

**To: Mr. Adrian H. Cline, Superintendent.
De Soto County Schools**
**From: Debra Hall, Principal
Memorial Elementary School**
**Re: Student-Parent Handbook
2011-2012**
Date: June 30, 2011

The Code of Conduct is not included in this packet, as it is added at the time of printing and is the same for all Desoto County Schools.

MEMORIAL ELEMENTARY SCHOOL

Student-Parent Handbook

And

Code of Student Conduct

2011-2012



School District of DeSoto County

Adrian H. Cline

Superintendent

Accredited by the Southern Associations of Colleges and Schools

SUPERINTENDENT OF SCHOOLS

Mr. Adrian H. Cline

DESOTO DISTRICT SCHOOL BOARD

**Mr. Ronnie Allen
Mrs. Karen Chancey
Mr. Rodney Hollingsworth
Mrs. Debby Snyder
Mr. Bill Stanko**

SCHOOL BOARD ATTORNEY

Mr. Bucky Waldron

PRINCIPAL

Debra Hall

ASSISTANT PRINCIPAL

Phyllis Clemons

Foreword

The purpose of this handbook is to explain the expectations policies, procedures, and rules of Memorial Elementary School. It will be read aloud to all students and should be used by our students and their parents as a source of information throughout the school year.

Please read, Important:

Parents please read this entire handbook with your child very carefully, sign and return the parent signature page to your child's teacher. You are encouraged to refer to this handbook throughout the school year.

PARENT SIGNATURE PAGE

The purpose of this handbook is to explain the policies, procedures and rules of:

I have read the Memorial Elementary School Student-Parent Handbook and understand the rules, regulation, policies, and procedures as stated.

Memorial Elementary School

Students Name: _____

Parent Acknowledgement of Receipt _____
(Parent Signature)

Date: _____

Please return this page to your child's classroom teacher.

Memorial Elementary School
851 E. Hickory Street
Arcadia, Florida 32466
Telephone (863) 494-2736/ FAX (863) 993 2202
www.desotoschools.com/mes

August 22, 2011

Dear Parents/Guardians,

Welcome to Memorial Elementary School!

As a team this year it is very important that we work together. Home is where school actually begins with you and continues throughout the year. Events that occur at both home and school determine the kind of day your child will have at Memorial Elementary School. Their attitude should be positive, their successes should be numerous and they should be self-motivated with an eagerness and willingness to learn.

As a parent you may become an important person at Memorial Elementary School by volunteering, joining the MES Boosters, or becoming a member of the School Advisory Council by assisting with educational decisions of all students now and in the future. To keep up with the latest information concerning Memorial Elementary School go to the district webpage and view the monthly calendar.

If you have any questions, please feel free to contact me at Memorial Elementary School, 494-2736.

Sincerely,

Mrs. Debra Hall
Principal
Memorial Elementary School

School District of DeSoto

MISSION STATEMENT

The mission statement of the School District of DeSoto is to prepare all students to be successful citizens and productive workers in the twenty-first century.

GUIDING PRINCIPLES

1. Students, the quality of work provided to students, and the needs of students will be central concerns in all decisions made in the School District of De Soto County.
2. Fairness, honesty, responsiveness, and openness are core values in the School District of De Soto County.
3. Decisions should be made as close to the point of implementation as possible.
4. The schools belong to the community and the community's opinions and partnerships are essential to effectively meet the needs of students.

GOALS

1. To create a challenging, supportive education environment that results in higher levels of achievement for all students;
2. To provide leadership to agencies that serve youth and families to ensure that families have the necessary support to actively work to help achieve academic success for their children;
3. To help all employees become educational leaders responsible for providing quality leadership at all levels and to all publics, internal and external, to achieve quality instruction for students;
4. To hold everyone in the school district accountable for contributing to the ultimate educational goal- student achievement;
5. To create an organizational culture that treats its people as its most valuable resource, invests in their growth and development, and encourages risk taking consistent with the School District of Desoto County's mission and beliefs;
6. To create within the total community a sense of ownership of the schools and a belief that a quality public school system is an investment in the continued growth and prosperity of De Soto County.

MEMORIAL ELEMENTARY SCHOOL

Mission Statement

The mission of Memorial Elementary School is to improve student achievement by motivating every student. This will be accomplished by educating all children teaching them to read with comprehension, write clearly, compute accurately, think, reason, and use information to solve problems.

