

Dear Parents and Students:

2016-2017 SCHOOL CALENDAR

We welcome you and your child to Ochwilla Elementary School for the 2016-2017 year. Our goal this year is to provide your child with the best education possible in a safe and pleasant environment that encourages teamwork between your child, parents, teachers, and all other staff members. To us, your child’s education is our highest priority. In working together, we believe we will assist your child in meeting his/her highest potentials for academic, social, and emotional success.

As your child’s first and most important teacher, you are encouraged to communicate with us regularly. Our combined efforts will make this year the best one yet for your child. Accept our invitation to create the strongest home/school partnership in all of Putnam County. After all, Ochwilla Elementary School belongs to all of the children, parents, teachers, and the community it serves.

Once again, we welcome you and your child to our school for the 2016-17 year. We look forward to a year full of excellent learning experiences and fun for your child. Please feel free to contact us at your earliest convenience should you have any questions concerning our school, its programs, or your child’s needs. With excellence as our goal, we thank you for joining and supporting the Ochwilla Elementary School family!

Sincerely, the Faculty & Staff of Ochwilla Elementary School

Ochwilla Elementary School - “Ensuring Student Success!”

At Ochwilla, our students will be taught to become independent, self-directed learners capable of making decisions, setting personal goals, and accepting responsibility for their behaviors. We are dedicated to providing a flexible, positive environment in which our students can be active participants in their search for knowledge and problem-solving skills. Our teachers will be “Facilitators of Learning” rather than “Givers of Knowledge.”

Ochwilla will be a school that has a growth mindset and focuses on success and eliminates failure. It is our goal to be a school where the curriculum will be made to fit the child rather than making the child fit the curriculum.

We realize that in order to enable our students to become active learners and to free our teachers to be facilitators, we must depend upon technology, not as a course of study but as a tool that will facilitate learning and enable students to obtain the skills needed in this new Millennium. Through our local area network, Internet connection, satellite, and cable receivers, our students will be able to reach out beyond our school to seek and retrieve information globally.

Mastery of the Standards: Everyone, Every one!

August	10	First Day for Students
September	5	Student/Teacher Holiday
October	12	End of 1 st Nine Weeks
	17	Planning Day/Student Holiday
	21	Report Cards Go Home
November	11	Student/Teacher Holiday
	23-25	Thanksgiving Student/Teacher Holiday
December	21	Last Day Before Holidays
	21	End of 2 nd Nine Weeks
	22-31	Winter Break
January	1-4	Winter Break
	5	Staff Development Day/ Student Holiday
	6	Planning Day/Student Holiday
	9	School Resumes
	13	Report Cards Go Home
	16	Student/Teacher Holiday
February	20	Student/Teacher Holiday
March	14	End of 3 rd Nine Weeks
	17	Planning Day/Student Holiday
	24	Report Cards Go Home
April	10-18	Spring Break
	14	Student/Teacher Holiday
May	25-26	Early Dismissal Days
	26	Last Day for Students ☺

INSTRUCTIONAL FACULTY AND STAFF**CLASSIFIED FACULTY AND STAFF**

Principal	Evelyn Langston	Secretary/Bookkeeper	Cindy Giles
Assistant Principal	Michael Tomlinson			
Pre-Kindergarten	Tandra Eames	Data Control Clerk	Kim Jackson
Pre-Kindergarten ESE	Dennis Dolan			
Kindergarten	Kelsey Caridi Diane Cromwell Sarah Motl	Office Aide	Deb Strang
First Grade	Bobbie Keeley Jennifer Miller Christine Parrish	Instructional Assistants	Dawnella Monroe Alexia Narducci Peggy Shrowder
Second Grade	Connie Clark Laura McIntyre Crissy Smith	Nurse	Leticia McGruder
Third Grade	Nikki Hutchinson Dana Jackson Elisha Newell	Pre-Kindergarten Aide	Christine Mainville
Fourth Grade	Diane Perry Heather Thacker	Pre-Kindergarten ESE Aide	Brittany Kelley
Fifth Grade	Marion Mathis Tim Stevens Jay Torres	ESE Aides	Sheryl Brunke Myrna Granger Angela Helmer Nancy Shurock
Guidance	Donna Pilling			
Media Specialist	Ann-Marie Thurber			
Physical Education	Tara Bowers	Head Custodian	Luis Rivera
School Psychologist	Chris Wilson			
Speech/Language P.T.	Sarabeth Kirkland	Custodians	Jo Ann Dykes Laura Moody Luis Rivera
CRT/RtI	Leigh DeGuzman			
Gifted	Jennifer DeLoach			
Varying Exceptionalities	Josie McDaniel Dana Sheffield Judy West Chelsie Worley	Lunchroom Manager	Patty Piper
			Assistant Manager	Brian Parrish
			Food Service Workers	Donna Cressman Johnnie Smith

OCHWILLA ELEMENTARY SCHOOL
2016-2017

School begins August 10, 2016. The school day will be from 9:00 AM until 3:15 PM throughout the school year.

