

# Enterprise Elementary School

*“Where Everyone is a Star that Belongs in our Galaxy”*



Reaching for the Stars: Destination Learning

## **Parent/Student Handbook 2019-2020**

**Mrs. Alicia Douglas, Principal**  
**Mrs. Shannon Van Slyke, Assistant Principal**

Enterprise Elementary    211 Main Street    Enterprise, Florida 32725  
(386) 575-4135



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@Enterpiser211

## Message from the Principal

Dear Enterprise Elementary Families,

<b>Directory</b>			
<b>Name</b>	<b>Position</b>	<b>Extension</b>	<b>Email</b>
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Van Slyke, Shannon	Assistant Principal	42408	<a href="mailto:shannon@volusia.k12.fl.us">@volusia.k12.fl.us</a>
Ferri-Hamilton, Nadine	Principal's Secretary	42404	<a href="mailto:nferri@volusia.k12.fl.us">nferri@volusia.k12.fl.us</a>
Ferrato, Holly Café	Cafeteria Manager	42599	<a href="mailto:hmferrat@volusia.k12.fl.us">hmferrat@volusia.k12.fl.us</a>
George, Mary Jo	Attendance Clerk/Front Desk	42468	<a href="mailto:mgeorge1@volusia.k12.fl.us">mgeorge1@volusia.k12.fl.us</a>
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Thompson, Julie	EDEP Site Facilitator	42467	<a href="mailto:jathomp@volusia.k12.fl.us">jathomp@volusia.k12.fl.us</a>
Navarro, Evelyn	Registrar	42411	<a href="mailto:enavarr1@volusia.k12.fl.us">enavarr1@volusia.k12.fl.us</a>
Shawn Poole	Bookkeeper	42595	<a href="mailto:smpoole@volusia.k12.fl.us">smpoole@volusia.k12.fl.us</a>
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**ENTREPRISE ELEMENTARY**  
 211 Main Street Enterprise, Florida 32725 (386)-575-4135

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It is possible that information in this handbook may change due to new or additional school, district, or state policies.



**ACADEMICS:**

The goal of Volusia County Schools is for all students to achieve academic success. This assures high levels of learning for all students. For all students to learn, there are four components:

1. Highly effective core instruction
2. Systematic identification of each student’s level of success during instruction
3. A multi-tiered system of supports to ensure that all students learn
4. Accurate and meaningful reporting of student achievement

Student will have clear expectations of the course standards as defined in the Volusia County Schools’ curriculum maps and Florida course descriptions located at <http://www.fl.doe.org/educators/coursedescriptions.asp>

- Learning targets are clearly articulated (e.g., posted on board, described in rubrics, listed in syllabus)
- Instruction is scaffolded to develop learning to achieve the targeted outcomes at a proficient level
- Assignments and assessments are aligned with the rigor of the standards

<b>ELA Literacy</b>	<b>Mathematics</b>
Practice with <b>complex text</b> and its <b>academic language</b>	<b>Focus</b> strongly on Standards
Read/Write/Speak in a manner that is grounded in <b>evidence</b> from text	<b>Think</b> across grades, and link within major topics within the grade
<b>Build knowledge</b> by using of <b>complex-rich nonfiction</b>	Pursue with equal intensity <b>conceptual understanding</b> , procedural skills and <b>fluency</b> , and <b>application</b>

**AFTER HOUR EMERGENCIES:**

If you have an emergency involving school and must contact the school after it is closed, please call Communications and Monitoring at 386-734-7190 X20051. They will assist you in getting in touch with administration. Main Office hours are 7:00 am to 3:30 pm during the school year.

