

# AWESOME OSCEOLA ELEMENTARY

*Established 1955*

## PARENT/STUDENT HANDBOOK

2020 – 2021



*We're not here to be average;*  
***We're here to be AWESOME!***

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#### Extensions

Attendance	Option #2
Clinic	Option #3
Cafeteria	Option #4
Afterschool	Option #8

[www.myvolusiaschools.org](http://www.myvolusiaschools.org) (click on schools, select Osceola Elementary)

#### School Mission Statement

"Where students, staff, teachers, parents and the community work together to make Osceola AWESOME!"

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## The School District of Volusia County Vision Statement

Ensuring all students receive a superior 21<sup>st</sup> century education.



School Mascot: Osceola Indians (Chief Osceola)  
School Colors: Red, White, and Blue

### ARRIVAL/DISMISSAL PROCEDURES

Supervision by adults begins at 7:30 am and ends at 2:50 pm. Only buses are permitted in the Osceola Avenue bus loop from 7:15 am until 8:00 am and from 1:40 pm until 2:50 pm.

#### Arrival Procedures

**Bus Riders:** Buses will unload in the loop at the front of the school by the main office off Osceola Avenue.

**Car Riders:** Students arriving by car must be dropped off at the parent pick-up area off Lucky Drive. **Parent must remain with student prior to gate opening and no entries prior to 7:30.**

**Bike Riders/Walkers:** Students arriving by bike or walking to school will enter through the gates off Lucky Drive or Osceola Avenue. Bike riders must walk their bikes to the bike racks.

**Note: All students will have their temperature checked prior to entering campus.**

Students eating breakfast at school will report to the cafeteria. Grades K – 3 will eat breakfast in the cafeteria. Students in grade 4 will eat breakfast at the table at

the outside pavilion between Building 1 and 2. Students in grade 5 will eat breakfast at the tables near the Parent Pick Up loop. Students not eating breakfast at school will sit along the wall outside their classroom door.

The 7:45 am warning bell signals 5 minutes remain until school starts. Classroom teachers will open their door at this time. School starts promptly at 7:50 am. If your child arrives on campus at or after the 7:50 am late bell, he/she will need to enter through the main office to sign-in and receive a pass to class with an unexcused tardy. Student will not be allowed in class after the tardy bell without a late pass from our attendance clerk. Please wait until all buses have exited the bus loop before entering this area.

### **Dismissal Procedures:**

School dismisses at 2:30 pm. On early-release days school dismisses at 1:30 pm.

#### **Early Dismissal**

- Parents must arrive in the office by 2:00 for early checkout (1:00 on early release days). This is to ensure that all students get home safely, and parents can exit before buses arrive. **Cars may not move in or out of the bus loop, in front of the main office, whenever there is a bus present in the loop.**

#### **Order of Dismissal**

- Bus
- Extended Day
- Car Riders/Walkers/Bike Riders

**Bus Riders:** Buses will load in the loop at the front of the school by the main office off Osceola Avenue. Students will report to their designated buses at the end of the day after being called via the school intercom system.

**Car Riders:** Students being picked up by car **must be picked up at the parent pick-up area off Lucky Drive.** Students will be escorted by their teachers to the parent pick-up area where your child will wait for your arrival. At parent pick-up there is adult supervision from 2:30 pm to 2:50 pm on Monday, Tuesday, Thursday, and Friday, and from 1:30 pm to 1:50 pm on Early Release Wednesdays. The school is not responsible for supervision of students after 2:50 pm.

**Bike Riders/Walkers:** Students leaving campus on a bike will exit through the gate off Osceola Avenue or Lucky Drive. Walkers will exit through the gate off Osceola or Lucky Drive.

## **SCHOOL ATTENDANCE**

### ***SCHOOL HOURS***

The main office is open from 7:30 am until 3:30 pm, Monday through Friday. Instructional hours are from 7:50 a.m. to 2:30 p.m. on Monday, Tuesday, Thursday, and Friday. Instructional hours are from 7:50 a.m. to 1:30 p.m. on Early-Release Wednesdays.

