

Michael McCoy Elementary School

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WELCOME (*Español, PAGINA # 12*)

Welcome McCoy Jets to the new school year. We are delighted to have you join us and invite you to take an active part in our school. Our mission is to ensure that each student acquire the skills, attitudes and knowledge necessary to reach their potential. This Parent-Student Handbook has been prepared to provide essential information for the students who attend Michael McCoy Elementary School and their parents. Parents and students should take a few minutes to review this information together to gain a greater understanding of our school's operations. Thank you for your continued support in education.

OCPS Vision

To be the top producer of successful students in the nation

OCPS Mission

To lead our students to success with the support and involvement of families and the community

OCPS Goals

- Intense Focus on Student Achievement
- High-Performing and Dedicated Team
- Safe Learning and Working Environment
- Efficient Operations
- Sustained Community Engagement

SCHOOL OFFICE

Please feel free to contact us regarding any information you may need. Listed below are key personnel available to support you.

Teacher (<i>your child's</i>)	Academic/Behavior Progress and /or Concerns
Registrar	Registration, School Transfer, Withdrawals, Records
Attendance Clerk	Absences, Tardies, Excuse Notes
Clinic Attendant	Medications at School, Injuries, Lice
Staffing Specialist	ESE, IEP, 504, McKay
Guidance	Counseling, Behavioral/Emotional Concerns
CCT	ESOL Services
CRT	Textbooks, State Testing, Field Trips
Media Specialist	Library Books, Book Fair
Parent Engagement Liaison (PEL)	Parent Events, ADDitions Volunteers

SCHOOL HOURS

Office	7:30 a.m. to 4:30 p.m.
Breakfast	7:45 – 8:05 a.m. (<i>Students may not be on campus prior to 7:45 a.m.</i>)
Classes begin	8:15 a.m. (<i>Students enter classrooms at 8:10 a.m.</i>)
Dismissal	3:30 p.m. 2:30 p.m. on Wednesday

ADDitions School Volunteers

School volunteers are extra-special people who are committed to making schools the best they can be. They offer special attention and caring that can inspire students to reach for and realize their dreams. Volunteering is a special way to get involved with your child's education. As an ADDitions school volunteer, you can contribute in many ways: assisting teachers in the classroom, helping in the media center, accompanying a class on a field trip or even serving in the School Advisory Council (SAC). It is the school's policy that you volunteer in an area other than your child's classroom. All persons interested in volunteering must complete an Orange County ADDitions form annually. This can be done online at <https://www.ocps.net> .

ARRIVAL / DISMISSAL

Florida Statue 1003.31 requires that the school system provide supervision for students 30 minutes before the school day begins and 30 minutes after the school day ends. Our official school start time is 8:15 a.m. and our dismissal time is 3:30 p.m. (2:30 on Wed) Students should NOT arrive at school prior to 7:45 a.m. unless enrolled in the YMCA Program. SUPERVISION IS NOT PROVIDED FOR STUDENTS ON CAMPUS before 7:45 a.m. or after 3:30 p.m. The School Board cannot be held liable for any harm that may befall a student who arrives at school prior to the designated time of 7:45 a.m. or is not picked up from school by 3:30 p.m.

Upon arrival, students should go to breakfast or to their assigned area and wait quietly until the bell rings. At dismissal, students should go directly to their designated dismissal classrooms where they will be dismissed as a Bus, Car, Day Care Van, Bike Rider, YMCA, or Walker.

It is required that you send a written note, include date, if you change your child's mode of transportation from school. The teacher will not allow a student to alter his/her normal routine without this note. In addition, please provide a Rainy Day Plan in advance and in writing to your child's teacher. It is impossible to call all parents if it is raining during dismissal.

Early check out during school hours is greatly discouraged. Please try to arrange for appointments to be after school hours. Early check out creates an interruption in the classroom and the student misses the opportunity for receiving instruction. Only in an emergency will a student be released within the last 30 minutes before dismissal. (*no later than 3:00; 2:00 on Wed*) All students released early must be signed out in the office with the proper identification/password. The safety of students is of utmost importance.