**ANIMALS:**

Due to student's allergies, possible biting or scratching, the extra cleaning that may be needed, and animals escaping, **administration requests that no LIVE animals be brought or kept on campus.**

## ARRIVAL AND DISMISSAL PROCEDURES

Safety and security dictates students may **not** be dropped off before 7:20 am as there is no adult supervision until 7:20 am in the Parent Loop. **Students dropped off before 7:20 AM WILL NOT BE SUPERVISED.**

Students planning to eat breakfast should be in the cafeteria by 7:20 am as breakfast ends at 7:45 am. Students walk to their classrooms and instruction begins at 7:55 am. **Students who arrive after 7:55 am are considered late!** If a child arrives from 7:50 am and beyond, the parent and child must check in with the Main Office for a late slip before reporting to class.

Students may not wander around campus; they are to line up in their designated area between 7:20 and the beginning of the school day. The line-up area are as follows:

All students that report to from 7:20-7:30. If the student is eating breakfast they will go through the line to eat. If student has eaten breakfast they will go to classroom areas at 7:20 am.

Kindergarten - Kindergarten Building.  
1<sup>st</sup> Grade - Music Room.  
2<sup>nd</sup> Grade - Central Hallway of Building 3  
3<sup>rd</sup> Grade – Central Hallway of Building 4  
4<sup>th</sup>/5<sup>th</sup> Grade – The 2 hallways within Bldg. 13.

**For safety reasons, we ask parents to remain outside the line-up areas after the first 2 weeks of school.**

Unless you have sent written permission or called the Main Office, students will be expected to go home the usual way. Students may not ride an alternate bus as there are no bus passes.

**A change in dismissal will not occur on a student's word.** It must be initiated by a parent note to the teacher or phone call to the office **before 2:00 p.m., so that teachers can be given the changes by 2:30 p.m.** There are state and county regulations that must be followed for the safety of all students. Please contact the Main Office if an emergency arises.

When a student must be released during the school day, the parent must report to the Main Office. Students will not be called to the office to wait for parents – they will be called once parents arrive. Parents may not go to the classroom to pick up students unless they are cleared through the Main Office. Parents picking up students will be asked to provide identification. This helps to guarantee the safety of the child. If for any reason, you are unable to pick up your child from school, please make alternate arrangements and contact the school. School personnel are unable to supervise students beyond the normal school day (2:45 pm) as the school day ends at 2:30 pm.

### AM Arrival

- **Students may not be dropped off before 7:20 am** unless they are a patrol or a Pre-K student.
- Only students arriving in a yellow school bus will arrive via the bus loop which is closest to the Main Office. It is the same bus loop that we've been using. Students from the bus loop area will move to the cafeteria for breakfast or to wait to go to their grade level line up area. Teachers and staff will be on duty to assist beginning at 7:20. **Parents/Guardians cannot drop off students in the Bus Loop in the mornings until all busses have left (usually after 8:20 am). The drop off location is the Parent Loop for cars as well as day care bus, or a Florida United Methodist Children's Home van. Parents may park and walk their child across the street but may not for any reason drop their child off in the front of the school or side street.**
- **Parents/Guardians must not drop off students on Third Street or on Main Street** as these pose safety issues according to the Volusia County Schools' Safety Department and the Volusia County Sheriff's Office. If this occurs Sheriff's Office will be contacted.

- All students who are dropped off by families in vehicles should be dropped off in the Parent Loop from 7:20 am until 7:45 am. Students from the Parent Loop area will move to the cafeteria for breakfast and/or to their grade level line up area. Teachers and staff will be on duty to assist beginning at 7:20 am.
- All students who ride a bike or walk to school (without a parent), will access the sidewalk in the Parent Loop to go to the cafeteria for breakfast or to their grade level line up area. Teachers and staff will be on duty to assist beginning at 7:20 am.
- There are parking spots in the Parent Loop **including Handicapped Parking**. Parents may park and walk in to the school grounds via the Parent Loop from 7:30 am until 7:50 am. There are parking spots in the area across the street from the Main Office and bus loop. Parents can park and walk their students across the street to the school. Students are not allowed to cross Main Street without an adult.
- At approximately 7:50 am, the Parent Loop's gate and the smaller gate into the campus will be closed. All those who are parked in the Parent Loop will need to exit that location prior to 7:50 am. This is a safety issue and we must close the gates to keep our students safe. At this time, parents who arrive after the Parent Loop is closed can drop off their students by parking and walking them across to the front of the school. Our school busses should be gone prior to 8:15 am so the bus loop can be then open to vehicles.

