

MC ARBA SCHOOL

2011 - 2012



COUNTRY ROAD



McIntosh Area School Parent and Student Handbook

Our mission is to create a better world through education.

People to Know

Kindergarten	Ms Elizabeth Dillingham	Principal	Andrea Arnow
1 st grade	Ms Belinda Hensley	Administrative Assistant	Aleida Levine
2 nd grade	Ms Maureen Markson	PE	Mr Michael Scott
3 rd grade	Ms Rabecca Hall	ESE	Ms Mayra Donnell
4 th grade	Ms Chelsie Hughes	Food Service	Ms Cynthia Johnson
5 th grade	Ms Jessica Hoover	Office Assistants	Carol Colbert Daphne Sesco

Title I

McIntosh Area School has a Title I School-Wide Program in place. Over 40% of our students are eligible for free/reduced lunch which qualifies us to participate in a school-wide project. Title I is the largest federally funded program for education under the No Child Left Behind Act (NCLB). The goal of NCLB is to raise the achievement levels of ALL children to meet the state's academic standards. To assist us in meeting this goal, Title I funds are allocated to our school. These funds may be used to offer additional services to help all students in the classroom by providing extra teachers and/or teacher assistants, additional learning time through after school and summer programs, and/or extra resources, such as equipment, computers, and learning materials to improve the reading, writing, and math performance of our students. All parents are encouraged to be a part of the planning, review, and improvement programs funded through Title I.

Visitors/Volunteers:

All parents, visitors and volunteers must check in at the office before entering the classrooms. There are safety procedures regarding visitor/volunteer sign-in. A computer system in the front office requires visitors/volunteers to enter his/her name and choose a reason for being on campus.

The system then automatically prints out a name badge. You **MUST** show a current picture ID when signing in. Keep this information in mind when visiting and please allow for the extra time needed when signing in. Also, remember that visitors are required to sign out through this system, since it keeps track of each visitor's time spent on campus.

Morning Procedure:

Student's Day:

Regular school day is 8:00 a.m. to 2:20 p.m.

Early Release hours 8:00 a.m. to 12:20 p.m.

7:30 to 7:50 AM Free Breakfast for all Students at the MAS Cafe. No breakfast will be served after 7:50 AM Students arriving after 8:00 AM will be considered tardy. **There is no supervision before 7:30 a.m.**

Students not picked up by 2:30 p.m. will be taken to Eagle's Nest After Care (AC). AC is available until, but not after, 6 p.m. Parents whose students are not registered with Eagle's Nest and are tardy more than 3 times for pick up shall be required to register with Eagle's Nest and pay appropriate fees.

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.

Dismissal Procedure:

Drivers should turn west on Ave G and approach the school heading south on 10th Street. Teachers will escort students to their cars. If you need to speak with the office or a teacher please park on the field. On rainy days students maybe dismissed from the 5th grade door nearest 10th Street.

Students are expected to attend school every day. Absences for illness may be excused when parents notify the school on 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 before the absence.**

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 must provide a note for each absence, tardy, and early sign-out.

Unexcused Absences: Absences not included in the above list shall be unexcused. A student may be referred to School Social Work Services for intervention after they have five absences either excused or unexcused. A student may be referred to the Child Study Team for nonattendance when they have (FS 1003.26):

1. **Five** unexcused absences within a calendar month or
2. **Ten** unexcused absences within a 90 calendar day period.

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. (FS 1003.27)

Tardy To School and Early Sign-Outs

Tardiness and early sign-outs are disruptive to the learning environment and can have a negative impact on student achievement. A tardy or early sign-out will only be excused due to sickness or injury, death in the immediate family, medical or dental appointments for student with a note from the physician/dentist, court date, religious observance, or school sponsored activities. Parents/guardians must provide a note for each tardy/early sign-out. Other reasons such as over-sleeping; missing the school bus, etc. will be unexcused. **A student is allowed three (3) excused tardies/early sign-outs within a nine-week grading period.** Thereafter the school administration will address consequences for excessive tardiness and early sign-outs as outlined in the Level 1 – Corrective Measure Code, "Violation of Attendance Procedures."

Parent Representation:

An All-School meeting is held during the first six weeks of school to aid and ensure open communication. The Parent Teacher Organization (PTO) meets every month on the 2nd Tuesday at 6:30 p.m.

Volunteering:

Volunteers are vital and essential to helping McIntosh Area School function and grow. Volunteering provides a great opportunity to strengthen a student, their family and the school by promoting positive values and creating new opportunities to communicate and focus on the value of team work. The school’s Charter establishes a requirement that parents volunteer 20 hours per year in the school and provides that the school administration shall enforce such requirement by ensuring that no less than 90% of families reach or exceed said goal. This policy is established to ensure the enforcement of the volunteer requirement.

A. Volunteer Hours and Fee

Each family of a student enrolled at McIntosh Area School (without regard to the number of students enrolled per family) shall be responsible for serving 20 volunteer hours each calendar school year. As used herein, a “family” shall include the parents, guardians and/or custodians of any student enrolled at the school, and may include extended family members as well who are willing to volunteer their time at the school. **Any family failing to contribute 20 hours during the calendar school year shall be assessed a fee at the rate of \$5.00 per hour for the hours needed to complete the total volunteer requirement.** Any fee assessed shall be payable no later than the end of a calendar school year (June 30th). The student(s) of any family assessed a fee shall not be allowed to enroll for any subsequent school year until the fee is paid in full. Any family that is financially unable to pay an assessed fee may apply to the Board for an exemption.