ATTENDANCE / ABSENCES / TARDIES

Regular attendance at school is essential for student learning. Please be sure your child has eaten a good breakfast and comes to school with all needed supplies. In accordance with Florida Statutes and Department of Education regulations, a written note, signed by a parent/guardian, is required to excuse each absence from school. This must be received within 48 hours of the return to school, or the absence will be recorded as unexcused. Absences are excused when they are due to: personal illness or injury, illness or death of a member of the immediate family, observation of recognized holidays of the student's religious faith, medical appointments, head lice (limit of 4 days), conditions rendering attendance impossible or hazardous to health and safety.

An absence which can be considered of educational value, which has been prearranged with the Principal **at least one week in advance**, may also be excused for students who are in **good academic standing** and have a **good attendance history**. It is the responsibility of the parent to request and complete our form for this purpose, as well as to submit documentation following the absence, which supports the "educational advantage" claim. Teachers WILL NOT be expected to provide assignments to be used during the absence. Missed work will be outlined upon the student's return. If a student is repeatedly absent from school, the school is authorized to require a written physician's statement for subsequent absences to be considered excused.

When a student accumulates unexcused absences within the school year, the consequences are as follows: at (5) the school notifies the parent, at (10) it is reported to the social worker and at (15) the student must be reported to authorities as a habitual truant.

AWARD CEREMONIES

Award Ceremonies are held after the end of each grading period. Students are recognized in various categories such as Principal's Honor Roll (*all A's, O's, S's and working at grade level or above with 2 unexcused absences or less*), AB Honor Roll (*all A's, B's, O's, S's and working at grade level or above with 2 unexcused absences or less*), Most Improved and Perfect Attendance.

BICYCLES

Students riding bicycles to school will be expected to know and follow proper bike safety rules. Students must park their bicycles in the designated area. It is highly recommended that all bike riders secure their bikes with a chain and lock to prevent theft. The school does not assume responsibility for any bike damage or theft. Students who ride bikes must follow these rules:

1. Wear a helmet.
2. Only one person allowed on a bike.
3. Use a bike lock. Do not double lock 2 bikes.
4. Do not leave the bike on school campus overnight.
5. Do not ride the bike on school campus.
6. Use a backpack or basket to carry belongings.

BIRTHDAYS

Parents should not plan to have birthday celebrations at school. Experience shows this practice can have a negative effect on the students whose parents are not able to provide the same celebration. Please do not send party invitations to school for distribution, it creates hurt feelings for those children not invited.

BREAKFAST AND LUNCH

Students are able to eat breakfast and lunch in the school cafeteria. Breakfast is served each morning from 7:45 a.m. until 8:05 a.m. In order to have breakfast, students must be in the cafeteria by 8:05 a.m. Each class is allotted 25 minutes for lunch. Students may bring a packed lunch or buy a school lunch. Students receiving a free or reduced lunch are eligible for free or reduced breakfast. Parents may pay for lunch/breakfast using School Pay at www.schoolpay.com or send a check made payable to Michael McCoy Elementary School in a sealed envelope clearly marked with your child's name, teacher's name and amount of payment. Charging breakfast and/or lunch is not allowed. To qualify for free/reduced price meals, a Free or Reduced Lunch Application must be completed each year. Families will be notified of their status by the district.

BUS RIDERS

All Bus Riders are expected to abide by the standards of school bus behavior, in addition to the Code of Student Conduct. Video cameras have been installed on many buses. Students may be filmed at any time during their ride. The tapes may be utilized to determine violations of the Code of Conduct. Violation of these standards, the Code of Student Conduct or any action or behavior by a student(s) to substantially distract the driver and causes or has the potential to cause a safety hazard on a moving bus may be the basis for suspension from the bus/school and/or expulsion from bus riding privileges. Transportation concerns can be reported to the Transportation Office at: 407-317-3800.