APPROPRIATE DRESS FOR PUPILS

1. All students shall be properly groomed and attired when on school property or participating in school activities. Students shall be dressed so they will not present a clear danger to health and safety. They shall not be dressed in a manner that causes an interference with work or creates classroom or school disorder.
2. Attire that exposes the midriff (back and/or front) and/or see-through clothing will not be allowed.
3. **Shirts, blouses, and dresses must have sleeves.** Sleeveless clothing and clothing that exposes undergarments, armpits, breasts, or chest will be not allowed. **Shirts and blouses must cover the shoulder and midriff.** Tank tops, spaghetti straps, or shirts with sleeves cut out are inappropriate.
4. **Closed-toed shoes** are preferred. Any open-toed shoes must have a strap on the back.
5. No head attire shall be worn inside the building. This does not apply to wigs.
6. Clothing with slogans or symbols is prohibited **IF** it may be interpreted to be offensive, obscene, indecent, vulgar, or encourages the sale or use of drugs or alcohol. Clothing that is symbolic of gang identification is prohibited.
7. **Shorts, pants, and skirts** may be worn in classes pre-school through grade 5 providing the following criteria is met:
 - They are **not too tight**, as determined on an individual basis by school administrators or deans.
 - **Must be knee length**, as determined on an individual basis by school administrators or deans. All principals shall document violations of this code by students and an initial hearing shall be held by them regarding violations of this dress-code policy.
 - **Fit at the waist** (no sagging or hip-huggers).
 - **Must have a hem.**
8. Inappropriately loose fitting clothing that could conceal contraband will not be allowed, as determined on an individual basis by school administrators or deans.

SUGGESTIONS

PLEASE LABEL ALL OF HIS/HER COATS, SWEATERS, AND RAINCOATS.

Please join us in continuing to develop responsibility in children by:

1. Helping children enjoy and care for library books and returning them on time.
2. Signing and returning permission slips and money for field trips on time.
3. Making sure children have lunch money or a packed lunch, if on paid or reduced lunch.
4. Reinforcing the rules that students are not to chew gum while on campus.

TARDIES

Children are expected to be at school, in their seats, and working at 9:00 AM. If your child is tardy, he/she must bring a note from home explaining the tardiness. **NOTE: Three (3) tardies, excused and/or unexcused, will equal one (1) absence.**

ABSENCES

When a student is absent from school, he/she must bring a note from home explaining the absence.

BREAKFAST

The time for breakfast will be 8:30 AM to 8:55 AM.

There is no cost for student breakfast and lunch.

Students wanting breakfast may be dropped off at school at 8:30 AM (no earlier) and must go directly to the cafeteria upon arrival in the morning.

LUNCHES

Young children enjoy eating in the lunchroom. We offer a self-service lunch program where the children will have some choice as to what they eat. We expect not only greater participation but also happy students who will eat what they select. It is hoped that your child will participate in the hot-lunch program if possible. Parents are welcome to come and eat with their child(ren) at any time during the school year. If you plan to do so, you must register in the front office before going to the cafeteria.

LUNCH PRICES

Lunches are free this year due to a grant.

Every student will be given a lunch number. Please help your child learn this number. Every time a child eats a school meal, he/she will give his/her lunch number and name when going through the serving line.

The following items are available for purchase at the cost quoted below:

- Extra milk, white or chocolate - \$.60
- Fruit juice - \$.60
- 8 oz. Water - \$.50
- Ice cream - \$.75 (on Fridays only)
- Adult lunches - \$2.75

HEALTH

Lice

Each year cases of head lice are found in schools. The following is for your information:

What does the school do?

- Check all children a minimum of three times a year.
- Send infected students home.
- Check each infected student upon return to school.
- Refer students who have a continuing problem with head lice and/or nits to the Health Department.

What should parents do when your child(ren) is/are sent home?

Treat the hair of their child as directed with a head-lice shampoo. **NITS**, the eggs of louse, **MUST BE REMOVED** from the hair. This is the **ONLY WAY** to keep eggs not killed by the shampoo from hatching. Other necessary things needing done: washing and disinfecting the child's clothes, linens, and stuffed animals, and vacuuming the carpet. Proof of treatment must be presented when parents bring the child back to school.

MEDICATION

If necessary, medication can be administered at school. This can be done **ONLY** in the school office by Health Department trained personnel or the school nurse. The following procedures **MUST** be followed:

1. The parent must bring their child's medicine to the office where it will be refrigerated, if needed, or placed in a locked cabinet.
2. The medicine **MUST** be in the original container.
3. There **MUST** be a medical authorization form completed indicating the name of the medicine, dosage, and time the medication is to be administered.