### ***ABSENCES***

1. If a child will be absent from school, parents are required to inform the office on the morning of the absence. Please call the office at 386-258-4669, Option #2, to report any absences.
2. Whenever possible, requests for an absent child's class work should be made 24 hours in advance to allow the teacher time to gather this information. We understand this may not always be possible. In an emergency, please make such requests prior to 9:00 a.m. in order to receive the assigned work after the school day ends.
3. In accordance with the Florida Compulsory School Attendance Law:
  - When a student has five unexcused absences not including out of school suspensions in a calendar month, parents will be contacted.
  - When a student has 10 unexcused absences not including out of school suspensions within 90 calendar days, a letter will be mailed to the parent regarding the absences.
  - Illness or other legitimate causes will be excused with the permission of the parent and the school principal, up to fifteen days within the school year. After fifteen days of absences, excused or unexcused, year-to-date, a student must have doctor's verification for all subsequent absences due to illness. The fact that the student's parent had knowledge of the absence does not, in and of itself, require school personnel to record the absence as excused.
  - For students that are chronically absent or are at-risk of becoming

chronically absent, parents will be sent a “nudge letter” which compares their child’s attendance with the average attendance of students in his/her grade, school, and across the district.

**Important: Before your child leaves for school, please arrange for how your child will go home.**

### ***BUSES***

Transportation is provided for students living two miles or more from the school. Students who are not eligible to ride a school bus may not ride a bus under any circumstances. Students must ride only their assigned buses to and from school and use their assigned bus stops. Students may not ride an alternate bus without approval from a school administrator. In the interest of safety, your student must follow all safety rules and regulations. Refer to the *Student Code of Conduct* for more information about appropriate conduct and expectations.

### ***CHECK-IN and CHECK-OUT PROCEDURES***

**Late Arrival:** Learning begins at 7:50 am. Students will be considered late at 7:51 a.m. It is important for your child to be at school on time and participate in the early instruction of the day. Critical instruction for all grade levels begins promptly and students who miss this time will miss valuable learning experiences. Please be aware that 5 tardies equate to 1 absence.

Typically, excused tardies are for medical purposes or emergencies. If your child arrives on campus after the 7:51 am tardy bell, he/she will enter through the main office to sign-in and receive a pass to class with an unexcused tardy. Students will not be allowed into class after the late bell without a late pass from the attendance clerk. Tardies will be excused in keeping with VCS Policy 206 - Student Attendance Policy.

**Early Dismissal:** When possible, send a note to the teacher that morning with the time of dismissal and the name of the person picking up the child. The adult must sign-out the child in the front office. The front desk will notify the teacher and the student will come to the office. All teachers have been instructed not to release a student to anyone without specific permission from the office. Children will not be called out of the classroom until a parent or designee arrives at the main office. Only adults designated on the student’s emergency card will be allowed to check out the student. Please be prepared to show identification at the time of check out. No students will be released from 2:00-2:30 or on Early Release Wednesdays 1:00-1:30. **Masks are required in the front office.**

**Pick-up change messages cannot be accepted after 2:00 p.m. (1:00 p.m. on early release days)** without an administrator's permission. For safety reasons, vehicles will not be allowed in the Osceola entrance after school buses have arrived. Parking along the roadways is not advised.

### ***RAINY DAYS***

Every family should have a rainy-day plan in place. Plan with your child where you will meet him/her on rainy days. On rainy days, parent pick-up will be dismissed from classrooms via the campus intercom system. Bus riding students will be assigned a safe place to wait to board the bus. Rain hats and/or ponchos are advised for all students. Umbrellas are not recommended.

### ***WITHDRAWALS***

When a student is withdrawing from school, parents should notify the office at least one day in advance. A withdrawal form will be completed by the teacher, media specialist, and cafeteria manager.

## **OSCEOLA EXPECTATIONS**

Every child has a right to an education in a positive, safe learning environment. We have the following expectations:

### **Be Respectful –**

- Treat others the way you want to be treated.
- Be polite and considerate to everyone.
- Accept everyone's differences.
- Take pride in your family, school, and community.

### **Be Responsible –**

- Do what is expected of you.
- Think about choices, so you make smart decisions.
- Do your best at everything you try.
- Admit when you do something wrong.

### **Be Cooperative –**

- Always be truthful with yourself and others.
- Keep your promises.
- Offer help when people need it.
- Do good things for others without being asked.
- Never cheat in school or play.