CANDY, GUM AND SODAS

Candy, chewing gum and sodas are not permitted at school. A small treat in a lunch box is permitted if eaten during lunch.

CAR RIDERS

Parents who drive their children to and from school are considered Car Riders. It is imperative that you follow proper drop off & pick up procedures on a daily basis. **If you drive your child to school, you must use the Semoran Boulevard entrance and proceed via the Car Loop. Any other manner of car drop off/pick up is unacceptable and violates school rules.** The Shopping Plaza across the street from the school on Turnbull Drive is not a drop-off or pick-up area for students. The Shopping Plaza has requested that all parents and visitors to McCoy Elementary refrain from parking in their lot. All cars will be towed at the owner's expense. Double parking on Turnbull Drive or parking across the street in the Shopping Plaza's parking lot is a safety hazard. Please use designated parking spaces in the school parking lot. If your child is a car rider, you must obtain a Car Rider Sign from the Front Office. This sign must be displayed on the passenger side front

windshield when picking up your children. A staff member will assist in getting children in and out of cars. Cars are not to be left unattended in the car loop area.

CELL PHONE POLICY

Cell phones at school, school transportation and/or school sponsored events are permitted as long as they are concealed and off. Failure to comply with this policy may result in confiscation of the cell phone and/or other disciplinary actions. If confiscated, the parent/guardian will make arrangements to pick up the cell phone from the school. At no time shall Orange County Public Schools be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

CHANGE OF ADDRESS, TELEPHONE NUMBER AND/OR GUARDIANSHIP

It is vital for the safety and well being of children that we know how to contact each parent or guardian, when necessary, during the school day. Parents are responsible for notifying the office and their child's teacher of any change in address, home/work telephone numbers, emergency contacts or guardianship.

CODE OF CIVILITY

Orange County Public Schools has adopted a Code of Civility setting expectations for respectful treatment of all individuals. Please refer to the OCPS Code of Student Conduct booklet for a detailed description.

CODE OF STUDENT CONDUCT

The OCPS Code of Student Conduct helps students, parents, and school personnel understand the guidelines for maintaining a safe and orderly learning environment. This code applies to all Orange County Public Schools (OCPS) students. All students must obey district rules, as stated in the Code of Student Conduct, while on school grounds, while being transported to or from school at public expense and during school-sponsored events, such as field trips and other school functions. A copy of the Code of Student Conduct is supplied to each family every year as requested and is available online. Please read and discuss the contents with your child.

CONFERENCES

Parent-Teacher Conferences are scheduled twice a year for parents to meet with teachers, obtain academic information and discuss student progress. In addition, frequent communication throughout the year with teachers is strongly recommended. Parents may request additional conferences as needed.

CUSTODY CONCERNS

Parents having sole custody of a child with any specialized court orders that restrain a natural parent from coming in contact with the child should notify the office of the circumstances. Legal documents of this type **MUST** be included in the child's records. It is imperative that the school office be informed concerning court orders, which establish legal guardianship and prevent either one or both birth parents from visitation with the child.

DRESS CODE

As you prepare for the new school year, please review the OCPS Student Dress Code below to ensure your clothing purchases are in compliance. Specifically, pay attention to number 9 and 10 which address the length of shorts and size of shirt straps required. (*provided with end of year report cards and in our website*)

The dress and grooming of Orange County Public Schools students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. These minimum standards of dress and grooming apply to all students in the public schools of Orange County, unless a specific exemption is granted by the principal. Any request for an exemption shall be made to the principal.

1. Clothes shall be worn as they are designed-suspenders over the shoulders, pants secured at the waist, belts buckled, no underwear as outerwear, no underwear exposed.
2. Clothing with holes, tears, or inappropriate patches will not be allowed if considered obscene.
3. Bare midriffs and bare sides should not show even when arms are extended above the head.