#### **PM Departure:**

- Yellow school buses and day care buses will leave campus via the bus loop which is closest to the Main Office. Cars cannot go through the bus loop to pick up students until after 2:45 pm.
- All students who are picked up by families in vehicles will be picked up in the Parent Loop from 2:30 pm until 2:45 pm (except on early release Wednesdays when the times will be 1:30 until 1:45). Teachers and staff will be on duty to assist.
- All students who ride a bike or walk to school (without a parent), will leave the campus via the sidewalk in the Parent Loop. Teachers and staff will be on duty to assist. Walkers (without a parent) and bike riders will turn right out of the loop and go to the crossing guards posted on the new by-pass, DeBary Avenue.
- There will be a "parent waiting area" on the grass near the students' canopied waiting area within the Parent Loop. Teachers will bring students to the 'hand shaker' gate next to the Parent Waiting Area if a family member is waiting for their students. Families must speak with the assigned teacher before taking the child – this is for SAFETY and Security of the students. Students will not be released to walk to the family member. Students in the canopied waiting area will not be released to parents who walk in – this must be done from the 'hand shaker' gate.
- At 2:45 pm, teachers are no longer on duty so the Parent Loop gate will be closed and those students who have not been picked up will be taken to the Main Office.
- After 2:45, families who missed the Parent Loop prior to closing will have to enter the bus loop, park and come into the Main Office to pick up their students. Teachers are off duty at 2:45 so families who are late to pick up must come to the Main Office to sign out their students.

#### **Other Concerns:**

- It is encouraged that all parents stay in their car and pick-up and drop-off their student. This would provide a safer and more effective parent loop.
- Cars will line up on Main Street to enter the Parent Loop in the afternoons. The gate will be opened around 2:00 each afternoon (1:00 on early release days).
- Cars will enter the Parent Loop via Main Street. There are 2 lanes within the Parent Loop, the inside lane (nearest the retention pond) will allow parents to pick up students from the teachers.
- The outside lane will be a passing lane. Once students are loaded into the vehicle, the driver may move into the inside (or passing) lane to exit the Parent Loop.
- Drivers must turn right onto Main Street when exiting the Parent Loop. Cars may not enter through the exit gate.

#### **ATTENDANCE:**

Under Florida's compulsory school attendance law, each parent of a child within the compulsory attendance age is responsible for such child's school attendance. All students who have attained the age of six years, on, or before September 1<sup>st</sup> of the school year are required to attend school regularly during the entire school term. "Attendance" means being present at school or away from school on a school day and engaged in an educational activity which constitutes a part of the school-approved instructional program for the student.

**Parents/Guardians have the responsibility to report any non-attendance.** This can be done through a note to your student's teacher or by calling the **Attendance Line at 386-575-4135 X42468.**

#### **Reminders:**

- **Students with 10 or more absences or tardies are reported to the School Social Worker. After 15 absences (unexcused or excused), students are reported to the School Social Worker and a doctor's excuse is required for all subsequent absences.** Doctor's excuse must show that the student's condition justifies the absence. A new doctor's note is needed each time a student is absent once the 15 excused or unexcused absences occur. **Tardies and early dismissals count toward absences (5 tardies or early dismissals= 1 day absent).**
- ABSENCE – EXCUSED – Parent notifies schools of date and reason for absence.
- ABSENCE – UNEXCUSED - Absence without notification of school officials by the parent/guardian is considered an unexcused absence. It should be noted that vacations taken during the school year are not excused. For emergency situations requiring the family to be out of town, the parent/guardian must meet with an administrator before or after the situation, depending on the cause. Each case will be handled on an individual basis.
- After 7:50 am parents/guardians are asked to report to the main office to check their child into school.
- If a student needs to leave school during the school day, the parent/guardian or designated adult must report to the main office to check the student out of school. Please be prepared to show identification at the time of check-out. ONLY adults designated by the parent/guardian on the student's emergency card will be allowed to check out the student. PLEASE keep emergency cards updated with any changes in telephone numbers, address and/or authorized adults that may act in place of the parent/guardian.