- Return things that you borrow.

### **Be Safe –**

- Be friendly to everyone you meet.
- Say “No” if asked to do something that you know is wrong, unsafe, or harmful.
- Stay in your assigned area.
- Never use your actions or words to hurt others.

### ***PARTY INVITATIONS***

Please avoid asking your child’s teacher to pass out party invitations to individual students. It is difficult and confusing to children when they are not invited. All students must be invited or all girls or all boys invited. For best nutritional practice, elementary level birthday party celebrations are limited to once per month in each classroom. Please contact the teacher for details.

### ***STUDENT APPEARANCE AND DRESS CODE REQUIRMENTS***

STUDENTS/PUPILS POLICIES NUMBER 217 STUDENT APPEARANCE, DRESS AND UNIFORM CODE

The policy in its entirety can be by visiting the following link:

<http://myvolusiaschools.org/parents-portal/Pages/School-Uniforms.aspx>



**Stay Informed**

**SCAN QR CODE OR VISIT OUR WEBSITE FOR EXCLUSIVE UNIFORM INFORMATION & UPDATES**

Find us at [www.myvolusiaschools.org](http://www.myvolusiaschools.org)  
Click on the Parent Icon

Some important reminders regarding uniforms and dress code:

1. Solid colored, collared polos or oxford style shirts are to be worn Mondays-Thursdays in the school colors of red, white, blue, gray, or black.
2. Solid colored shorts, skirts, pants, or skorts are to be worn Monday-Thursdays in the designated colors of denim, navy blue, black, or khaki.
3. No leggings or tights should be worn unless they are worn under a school approved uniform bottom.
4. All clothes must be free of rips, tears, and holes.
5. Shoes must be closed toe and closed heeled. Tennis shoes are recommended.

6. Bandanas are not permitted.

7. Students may wear their Osceola Spirit shirt, house shirts, or a solid color polo shirt on Fridays

Along with solid colored bottoms. (The general dress code will remain in effect.)

Any parents in need of assistance in obtaining school uniforms can contact our school for assistance. Students out of dress code will be given a uniform violation form for the parent to sign. On the third offense uniform violations may result in a discipline referral. Parents may be contacted to bring their child a school approved uniform.

## **SAFETY**

### ***BICYCLE STORAGE AND SAFETY***

All bicycles must be kept in the designated bicycle storage racks. Students may not use another student's bicycle without permission from the owner. The school is not responsible for stolen bicycles or equipment. Students may not ride bicycles on the school grounds. All students riding bikes, scooters or skates must wear helmets. Please use a lock to secure your item.

### ***SCHOOL SAFETY PATROLS***

The patrols are a group of students assigned with the responsibility to assist our school community regarding the welfare of the student body. They have the authority to report any unsafe activity to the faculty or the administration. Disrespect to a patrol member or refusal to obey a patrol member may lead to corrective action by the safety patrol sponsor, teacher, or administrator. The patrol members are here for everyone's safety – please support them and help keep our school safe.

### ***SMOKING***

Smoking and the use of tobacco products are always prohibited everywhere on the school grounds, including sidewalks and parking lots. This includes e-cigarettes and vapors.

## **COMMUNICATION**

### ***CHANGE OF ADDRESS OR PHONE NUMBER***

We cannot stress enough the importance of a telephone number where parents can be reached during the day. We need to have current, accurate information, especially in emergency situations. In addition, news and important information are shared through personalized phone messages from the district and the school. A working phone number will ensure you receive the most current communications. Please notify the school immediately if there is a change in your address, telephone number, person to contact in case of emergency, or person picking up your child. We encourage sharing your email address on the registration form and will use it to send news and information to.

### ***EMERGENCY CARDS***

Emergency cards will be sent home each year in compliance with rules of the State of Florida, Department of Health and Rehabilitative Service, Chapter 10d-84. It is necessary for the school to have a current emergency number where a parent or guardian can always be reached.

### ***OSCEOLA SMOKE SIGNALS***

“Smoke Signals” is our school newsletter, which will be shared home digitally via our website or in print upon request. This newsletter is to keep you informed of school news and events. Full of school news, helpful information, and pictures, we hope you enjoy reading the Osceola Smoke Signals and learning about student accomplishments and all the wonderful activities happening at Osceola.