Vision Statement

Providing Excellence in Education
For Student Growth and Learning from Positive Effective Instruction.

Memorial Elementary School Behavior Expectations

1. RESPECT YOURSELF, RESPECT OTHERS
2. KEEP HANDS AND FEET TO YOURSELF
3. WALK
4. USE A QUIET VOICE
5. KEEP TOYS, GAMES, AND ELECTRONICS AT HOME
6. OBEY SCHOOL AND CLASSROOM RULES

Memorial Elementary STARS

STAY SAFE
TRY YOUR BEST
ACT RESPONSIBLY
RESPECT YOURSELF AND OTHERS
SHOW SELF-CONTROL

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POLICIES THAT AFFECT STUDENTS

ATTENDANCE PROCEDURES AND POLICES

All students are expected to be in school every day; according to law (1003.21 (1) (a) Florida Statute) from 7:45 AM – 2:10 PM. Excessive absences and tardiness will have a negative impact on learning.

Timeliness is equally important. Students arriving late disrupt the regular routine of the class, at 7:46 AM. Being on time is beneficial to the individual child as well as to the entire class.

Perfect attendance is defined as being in attendance everyday, ALL DAY UNTIL 2:10 PM.
SB. Policy. 192.06 Four (4) unexcused tardies or early releases are equal to one (1) unexcused absence.

1. **ABSENCES:** When situations arise that prevent a child from attending school or keep a child from getting to school on time NOTIFY THE SCHOOL IMMEDIATELY.

- a. Call the school (494-2736 ext. 131) to report that the child will be absent or tardy;
- b. Provide a written note for the absence at the time the child enters school from the parent/guardian with the following information:
 1. Child's name
 2. Date(s) of absence(s)
 3. Reason for absence
 4. Parent/guardian signature
 5. Operating contact phone number

EXCUSED ABSENCES- absence caused personal illness or a death in the family.

UNEXCUSED ABSENCES- disciplinary actions against a student or for things like shopping trips, vacations during school days**, or alarm clock malfunctions.

**** (Pre-approved absences require approval by administration except in the event of an illness or death in the immediate family.**

2. **EXCESSIVE ABSENCES:**

- a. Attendance problems may result in the revocation of approved out of district transfers.
- b. Excessive absences of three consecutive school days with no contact from the family shall be brought to the attention of the Attendance Clerk and an attempt to reach the home by phone, email, or a home visit will occur. Five days or more without any school contact from the family the child's information will be given to the School Social Worker.
- c. Parents will be invited to attend a meeting to review the child's attendance record and plans will be made to improve the attendance or timeliness.
- d. Parents shall be referred to the judicial system if excessive absences continue without just cause. Students may be retained for excessive absences if those absences are accompanied with poor academic progress. (PLEASE SEE DETAILED ATTENDANCE POLICIES AND LAWS IN THE DISTRICT SECTION OF THIS BOOK.

3. **TARDINESS:**

- a. School begins at 7:45 AM. Students are picked up by their classroom teacher at 7:35 AM.
- b. A child who is tardy must be accompanied by a parent or guardian to the Attendance Office and sign-in for admittance into class with an excuse.

4. **MAKE-UP WORK:**

- a. An excused absence allows for a five school day timeline for assigned work without any academic penalty defined by school board policy.

5. **TRUANCY:**

- a. Excessive truancy will result in an affidavit filed with the proper office for legal action with the court.

BACKPACKS

Clear backpacks are suggested for safety reasons. Also, for safety reasons the use of rolling backpacks is not permitted. According to the Academy of Pediatrics, backpacks should not exceed 15% of the child's weight, back straps should be wide and padded, and both straps should be used to distribute the weight evenly.

BUILDING AND CAMPUS CLEANINESS

Students are expected to keep the campus clean. This includes the school building, classroom, lunch room and grounds area. Students who cause any damage to any school property will pay for the cost of repair or replacement causing their parents to be held liable.

1. Keep your desk, floor, sidewalks and bathrooms clean of trash.
2. Do not write on or destroy any furniture, walls, or computers.
3. Put all trash in a garbage can.

BUS RULES

The bus driver is in complete charge and it is a privilege to ride the bus. Failure to comply with the bus rules will result in bus suspension.