#### **BELL SCHEDULE:**

The regular elementary instructional school day will be 7:50AM – 2:30PM. Early release Wednesday hours are 7:50 AM to 1:30 PM with the morning bell schedule staying the same. Teacher hours are 7:30 AM to 2:45 PM, except on meeting days.

**Students cannot be dropped off at school before 7:30 am as there is no one to supervise them.**

- 7:00 AM – Main Office is open for business.
- 7:45 AM bell indicates that students should be moving towards the classrooms.
- 7:50 AM bell – Class begins (Student is tardy if not in class)
- 2:30 PM – Indicates end of school day. (1:30 PM for Early Release Wednesdays) Parent pick-up, bus riders, and walkers are dismissed. No students are to be out of class prior to 2:30 without an authorized adult.

#### **BIKES:**

Riding of bikes is permitted by students to and from school. Bikes may not be ridden on campus. Students must walk their bikes to the bike rack within the Parent Loop. Students will park and lock their bikes in assigned bike racks. All students must wear a helmet as required by law. Please make the school counselor or PE teachers aware of any student who does not own a bike helmet. Other riding choices such as skate boards, electric scooter, skate shoes, razor boards, trikes, mini bikes, etc. are not allowed on campus.

#### **BULLYPROOFING:**

Enterprise is a caring community and has a **zero tolerance for bullying**. Our school has a curriculum used by teachers and our School Counselor to assist students with bullying. They learn the facts about bullying, key elements of bullying, types of bullying and, most importantly, strategies they can use if confronted by a bully. We ask that students and parents report any incidents they believe involves bullying to the Main Office so it can be handled immediately by administration and/or guidance. There are brochures available in the Main Office if parents are interested in learning more. There are also on-line brochures on our school's website.

Bullying, as described in VCS Code of Conduct, is **aggressive** behavior that is **repeated** and is **intentionally harmful** and occurs with **no provocation**. "Bullying" includes systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to teasing, calling names, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious or racial harassment, public humiliation and destruction of property as well as spreading rumors and influencing others to do the same. The term "bullying" includes cyber-bullying where technology and cyberspace are used for any of the above behaviors and acts. (See also School Board Policy 525 – Policy Against Bullying and Harassment.)

#### **BUS RULES AND REGULATIONS:**

By authority of the School Board of Volusia County, your student is entitled to ride a school bus if you live more than 2 miles from the school. Due to budgetary reasons, transportation has streamlined bus routes. Bus stops have been consolidated to serve the same area to within the State mandate 1.5-mile range within a subdivision.

Students are expected to follow all bus rules. Please remind your student to enter and exit in an orderly manner, remain seated, talk only to his/her seat partner and to respectfully follow adult instructions for the safety of all. If a student misbehaves on the bus, a consequence will occur, which can include suspension of bus privileges. Students suspended from the bus are expected to attend school. Acceptable behavior is expected at all bus stops.

### **CAMPUS SAFETY FOR VISITORS**

Visitors must sign in at the Main Office if they are to be on campus after 7:50 am each day. Visitors are not to enter classrooms without prior arrangement, teacher consent, and without signing in at the Main Office. If parents walk a student to the classroom, please do not expect a parent/teacher conference unless it has been scheduled. Once students are in the classroom, we carefully guard our instructional time from unnecessary interruptions.

Parents may not enter the campus during the late afternoon dismissal process unless there is a parent/teacher conference, scheduled meeting, scheduled appointment, etc. If a parent needs to meet with a teacher before the dismissal bell, then he/she must sign in at the Main Office with teacher consent, and the visitor must wear a visitor's badge that is visible to all.