### ***PARENT CONFERENCES***

At Osceola Elementary, we believe conferences between parents, teachers, or administrators are essential for effective communication. Conferences are encouraged. Teachers and administrators will be happy to schedule a time for conferences. Parent Teacher conferences can be face-to-face or virtual via Teams/Zoom digital platforms. However, meeting with teachers while students are in the classroom is not permitted. A teacher’s first responsibility is to the students and he/she cannot effectively teach class and hold a conference at the same time. Parents may make an appointment by calling the school or contacting the teacher. Teacher email addresses are listed on the school website. Parent conferences with administration can be scheduled through Vicky Banks, principal’s secretary. Please provide a minimum of 24 hours’ notice.

### ***PARENT PORTAL***

**Parent Portal** is a tool designed to enhance the communication and involvement of parents in their child's education in Volusia County Schools. The Parent Portal will allow you to monitor your child's progress in school by providing Internet access to grades, attendance, discipline, academic history, graduation verification, and standardized test results in a secure password protected environment. Please contact the school office for more information.

### ***TELEPHONE USE and MESSAGES***

For emergency phone calls, students will be called to the office to receive the call or be informed to call a parent. If you need to speak with a teacher, please plan your call around non-instructional times, 7:30-7:45 am and from 2:30-2:50 pm as well as special area time or leave a message with the main office. To maintain academic focus, we will not put personal phone calls through to staff or students during instructional time, however, we will be happy to deliver messages as needed. Please call before 2:00 p.m. to give us time to deliver the message. On early release days please call before 1:00 p.m. Students may use the telephone only with staff permission or in emergency cases.

Use of electronic devices on campus is a privilege that may be revoked for misuse. Devices are permitted prior to 7:45 and after 2:30. Teachers may also allow students to use their phones or other electronic devices during class time as part of their instructional activities. **The school will not be responsible for any lost or broken devices.**

### ***STANDARDS OF CONDUCT (School Board Policy 418)***

For this educational process and partnership to be successful, it is necessary for all individuals to conduct themselves in an appropriate and orderly manner, demonstrating mutual respect. The School Board recognizes that parent participation and support in the education of their children is vital. Parents must be provided access to student records regarding their children, and reasonable opportunities to discuss issues of concerns with the classroom teachers(s), other instructional personnel, and the school administration. While school personnel are required to professionally participate in discussions regarding the educational process of a student, they are not required to continue discussions when other individuals become discourteous, disruptive, threatening, ==or disrespectful. When participating in these discussions, if inappropriate behavior occurs during these discussions, the teacher, school administrator, or other school district employee may end the discussion.

### ***TWITTER***

To stay up to date on exciting events and daily activities here at Osceola, please follow us on Twitter: @OsceolaElem



**FACEBOOK PAGE**

@awesomeosceola

**YOUTUBE CHANNEL: *Osceola elementary***

**WONN news**

## **ACADEMIC ACTIVITIES**

### **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. All field trip permission slips must be signed by a parent or legal guardian and returned to the teacher, along with any required monies, by the deadline. If you pay for a field trip with a check, please make it payable to Osceola Elementary School. If you pay with cash, you must use exact change as no change will be provided. Monies and permission slips received the day of the trip cannot be accepted. Teachers will inform parents of lunch arrangements. Parents interested in chaperoning must complete a volunteer application at least one month prior to the field trip. Parents chaperoning field studies may not bring younger siblings or any other child on the trip. Requests for a student to ride with their parent instead of on the school bus must be submitted to the principal three days prior to the field study. Only parents are allowed to sign out their own children for field trips.

### **CHAPERONES**

Chaperones will:

- have an approved volunteer application on file with the school
- be designated by the teacher
- be responsible for a group of students assigned by the teacher
- maintain communication with the teacher during the field study
- always keep the safety of students in mind
- ride the school bus or transportation provided by the school and assist in monitoring students to and from the field study location
- be responsible for following field study procedures outlined by the teacher
- refrain from smoking in the presence of students

If bus seats are limited, chaperones may be asked to meet the class at the destination.