1. Classroom behavior is expected to be observed on the bus as all times.
2. Each student is expected to enter the bus in an orderly manner, sit in their assigned seat, remain seated, and face the front of the bus.
3. Respect is expected to be shown to the bus driver.
4. Students are expected to keep hands, arms, feet, head, and other objects inside the window and to themselves.
5. Abusive or profane language is not allowed, only positive and school appropriate.
6. All talking is expected to be low toned so students may hear the bus driver.
7. **ABSOLUTELY NO TALKING AT RAILROAD CROSSINGS.**
8. Seat belts must be worn if on the attending bus.
9. A bus pass is required for a new student or if riding a different bus as normally scheduled.
10. The following items are not allowed on the bus for safety reasons: animals, balloons, bats, glass, sharp objects or weapons.

CAFETERIA RULES (BOTH Breakfast and Lunch)

1. Students will enter and exit the cafeteria in a quiet single file order.
2. Students are to get their food and walk to their assigned table.
3. Students will keep their food, hands, and feet to themselves, and off of other students.
4. Students will talk quietly in cafeteria using a 6" voice with their immediate neighbor.
5. Students will sit with their feet under the table.
6. Students will remain in their seat and raise their hand for help.
7. Students will clean up their area after they have finished eating.

If a student does not have money, they will be provided a lunch option of a peanut butter sandwich with a carton of milk.

Only two students are permitted outside to eat with another student.

CELL PHONE POLICY

STUDENT USE OF CELL PHONES IS STRICTLY PROHIBITED AT ANY TIME DURING THE SCHOOL DAY, DURING SCHOOL FUNCTIONS, OR ON A SCHOOL BUS.

Student may bring a cell phone, however the use of this communication is strictly prohibited during the school day. It must be turned off and stored out of sight and not to be worn on the person in any fashion. Violation of this policy will result in confiscation and/or disciplinary action.

** If used in a criminal act while the student is on school campus or the school bus, there is a possibility disciplinary action or criminal penalties will be taken.

CHANGE OF ADDRESS

Please complete a new emergency card or update your child's information in the front office. You may give the new information to the receptionist or attendance clerk if you have a change in address or telephone number. This is very important and is necessary in the event of an emergency.

CHECK OUT PROCEDURES

Children will be checked out only to their parents or to other adults approved by the parents and only if the other adults appear on the emergency card.

Please do not change your child's way of transportation after 1:30 PM each school day unless it is an emergency. This is a safety issue to assure correct after school transportation.

Parents and other approved adults may expect to be asked to produce picture identification before a child will be released.

If custody issues arise, it is the responsibility of the custodial parent to contact the school and present appropriate court documents prohibiting the other parent from checking the child out. Without appropriate court documents on file, school personnel have no legal ability to prohibit the non-custodial parent from checking the child out.

DISCIPLINE

Maintaining positive discipline at school is extremely important if children are to have an orderly, structured learning environment.

Students are at Memorial Elementary to learn. Your cooperation and support are expected to make Memorial Elementary a quality learning school. Rules and consequences are posted in each classroom. Details of administrative consequences may be found in the De Soto District Code of Conduct section in this book. Short discipline forms and long discipline forms that are sent home are expected to be signed and returned the next day. Days missed due to out of school suspensions are unexcused absences and work missed may not be made up.

ELECTRONIC GAMES, TRADING CARDS AND OTHER ARTICLES PROHIBITED IN SCHOOL

ELECTRONIC GAMES, TRADING CARDS i.e. (Pokemon, Ugeo), RADIOS, CAMERAS, TOY GUNS, KNIVES, SKATE BOARDS, IPODS, ROLLER BLADES, LIGHTERS, WALKMANS, AND WATER PISTOLS are prohibited on campus. Anyone caught with these will have them confiscated. Parent must come to the office to pick the item(s) up if they wish to have them returned. It is strongly recommended that students do not bring large sums of money to school.

The school is not responsible for lost or stolen contraband or prohibited items.

FIELD TRIPS

STUDENT PARTICIPATION

Students must have permission slips signed and returned and fees paid prior to leaving for a field trip.

Field trips are tied to behavior. To assure safety, teachers must be confident a child will conform to rules. Students may be held back from field trips if inappropriate behavior is routinely demonstrated on campus or if they do not meet behavioral requirements identified by the teacher prior to the trip. In such cases, parents will be notified in advance and will be invited to attend the trip with the child. If the parent cannot attend, the child will stay on campus and be assigned to a different class for the day. **Any parent wanting to participate as a chaperone or volunteering in the classroom MUST HAVE A VOLUNTEER APPLICATION ON FILE IN THE FRONT OFFICE. IF YOU ARE GOING TO BE RESPONSIBLE FOR A GROUP OF STUDENTS AWAY FROM THE CLASS YOU MUST BE FINGERPRINTED.**

FOOD SERVICE PROGRAM

Memorial Elementary participates in the federal government's free and reduced price lunch program. Parents may apply for assistance by filling out an application available through the school front office.