MEDICATION WILL BE ADMINISTERED TO STUDENTS ONLY IF THESE PROCEDURES ARE FOLLOWED.

HOME SCHOOL CONTACTS

All parents should feel free to visit or call our school to discuss the progress of their children.

Problems can be discussed freely at an individual parent/teacher conference. Arrange by note or telephone **24 hours in advance** for a conference.

Ochwilla Elementary School's telephone number is (352) 481-5321 or 481-0204. Please support our school by becoming informed and assisting in our solutions if you possibly can.

WE MUST KNOW ...

1. *If your child is to be picked up by another person.*
2. *Who to contact if you are out-of-town.*
3. *Person and phone number to contact in case of an emergency. Please list this information on the Pupil Information Sheet.*
4. *ANY change in address or phone number during the school year.*

VISITORS

Visitors during the school day are welcome but should realize that teachers are busy with their classes and that the teacher's time belongs to the pupils. **ALL VISITORS**, including parents, **MUST SIGN IN ON THE VISITOR'S LOG IN THE FRONT OFFICE AND RECEIVE A VISITOR'S PASS BEFORE GOING TO THE CLASSROOM OR ANY OTHER AREA OF THE SCHOOL.**

EARLY RELEASE

CHILDREN SHOULD BE PICKED UP EARLY ONLY IN CASE OF AN EMERGENCY OR FOR AN APPOINTMENT THAT CANNOT BE MADE FOR ANOTHER TIME. Teachers are instructed not to let any student leave early unless they have a note approved by the front office. If you want to pick up your child early, you must come to the front office.

CHANGE IN HOW YOUR CHILD IS TO GO HOME

If your child is a bus student and you wish him/her **NOT** to ride the bus, he/she **MUST** have a written note from you the morning of the change that must be approved by the principal or assistant principal. Without this note,

your child will be placed on the bus. If there is an emergency change in your child's routine, please call the front office before **2:45 PM**. Also, to be counted as present, your child must be in attendance at least 75% of the day.

Parent Pickup and Walkers – Please **DO NOT** wait outside your child's room or on the front sidewalk to pick him/her up at the end of the day. Drive to the front of the school and stay in your car and your child(ren) will be brought to you.

Bus Students – If you want your child to ride a bus other than the one assigned, you **MUST** write a note to the principal or assistant principal **IN ADVANCE**. This note must be **APPROVED** by administration before the student can ride another bus.

FIELD TRIPS

Field trips are scheduled at different times throughout the school year. Students are required to pay for trips. **ALL money MUST be turned in at least three (3) weeks prior to the date of the field trip.** Adult chaperones must accompany classes on all field trips. Teachers will request volunteers at the maximum ratio of ten (10) children to one (1) adult. **Chaperones may not take their pre-school or other children on field trips.**

GUIDANCE AND COUNSELING SERVICES

Ochwilla Elementary School has one guidance counselor who works in partnership with parents and teachers for the benefit of Ochwilla Elementary School's students. The program focus is academic achievement and success for each student in combination with personal enrichment and development. Ochwilla Elementary School's program of services is preventive and sequential in nature and based on student growth and needs in an effort to assist students in reaching their highest potential as they work through each age and stage of development.

The counselor is available to you or your child on a short-term, individual basis. Referrals can be made by calling the main office (481-0204), sending a note via your child's teacher, or your child may contact the counselor directly. Close communication between parents and counselor is encouraged so that maximum benefit can be achieved.

GENERAL INFORMATION

ALL money brought to school should be sent in a sealed envelope with the student's name, teacher's name, and reason the money is being turned in.

Parents should have an understanding with their children about RAINY DAYS and transportation home in the afternoons. Please do not depend on the office to telephone to make transportation arrangements. **THE OFFICE PHONE IS FOR EMERGENCY SITUATIONS ONLY!**

Withdrawing Your Student - The office must be notified when a student is withdrawing from our school.

Lost or Damaged Textbooks – It is the parent's responsibility to pay for lost or damaged textbooks. There will be no further issuance of textbooks until the lost or damaged books are paid in full.

Report Cards – Report cards are distributed at the end of every nine weeks.

There is **NO ADULT SUPERVISION FOR CHILDREN ARRIVING AT SCHOOL BEFORE 8:30 AM!** To insure your child's safety, do not have your child on campus before 8:30 AM.

DO NOT PICK UP OR DROP OFF STUDENTS IN THE BUS LOADING AREA or AT THE BACK OF THE SCHOOL!

REGISTRATION INFORMATION

A parent or legal guardian will be required to accompany the child when enrolling the child in school for the first time to complete all legal documents. If a parent wishes for another individual to enroll the child in school, a NOTARIZED statement from the parent **MUST BE PRESENTED**. Students who have NEVER attended a school in Florida must have the following:

1. A physical examination within the last 12 months of entering school.
2. A completed and signed Florida Certificate of Immunization.
3. A Birth Certificate for children enrolling in pre-kindergarten, kindergarten, and first grade.
4. A Social Security Card.
5. A certificate of kindergarten completion if enrolling in the first grade.
6. Proof of residence.

