



McIntosh Area School 2009-2010 Parent and Student Handbook

Our mission is to create a better world through education.

People to Know

Kindergarten	Ms Rebecca Cauthen	Handwork teacher	Ms Mickie Rosser
1st grade	Ms Chelsie Hughes	School Secretary	Ms Aleida Levine
2nd grade	Ms Maureen Markson	Food service	Mr. Charley Freyer
3rd grade	Ms Belinda Hensley	Principal	Barbara E. Butler
4th grade	Ms Andrea Arnow		
5th grade	Ms Jessica Houchens		
PE	Mr. Michael Scott		

Great News!

This year we are applying to become a candidate school of the International Baccalaureate World Schools Organization! All teachers attended 3 days of training in Atlanta this summer to begin the certification process. The curriculum focuses on the total growth of the developing child, touching hearts as well as minds and encompassing social, physical, emotional and cultural needs in addition to academic development.

The Primary Years Program (PYP) draws on research and best practice from a range of national systems with a wealth of knowledge and experience from international schools. We create a relevant, engaging, challenging and significant educational framework for all children. It is what we were doing for four years, and now we have a supportive network to further our growth.

For more information explore their web site at www.ibo.org.

We continue to include:

- *Parent Partners for learning
- *Civic and Business Partners to foster pride in local community &
- *Institutions of Higher Learning Partners

Morning Procedure:

Students/Learners may arrive after 7:30. They may drop off their backpacks in their room and report their lunch preferences before heading to breakfast or the playground. The bell rings at 8 o'clock.

Dismissal Procedure:

Drivers should turn west on Ave G and approach the school heading south on 10th Street. Teachers will escort learners to their cars. If you need to speak with the office or a teacher please park on the field. On rainy days learners are dismissed from the 4th grade door nearest 10th Street.

Volunteering:

Each family is responsible for serving 20 hours each school year. It is a condition of our charter. Volunteering is a great opportunity to strengthen the family by promoting positive values and creating new opportunities to communicate and focus on the value of team work. There are many opportunities to serve at seasonal celebrations and parent workdays. If you check with your learner's teacher she will make suggestions. Please serve 3 of your volunteer hours at PTO meetings, 3 classroom visits and 1 to 2 parent workshop meetings. Parents must record their hours in the Family Volunteer Books located in the lobby of the office. All parents have signed a volunteer contract upon enrolling their children in the school. If for any reason you are unable to volunteer, please contact the principal to make other arrangements.

Section 1002.33(10)(e)5., F.S., states that a "charter school may limit the enrollment process only to target the following student populations: ...[s]tudents who meet reasonable academic, artistic, or other eligibility standards established by the charter school and included in the charter school application and charter or, in the case of existing charter schools, standards that are consistent with the school's mission and purpose."

Consequently, if a new charter school includes the parent volunteer requirement in its application and charter, or if the requirement is consistent with the mission and purpose in an existing charter school, the parent volunteer contract is enforceable under Florida law. Failure of a parent or parents to uphold or fulfill their responsibilities under that contract would be sufficient grounds for that charter school to deny admission to the child the following year.

CONCLUSION: A charter school may deny enrollment to a student whose parent has failed to fulfill the volunteer hours as outlined in the parent volunteer contract for the previous year.

Learner Day:

The regular school day is 8:00 a.m. to 2:20 p.m. Early Release dates are on the calendar, hours 8:00 a.m. to 12:20 p.m. A teacher is on playground duty at 7:30 a.m. Students not picked up by 2:30 p.m. will be taken to Blue Wave After School Care (ASC). ASC is available until, but **not after**, 6 p.m. Parents whose students are not registered with Blue Wave and are tardy more than 3 times for pick up **shall be required to register** with Blue Wave and pay appropriate fees so their child can be sent to Blue Wave.

Parents are required to accompany tardy students to the office to sign them in and obtain an admission slip which students will give to their teacher. For early pick-up, parents must sign the child out in the office in order to obtain a slip to give to the student's teacher.