4. Clothing normally worn when participating in a school sponsored extracurricular or sports activity may be worn to school when approved by the sponsor, coach, or principal. Examples would be cheerleader, drill team and band uniforms, team shirts, etc.
5. Clothing that is too tight or revealing is unacceptable.
6. Garments and/or jewelry which display or suggest sexual, vulgar, drug, alcohol, or tobacco-related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.
7. Gang paraphernalia, jewelry, tattoos, clothing or other insignias which display, suggest, provoke, or may tend to provoke violence or disruptions are not allowed.
8. The following items have potential to cause disruption or threat to a safe and positive school environment and are prohibited.
 - a. Hats, caps, visors, sunglasses, or bandanas while on campus during the school day
 - b. Chains hanging from the neck, belt, pocket, or attached to wallet
 - c. Jewelry that contains any type of sharp object
9. **Hemlines of shorts, dresses, skirts, and skorts shall be no shorter than mid-thigh.**
10. **Clothing must follow the four finger wide rule at the shoulders. (*straps must be four adult fingers wide*)**
11. **Shoes** shall be worn. The following are not acceptable:
 - a. Thong sandals (K-8)
 - b. Cleated Shoes (K-12)
 - c. Backless Shoes (K-8)
 - d. Heeleys [shoes with wheels (K-12)]

Any student who violates the dress policy described in Florida Statute Section 1006.07(2)(d) will be subject to disciplinary action as outlined in the Statute. Individual schools are expected to use the state and district dress and grooming guidelines as minimum standards, but are encouraged to extend their own standards to meet the uniqueness of their school community.

EARLY PICK-UP

Early check out during school hours is greatly discouraged. Please try to arrange for appointments to be after school hours. Early check out creates an interruption in the classroom and is detrimental to learning. Students are signed out through the office only to an authorized adult on the registration card who arrives no later than 3:00 p.m. (*2:00 p.m. on Wed*). Only in an emergency will a student be released within the last 30 minutes before dismissal. (*no later than 3:00; 2:00 on Wed*) All students released early must be signed out in the office with the proper identification/password.

EMERGENCY EVACUATION DRILLS

Emergency Drills are conducted throughout the school year (*most are monthly*) to familiarize students with procedures in the event of a fire, severe weather, lock down and/or off campus evacuation. Students are to follow the procedures outlined by their teachers quickly and quietly. There is NO TALKING during a drill. Any campus visitors present at the time of a drill are expected to cooperate fully and participate in the drill.

EMERGENCY INFORMATION

It is vital for the safety and well-being of each child that we know how to contact each parent or guardian (when necessary) during the school day. We need an accurate home phone number, work phone number and emergency phone number for each student. **If there is no home phone, please provide us with the number of a relative or neighbor. The school must be able to contact someone responsible for the student in case of an emergency. In the event that any of this information changes, please notify the office and teacher in writing.** Failure on your part to keep us informed of changes may cause loss of precious time contacting you.

Whenever possible, parents will be notified first. However, if a parent/guardian is unable to be reached, we will call one of the other names listed on the form. In the case of medical emergencies, we will call 911 if unable to reach an emergency contact after reasonable efforts. It is imperative the school have current telephone numbers and names of adults who may make decisions in emergency situations.

ESOL – English for Speakers of Other Languages

English Language Learners (ELLs) are provided comprehensible instruction through our specialized programs in English for Speakers of Other Languages (ESOL) within their regular classroom. All teachers who work with ELLs are trained and are highly qualified to work with these students. Upon registration, students are evaluated to determine qualification for the ESOL Program and parents are invited to a meeting.

EXCEPTIONAL STUDENT EDUCATION SERVICES

Exceptional Student Education (ESE) Services ensures the appropriate education of all students. The primary focus of ESE is to have students access the general education curriculum. A student's primary educational need(s) are identified in an Individual Education Plan (IEP) and are met through the use of accommodations, services, specialized instructional materials, and behavioral approaches that are research-based and exemplify best practices. Eligible students are served in the least restrictive environment as appropriate to the student's identified needs. Exceptional education units in the areas of Specific Learning Disabilities, Speech and Language, Intellectual Disabilities, and Gifted Education are provided to ensure the most appropriate learning opportunities for every child. Students are staffed into these programs based on specific program criteria. The Florida Department of Education offers a parental choice program for ESE students through the John M. McKay Scholarships for Students with Disabilities Program. For specific information about the McKay program, please visit the OCPS McKay website at www.ocps.net (under the Departments tab), visit the state's website at www.floridaschoolchoice.org, or call the district office at 407.317.3279. For more information about ESE programs and services, please contact the school's Staffing Specialist.