BREAKFAST****

Full Price Breakfast (student)	\$ 1.00
Reduced Price Breakfast (student)	\$.30
Adult Price Breakfast	\$ 1.55

****** The breakfast lines close at 7:30 a.m. Only bus riders arriving late on a BUS will be accommodated after 7:30 a.m.**

LUNCH

Full Price Lunch (student)	\$ 2.00
Reduced Price Lunch (student)	\$.40
Adult Price Lunch	\$ 3.25
Adult Salads	\$ 2.50
Extra Milk	\$.35

Memorial Elementary encourages prepaying for lunches the entire week when possible. Prepaying helps speed up the serving line by avoiding the need to handle money at the cash register, thus giving our children more time to eat their lunches.

Parents and/or other authorized adults may eat with their child at lunch by reporting to the school office and receiving a pass. Only two additional students may eat with each parent. Students will only be released to eat lunch on campus with the parents or other authorized adults as designated by their parents at their assigned lunch period. Lunch periods are scheduled for 30 minutes.

GRADUATION POLICY

Fifth grade students who meet the requirements of promotion shall receive a certificate of graduation and participate in approved graduation ceremonies.

Fifth grade students who do not meet the requirements of promotion, but are recommended for placement to the next grade level with good cause shall receive a certificate of attendance and participate in approved graduation ceremonies.

Fifth grade students who do not meet the requirements of promotion and are retained in the fifth grade do not receive certificates and do not participate in approved graduation ceremonies.

A fifth grade student who qualifies for a certificate of graduation or a certificate of attendance may be withheld from participation in approved graduation ceremonies for behavioral reasons. If a teacher recommends a student not participate in graduation ceremonies due to behavioral reasons, the teacher must notify the parent and a conference must be documented outlining the reasons the student is being withheld from participation. The principal or the principal's designee shall mediate disputes.

On the day of graduation only the principal may withhold an eligible student from graduation ceremonies

GUIDANCE

M.E.S. has guidance counselors on staff. The purpose of the guidance program is to help meet the academic, social and emotional needs of the children and, to the greatest extent possible, the family. Guidance services may be accessed by contacting the M.E.S. office at 494-2736.

LOST AND FOUND

"Lost and Found" items will be kept in the office area. Please check your child's clothing and personal items regularly. Clothing left at the end of each semester will be recycled, either through the school or community service organization.

MEDIA CENTER

The Media Center is available to all students, individually and with a class. Students who lose or damage library books are expected to pay for them to be replaced. Access to computers is also available. Access to the Internet is available only with parental consent. Firewalls are set up in all DeSoto District Schools to assure access to only appropriate educational sites.

MEDICATIONS

Students cannot bring medication to school in any form. If medication is required, the parent must come to school with a physician's order and sign a medication release form for dispensing medication. The parent is also required to bring the medication to school in its original container. Medications referred to in this policy include prescription drugs and over the counter medications.

PARENT ACCESS TO RECORDS

Parents have rights to access school records of their children in accordance with Florida State Law which clarifies that “the rights of access to records and information and education providers, apply to either parent **IN THE ABSENCE OF A COURT ORDER SPECIFICALLY REVOKING THESE RIGHTS.**”

PARENT/TEACHER CONFERENCES

Parents who wish to meet with their child’s teacher need to schedule a conference during the teacher’s planning time or after school. Conferences should not be held in the morning entering class or during the instructional time.

PARENT ORGANIZATIONS

MES Boosters: is a parent organization primarily involved in fund-raising and providing equipment for students. They also participate in providing assemblies, activities, reward systems, classroom parent support, and parent programs to name a few.

School Advisory Council: is a school-related organization established by the state to provide support and information to the school staff and administration. Though the School Advisory Council (SAC) does have some funds, their function is primarily to look at the academics and directions of the school and to provide the parent support and involvement necessary to accomplish the desired goals of the school.

Both organizations elect officers annually and are in continual need for parent involvement and support. ALL parents at Memorial are strongly encouraged to participate in both of these organizations.