HOMEWORK CART

As an added reading incentive for children who do their homework each night, a "homework" cart filled with lots of school-related prizes has been established. The cart is pushed around daily and the classrooms it visits are picked randomly. If the cart appears and your child has done his/her reading homework the night before, he/she gets to pick a special prize from the cart.

FLORIDA EDUCATION EQUITY ACT

"Discrimination on the basis of religion, race, national origin, handicaps, sex, marital status, parental status, or age is prohibited in the admission, selection scheduling, or other treatment of any students in any activity or education program conducted by the Putnam County School System, except as may be operationally required and authorized through Title IX of the Educational Amendments of 1972."

LIBRARY MEDIA POLICIES

HOURS – The Library Media Center will be open each day for students from 8:45 AM to 2:45 PM. Students must report to the classroom teacher before visiting the media center in the morning unless they are returning a book and do not plan to check out another.

CHECK OUT – Students in kindergarten and 1st grade may check out one book at a time. Students in 2nd, 3rd, 4th, and 5th grades may check out two books.

Reference books may be checked out for one night only. They must be checked out in the afternoon and returned early the next morning so they will be available for research throughout the day.

Magazines, newspaper, and audio-visual materials may be checked out with special permission.

Parents are always welcome to visit and borrow materials from our media center and the Parent Resource Center located in the library.

OVERDUE – No library fines ... overdue notices will be sent to teachers every two weeks. Students who have an overdue book must return it before taking another book. Books that are lost or damaged beyond repair must be paid for before another is checked out. Parents may call to make special arrangements regarding overdue or damaged books.

CIRCULATION – All media center materials and records are checked out and kept by computer. Each student has a library card with a unique bar code and library number. Library cards are issued at the beginning of each school year and are kept in each classroom.

DISCIPLINE – Assertive discipline techniques will be used in handling any library behavior problems. Guidelines are as follows:

Rules:

- Be considerate of other people in the room.
- Take good care of materials and equipment.

Consequences:

- Warning.
- Sit in chair.
- Return to classroom.

SCHOOL-WIDE DISCIPLINE PLAN

In order to maintain a safe and orderly atmosphere conducive to learning for all students, Ochwilla Elementary School has a School-Wide Discipline Plan in operation. This plan provides for fairness and consistency in dealing with behavioral programs throughout the school. Each student is expected to adhere to the four rules listed below:

1. **O**utstanding behavior.
2. **W**ork cooperatively.
3. **L**ove of learning.
4. **S**afety always!

PLEDGE OF ALLEGIANCE

The bill amended s. 1003.44, F.S., Patriotic programs; rules. It removes the requirement for posting a notice in a conspicuous place to inform students of their right not to participate in the reciting of the pledge of allegiance and replaces it with the requirement that all students be informed of their right not to participate by a written notice published in the student handbook or a similar publication. Upon written request by the parent, a student may be excused from reciting the pledge, including standing and placing the right hand over the heart. The bill also removes the word "civilians" and replaces it with "unexcused student," to read, "...unexcused students must show full respect to the flag...." If you have questions, please contact the Bureau of Standards and Instructional Support at (850) 245-0423.

STUDENT PICKUP

In an effort to make our student pickup area safer for children and also speed up the afternoon student pickup process, we are asking for your help and patience. Should you need to pick up your child from school during afternoon dismissal, please follow the process below:

1. Please note all the afternoon pickup children will be gathering near the end of the covered walkway by our 1st grade and kindergarten wing (south end of the flow lane). All children will be picked up for departure from that area only each day.
2. Parents will be given a laminated card with their child's name on it, which must be displayed in the right side of the windshield. If the card is not

displayed in the window of the car, the driver will need to park in the lot and come inside to pick up their child.

3. Once in line in your car, please pull as far forward as possible until you get to the end of the pickup area. Your child(ren) will enter your car at the end of the dismissal loop so you can depart immediately upon their entry into your car.
4. Should you arrive at the end of the loop and your child(ren) are not waiting for you, please exit the pickup area and loop back around going through the pickup area again. By the time you loop around, your child(ren) should be available for pickup. **Please do not cut through the front parking area to loop around. All traffic through the parking area and pickup loop is one way only moving from north to south.**
5. Please watch carefully at all times for people near our crosswalk or cars as they move through the loop.

In advance, we thank you for your patience and cooperation. Please remember to follow the directions of our staff as we help you through this process. Remind your children that you will be picking them up near the south end of our pickup loop daily. With your help, we are confident this student pickup process will be more efficient for parents and safe for our children.