FIELD TRIPS

Educational field trips are planned as part of the school program to enhance instruction. *Chaperones are for the purpose of providing additional supervision for our students and are therefore expected to ride the bus and assist the teacher. Parents who serve as chaperones must abide by the student dress code standards outlined in the Orange County Code of Student Conduct and under Dress Code on pages 4-5 of this handbook. (no shorts, tank tops or revealing tops)* Due to the sometimes limited number of seats available on the bus, teachers will rotate parental participation if necessary. Any person attending a field trip as a chaperone MUST have a completed Additions Volunteer form on file in the office 6 weeks prior to the day of the trip.

Permission/funds required for all trips and must be received by the teacher by the indicated deadline. Students without written permission will remain at school. Students who are tardy for field trips may be left behind. Non-enrolled children who are friends or relatives of students are not allowed on field trips. (siblings are not allowed) Students with a history of poor self-control may be prohibited from participating in a Field Trip. Parents may be required to accompany their child on a trip when the child has demonstrated questionable behavior. All bus rules apply when on field trips.

All students participate in District Sponsored Field Trips which are an integral part of meeting the state standards. Parents will be notified as these occur.

GUIDANCE SERVICES

The school counselor serves as a vital role in maximizing student achievement. The counselor supports students in their efforts to learn and assists them in their personal and social growth. Individual and small group sessions focusing on self-concept, respect for the feelings and beliefs of others, decision-making, anger management, conflict resolution and drug abuse and safety are conducted in order to ensure that students acquire the skills, knowledge and attitudes necessary to reach their full potential.

HEALTH ROOM

The Health Room is maintained by a health attendant and the school office. We do not have a licensed school nurse or a licensed health professional on our school campus. Parents need to complete the school's emergency form with names and phone numbers of people authorized to pick up their children in the event they are unable to be contacted. In an emergency, 911 may be called. Please let the office know of any changes in information. Under no circumstances will any medication, not even aspirin, be given to anyone without a physician's order

or an Authorization for Medication Form completed by the parent. The authorization form is available in the Health Room. Medication must be delivered to the Health Room in person by a Parent. Medication must be received and stored in the original container with the pharmacy label. Do not send any medication to school with your child. Please do not send your child to school if he or she has a rash, fever, eye drainage, severe vomiting or diarrhea, a productive cough, or any symptom that may be an indication of communicable disease. Students with any of these symptoms will be sent home. If your child has any of these symptoms, please notify the school that your child is ill and request a doctor's note so that your child's absence can be excused.

HOMEWORK

Homework is an essential part of the education process and should augment classroom instruction. Parents are encouraged to designate a specific place and time each day for their children to complete homework assignments.

HONOR ROLL

At the end of every grading period, students in grades 2-5 are recognized for their academic achievement. Students who earn all A's, B's, O's, S's, and who are working at grade level or above with 2 or less unexcused absences are recognized for earning honor roll.

HOSPITAL/HOMEBOUND

If a student is to be confined to the home or hospital by a licensed physician for a minimum of fifteen (15) days due to illness or injury, the student may be eligible for the Hospital/Homebound program. Instruction is provided by a certified teacher in the home or hospital. Application forms may be obtained from the school counselor or Homebound Office.

LICE

If a student is found to have head lice, the parent will be contacted at once and it will be necessary for the student to be isolated from other students. Any student with lice or nits must be effectively treated with a recommended shampoo. Our school has a "no nit policy." Lice and nits must be completely removed from the hair before the child can return to school. Only 4 days are deemed as excused absences for lice related issues.