B. Service and Recording of Volunteer Hours

The Administrator shall keep a log book available in the school offices at all times. Volunteers must record all hours served in the log book. A notice shall be provided to each family at least quarterly during the school year advising of the total hours served and upcoming volunteer opportunities.

C. Volunteer Check-In.

All visitors and volunteers must check in at the office before entering the classrooms.

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.”

Therefore, 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.

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.

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.

Student Policies:

Students **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 the 3rd Friday in March**. 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.

Student Discipline: Discipline begins in the classroom with the teacher. Parents and students sign a registration agreement each year detailing the students', parents', and school's responsibilities in the education of the Student. Parents/Students/Teachers also sign the Home/School Involvement Compact. McIntosh Area School follows Marion County Public School "Code of Conduct" as well as its own discipline policy.

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 students 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 or tights. Shorts and skirts should not be shorter than mid-thigh. Students wear collared cotton knit shirts in **blue and red**. A good pair of plain colored sneaker is best for students, as they participate in physical activities daily. No sandals, boots or open shoes are allowed. **No denim or blue jean fabric is allowed unless authorized by the administration.** Students should arrive at school appropriately dressed and well groomed. No makeup, fancy hair barrettes and jewelry are allowed. The intent or purpose of the uniform rule is to prevent classroom distractions from learning.

Parent/Teacher Conferences:

We strive to keep a clear, open line of communication with parents. Teachers schedule conferences throughout the year. Parents may request a conference, at any time by sending a note to the teacher.

Insurance:

In the event your child is injured during regular school hours, any medical expenses incurred are the responsibility of the parents. The School Board of Marion County does not carry insurance on students. Parents are encouraged to consider purchasing optional school time or extended 24 hour student accident insurance, offered each year through an outside vendor, for a nominal cost. Additional information on this optional coverage is available on the District homepage or by contacting your child's 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 volunteer. Some field trip destinations limit chaperones.

Head Lice:

We check for head lice. If a student 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 students must be accompanied by the parent to the office for a recheck before the Student 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 Student 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 payments. Please make checks out to Reddick Collier. **Reddick Collier Cafeteria will no longer extend credit.** Meals must be paid for in advance. Otherwise, your student will receive a peanut butter sandwich or cheese sandwich and juice if they order a school lunch.

Breakfast is free for every Marion county student, and is 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.** If you do not know your child's identification number, please call the Main Office. 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. **You will need to pay the full price for lunches until you are approved by the Food Service Department.** The department **will not** write off any outstanding balance. If you do not want to incur any charges, please send your child with a brown bag lunch.

After-School Care:

Eagle's Nest 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 Student(s) for after care in the event of a family emergency. (See paragraph 3 under Student Day). A snack is provided by the school.**

- **Attendance/Payments:** Payments should be made payable to McIntosh Area School. Please note on your check or money order your child's name and the week of attendance for which you are paying. Payments are made at the Main office. Make payments in the school's name.
- **Tuition: YOUR PAYMENT IS DUE IN ADVANCE. YOU MAY PAY WEEKLY OR MONTHLY. If an outstanding payment is not received for the prior week, then your child will not be able to attend after care.**

	Charge per Day	CHARGE per Week
First Child	10.00	45.00
Sibling	10.00	40.00
Free/ Reduce	5.00	20.00

Instructional Staff Email Addresses

Kinder teacher	Ms. Elizabeth Dillingham	elizabeth.dillingham@marion.k12.fl.us
1st grade	Ms Belinda Hensley	belinda.hensley@marion.k12.fl.us
2nd grade	Ms Maureen Markson	maureen.markson@marion.k12.fl.us
3rd grade	Ms Rabecca Hall	rabecca.hall@marion.k12.fl.us
4th grade	Ms Chelsie Hughes	chelsie.hughes@marion.k12.fl.us
5th grade	Ms Jessica Hoover	jessica.hoover@marion.k12.fl.us
P E	Mr. Michael Scott	michael.scott@marion.k12.fl.us
ESE	Ms Mayra Donnell	mayra.donnell@marion.k12.fl.us
Principal	Mrs. Andrea Arnow	andrea.arnow@marion.k12.fl.us

School Board Members

<i>Chair - Ernest Sellers</i>	<i>352-283-2347</i>	<i>esellersjr@gmail.com</i>
<i>Vice-Chair - Garie-Lynn Lasher</i>	<i>352-598-2949</i>	<i>brygerf94@yahoo.com</i>
<i>Finance - Christina Anthony</i>	<i>352-219-6478</i>	<i>chrismarieanthony@gmail.com</i>
<i>Secretary - Mary O'Quinn</i>	<i>352-591-4090</i>	<i>maoquinn@windstream.net</i>
<i>Jason Perry</i>	<i>352-817-6681</i>	<i>jenson@windstream.net</i>
<i>J. Glenn Morris</i>	<i>352-466-9167</i>	<i>JGMorris@epi.ufl.edu</i>

We are a drug free workplace and an equal opportunity school