not the responsibility of the School District. For this reason parents/guardians should have insurance to assist in the expenses of medical care.

The “Student Accident Insurance” made available will not necessarily pay all possible expenses that may be incurred, but could help greatly, even if you have other insurance on your child/children. The cost of the “at-school” coverage (which includes traveling to and from school as well as any school sponsored and supervised activity) is only \$7.00 for Grades K-12 for the entire school year. Other options for broader coverage on a “24-hour” basis are available for increased premiums. (This program does not cover students participating in High School Athletics the District provides a separate policy for them.)

Because of tremendous increases in the cost of medical care and the number of people without insurance - of any kind - it is necessary for us to request that you, as parent/guardian, acknowledge the receipt of the “Student Accident Insurance” brochure. We will retain the signature page from this Handbook as evidence that you have reviewed this notice and accompanying “Student Accident Insurance” brochure - the coverage, the premium cost and you have decided whether or not you need to purchase this inexpensive protection for your child/children.

Thank you for your attention to this important matter!

The 2008-2009 School Uniform Policy is in during the 2009-2010 School Year.



Osceola County School Board Approves Mandatory School Uniforms For All Students For The 2008-2009 School Year

On April 15, 2008,

The Osceola County School Board implemented the following uniform policy for all elementary, middle, and high school students for the 2008-2009 school year.

--Navy blue or khaki pants, walking shorts, slacks, skirt, skorts, jumper, or similar clothing made of twill, corduroy, or denim fabric. (A small logo is acceptable)

--White or navy blue shirts with collars such as a polo, oxford, or dress shirt (A small logo is acceptable)

Schools have the option of adding one or two shirt colors to reflect their school colors, and schools could permit students to wear school-sponsored T-shirts on Fridays or school spirit days that the school principal designates.

Other Important Things To Know:

- The size of shirts and pants must be appropriate to the student's body size and not oversized or undersized.
- Shirts must be tucked into the waistband of the pants or skirt. Exceptions will be allowed in individual cases at the principal's discretion.
- Pants or shorts with belt loops must be worn with a belt so that the waistband is worn at the waist and not below.
- The hem of the girls' skirts or dresses must be no shorter than mid-thigh.
- Elementary and middle school students' footwear must be closed toe and heel athletic shoes. High school students may wear sandals provided they don't interfere with the safety and welfare of the student. Platforms and shoes with wheels may not be worn.

School Uniform Questions & Answers:

Q. When will I find out what additional shirt colors my school will allow?

A. The schools are currently working on this, and will have a decision by the end of this school year.

Q. Where can I purchase the uniforms?

A. You may already have clothes that can serve as school uniforms, or you can buy them from any local retailer in the mall, at discount stores, at consignment shops, from a uniform company, or from a catalog. As long as the clothing meets the requirements, it doesn't matter where you get it.

Q. Is any consideration being made for parents with financial hardships?

A. No student will be denied attendance at school or be penalized for failing to wear a school uniform due to financial hardship. Each school and School Advisory Council will be developing procedures and criteria to offer to assist these students. Please notify the principal if assistance is needed.

Q. Where can I find the entire dress code/school uniform policy for the '08-'09 school year?

A. Log on to www.osceola.k12.fl.us and click on the link under "What's New."

Q. Why did the Board adopt school uniforms?

A. The new policy was adopted to enable all students to experience a safer learning environment on all of our school campuses.

INSURANCE COVERAGE AS A PASSENGER ON A SCHOOL BUS

Dear Parent or Guardian:

Effective October 1, 1997 the Florida Legislature made school buses subject to statute 627.73 “ Florida Motor Vehicle No-Fault Law”. This law requires the District to coordinate benefits with your personal automobile insurance.

If your student is a passenger on a School Bus that is involved in an accident and requires medical attention following the accident, the accident should immediately be reported to your automobile insurance agent and/or automobile insurance company. Medical bill must first be submitted to your auto carrier. Your “no-fault” insurance covers (80%) of medical and related expenses under this mandatory insurance and should pay any medical expenses incurred first.

The Osceola School Board provides medical payment insurance with limits of \$5,000 and will pay the twenty percent (20%) medical expense bills not covered by your “no-fault” insurance.

In an effort to assist you with this process, please feel free to forward to Risk & Benefits Management at the above address, 1) the explanation of benefits showing amounts paid by your automobile insurance, and 2) the bills you have received from the hospital with unpaid balances. (If you do not own an automobile and therefore do not have automobile insurance, please let us know.) We will work with your insurance company and our insurance administrator to get these bills paid for you in a timely manner.

We hope that this notice will help you understand the procedures that you should follow and we look forward to assisting you in any way that we can.

Sincerely,

Ken F. DeBord
Coordinator
Risk & Benefits Management