PARENT PARTICIPATION

Parents and other adults accompanying their child on a field trip are responsible for the payment of fees and for their own transportation unless other arrangements have been made by the teacher.

All adults accompanying students on field trips must have a volunteer application on file with the school.

Adults providing their own transportation by private vehicle may only transport their own child.

PHYSICAL EDUCATION

A planned physical education program is provided for all pupils. A pupil may be excused from activities up to three days by written request from the parent FOR MEDICAL REASONS ONLY. Extended periods of non-participation require a doctor’s statement.

The use of appropriate shoes for Physical Education is expected. Although tennis shoes are recommended, various styles of shoes with rubber soles are acceptable. The only shoes that are not acceptable include sandals, slippers, flip flops, and cowboy boots for obvious safety reasons.

Slacks or shorts must be worn under dresses or skirts (if worn) on Physical Education days.

PLAYGROUND RULES

Students are to observe the following safety rules while on the playground:

1. Obey the adult on duty.
2. Report any accident to an adult.
3. Use the equipment appropriately; go down the slide forward not up the slide, sit on the swings and see-saws facing forward.
4. Stay off the fence and do not walk across the benches.
5. Stay in the play area, walking on all the sidewalks.
6. Use positive language and gestures, also keeping your hands and feet off of others on the playground.
7. Pay attention to the students around you.

SCHOOL INSURANCE

School insurance is not required, however, it is recommended. Two types of insurance are available. One covers the student during school hours. The other covers the student 24 hours a day. Both of these coverage's are for one year. Information is sent home with each student on the first day of school.

SCHOOL DRESS CODE

All students in kindergarten through fifth grade are expected to wear neat, acceptable and clean clothing which include pants, shirts, dresses, skirts, skorts, blouses, shorts and shoes. All students are expected to dress appropriately for school; undergarments, shirt/blouse, pants/shorts/skirt, or dress, belt and shoes. In the event a student fails to follow this dress code policy, the parent will be called to bring the student a change of clothing or the student will be sent home to change. Proper school attire is the responsibility of the parent.

SHIRTS

- Any solid colored shirt with a collar such as a polo shirt, oxford shirt or dress shirt.
- T-shirts and shirts with no collar are not permissible.
- Logos are allowed on shirts just as long as they are no larger than a fist.
- School spirit shirts and school club shirts will be allowed to be worn on Fridays.
- The size of the shirt must be appropriate to the student's body size and not oversized or undersized.
- Shirts must be tucked into the waistband of a student's pants or skirt.
- All shirts must have sleeves which forbid tank tops.

PANTS/SHORTS- SOLID BLUE, BLACK, KHAKI

- Pants, slacks, walking shorts, skirts, skorts and jumpers are permissible.
- Athletic shorts including spandex-style bicycle shorts, basketball-style shorts, cut-off jeans, frayed jeans, cut-off sweat pants short-shorts and running shorts are not permitted.
- Pants and shorts shall be worn so that the waistband is not below the waist.
- Shorts can be no shorter than mid-thigh.
- The hem of a girl's skirt or dress must also be no shorter than mid-thigh.

SHOES

- All students shall wear shoes and athletic shoes/tennis shoes are encouraged to be worn.
- Platform shoes and shoes with wheels are not permissible.
- Sandals and flip-flops are not allowed.

JACKETS

- Jackets, jackets with hoods, and sweatshirts shall not be worn in classrooms, specials areas, and during lunch in the cafeteria.

UNACCEPTABLE ATTIRE

The following items are prohibited from being worn on campus:

- Clothing associated with gangs.
- Clothing encouraging the use of tobacco, drugs alcohol or violence.
- Clothing associated with discrimination on the basis of age, color, handicap, national origin, sexual orientation, marital status, race, religion or sex.
- Clothing exposing the torso or upper thighs such as see-through garments, mini-skirts or mini-dresses, halters, backless dresses, tube tops, tank tops, spaghetti straps, bare midriff outfits or shirts tied at the midriff.
- Clothing not properly fastened or with tears or holes.
- Clothing traditionally designed as undergarments such as boxer shorts, bloomers, tights, hosiery and sleepwear should not be worn as an outer garment.
- Hats, caps, headgear or any head covering.
- Sunglasses.
- Armbands, wristbands, gloves, wallet chains or any other item with heavy metal projections.
- Students may not display inappropriate markings such as signs, graffiti, symbols or writings on themselves or any items they have at school.
- Gang paraphernalia, jewelry, tattoos or insignias which provoke and/or promote violence or disruptions.