### ***GUIDANCE COUNSELOR SERVICES***

A certified school counselor is available to all students, parents, and teachers to assist children in reaching their full potential academically, socially, and emotionally. Guidance emphasis is on prevention, education, curriculum, and problem-solving techniques. In addition, social skills and character education are taught to all students. School-wide activities include Career Week, Red Ribbon Week, social skills lessons, and School Transformation Days which emphasize self-esteem, positive relationships, and positive school culture.

### ***HOMEWORK***

Meaningful homework is designed to reinforce skills, promote creativity, enhance learning, or develop critical thinking. Homework shall be given Monday – Thursday and may include one or more of the following:

1. An extension of classroom work
2. An assignment based on student needs
3. A project or research assignment
4. Reading either independently or with family members

Homework assignments are planned so that they may be accomplished within a reasonable amount of time. Assignments for primary children should usually take between 15-30 minutes and those for intermediate children between 25-30 minutes.

### ***HONOR ROLL***

District academic Honor Roll students are identified in grades 4 and 5 using the following criteria:

- An average of 3.0 or above quality points
- No more than one C;
- No letter grade below a C;
- Subject area effort grades of 1, except that one grade may be a 2;  
and
- All personal development grades of 1.

### ***INTERIM REPORTS***

To report levels of progress and allow time for intervention, interim reports will be sent to parents/guardians of all students at the mid-point of each nine-week grading period. The teacher or parent may request a conference to discuss ways to help students meet academic success.

### ***MEDIA CENTER***

The instructional media center exists to enhance the educational process through materials, equipment and services to teachers and students. The collection consists of audio-visual equipment, books, non-book materials and instructional television.

**Weekly Visits** – All classes visit the media center weekly for a 30-minute session. Each session includes book check-out and an interactive learning program that supplements/complements classroom instruction.

**Feature Island** – Feature Island is a dynamic learning center that students visit weekly. This adventure in learning display changes every 6-8 weeks. Can you become a Feature Island Explorer by completing the research literacy challenge?

**Reading Counts (RC)**- Reading Counts is a fun media sponsored incentive reading program where students read books and take quizzes on computers to earn awards, recognition, and media bucks. Media bucks can be used to purchase prizes at the RC Store in the Media Center

**Tech Savvy Kids** – The Osceola media center is committed to teaching our students the skills needed to be computer literate in today's information driven world. Word processing, spreadsheets, internet, data analysis, video production and presentation software are some of the technology areas to be explored by our students using both our Windows and Apple resources.

**Technology Resources** – The media center maintains approximately 250 laptops loaded with educational and information processing software which are checked out to each grade level.

**WONN News** – Students at Osceola begin their day with news from the Media Center newsroom. Our student run newscast features recognition of student achievements, educational videos, candid student slide shows, as well as daily school news and weather. **YouTube info:** Osceola Elementary WONN news

**Free Books** – Throughout the school year students receive free books via daily book winners announced on the WONN morning news. Also, every student receives free new books from the PTA sponsored Reading Is Fundamental (RIF) program.

**Student Book Award Programs** –Osceola students will vote along with other Florida students to determine the winning book for the Sunshine State Young Readers Jr. Award (K-2<sup>nd</sup>) and the Sunshine State Young Readers Award (3<sup>rd</sup>-5<sup>th</sup>). For participating students, an end of year voting celebration is held in the media center.

**Special Fairs** – Each year in the media center our fifth graders compete in a school science fair, while our fourth graders participate in a social studies fair. Also, book fairs are held in the media center each fall.

**Community Involvement** - Each year, Osceola is involved in a variety of community involvement activities. Some examples include: Pet food for Sophie's Circle, Blankets for Halifax Urban Ministries, Can Tabs for Ronald McDonald's House, Protect Police Pooches, Jump Rope for Heart, Eco kids recycling, Paper good drive for Jewish Federation....

### ***REPORT CARDS***

Report cards will be issued on a nine-week basis. Students in grades K-1 receive marks that reflect whether the area needs improvement, is being learned and developed, or mastery has been achieved. The grading scale for students in grades 2 through 5 is: A 90-100, B 80-89, C 70-79, D 60-69, and F below 60. Conferences will be scheduled as needed at the convenience of the parents and teachers.

### ***SUPPLIES***

Donated supplies are always welcome! Parents willing to donate extra supplies may contact their child's teacher. Please let us know if your child needs supplies.