LOST AND FOUND

Lost articles, which are returned to the office, are stored for a limited time in our lost and found. Please label any materials or clothing which your child wears or brings to school. Due to space constraints, the items are donated to charity if not reclaimed within a reasonable amount of time. (usually at the end of every grading period)

MEDIA CENTER

The Media Center provides students an opportunity to check out books for study and enjoyment during library visits. Books are checked out for one week and may be renewed if necessary. Kindergarten and First grade student's check out one book, students in Second, Third, Fourth and Fifth grades may checkout two books. Students may not check out if a book is overdue. Books which are lost or damaged to our school, and other Orange County Public Schools, must be paid for by the parent before the student resumes library checkout privileges.

MEDICATION AT SCHOOL

Do not send medications to school with your child. This practice puts your child, as well as his/her peers, at risk. Should your child require medication while he or she is at school, please contact the school's Health Assistant to obtain the appropriate forms. **NOTES WILL NOT BE ACCEPTED AS AUTHORIZATION FOR MEDICATION ADMINISTRATION.**

NEWSLETTER

Our school newsletter is printed and sent home on a regular basis. *(Usually with progress reports and report cards)* The newsletter will contain event dates, information and any corrections you may need to add to your calendar.

THE NEWSLETTER SERVES AS OUR PRIMARY MEANS OF REGULAR COMMUNICATION BETWEEN SCHOOL AND HOME. Please impress upon your child the importance of getting the newsletter home to you. We suggest that you read it thoroughly and then discuss relevant parts with your child. It is also available on our website.

ONLINE PARENT ACCESS -PROGRESSBOOK

Access your child's classroom progress using the district's online ProgressBook. ProgressBook allows parents to monitor their child's progress in school. Parents have access to their child's grades, assignments and attendance. If you have previously used ProgressBook, you can use the same log-in and password. If you are new to ProgressBook, the school can provide you with a log-in and password.

PARENT LEADERSHIP COUNCIL (PLC)

Our Parent Leadership Council is a committee composed of parents of ELL (English Language Learners) students. This committee meets to specifically address the needs of ELL students at our school. In addition to PTA and SAC, it is another opportunity for parent involvement. Parents of ELL students are specifically invited to meetings several times a year. PLC/SAC committees meet together once a month.

PARENT TEACHER ASSOCIATION (PTA)

PTA is a volunteer organization working exclusively to improve the education, health, safety and well-being of all children. PTA organizations discuss issues and concerns important to the school and community. PTA members gain confidence & knowledge that enables them to fulfill their carried roles as parents, family members, education & a true partnership between home & school. Your involvement, whether at home, school or in your community, makes a difference! Please support Michael McCoy's PTA by becoming a member. PTA committees meet about once a month.

PARTIES AND CELEBRATIONS

Parties are permitted twice a year, prior to the winter holidays and at the end of the school year. In accordance with OCPS Food Service Policy, homemade food is not allowed to be brought into school for any reason. In the event of a class party, all foods must be purchased through a reputable vendor and must be sealed in their original container/package.

Parents should not plan to have birthday celebrations at school. Experience shows this practice can have a negative effect on the students whose parents are not able to provide the same celebration. Please do not send party invitations to school for distribution, it creates hurt feelings for those children not invited.

PHYSICAL EDUCATION (PE)

Physical Education is an important part of a student's educational program and occurs 3 times a week. For this reason, students should dress to participate in PE. Parents must send a note for a student to be temporarily excused from P.E. If a student is to be excused from participating in P.E. for three days or more, the parent must present a written statement from a doctor. If your child has more serious medical issues which could affect participation in this program, please complete the OCPS Elementary Physical Education Participation form, which is available in the office.