OTHER UNACCEPTABLE DRESS CODE POLICIES

- Visible body piercing other than earrings.
- Extremely garish hair colors such as neon green, orange or other unnatural colors.
- Mohawk-style, extremely spiked or other hairstyles which would be distracting.
- Excessive make-up which exceeds the acceptable standards of the school and community.

Any violation of the school dress code policy will be treated as rebellious behavior under the Code of Student Conduct. When it is determined that a student's clothing does not comply with the school dress code, a parent/guardian may be asked to bring an appropriate change of clothes to school. The student may be sent home in order to change clothes if a parent or guardian signs the student out to transport them home.

SCHOOL ADMINISTRATION RESERVES THE RIGHT TO JUDGE ANY FORM OF DRESS THAT MAY BE INAPPROPRIATE, DISRUPTIVE, OR UNSAFE FOR THE SCHOOL ENVIRONMENT.

No student will be denied attendance at school or be penalized for failing to wear approved clothing due to a financial hardship. The school administration in cooperation with another school source will offer assistance to those students in need. Parents are requested to apply for this assistance through their school's guidance department.

SCHOOL ADMINISTRATORS HAVE THE FINAL AUTHORITY TO DECIDE IF THERE IS A VIOLATION OF THE SCHOOL DRESS CODE POLICY.

STUDENT WITHDRAWAL PROCEDURES

1. Parents should come to the office in person to withdraw the child.
2. All textbooks, library, and school-owned materials are to be returned to the school.
3. All moneys owed for lunches, lost/damaged books, or other unpaid fees are to be paid.
4. Records will be forwarded to all educational institutions upon request from the receiving school.

SUPERVISION AT SCHOOL

ARRIVAL BEFORE SCHOOL:

This is a Florida law; Florida Statutes, Section 1003.31 Supervision responsibility of the school district is limited to:

- The time a student is transported to and from school.
- The time a student is attending that day.
- The time a student is on school property participating in a school activity.
- No student is allowed on campus before 7:00 AM or after 2:45 PM unless they are attending an approved school activity. Students are not to be at school before 7:15 a.m. arriving by bus, the only exception is for students who ride the bus in the morning.
 1. Support staff is assigned at all entry areas beginning at 7:15 a.m.
 2. The school is not responsible for the supervision of non-bus riders before 7:15 a.m.
 3. Students arriving after 7:45 a.m. are tardy and must get a late pass before entering the classroom. Late passes are available in the Attendance Office, located in the Main Office.
 4. The Drop-off/Pick-up areas are located at Mills and Cypress for all students.
 5. **THE ADMINISTRATIVE /VISITOR PARKING AREA IS NOT A DROP OFF AREA.**

DEPARTURE:

1. Students are to leave the school grounds AT DISMISSAL, unless they are participating in an approved after school activity.
2. ALL STUDENTS must be off campus by 2:45 according to Florida Statute, unless in an approved after school activity.
3. Bus students are to go directly to their bus lines. Students who miss the bus will be required to contact their parent/guardian for transportation home.
4. **Students will not be permitted to ride different buses unless:**
 - a. **the parent writes a permission slip, or calls the office, and**
 - b. **the request is approved by the school office.**
5. **DO NOT DROP STUDENTS OFF OUTSIDE THE BUS LOOP ON LUTHER OR CYPRESS AT EITHER ENTRANCE. THIS A SAFETY HAZARD FOR YOUR CHILD.**
6. Pick-up areas are as follows:
 - a. Bus Riders- go to the bus ramp located on Luther.
 - b. Bicycle riders- go to the bike racks located on Luther. They will be dismissed from that location.
 - c. Walkers- go to designated area on Luther. They will be dismissed from that location.
 - d. Parents who pick their children up from school will meet them at the same location where they dropped them off in the morning.
 - e. **NO CARS OR STUDENTS ARE PERMITTED IN THE BUS LOOP.**
 - f. **THE ADMINISTRATIVE/VISITOR AND STAFF PARKING LOTS ARE NOT STUDENT PICK-UP AND DROP-OFF AREAS.**

STUDENT PROGRESS REPORTING

REPORTING STUDENT PROGRESS:

Students will no longer be issued 4 ½ week progress reports. Instead, progress will be reported weekly through an electronic program called Phone-master.

