

SCHOOL INFORMATION

Mrs. Michelle G. Pescatrice, M.Ed.

Principal

Mrs. Chris Siebenaler, M.Ed.

Assistant Principal

Orangewood Elementary
4001 DeLeon Street
Fort Myers, Florida 33901
Office(239) 936-2950
Fax(239) 936-2134



Hours

Student Hours	9:15-3:30PM
School Store	8:45-9:10AM
Office Hours	8:00-4:00PM
Breakfast	8:45-9:05AM
Before/After School Program	7:00-8:45AM 3:30-6:00PM

Telephone

Cafeteria	936-1451
Transportation	334-0211
ESE Transportation	334-8581
Before/After School Program	936-6126



OCELOT CODE

*I will show respect by
listening to others,
using my hands for helping,
caring about others' feelings
and being responsible for what
I say and do.
Stomp out Bullying!*

DISCIPLINE PLAN:

Every person at Orangewood is expected to treat every other person with dignity and respect. Staff and students will all work together to help every person in the school reach their fullest potential. Any behavior or action which interferes with another person's growth or the student's own growth will not be tolerated. Should problems occur, the students will be asked to look at his/her own behavior and find acceptable solutions for the problem.

Everyone at Orangewood is encouraged to actively work on the following goals:

CLASSROOM

1. I will respect the rights, feelings and properties of others.
2. I will be responsible for all I say and do .
3. I will follow rules and directions.
4. I will do my share to make my classroom, school and community a better place.

SCHOOLWIDE

1. I will follow the rules for the cafeteria, hallways and playground.
2. I will follow the directions given by all staff members.

The classroom teacher is the center of an effective school discipline policy. He or she will continually emphasize to students and parents the importance for the students to follow the rules.

The role of the principal and assistant principal is to help monitor and update the discipline policies and procedures, help staff implement classroom and school management techniques, and assist staff with the handling of severe misbehavior or chronic recurring problems by implementing consequences.

Parents are an integral part of the Education Tripod that consists of student, teacher and parent. All three legs must be actively involved for the education process to be successful!

THE FOLLOWING STUDENT HANDBOOK IS IN ALPHABETICAL ORDER

ADDRESS CHANGE

Parents are reminded to inform the school office if there is a change of address or telephone number to help facilitate mailing and communications between school and home. **The School Board will accept a lease**

agreement, mortgage papers or an electric bill with the parents' name and correct address.

Up-to-date telephone numbers and addresses are necessary in case of emergency.

ADVISORY COMMITTEE

School Advisory Council (SAC)

The purpose of School Advisory Committee promote communication and understanding among the school's administration, faculty, students, the School Board, parents and community as a whole; to promote the interest and involvement of citizens, in a meaningful way, in educational affairs and operational problems and needs of individual schools and the school system; to promote the utilization of valuable human resources within the County for the purpose of improving upon the effectiveness and the efficiency of individual schools, school programs and the school system as a whole.

Memberships on the Advisory Committees are open to all parents and interested citizens in the attendance area of the school. Meetings are held as often as necessary to involve the community and staff in planning for the expenditure of funds available to the school and curriculum decisions.

cont. on next page

ADVISORY COMMITTEE Cont.

The functions of the Advisory Committee may include but are not limited to:

- Participating in the decision making process by advising in and assisting with educational needs, establishing priorities, planning the educational program and budget resources, defining goals, and evaluating the school and its academic effectiveness.
- Facilitating communication among school, parents, and community.
- Informing and advising school staff of community conditions.
- Assisting in providing support to parents, teachers, students and community for school programs.
- Participation in the preparation of the School Improvement Plan.
- Advising of the impact of property development and zoning changes in the vicinity of the school on the safety, welfare, and educational opportunities of students.
- Defining problems or issues.
- Developing a speaker's bureau of parents, students, and school staff, etc., to operate community events.

AFTER SCHOOL PROGRAM

HOURS

After School Program 3:30pm - 6:00pm

The After School Program is fun and safe learning environment supervised by school staff. Pamphlets are available in the School Office with payment procedure information. After School Fees must be paid in full before students can participate in any classroom or school field trips.