Learners are expected to attend school every day. Absences for illness may be excused when parents notify the school on or before the day of the student absence. All missed work must be completed during the week of the absence. **Absences for any other reason must be cleared with the principal.**

Excused Absences:

1. Illness of the student. If a student is continually sick and repeatedly absent from school, the student should be under the supervision of a physician in order to receive an excused absence and submit a note from student's physician.
2. Major illness in the immediate family of the student
3. Medical appointment
4. Religious holiday
5. Death in the immediate family
6. Head lice, a maximum of 1 excused day per occurrence
7. Court appearance by student (**summons or subpoena required**)
8. Absence which has been approved prior to the absence and **is not a vacation.**

According to Florida State Statute 1003.26, a student who has five absences either excused or unexcused within 30 days may be referred to the Child Study Team for nonattendance, requiring services for intervention. (F.S. 1003.26) A student who has 15 or more unexcused absences within a 90 calendar day period is considered a habitual truant and interventions leading to court action may occur. (F.S. 1003.27) A student is considered tardy if he/she arrives after 8:05.

Parent Representation:

An All-School meeting is held in the second week of school to aid and ensure open communication. The Parent Teacher Organization (PTO) meets every month on the 2nd Tuesday at 7 p.m. The school board meets on the 1st Tuesday of each month. The School Advisory Council (SAC) meets no less than three times each year, mainly to oversee the implementation of the School Improvement Plan.

Governance:

McIntosh School Board members meet on the 1st Tuesday of each month at 7 p.m. These meetings are open to the public, and subject to the Florida Sunshine State Law. Items to be placed on agenda shall be submitted to the president of the board or to the principal at least seven days before a scheduled meeting. Board members are listed on the staff page.

If there is a classroom issue please see the teacher first. If further assistance is needed, contact the principal. If satisfaction is not reached, an appointment can be made with the Board of Directors. The principal/director is accountable to the board of directors. The principal works directly with the PTO, SAC, and the board of directors.

Learner Policies:

Learners may not bring toys, games and/or any electronic devices to school.

Admissions:

The McIntosh Area School is a public school of choice. In Kindergarten, if there are more than 18 applicants than places available in the class, a lottery is held **on March 15th**. Students shall be eligible for the lottery if they have a registration form on file at the school and all requirements for registration are fulfilled. A waiting list will determine new placements of students in the existing grade classes. The principal shall make the final decision regarding school admissions. Preference is given to siblings, faculty's children or grandchildren, and those living within the town limits of McIntosh.

Learner Discipline: Discipline begins in the classroom with the teacher. Parents and learners sign a registration agreement each year detailing the learners', parents', and school's responsibilities in the education of the learner. In addition, disciplinary action may include:

- * Behavioral lecture and discussion of school rules
- * Student-written behavioral plan
- * Loss of specific school privilege(s)
- * Administrative contact with parents
- * Suspension from school (10 days maximum)
- * The student's reassignment to the home-base school

Uniform Policy: **All** learners are required to wear uniforms. Research shows that students perform better academically and socially without the distraction of various clothing styles, including wildly decorated sneakers and socks. The uniform consists of **navy & beige** uniform slacks or shorts for boys, and **navy & beige** slacks, shorts, skorts, or jumpers for girls, with similarly colored socks, tights, and shoes. Shorts and skirts should not be shorter than mid-thigh. Learners wear collared cotton knit shirts in blue, green, red, yellow, or white. A good tennis shoe is best for learners, as they participate in physical activities daily. No sandals or open shoes are allowed. No denim or blue jean fabric is allowed. Learners should arrive at school appropriately dressed and well groomed. No loud-colored clothing including socks or tights, make up and jewelry are allowed. The intent or purpose of the uniform rule is to prevent classroom distractions from learning.

Visitors/Volunteers:

All parents, visitors & volunteers must check in at the office before entering the classrooms. Only kindergarten parents may accompany their learner to the classroom. **1st-5th grade parents should allow their learner the independence of entering the school on their own.**

Parent/Teacher Conferences:

We strive to keep a clear, open line of communication with parents. Teachers schedule conferences twice a year but may also schedule conferences as needed. Parents may request a conference by sending a note or calling the school.