To access the student progress by phone (PHONE-MASTER)

1. Dial 494-1933, extension 8000.
2. Enter the Student's 6 digit local student ID. This is the same number used for lunch cards. The number may be obtained through the office in person only.
3. Enter the pin number, which is the student's date of birth, in the form of: mm/dd/yy (for example, the date of birth is January 7, 1994; the pin would be 01/07/94).

To access student progress by the Internet:

1. Go the <http://www.desotoschools.com/piv>.
2. Follow the instructions from there.
3. Have available the students 6 digit local student ID.
4. The pin number with the date of birth in the form of mm/dd/yy.

If parents notice progress slipping or adequate progress not being made, a conference with the teacher should be scheduled.

REPORT CARDS: Report Cards – At the end of each nine week grading period, report cards are distributed and a hand carried home by each student:

GRADING SYSTEM

Grades K – 5

A	90 - 100%	Excellent
B	80 - 89%	Above Average
C	70 - 79%	Average
D	60 - 69%	Below Average
F	0 - 59%	Failing

COMMENT CODES

- 1 – Follows school/class rules
- 2 – Has difficulty following school/class rules
- 3 – Has difficulty completing assignments on time
- 4 – Missing/late assignments
- 5 – Missing/late homework
- 6 – Respects others and their property
- 7 – Works neatly and accurately
- 8 – Student is a pleasure to work with
- 9 – Parent/teacher conference requested

*If a student receives multiple short forms (more than one) or a long form this may result in a negative comment on their report card.

QUARTERLY AWARDS

KINDERGARTEN:

*Principal's Award: All E's Math, Reading and Writing. Comments 2, 3, 4, 5, or a long form will DISQUALIFY a student from receiving the Principal's Award.

*Honor Roll Award: (K) No letter grade below an S in Math, Reading or Writing. Comments 2, 3, 4, 5, or a long form will DISQUALIFY a student from receiving the Honor Roll Award.

Academic Achievement: (Grades Kg,) At least 3 E's in the four core subject areas of; reading, English, math, and spelling, and no grade below an S in all evaluated areas on the report card.

GRADES 1-5:

*Superintendents Award: (Grades 1,2,3,4, & 5) All A's and all E's in all evaluated areas on the report card. Comments 2, 3, 4, 5, or a long form will DISQUALIFY a student from receiving the Superintendent's Award.

*Honor Roll: (Grades 1, 2, 3, 4, & 5) No grade lower than a B and an S in all evaluated areas on the report card. Comments 2, 3, 4, 5, or a long form will DISQUALIFY a student from receiving the Honor Roll Award.

*Extra Effort: (Grades K-5) Demonstrated improvement in any area of academics, behavior, or citizenship.

*Perfect Attendance: (Grades K-5) No absences, no tardiness, no early check-outs before dismissal.

*Citizenship: (Grades K-5) For the children who exhibit exemplary behavior, helps others, and demonstrates positive character.

END OF YEAR AWARDS

- * Superintendent List Medal – 4 Superintendent List Quarterly Awards.
- * Honor Roll Certificate - 4 Honor Roll Quarterly Awards, or any combination of quarterly Honor Roll and Superintendent List Awards.
- * Academic Achievement Certificate - 4 Academic Achievement quarterly awards.
- * Perfect Attendance Certificate - 4 perfect attendance quarterly awards.
- * Citizenship Certificate - A maximum of 1 boy and 1 girl per class may receive these awards for outstanding examples of citizenship.
- * American Legion Award - A total of four fifth grade students are recognized by the local American Legion Post of Arcadia.
- * Sunshine State Readers Medal- (Grades 3, 4, & 5) these go to students participating in the program all year. Details are available through the school's media center.

TEACHER QUALIFICATION NOTIFICATION

Parents or guardians have the right to request information regarding the professional qualifications of their child's teachers. As stated by the Department of Education, the following information can be obtained:

- (1) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (2) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (3) The baccalaureate degree major of the teacher and other graduate certification or degree held by the teacher, and the field of discipline of certification or degree.
- (4) Whether the child is provided services by paraprofessionals.

THEFT

Memorial Elementary does not assume responsibility for money and other valuables brought to school by students. However, school personnel will do whatever possible to recover lost/stolen items. Each student is responsible for school items checked out to them such as textbooks and library books.