ARTICLES PROHIBITED IN SCHOOL

If any of the following items are brought to school, they will be confiscated and sent to the office and reported to the appropriate authorities. These items will only be returned to the parent.

- Weapons of any kind
- Fireworks
- Play things such as toy guns, water pistols, bean shooters, and sling shots
- Athletic equipment such as hard balls, basketballs, bats, footballs, etc
- Radios, portable stereos, record players, tape players, I Pod or video games
- Skates or skateboards
- Controlled substances
- Glass containers
- Electronic pagers and cell phones
- Tobacco products
- Toys
- Any item that substantially disrupts the classroom or school

ATTENDANCE

Daily attendance is important and directly related to school success. The classroom experience is of unique value and cannot be duplicated by make-up work. It is extremely important to develop good work habits by coming to school and arriving ON TIME each day.

Students need to be at school by 8:45am. Announcements will begin at 9:15am.

cont. on next page

ATTENDANCE Cont.

Elementary students shall be counted in attendance when they are present and in class by 9:15am. **Students will be considered tardy if they arrive after 9:15am and will be marked accordingly on the attendance.** When a child is absent please notify the school **office** (*not the teacher*) and send a note when the child returns. Please include dates of absences and reason. Absences considered **excused**: illness, death in the family. Absences considered **not excused**: Vacations or out of town trips, per school board policy unless previously approved by the Principal.

Excessive absences shall be considered with 19 or more absences per year whether excused or unexcused. If the student accrues 19 or more absences within a school year, the student will be referred to the Child Study Team to determine whether the student shall be promoted.

BICYCLE SAFETY RULES

- A. Bike riders must obey all traffic laws and signs when riding on roads.
- B. Bike helmets are required by law.
- C. A fenced area for bikes is provided. (We strongly recommend a lock for the bike)

BOOKS LOST

Students are responsible for lost or damaged books. The cost of the lost book may be obtained from the Media Center and paid for with cash or a check made out to Orangewood Elementary. Lost books must be paid for before students can participate in any classroom or school field trips.

BREAKFAST/ LUNCH PROGRAM INFORMATION

Breakfast is served every school day from 8:45 - 9:05 am.

Students may prepay for breakfasts and lunches by establishing an account with the school. They may also pay for breakfast or lunch on a daily basis. Checks should be made payable to Orangewood Elementary. Students may also bring lunch from home. Please, **do not** send carbonated/soda pop drinks or glass containers to school. Student breakfast is available for \$1.00 and student lunch for \$2.00 each day.

****We encourage parents to join their children for lunch during their class lunch period.****

BUS INFORMATION

TRANSPORTATION SOUTH CENTRAL PHONE NUMBER 495-3700 or 334-0211

Permission for a student to ride a bus other than the one assigned, or to get off at a stop other than the one assigned, will be approved only in the case of an emergency. Riding other buses for the purpose of going home with friends, going to non-school meetings and clubs, and other personal conveniences will not be approved. Students will be refused transportation if they do not have a **SCHOOL BUS SPECIAL REQUEST** signed by the principal, assistant principal, or their designee. **A note from home must be turned into the office on the morning of the request.**

10 School bus safety rules

- Be on time
- Never run to or from the bus
- Stand back from the curb
- Do not push or shove
- Stay in your seat
- Do not yell or shout
- Always obey the bus driver
- Wait for the driver's signal before crossing
- Always cross at least 10 feet in front of the bus
- Never crawl under a school bus



Students who are reported by the driver to the school principal for failing to observe bus rules will be issued a discipline referral with appropriate consequences. The principal or her designee has the authority to suspend a student from the bus.

****Riding the bus is a privilege — It should not be abused!****

CHARACTER EDUCATION

Nine traits were established for instruction during the school year. They are assigned for each month of instruction. The Character education words are Respect, Responsibility, Honesty, Kindness, Citizenship, Courage, Integrity, Commitment and Self Control.