### **CELEBRATIONS**

The School Health Advisory Committee appointed by the Superintendent has recommended that birthday party celebrations be limited to one a month in each classroom. This means that all students with birthdays in a specific month will be celebrated at the same time during one party. As part of Volusia County's wellness policy, we are making an effort to reduce the amount of unhealthy foods our students consume. Please consider sending in a healthy snack or non-food treat for the class, after checking with your student's teacher. The designated birthday party day will be the last Friday of each month. Parents must contact their child's teacher the Monday before the last Friday of the month. The teacher will coordinate with the parents to avoid duplication and limit the amount of sweets served to the students.

### **CELL PHONES (STUDENTS):**

Volusia County recognizes the right of all students to possess a cell phone or other wireless communication devices while on a school campus or while riding district student transportation. However, to prevent the disruption of school and instructional activities Volusia County Schools restricts the use of cell phones and other wireless communication devices by students, as follows:

- Student at elementary schools may possess a cell phone, electronic pager or other wireless communication device while on a school campus or while riding district student transportation, **but at all times, are required to keep the cell phone, electronic pager or other wireless communication device out of view (e.g., in the backpack, purse, pocket, etc.) and are not permitted to use the cell phone, electronic pager or other wireless communication device in any manner without the express permission of an administrator, teacher or bus operator. All devices are to be turned off.**
- If a parent has a need to communicate with his or her child during the school day, the parent should contact the main office. The school will see to it that messages from parents/guardians are communicated to the student.

### **CHILD ABUSE:**

F.S. 415.504, Mandatory Reports of Child Abuse or Neglect, requires that if you know of actual child abuse or child neglect or have reasonable cause to suspect that a child is abused or neglected, you must report your knowledge or suspicion to Department of Children and Families (DCF) without delay. Abuse is defined to include neglect, malnutrition, severe physical injury, inflicted other than by accidental means, and failure to provide sustenance, clothing, shelter, or medical attention.

Failure to report known or suspected child abuse is a misdemeanor of the second degree. Failure to report may subject a teacher to prosecution. The requirement to report known or suspected cases of child abuse or neglect applies to cases of known or suspected child abuse occurring both at school board facility or an outside facility, including the student's home or day care center. Reporting your knowledge or suspicion to your supervisor or other school board employee does not comply with the law.

**Florida Statute mandates teachers and staff report child abuse or neglect to DCF 800-96 ABUSE. Please provide courtesy notification to an administrator and the Guidance Counselor when there is a need to file a report.**

#### **CLINIC:**

Our health clinic is opened daily during school hours. Students who feel ill are sent to the clinic, at the teacher's judgement. TLC and the necessary medical attention are provided. The health technician will call the parent/guardian any time their child is sent to the clinic. **Please make sure that all telephone numbers are current on your student's emergency card.**

Students may not carry medication, including over the counter medication (such as cough drops, aspirin, etc.), on the school campus. If a student must take medication during school hours, a doctor must complete a **Request for Medication to be Administered by School Personnel** form. This form is available in the Main Office.

Please notify the Main Office if your student has any illness, such as asthma, diabetes; a physical condition such as heart murmur, visual, speech, or hearing problem; or any allergies. It is possible that we may need an **Emergency Care Form** if problems are chronic or severe.

Students, faculty & staff must report all accidents or injuries that take place on the school grounds to the administrators. Parents will be notified.

Pediculosis (Head Lice) – **See Appendix A**

#### **COMMUNICATIONS - SCHOOL TO HOME AND HOME TO SCHOOL**

The faculty and staff believe that communication with families is vital and we do our best to be sure that families are notified of any events. We have several ways to communicate with families:

- **Principal's Memo** – Every Monday the principal will post to the school's website and social media accounts a memo containing important information on upcoming events/meetings, student recognition and opportunities for our school shareholders to become involved in all aspects of the educating of those who attend Enterprise Elementary.
- Students in grades K-2 will be provided a **"Nicky's Folder"** to be used as the school to home/home to school communication tool.
- Students in grades 3-5 will be given a free **planner** to be brought to school daily. Teachers and parents will use the planner to communicate with each other.
- **Social Media** - Enterprise Elementary will post and monitor one official Facebook Page, one official Twitter account and one official Instagram account.
  - Facebook = [www.facebook.com/HomeoftheExplorers](http://www.facebook.com/HomeoftheExplorers)
  - Twitter = @SLMEnterprise
- **School website:** Go to [www.myvolusiaschools.org](http://www.myvolusiaschools.org) Click on Schools tab, Elementary Schools, Enterprise Elementary. [www.myvolusiaschools.org/school/Enterprise](http://www.myvolusiaschools.org/school/Enterprise)
- **School Master Calendar:** Go to [www.myvolusiaschools.org](http://www.myvolusiaschools.org) Click on Calendar, Click on Show Master Calendar, Select Enterprise Elementary.
- **Teacher Email** addresses: Go to [www.myvolusiaschools.org](http://www.myvolusiaschools.org) CLICK on Parents, Click on General Information, scroll down to Phone/Email Directory.
- **Messenger** - Enterprise Elementary will continue to utilize the school-to-home telephone messaging system. The system allows for periodic, personalized and sometimes emergency messages to all parents and families with one recorded phone call.

#### **COUNSELING SERVICES:**

The school guidance counselor is trained to provide numerous services to our students and their parents. These services include, but not limited to:

- small group counseling
- individualized counseling
- academic counseling
- grief/lost counseling
- parent/teacher conferences
- Junior Achievement
- Red Ribbon Week

The guidance counselor is also responsible for holding Problem Solving Team (PST) meetings to discuss student progress and recommend interventions to help students be more successful. Parents/Guardians are invited to all PST meetings.

#### **DISCIPLINE:**

Parents/guardians will receive a District Code of Student Conduct handbook and a copy our school compact to sign at the beginning of the school year. Our expectations and consequences are explained in these handouts. Compliance with rules is required to maintain a safe and orderly environment in which all students can learn. We appreciate your support in ensuring that Enterprise Elementary is a learning place where only those items and behaviors that promote a positive learning environment are acceptable.

#### **DRESS CODE/UNIFORM:**

Responsibility for the dress and appearance of students enrolled in the School District of Volusia County primarily rests with parents and the students. Some student apparel, however, may not be appropriate to wear to school even though that same apparel may be appropriate to wear in other settings. To assist parents and students in making appropriate fashion and grooming decisions for school, the School Board has established the minimal guidelines for the appearance and dress of students. **(See Appendix B)**

**School Polo Colors: Grey, Black, White, Red and Navy**

**Spirit Day: Friday's**

#### **EXPECTATIONS FOR STUDENTS**

The Enterprise school-wide discipline plan is based on simple rules designed to maximize instructional time and minimize disruptions. These rules are posted, monitored by all staff in all settings, and clearly understood by all. Rules and standards are consistent with the Volusia County Schools Code of Conduct.

#### ***Be a Rockstar Student!***

1. Show Respect
2. Treat Other with Kindness
3. Always Be Safe
4. Reach for the Stars

#### **EXTENDED DAY ENRICHMENT PROGRAM (EDEP):**

EDEP services are provided through our county school system and are a part of the Enterprise School family. Please contact the EDEP Facilitator for information. The EDEP students may not be used for after school assistance unless this is cleared by the EDEP Facilitator and not a parent or a fellow teacher. Teachers/staff may not take a student from the EDEP area unless the Facilitator is asked and permission is granted. EDEP Facilitator is Mrs. Julie Thompson and her office is in the Café.