1. NEVER allow students to bring large amounts of money or valuable objects to school.
2. Make sure you take purses and valuables with you at all times.
3. Lock bicycles in the bike rack.
4. Any money/items of value should be left with the teacher or in the office.

VISITORS

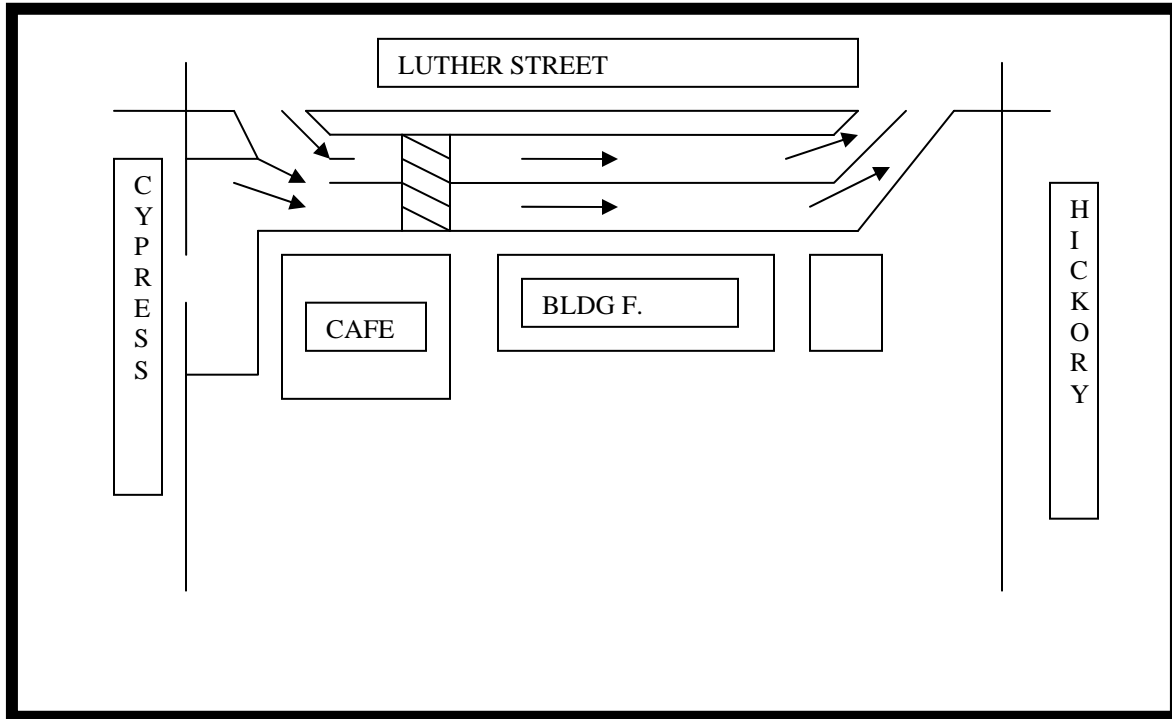
ALL VISITORS, INCLUDING PARENTS, MUST report to the administrative office, sign-in, and get a visitor pass to be on campus and before going to any classroom. Your driver's license is needed for placement into the MES Raptor System in order to receive a visitor's pass to be on campus. Persons on campus and not having a visitor pass will be directed to the office. The office will be notified of any person on campus without a visitor pass.

Please schedule your parent/teacher conference ahead of time.

VOLUNTEERS

Volunteers are welcomed and appreciated. A volunteer application must be completed and approved. You may complete one at the school or go on line to the DeSoto Schools website.

BUS LOOP AREA



PARENT PICK-UP/DROP-OFF AREAS 2011 – 2012

SAFETY FIRST!

SPEED LIMIT: 5 MPH

Locations: Mills and Cypress

All students will use these pick-up/drop-off areas.

Traffic flow through the pick-up areas are one way heading West onto Mills and North onto Cypress. There is no parking or standing in the pick-up/drop-off lanes.

Cars form two lines off of Cypress. A school official control person will be at the gate to direct cars to the appropriate lane.

Cars proceed to the striped area where they will be stopped. A school official control person will be at the striped area to direct cars.

The school official control person will direct drivers to move forward into the loading/unloading zone just on the other side of the striped area where adults will escort children either from the car or to the car.

Exiting vehicles may go in one of two directions when exiting onto Mills or onto Cypress.