CHILD STUDY TEAM/ RtI (Response to Intervention) Team

Our Child Study Team meets weekly to discuss special concerns regarding the academic progress of our children. The team may include the principal, assistant principal, guidance counselor, school nurse, school psychologist, school social worker, speech/language clinician, specific learning disabilities teacher, and the child's teacher. Parents may contact the guidance counselor for more information. You are encouraged to participate in the meeting to learn about reports and evaluations concerning your child and also help the school personnel plan for your child's individual educational program. Please feel free to ask questions about anything discussed at this meeting.

COMMUNICATION HOME (BROWN ENVELOPES AND NEWSLETTERS)

A weekly communication packet will be sent home each Friday throughout the year. The purpose of this packet is to provide a weekly means to let you know what special events and activities are taking place in our school. Samples of school work, progress and interim reports, school pictures, newsletters and other information will be sent in the packet. Parents are expected to sign the packet envelope and return it to the school on Monday mornings.

CONFERENCES WITH SCHOOL STAFF

If you need to talk to your child's teacher, please make arrangements by note or telephone. It is best to set a time when you can sit down to discuss your child in privacy and without distractions. Conferences are usually arranged before or after school, or on professional duty days. PTA meetings and Open Houses are times for general discussion and are not the times to ask detailed personal questions about your child. The principal, assistant principal, special area teachers and the guidance counselor are also available for conferences. We encourage you to ask for a conference when needed. You may receive assistance in setting up conferences by calling the school office.

CUSTODY

Current custody papers are part of the enrollment process and must be updated as changes occur. This will ensure your child's safety.

DRESS CODE

Orangewood prides itself on the appearance of the facility as well as the students and staff. We feel that appropriate dress and good grooming habits contribute to the overall climate of the institution. The following dress requirements reflect our belief that a school is a place for teaching and learning.

Students *may* wear:

- Any slacks or jeans, except spandex and/or tight knit
- Any shirt except see through, open-sided, or those that advertise drugs, tobacco, alcohol, or have any profanity, obscenity, graphic violence or gang insignia
- Any shorts, as long as they are a long length short (below the fingertips with the arms held at the sides)
- Girls may wear skirts, dresses, culottes or split skirts that are an appropriate length (below the fingertips with the arms held at the sides). These items should be purchased a little longer to allow for shrinkage of fabric and the growth of the student
- All shirts/blouses must have straps that are **at least 3 fingers wide.**
- CROCS with ankle straps in place.
- Shorts and pants must fit snugly at the waist - secured with a belt when needed. Shorts and jeans must be hemmed

cont. on next page

DRESS CODE Cont.

Students *may not* wear:

- Running or boxer shorts
- Oversized apparel, including baggy pants worn low at the waist, overalls with unfastened straps and pants legs worn improperly
- Short shorts and/or cutoffs.
- Tank tops, halter tops, low necklines, sun dresses, bare midriff or strapless shirts
- **Flip flops**, bare feet, body paint and/or body writing, slippers, sunglasses, make up, and hair paint
- Open-toed shoes **may not** be worn on PE days.
- Intentionally altered or ripped clothing
- Apparel such as hats, hair nets, bandanas, or jewelry

This list is meant as an example and is not intended to be all inclusive. According to Florida State Statute, **the principal has sole discretion over what is or is not appropriate attire** for school functions. Any items of clothing that are deemed as interfering with the educational process will be dealt with in accordance with procedures set forth in the Student Code of Conduct. **The school administration shall have the right to appraise any current fashion or fad and determine whether it is appropriate for school wear.**

DROP-OFF AND PICK-UP OF STUDENTS

Students that are transported by parents should be dropped off and picked up at the designated area. **Students dropped off in the morning before 8:30 am must attend and pay for the Before School Program.** For student safety, please do not use the bus ramp for unloading or picking up students. **Please do not leave your car unattended and parked** in the morning drop-off/afternoon pick-up area.
See also: Parent Pickup

GUIDANCE

Orangewood has a full-time guidance counselor who works with children in the classroom and with teachers to help children. She is available to assist parents and serve as a liaison between community agencies and families. The duties of a guidance counselor include teaching classes to all students.