### ***TEXTBOOKS/INSTRUCTIONAL MATERIALS***

Parents are responsible to pay for damaged or lost books as well as equipment that is School Board property. Please discuss the need to take care of school property with your child. We encourage parental and community review of media and instructional materials. Please discuss with your child what he/she is reading. If at any time you feel a book is inappropriate for your child, please notify the teacher immediately for an alternative selection. If you have any questions or concerns, please feel free to contact a school administrator.

## **HEALTH SERVICES**

### ***CLINIC***

If a student becomes ill or injured at school, he/she will be sent to the clinic for first aid. The clinic technician will notify parents if the illness or injury requires special attention. **Any student with a temperature at or above 100.4 will need to be picked up immediately.** Please make sure that the emergency card is accurate and up to date. This is important in the event of an emergency. We can administer first aid, but no medication of any kind may be given without permission from a doctor. **Please watch your child for signs of illness. If a child appears ill, it may be best to keep him/her at home. It is state policy that “a child having a communicable disease shall not return to school except by written permission of a health officer or a private physician.”**

### ***HEAD LICE***

As with any school, we may have occurrences of head lice at school. We ask all parents to check your child regularly for head lice/nits to help control this problem. Nits will “hatch” between seven and ten days if still alive. Occasionally, several treatments are needed to ensure that all nits are dead.

If a child is observed excessively scratching his/her head, the child should be discreetly referred to the school clinic for a head check. The school nurse, clinic assistant or designee will conduct an examination of the hair and scalp. This is necessary to determine if there is head lice infestation. If lice or nits are found, the parent will be contacted to pick up the student and school-based clinic staff will provide parents with educational resources for monitoring and treatment.

### ***INSURANCE***

School insurance is available to all students. A packet of information will be sent home the beginning of each school year. Purchase of the insurance is optional.

### ***MEDICATION***

State law prohibits children from bringing medication to school. This includes aspirin in any form, cough drops, etc. The only way medication can be given at school is for a parent to come to school and give it at the prescribed time, unless permission to take necessary medication at school for chronic ailments is secured through the school office. A medical form completed by your doctor must be on file at the school for your child to be given any kind of medication (prescription or “over-the-counter”). An adult must bring medication to the clinic for administration after permission is granted.

At the request of a parent/guardian and doctor, prescription medication may be given to a student at school. The “Authorization to Administer Prescription Medication to Students by School Personnel” form must be completed by the parent and doctor prior to administering any medication. The container must be labeled with the child’s name, name of drug, directions concerning dosage and time to be given, and doctor’s name and date of prescription. **The medication must be delivered to the school by the parent.**

County policy also provides that prescription medication may be self-administered. The “Authorization for Student Administered Prescription Medication” form must be filled out by the parent and the doctor and the container must be labeled as stated above. No more than one day’s supply may be brought to school. No over the counter medication, including cough drops, may be taken by students.

To help speed this process, please let your doctor know that medication permission forms may be faxed to our office at 386-506-5077.

## **CAFETERIA**

### ***CAFETERIA (SCHOOL WAY CAFÉ)***

**Breakfast-** Breakfast will be served from 7:10 AM – 7:50 AM.

**Lunch-** Nutritionally balanced lunches are prepared by the lunchroom staff daily. It is the responsibility of the student to be sure lunch has been paid for each day. Menus and ala carte items should be paid for before school starts each day. Parents are encouraged to pay for the whole week each Monday. Prepaying for meals helps students get their lunch in an orderly manner. Payments may also be made online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Students with negative lunch account balances may be offered an alternate lunch of a cheese sandwich and juice until

the account is brought up to date. Please note the School Way Café cannot accept checks three weeks prior to the end of the school year.

**Lunchtime Visits – \*\*\*Lunch visits have been suspended until further notice\*\*\***

Parents/Guardians may enjoy lunch with their own child or children but must sign in at the office and receive a visitor's pass. Their student(s) will meet them at the outside pavilion by parent pickup after purchasing or picking up their lunch. Students may only eat with individuals listed on their emergency card. This is a time to visit and we ask that you remain seated in the designated area with your child. After lunch please return to the office to sign out. No parent/guardian is permitted to walk the student back to class.