#### **FIELD STUDIES:**

Educational field studies are planned as part of the school program. Policies and procedures that apply to transported students and to the school day are applicable to field study trips. Permission slips must be signed and returned to school prior to each trip. Teachers will inform parents of lunch arrangements. Parents chaperoning field studies may not bring younger children or other family members on the trip. ***Please remember that all chaperones must have an approved volunteer (VIPS) application prior to the day of the trip.***

## **HOMEWORK POLICY:**

The faculty and administration at Enterprise Elementary believe that homework is an important extension of the classroom. It provides a vital link between home and school. Homework should reinforce and enhance student learning. We have chosen not to impose a school-wide homework policy but use a grade level homework policy. We use the following guidelines to assist teachers and parents:

1. Homework should not be assigned unless the concept has been well explained and understood by the students. Assignments should be specific and students should know what is expected of them.
2. Homework assignments should be reasonable in length. In most cases, homework should not exceed one-half hour in primary levels (K – 3<sup>rd</sup>) and one hour at the intermediate levels (4<sup>th</sup> & 5<sup>th</sup>). If it is taking your child longer to complete homework assignments, please contact the classroom teacher.
3. Homework should be an integral part of classroom activities; it should never be busy work nor construed as punishment.
4. Homework should be corrected, discussed, and / or returned to the students. Credit should or should not be given in light of the objective to be accomplished.
5. Although, teachers usually do not assign homework on Friday nights, parents who wish their students to have the consistency of nightly homework could assign them something to read. Reading practice is always needed.
6. Make-Up Work - A reasonable time will be allowed for a student to complete make-up work.

## **LEAVING SCHOOL GROUNDS**

No student may leave school grounds during school hours without the approval of the principal or her designee. No student may be permitted to leave school grounds prior to dismissal except by permission of parents/guardians, unless in the company of a school employee designated by the principal. All students leaving the school grounds during the school day must be signed out through the Main Office. Children cannot ever be dismissed to parents/guardians through the classrooms or other locations. The parent must be notified when students leave the school grounds without permission.

## **MONIES OWED:**

Students are responsible for all material checked out or assigned to him/her. A monetary value will be assigned to all damaged or lost school property and the student, to whom the property was assigned, is responsible for payment.

## **PTA:**

The PTA (Parent Teacher Association) is made up volunteer parents and staff members. Our PTA sponsors events and fundraisers to provide opportunities for our students to extend their learning beyond the classroom. PTA sign-ups will take place during Meet the Teacher and Open House.

## **SCHOOL ADVISORY COUNCIL (SAC):**

The School Advisory Council (SAC) is vital in researching, planning and implementing goals and objectives for our strategic plan to improve student performance. If you are interested in becoming a SAC member sign-ups will occur during Open House.

## **SCHOOLWAY CAFE:**

School Way Café is a partially funded federal program designed to provide nourishing meals to students in public school. Anyone having any inquiries about the School Way Café should contact the manager.

### **Reminders:**

- Students are encouraged to pre-pay for meals. However, in an emergency, students bringing cash for meals should bring their money in a labeled and sealed envelope to the cafeteria in the morning before 7:45. This envelope should include the student's full name, lunch number, and teacher.

- Parents may now pre-pay by credit or debit card for student meals by visiting [www.myLunchMoney.com](http://www.myLunchMoney.com). For parents to create an account on myLunchMoney.com they must know their student's ten-digit customer ID number. Parents can retrieve the ID number from a tab located on Parent Portal. *Please note: There is \$1.95 fee charged per transaction.*
- Students who pay for breakfast/lunch will be given two IOU's if they do not have their money. After the 3<sup>rd</sup> IOU, an alternate meal of a cheese sandwich and juice will be offered and the student will be charged. It is the parent's responsibility to make sure that their student has whatever is necessary to each lunch every day.
- Prices - Students' breakfasts are NO COST and lunches are \$2.00; adult breakfasts are \$1.00 and lunches \$3.25.
- Doors open for breakfast at 7:20 AM and students are not permitted to enter the cafeteria after the 7:45 AM bell.
- Students are given the right to choose on the serving line. The cafeteria server will assist in serving food items. All food items are to be consumed in the cafeteria area. Students should not leave the cafeteria with breakfast or lunch items to consume later.
- If parents are interested in applying for free or reduced (economically needy) breakfast/lunch, forms will be distributed during the first week of school. The form can also be found on the school's website, as well as, the Volusia County Schools homepage. It is a confidential process. Our EN Clerk will review the application form for completeness and forward it to the School Way Café district office for processing. However, for the fastest and most confidential service, apply online at [www.myvolusiaschools.org](http://www.myvolusiaschools.org). For those wishing to continue with the program, a new form must be completed within twenty (20) days of the start of school.