HEAD LICE (PEDICULOSIS)

Parents are responsible for treatment of the head lice by shampoo (pediculicide) and nit removal (special comb). After treatment, children must first report to the clinic, accompanied by a parent, to be checked and provide proof of treatment.

HEALTH REQUIREMENTS/ PHYSICAL EXAMINATION

Children entering a Florida public school for the first time must present certification of a school entry health examination performed within one year prior to enrollment in school or evidence of exemption for religious reasons provided in writing.

This policy applies to new students upon initial entrance to a Lee County school, new students from out-of-state public or non-public schools, but not those who have been previously enrolled in a Lee County school or another Florida public or private school.

HEALTH SERVICES

Each school receives the services of a registered professional school nurse at least one day per week. The school nurse is available to assist parents and students with the management of students' health problems in school.

Students who become ill or injured in school will be cared for in the school clinic until able to return to class or are taken home by the parent or guardian. A Health Aide cares for students until parents can be reached. Prescriptions may be administered in school if necessary. **Written permission from parent and doctor must be provided on forms supplied by the school.**

Ability to learn may be affected by vision, hearing or general health. Health screening tests are done in school to identify students who may have a problem of which they are not aware and that needs further evaluation by a doctor or other health professional.

HOMEWORK POLICY

Homework is an important part of the academic program. At the beginning of the year the teacher will inform the parent of the homework policy for the grade level. Please try to provide a regular time and place suitable for homework completion. Avoiding distractions such as TV and radio will also help. Please check to see that assignments are neatly completed. Spending a little time each day studying at home will help your child develop strong study habits and reinforce skills and concepts.

INSURANCE

School insurance is available to parents (optional) through an independent company. Claim forms are available at the school office. The school does not handle the claims. All dealings are between parents and the insurance company directly.

KINDERGARTEN STUDENTS

Kindergarten students must be five years old on or before September 1st in order to enter kindergarten. There is no early admission to kindergarten.

LEAVING DURING SCHOOL HOURS (CHILDREN)

Parents wishing to take a child out of school before the end of the day for an appointment should come to the office to sign the child out. Identification should be shown. The office staff will then call for the child to come from the classroom. **Please send a note to the teacher in advance.** If your child returns to school, please bring him/her to the office before returning to the classroom. Students may not leave school during the school day without permission. Students may not go home alone during school hours. A child who must leave school during the day can only be released to the parent, guardian, or to someone that the parent or guardian has authorized as a designee on the emergency card. **If there is any change in the way your child goes home, we MUST have a note or your child will be sent home the usual way.**

MAKE-UP WORK: REFER TO THE NEW BOARD POLICY ON ATTENDANCE

The student and teacher shall work together to make up any missed assignments, tests, and homework.

MEDICATION IN SCHOOL

No medication will be administered at school without a doctor's prescription. A permission form (MIS 398) must be completed and returned to school. The medication must be in its original labeled container from the pharmacist, kept in the clinic, and taken under supervision of school personnel. If medication is to be given in school for longer than two weeks, a statement from the attending physician must also be provided on the form (MIS 401) supplied by the school. **No over-the-counter medicine (such as aspirin, Tylenol, cough medicine, or cough drops) will be given without a written statement from the doctor.**

PARENT PICKUP (CARS)

Students will be dismissed at 3:20 PM and brought to the parent pickup area. This will be south of the school. **Please stay in your car** and listen for directions from the adults on duty to ensure all children's safety. Please do not park and leave your vehicle during morning drop-off or afternoon pick-up.

PARENT PICKUP (WALKERS)

This is for parents walking their children home (no car). The designated area to meet children is outside the office.

PARENT TEACHER ASSOCIATION - SEE PTA

PERSONAL BELONGINGS - LABEL

All personal belongings including outdoor clothing, pencil boxes, book bags, and lunch boxes should be labeled. All items found with a label will be returned to the owner. All unlabeled items will be placed into the Lost and Found which is located in the front office.