**Monthly menus will be included in the Osceola Smoke Signal accessible via a QR code and available on our twitter, Facebook page and school website.**

We encourage home lunches to be nutritionally balanced. Please avoid sending energy drinks or sodas. Please limit the amount of sweets that are included in the home lunches. Students are not allowed to share food due to food allergies of other students.

Our cafeteria offers a variety of a la carte items each day to our students. Some include pickles, fruit juice, Jell-O, cookies, milk, and bottled water. Prices on these items vary. Contact the Cafeteria Manager for information or if you do not want your child to purchase these items. (258-4669, option #4)

**Free and Reduced Meals:** Your child may qualify for free or reduced meals during the school year. In order to find out if your family qualifies, please go online at <http://myvolusiaschools.org> . Click on the Parent/Student tab and on Free & Reduced Applications. Only one approval or denial letter will be sent to each family. You must reapply each year. This takes time to process, so please allow 3-4 weeks at the beginning of the year for notification. If your financial situation should change at any time during the year, you must notify the school office. If you do not have access to a computer, please stop by the office to pick up a form **or use a computer in our office to apply.**

Policy for Students without money for meals at Osceola elementary

## I. Purpose

The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout Osceola elementary. The provisions of this policy pertain to full pay and reduced-priced school lunch meals only. While the USDA Child Nutrition Program does not require that a full pay student or reduced-priced student be served a meal without payment, Osceola elementary has established this policy as a courtesy to students without lunch money.

## II. Policy

A student will be allowed to charge a maximum of 4 meals to their account at their normal meal price. Once a student has charged 4 meals, he/she will be offered an alternate meal of a cheese sandwich and a juice at \$.40, (substitutions will be made for documented food allergies), which will also be charged to the student's meal account.

Parents/Guardians are responsible for meal payment to School Way Café. Notices of deficit balances will be sent to parents/guardians at regular intervals during the school year.

Students/Parents/Guardians may pay for meals in advance via cash or with a check payable to Osceola Elementary or you can pay [www.myschoolbucks.com](http://www.myschoolbucks.com). Please note this service does have a minimal fee. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a student at the end of the school year will be carried over to the next school year.

School Way Café uses computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available by setting up an account at [www.myschoolbucks.com](http://www.myschoolbucks.com).

No ala carte charges or purchased items are permitted for students with a negative balance.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If

financial hardship exists, parents and families are encouraged to apply for free or reduced-price meal benefits.

Currently, breakfast is complimentary to all students enrolled in Volusia County Schools; however, this service may be discontinued at any time.

Meal prices are listed below:

**Student Breakfast complimentary, Student Lunch \$2.00, Student Reduced Lunch \$ 0.40, Adult Lunch \$3.25**

## **VOLUNTEERS IN PUBLIC SCHOOLS, PARENT TEACHER ASSOCIATION, AND SCHOOL ADVISORY COUNCIL**

We appreciate our Volunteers! Volunteers in Public Schools (VIPS) serve in many capacities such as preparing/counting/cutting items at home, tutors, media center assistants, senior mentors, resource speakers, classroom volunteers, and field study chaperones. If you are interested in being a Volunteer in Public Schools, please fill out an application online. All VIPS must be cleared through the Volusia County Sheriff's Office. This process may take 3-4 weeks especially during peak times, so it is suggested you complete the application as soon as possible.

All volunteers must wear a volunteer badge and it must always be visible. Prior to leaving campus, volunteers must sign out and return their volunteer badge to the office. Also, all cell phones should be turned off or on silent or vibrate during the school day.

In addition to helping with family night events or day-time events, there are two important areas which you can serve the students and our school: PTA and SAC.

The first step is to join our Parent Teacher Association (PTA). Dues are just \$5.00, and membership is an important and appreciated commitment to our school. As an officer or board member, you can support activities and fundraisers that have a positive influence on our children. All parents are invited to join and actively participate in our Parent Teacher Association. We strongly encourage you to become an active member this year.

The School Advisory Council (SAC) assists in the preparation and evaluation of the School Improvement Plan and annual school budget. In addition, SAC assists with prioritizing the needs of the school and with developing strategies to improve the areas of need. We encourage you to join our School Advisory Council. We look forward to your sharing your leadership and talents!