Emergency Procedures:

Emergency plans for fire, tornado, and lock down are kept on file and practice drills are documented by the principal. Teachers have copies of all procedures; fire drills, hurricane drills, code yellow, and code red drills.

Field Trips:

Field trips are educational and fun experiences that are designed to enhance the curriculum of each grade level. Classes attend field trips each year with parents as drivers and chaperones. All drivers must have copies of auto insurance and driver's license in the office at least 2 days previous to the field trip. All excursions are planned with consideration of the safety of students. Teachers try to rotate chaperones so that each parent has the opportunity to spend time with their child and their child's friends. Some field trip destinations limit chaperones.

Head Lice:

We check for head lice. If a learner has head lice, they will be sent home for treatment. His/her hair must be washed with special soap to get rid of the head lice. After treatment the learners must be accompanied by the parent to the office for a recheck before the learner returns to class.

Illness at School and Medication:

If your child is ill he/she should stay home. Children who become sick at school will be in the office until a parent can pick them up. Please make sure you have filled out an emergency notification form in the office including home, work and cell phone numbers. A Medication Form needs to be filled out for any learner needing meds during the school day. The medications must be in the original container, and kept in the office. Teachers may not dispense medications.

Meals:

Teachers collect Lunch and Blue Wave ASC payments on Monday mornings only!

Reddick Collier Cafeteria will no longer extend credit. Meals must be paid for in advance.

Otherwise, your learner will receive a peanut butter sandwich or cheese sandwich and juice if they order a school lunch.

Breakfasts are free to every Marion county student, and are served from 7:30-7:50. Lunches may be brought from home, or purchased from Reddick-Collier Elementary School for \$1.60. Milk is available for \$.35. Please plan ahead. On Mondays send lunch funds in an envelope with the child's name for Reddick-Collier School. All student accounts are kept by the Reddick-Collier cafeteria. You may contact Barbara Wilkerson at 671-6073. **You can pay on-line direct to your child's account.** The web site is www.marion.k12.fl.us at the bottom left, in the black background, is the parent corner link. Next you can see under Schools, the online pay link, and you are there. You will need to know your student's identification number. Just call the school.

Free and reduced lunch forms are available in the office and are sent home with every child at the beginning of the school year. A menu is sent home on the back of the school calendar monthly.

After-School Care:

Blue Wave is a non-profit after school care company. They offer a child-centered structure for our learners' afternoons that includes homework help. Blue Wave registration forms are available in the office and are distributed to all students at the beginning of the year. **Parents are encouraged to pre-register their learner(s) for after school care in the event of a family emergency. (See paragraph 3 under Learner Day)**

Communication with Parents:

Parents wishing to visit the classroom must contact the learner's teacher to make arrangements for a visit and first stop at the Main Office to sign in and get a visitor's badge. Report cards are sent home quarterly except in kindergarten. Please schedule a mutually convenient time with your child's teacher to discuss any concerns or issues. Teachers are not permitted to take class time to conference with parents.

Instructional Staff

Kinder teacher	Ms Rabecca Hall	rabecca.hall@marion.k12.fl.us
1st grade	Ms. Chelsie Hughes	Chelsie.hughes@marion.k12.fl.us
2nd grade	Ms Maureen Markson	maureen.markson@marion.k12.fl.us
3rd grade	Ms Belinda Hensley	belinda.hensley@marion.k12.fl.us
4th grade	Ms Andrea Arnow	andrea.arnow@marion.k12.fl.us
5th grade	Ms Jessica Houchens	jessica.houchens@marion.k12.fl.us
PE	Mr. Michael Scott	michael.scott@marion.k12.fl.us
Principal	Barbara E. Butler	Barbara.butler@marion.k12.fl.us

School Board Members

President-Chip Bazemore 352-591-2713 chip3106@yahoo.com

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We are a drug free workplace and an equal opportunity school