PHYSICAL EDUCATION

Physical Education is an important part of our school curriculum. Students are expected to participate in physical education classes unless there is a serious reason that they are unable to do so. In such cases, a daily note from parents is necessary. For the prolonged excuses (more than three consecutive days), a statement from the doctor should state the reason and the period of inactivity. If your child has a note due to recuperating from an illness or has a medical excuse from a doctor, he/she may be excused from PE classes. Students will be allowed to utilize hats and sunglasses when outdoors but will be expected to put them away while in the classroom.

PTA

Below you will find a list of the PTA Officers and Board Members.

We invite all parents and teachers of Orangewood Elementary to attend the PTA meetings. These meetings will be held on a specified Tuesday or Thursday of each month. Notification of these meetings will appear in the calendar and newsletters. The SAC meeting will be held at 5:30 P.M. and the PTA meeting will be held at 6:00 P.M. These meetings are ALWAYS open to everyone and we encourage you to attend.

I look forward to working with you this year.

Sincerely,

Erin Parsons
PTA President
2009-10

PTA EXECUTIVE BOARD:

President	Erin Parsons
Vice President	Jackie Rivera
Treasurer	Beth Hendry
Secretary	Ruth Mahn

BOARD MEMBERS:

Mindi Simon
Rhonda Kerr

PTA ROOM REPRESENTATIVES

- Room Representatives are responsible for carrying out the fourth objective of PTA - “To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.”
- Keep parents informed about PTA and encourage their participation in its activities.
- Make personal contact with all parents in their assigned room. They are a vital link in our school communication.
- Encourage all parents to join PTA.
- May assist the classroom teacher by recruiting volunteers and tapping community resources that will enhance the instructional program.
- Work closely with Membership, Hospitality and Program Chairmen on the PTA Board. Efforts should be made to involve as many parents as possible in PTA and school activities during the entire school year.
- Suggested activities for the representatives include: Field trip chaperones, classroom parties, Open House, staff appreciation activities and PTA projects such as the Fall Festival, Holiday Gift Shop and the Spring Fling.
- You will be needed during the school hours as well as during evening projects. If you would be willing to be representative for your child’s classroom, please call the school. You would be responsible for coordinating workers for your particular classroom.

PUPIL PROGRESSION PLAN

State and local requirements for graduation and promotion are explained in the Lee County Progression Plan. A copy will be distributed to each student.

REPORTING PUPIL PROGRESS (REPORT CARDS)

A report card on the progress of each student is issued each nine weeks. This report card is given to the student to take home for the parent’s or guardian’s signature. It should be returned to the school the following day. Interim reports will also be issued approximately every 4-5 weeks into the quarter to keep you informed of your child’s progress. Report card and Interim report dates are marked on the calendar.

SAFETY FIRST

During the school year when storms are upon us, we will not release any students if there is lightning. All walkers and bike riders will wait out the storm in the cafeteria and any parent pickup students will wait in the cafeteria or in the front office. Please remain in your vehicles as we will release students as soon as the threat has passed.

SAFETY PATROL

Each year a number of mature, dependable fifth graders are chosen to serve on the school patrol. These students provide a real service for the safety and well being of the other children at our school. All students are expected to cooperate fully and completely when reminded by a member of the patrol to obey school rules.

SCHOOL CLOSED FOR EMERGENCY

Unusual conditions such as a hurricane might require the school to close. Check with the radio or TV if there might be some question. **Do not call the school because it will be closed during an emergency.**

SCHOOL RESOURCE OFFICER

Our School Resource Officer, working in conjunction with the Fort Myers Police Department, will provide informative programs, throughout the year to all students in our school

SCHOOL STORE

The store is open every school day from 8:45am - 9:10am. Children will receive a list of supplies they will need at Open House or the first day of school with the prices listed. We will have extended hours during the first week of school. Writing paper will not be available in class and should be purchased at the school store. The store is located between the clinic and school office.