PROGRAMS FOR GIFTED STUDENTS

Orange County Public Schools is committed to an educational program that recognizes the unique value, needs and talents of individual students — including students identified as gifted. Gifted students need a qualitatively different educational program that takes into account their unusual intellectual abilities and provides them with a greater range of challenges than those offered by the standard curriculum. In Florida, students are eligible for gifted services if they meet the criteria outlined in Florida Board of Education Rule 6A-6.03019, FAC. A gifted student is one who has superior intellectual development and is capable of high performance. Eligibility criteria include a demonstrated need for the program, a majority of gifted behavioral characteristics as indicated on a standard scale or checklist, and superior intellectual development as measured on an individually administered test of intelligence. For more information, please contact the school's Staffing Coordinator.

RAINY DAYS...

increase traffic at school and present special dismissal concerns. It is extremely important that you make prior arrangements with your child for rainy day dismissal and that the child be frequently reminded of the plan. Severe weather could delay the dismissal of students. (see Severe Weather) Identify your rainy day plan on the Arrival/Dismissal Form and/or in writing and in advance.

RECESS

Students are scheduled to have recess daily. Students receive 150 minutes of Physical Education (PE) a week.

RELEASE OF STUDENTS

No child will be released to any individual during school hours, from the bus or car waiting lines without approval from the office. This is to protect your child. Parents or guardians must come into the office to have their child released from school prior to dismissal. Only in an emergency will a student be released within the last 30 minutes before dismissal.

REPORT CARDS/PROGRESS REPORTS

Report cards are sent home every nine weeks to provide information about your child's progress in school, including grades, behavior and attendance. Grades reflect a teacher's assessment of your child's classroom performance based on tests, projects, checklists, classroom assignments, homework and classroom observations. A teacher may indicate on the report card that a conference is needed. Midway through the grading period, each child takes home a progress report so that the student and the parents or guardians will have an idea of how the student is progressing. Please contact your child's teacher any time you have any questions or concerns regarding your child's progress in school.

SCHOOL ADVISORY COUNCIL (SAC)

Each school must have a School Advisory Council (SAC) that is ethnically, racially and economically representative of its community. This council is an umbrella group that brings all stakeholders together to work on improving a school. Teachers, education support employees and parents are elected to the SAC by their peer groups. Community members are selected by the principal, acting as an agent for the school board or by a process developed by the SAC. The SAC is instrumental in developing and implementing the School Improvement Plan (SIP) that promotes the vision and mission of the school. Please support SAC by becoming a member. SAC/PLC committees meet together once a month.

SCHOOL PICTURES

Individual pictures are taken of all children in the fall. Pictures of the entire class as well as individual student pictures are taken in the spring. Student pictures can be purchased at a nominal cost. More information is provided via the school newsletter.

SCHOOL SOCIAL WORKER SERVICES

School social workers serve as liaisons between home, school, and community by providing casework services to address the educational and social/emotional needs of students and families, to encourage regular attendance, and to make referrals to appropriate community agencies. School social workers often visit homes and provide help to students who have a need for glasses, dental work, medical care, clothes or financial aid. Please contact our school to speak to our school's social worker.

SEVERE WEATHER

When severe weather is experienced, it may impact the operation of our school including dismissal. Orange County Public Schools (OCPS) has a 30/30 rule that prevents us from dismissing students from school for 30 minutes after the last sound of thunder OR sight of lightning. **Each time thunder is heard or lightning is seen, the time is extended for 30 minutes.** During a 30/30 delay, you have the following options.

OPTION 1 Wait for the delay to lift and for students to be dismissed as usual

OPTION 2 Sign your child out and take full responsibility for their safety starting at 3:30 p.m. (2:30 Wed)

NOTE: As per our policy, we do not dismiss students from the office between 3:00-3:30 p.m. any day. (2:00-2:30 p.m. on Wednesdays)

If you select Option 2, you may begin to sign your child out from school starting at 3:30 p.m. (2:30 p.m. on Wednesdays) as follows.

