

# WELCOME TO OPEN HOUSE

## 2021-2022

Principal: Mr. Maurice Stokes

Assistant Principal: Mrs. Candace Gautney





### Arrival and Departure Times

Morning Supervision for students.....	7:45AM
Breakfast .....	7:45AM - 8:25AM
Academic Day Begins.....	8:15AM
Student Dismissal.....	2:50PM

**PLEASE NOTE: Students will not be called out of class between 2:20 and 2:50pm. If you are planning to sign your students out, it must be prior to 2:20pm. If you must change the dismissal plan for your child, it must be done in writing via email to the teacher no later than 1:00pm.**

### Students Leaving During the Day

Students **MUST** be checked out through the school office. Parents/guardians must wait in the main office for his or her child to be released. Individuals who are requesting to pick up the students must be authorized and listed in FOCUS. The parent/guardian must come into the office with a valid Florida Identification card to sign the student out. The student should come to the office prior to leaving the campus. It is important for us to know where your child is once he/she arrives at school.

### Attendance Information

If a student is absent because of an emergency or illness, parents should send a note with the student upon his or her return stating the nature of the absence. Absences will be determined "unexcused" if they fail to meet one of the following criteria: illness of student, a death in the family, doctor's appointment, religious holiday, school-related absences, and absences pre-arranged with the principal.

# Attendance

## **Emergency Information**

In case of an emergency, students are required to have the following information on file at the school office:

- 1) Parent(s)/guardian(s) name(s)
- 2) Complete and up-to-date address
- 3) Home phone and parent(s) work phone
- 4) Emergency phone number of friend or relative
- 5) Physician's name and phone
- 6) Medical alert information
- 7) Authorized person(s) allowed to pick up the student

## **Change of Address/Telephone Information**

It is extremely important for the school to have an up-to-date address and working telephone number for all of our students. Please notify the school immediately if you have a change of address or telephone number.

# Contact Information



# Discipline



## Discipline

In order for our students to learn, live and work together in a productive environment, appropriate behavior is necessary. The school system, the school, and each class have established realistic and reasonable guidelines for all students to follow so that learning can take place without disruption. The Leon County School Board has mandated a Code of Student Conduct which every family can access through the LCS website. You can also request a paper copy by calling the school. Parents and students should read and discuss this publication. Please take note that specific guidelines are established for follow-up of infraction of these rules within the code. Minor problems are handled in a routine manner by the classroom teacher through discussions with the student. Repeated disruptive incidents will be handled by an office referral. In most cases, parents will be contacted regarding this. Your cooperation and understanding is essential. Schools are established for the benefit of all students. The educational purpose of the schools is accomplished best in a climate of student behavior which is socially acceptable and conducive to the learning and teaching process. Students' behaviors which disrupts this process or which infringes upon the rights of other individuals will NOT be tolerated.

# Illness & Medical Information



## **Illness**

If a student becomes too ill to remain in class, we will contact you by telephone and recommend that you come to the school to pick up your child. This is why it is important that we have an updated number on the emergency contact card. Transportation cannot be provided for sick children. If your child is sick, please do not send him to school. A student who contracts a contagious disease or condition such as pink-eye, chickenpox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is corrected.

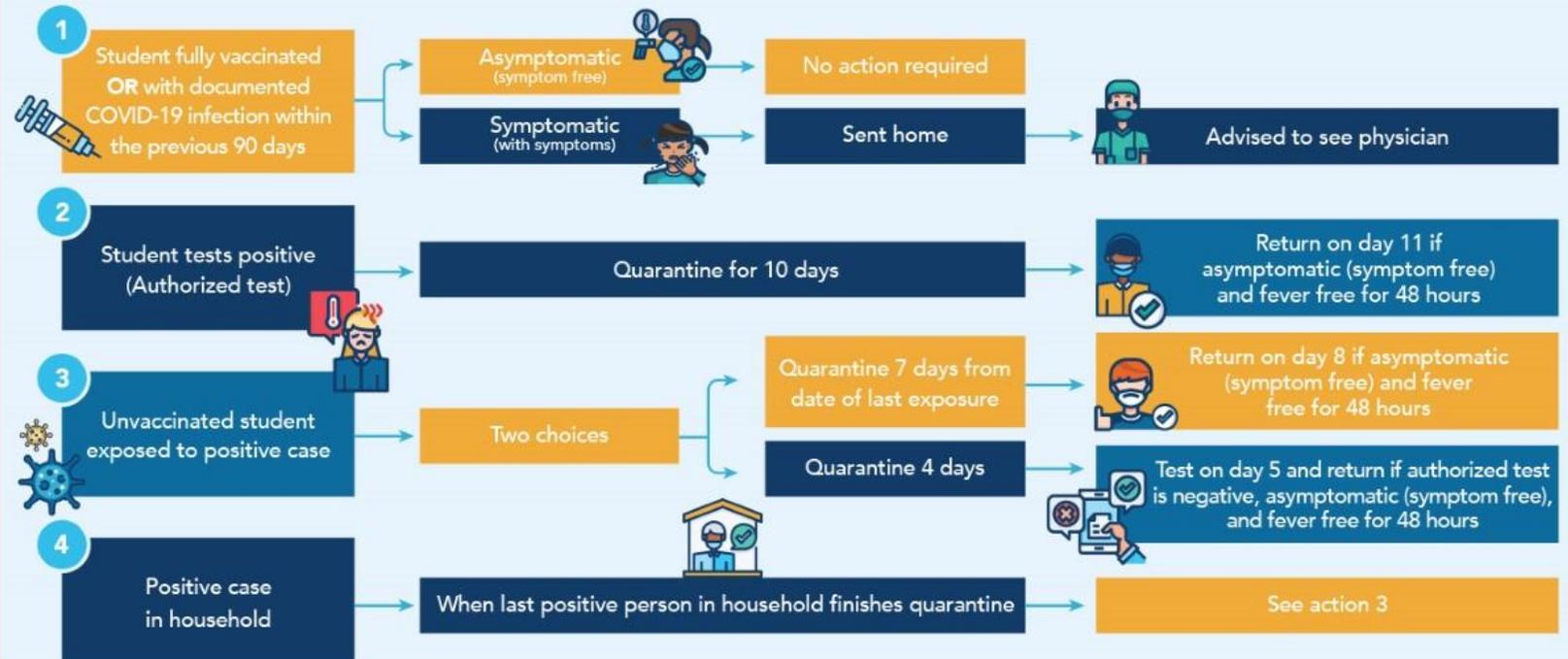
## **Medical Information**

Parents should make the school aware of any medical problem a child might have. School employees may not administer medicine to any student unless the school has the appropriate form signed by the parent. In the event of an injury at school, an attempt will be made to notify parents.

# COVID-19 Protocol

## COVID-19 STUDENT DECISION TREE

Protocol for students



Parents: Do not send your student to school if you are awaiting any COVID-19 test results.



## Report Cards

Report cards are distributed every nine weeks via FOCUS. The comments on conduct and work habits are very important because the development of good habits and attitudes tend to ensure effective learning of the necessary skills. A child's grades are aligned with grade level standards. For students in grades K-1, letter grades of A, B, C, and N reflect the child's performance. "N" indicates that the child is not meeting the grade level standards. In grades 2-5, letter grades of A, B, C, D, and F reflect the child's performance against grade level requirements. Students are retained if they do not pass basic skill objectives at their grade levels. If there are any questions about your child's report card, please contact his/her teacher or our school guidance counselor.

# Report Cards