STUDENT DRESS CODE (SCHOOL BOARD POLICY 5.24)

The prime responsibility for the personal appearance and dress of each student rests with his/her parents. The principal shall determine when a student's personal hygiene, appearance or dress is such that it disrupts or interferes with the educational process or endangers the health or safety of the students or others.

SUN PROTECTION

To help prevent students from the year-after-year exposure to sun, caps and sunglasses may be worn during PE, on outdoor field trips, and any other school sponsored outdoor activities. When students come indoors these articles must be removed and placed in a designated storage area.

SUNSCREEN

Sunscreen should be applied at home to all exposed skin surfaces before the student dresses for school. This will provide protection to the students during the time traveling to school as well as during the rest of the day. Sunscreen should not be brought to school. There are products on the market which last for long periods of time so that reapplication at school is not necessary. A minimum of SPF 15 is suggested but no more than SPF 30 is needed.

TARDIES

Students must check in the office to receive a pass before going to the classroom. Students are considered late/tardy if they are not in their classroom at 9:15am. See Attendance Policy.

TELEPHONE

The school will notify the home in case of an emergency. Students are not to request use of the school phone for such things as permission to visit a friend. Such arrangements must be worked out with parents before coming to school. In the event a student receives a call, she/he will be called out of class only in an emergency.

VISITING

Whether you are volunteering or visiting your child's classroom, please:

- a. Call your child's teachers to set up a convenient day, time and length of visit.
- b. **Upon your arrival, stop in the office first, sign in and receive a visitor badge.**
- c. You may then be escorted to your destination.
- d. Please do not seek to engage the teacher in conversation during a classroom visitation.

VOLUNTEERS

Volunteers are a valuable asset to our educational program. We invite our PARENTS, SENIOR CITIZENS, AND OTHERS to become a part of our Volunteer Family. Whether you can give one hour per week or many hours, WE NEED YOU! No previous experience is required. The following is a list of jobs that Volunteers perform:

1. Work with individual students and/or with small groups in the classroom.
2. Listen to students read and/or read to students.
3. Assist in the library.
4. Assist teachers with clerical work and bulletin boards.

cont. on next page

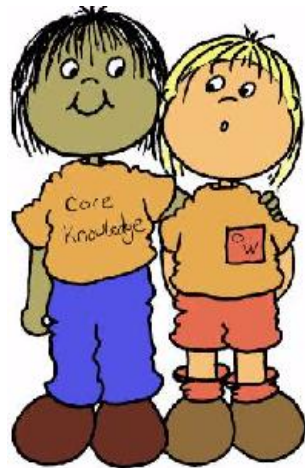
VOLUNTEERS Cont.

Shortly after school begins, we will have a meeting to recruit volunteers. If you are interested in learning more about our Volunteer Program, please contact Cristina Williams, our Volunteer Coordinator at 936-2950.

The school administration may discontinue a volunteer's service if the volunteer interferes or disrupts the learning environment of the classroom or school.

WITHDRAWALS/ TRANSFERS

Students withdrawing from Orangewood must first return all library books, textbooks, pay any debts owed and clear with the office. Advance notice of the date of withdrawal would be very helpful. The office will provide you with a withdrawal slip to take to your child's new school. When your child is enrolled in another school, that school will request your child's records sent by mail.



**THE SCHOOL DISTRICT OF LEE COUNTY
DISTRICT GOALS AND PRIORITIES 2006-2010**

VISION

To be a world class school system.

MISSION

The Mission of the School District of Lee County, the driving force which unites our dynamic, diverse community through education, is to ensure that each student achieves his/her highest personal potential through a system characterized by:

- *rigorous and relevant academic challenges designed to meet each student's differences and interests*
- *innovative instruction based on reliable research*
- *opportunities that foster good citizenship*
- *a culture in which educators are held in high esteem*
- *highly trained staff*
- *a high level of parent support*
- *safe schools*
- *efficient use of all resources*

Orangewood Elementary School

“Peacefully Growing Hearts and Minds”

Vision

To Be A World Class School System

Mission

Educate World Class Citizens
in a
Safe and Nurturing Environment