- | | |
|-----------------------|--|
| Car Riders | Sign-out students by the side of the building next to car loop and parking lot with your <u>car rider tag</u> . You will have to get out of the car to sign-out and pick-up. |
| Walkers/Bikers | Sign-out students in the main office and pick them up in the cafeteria. You will need a <u>picture ID</u> . |

SMOKE FREE CAMPUS

Michael McCoy Elementary is a Smoke Free Campus. Smoking anywhere on the school campus is prohibited

SNACKS

Students in Kindergarten have snack time daily. Teachers usually request for parents to send a healthy snack for the entire class at the beginning of the month. Items such as cake and/or cupcakes are not appropriate for snack time. Students in grades 1-5 do not have snack time.

STUDENT ACCIDENT INSURANCE

Orange County Public Schools makes every attempt to provide a safe environment for all students while they are attending school and participating in school activities. However, accidental injuries often occur during school sports, physical education classes, recess and other school activities. As a public service, OCPS has contracted with an insurance agency, School Insurance of Florida that will offer parents the opportunity to enroll students in a low cost group accident insurance protection program. We encourage all parents to review the various coverage options available through this policy offered by School Insurance of Florida. You can get more information on the School Insurance of Florida by visiting the OCPS website listed under student health.

STUDENT RECORDS

Birth parents have access to student records regardless of whether or not they have legal custody of the child. The school will release record information to birth parents upon written request, signed by the birth parent, unless the school has a copy of a court letter to the contrary on file.

TELEPHONE

Student use of our phone lines is discouraged. Students will be allowed to use the phone **only in cases of extreme need**. Please make family arrangements and after school plans **before** sending your child to school. Have a “rainy day” plan prearranged. Since any message relayed to a classroom causes an interruption in instruction, we will avoid delivering any that are not absolutely necessary. Communication in writing from parents to school is preferred.

TELEPHONE MESSAGES

Teachers will not be interrupted for messages or calls during instructional time, 8:15 a.m. to 3:30 p.m., except for emergencies. All other messages will be placed in teacher voicemail and/or mailboxes so that calls may be returned.

TEXTBOOKS

School textbooks are checked out to students at the beginning of the year. Students are to take care of their textbooks throughout the year. It is the responsibility of parents to pay for damaged or lost textbooks. Please see your child’s teacher if you have any questions regarding textbooks.

TITLE I

Since at least 50% of our students receive government assistance, our school receives Title I support. Title I provides federal funding to supplement the education of underprivileged children.

TITLE IX

Our Assistant Principal serves as our Title IX Coordinator.

VISITORS

All visitors must report to the office and sign in with ID before going to any area of the school. Visitor badges are available in the office and must be worn while on campus. Prior arrangements (*at least 24 hours in advance*) to visit the classroom should be made between the visitor and the teacher. The nature of the visit may require the visitor to be an approved ADDitions volunteer. Students will not be called out of class to visit with their parent/guardian. Parents may see their children during their children's scheduled lunch period.

WITHDRAWALS

Student records are not released to parents, but are sent directly to the receiving school upon request by the receiving school. Upon withdrawal a withdrawal form will be provided. All textbooks, library books, and lunch charges must be paid before the withdrawal date.

YMCA Before and After School Program

The YMCA Program offers supervision and a variety of enrichment activities for children in Kindergarten through 5th grade. The program is available for a minimal cost and offers scholarships for those students needing assistance. Daily activities include homework time, math/science enrichment, reading time, tutoring, supervised sports, art, crafts, music, dance, and organized games. Parents or guardians are expected to sign their children in and out of the YMCA. Children are released to persons authorized in writing on the registration form on file with the program. Persons not recognized by the staff will be asked to show identification. Special instructions pertaining to a child's care should be given in writing to the site coordinator. Standard hours of operation are 7:00 to 7:45 a.m. and 3:30 to 6 p.m. The program operates every day that school is in regular session. More information is available from the YMCA Site Coordinator.

The School Board of Orange County, Florida, does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The following individuals at the Ronald Blocker Educational Leadership Center, 445 W. Amelia Street, Orlando, Florida 32801, attend to compliance matters: Equal Employment Opportunity (EEO) Officer & Title IX Coordinator: Jared Brooks; ADA Coordinator: Michael D. Graf; Section 504 Coordinator: Latonia Green. (407.317.3200)



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