Many times, parents or family members want to eat lunch with a student. **The adults must be VIPS approved to eat lunch in the café and must sign in at the Main Office for a Visitor's Pass.** The Visitor's Pass must be worn and be visible to all. If the adult has VIPS clearance, then he/she may eat lunch in the cafeteria with the child. Due to overcrowding, the adult and child must eat at the Family Table or at an outside picnic table. Only the child may eat with the parent(s) at the family table and friends of the child **may not** eat with them per our Safety & Security procedures. Due to space limitations, parents may not bring younger or older siblings to eat lunch in the cafeteria without administrative permission.

#### **SECURITY**

Enterprise Elementary has a security manual which details our security plan as well as security drills. This manual is available for review in the Main Office. Mrs. Shannon Van Slyke, Assistant Principal, is our security contact if you have specific questions. Student safety and security is a primary goal which is why there are many procedures in place all to keep our students safe. If you are concerned about any areas of security or safety regarding your child and Enterprise Elementary, please contact Mrs. Van Slyke or inquire at the Main Office.

#### **STUDENT CLUBS:**

Enterprise Elementary recognizes that student participation in school clubs is a valuable part of the educational experience. Clubs are an extension of the school curriculum and will promote critical thinking, good citizenship and leadership skills, athletic skills and service to the community.

#### **STUDENT ACHIEVEMENT/TESTING:**

Student achievement is measured throughout a student's educational career using a variety of testing instruments that include both norm-referenced and criterion-referenced assessments. The data derived from student achievement tests support several purposes that include school, district, and state accountability; instructional and program decision-making; student placement; and monitoring student progress. A summary is below:

- Florida State Assessment Test (FSA): The FSA is a state mandated test that measures the degree to which students are learning the Florida Standards in reading, math, writing, and science. The reading and math FSA is administered to 3<sup>rd</sup> through 5<sup>th</sup> grade at Enterprise Elementary.
- The writing FSA is administered to 4<sup>th</sup> and 5<sup>th</sup> grade students.
- FSA Science is administered to 5<sup>th</sup> grade students.
- Our second-grade students are administered the SAT-10, a norm-referenced achievement test and also given the NNAT2 Test, a norm-referenced test which also gives us student achievement information.

#### **VISITORS**

As a safety precaution, policy requires that visitors check in at the Main Office, write down where they are visiting, and wear a visitor's badge so it is easily visible. Visitors must visit only the places they wrote down in the Main Office. Our faculty and staff are expected to report unidentified visitors or visitors in the wrong area and ask why a stranger is on campus or in that area. Not everyone on staff will recognize volunteers and/or visitors which is why wearing a visible Visitor's Badge is so important and is required.

Anyone wishing to contact or visit teachers, students, and/or staff during the school day MUST receive permission from the Principal or her designee and have a visitor's pass.

# **VOLUSIA COUNTY SCHOOLS**

## **Volusia County School Board**

Mr. Carl Persis  
Mr. Ruben Colon  
Mrs. Ruth Cuthbert  
Mrs. Ida D. Wright  
Ms. Jamie Haynes

## **Superintendent of Schools**

### **Area Superintendents**

Ms. Patty Corr  
Area I  
Mrs. Susan Freeman  
Area II  
Mrs. Rose Roland  
Priority Schools



### **Vision Statement**

*Through the individual commitment of all, our students will graduate with the knowledge, skills, and values necessary to be successful contributors to our democratic society.*

**The information contained in this booklet is subject to change at any time due to changes in legislation and School Board policy.**