



**PARENT/STUDENT HANDBOOK**

**2019-2020**

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# School Calendar

5221 Curry Ford Rd.  
Orlando, FL 32812  
Phone (407) 658-9900  
Fax (407) 658-9911

## 20019-20 School Calendar

Monday-Friday	August 1-9	Pre-Planning
Monday	August 12	First Day of School
Monday	September 2	Labor Day Holiday
Wednesday	October 16	End of First Marking Period
Thursday	October 17	Teacher Workday/Student Holiday
Friday	October 18	Student Holiday
Monday	October 21	Teacher Non-Workday
Monday-Friday	November 25-29	Begin Second Marking Period
Friday	December 20	Thanksgiving Break
Two Weeks	December 23-January 3	End of Second Marking Period
Monday	January 6	Winter Break
Tuesday	January 7	Teacher Workday/Student Holiday
Monday	January 20	Begin Third Marking Period
Monday	February 17	Begin Second Semester
Thursday	March 12	Martin Luther King, Jr. Holiday
Friday	March 13	Presidents' Day Holiday
Monday-Friday	March 16-20	End of Third Marking Period
Monday	March 23	Teacher Workday/Student Holiday
Monday	May 25	Holiday
Wednesday	May 27	Spring Break
Thursday-Thursday	May 28-June 4	Begin Fourth Marking Period
		Memorial Day Holiday
		End of Fourth Marking Period/Last Day of School
		Post-Planning

Prioritized Bad Weather Day

<b>Priority</b>	<b>Date</b>	<b>Current Use</b>
1	October 18	Professional Day
2	November 25	Thanksgiving Wk Day 1
3	November 26	Thanksgiving Wk Day 2
4	November 27	Thanksgiving Wk Day 3
5	February 17	President's Day
6	March 20	Spring Break
7	March 19	Spring Break
8	March 18	Spring Break
9	March 17	Spring Break
10	March 16	Spring Break

# **Board of Directors**

## **2019-2020**

Wanda Quinones - President

Michael Reed - Vice President

Frank Bellomo – Secretary/Treasurer

Dracheka “Buffy” Barrott - Member at Large, Parent Liaison

Jesus Capurro Montoya – Member at Large

Cynthia Reilly – Member at Large

Erin Newsom – Member at Large

# Faculty and Staff List 2019-2020

## **Leadership Team**

Dr. Osvaldo Garcia – Principal/Director  
Susanne Armentrout – Administrative Dean  
Doryleen DeLeon - Dean of Students

## **Staff**

Mary Daniels – Bookkeeper  
Brandon Rivera – Administrative Assistant

## **Elementary Teachers**

Monica Spiegler – Kindergarten Teacher  
Nicole Frazier – 1<sup>st</sup> Grade Teacher  
Denise Valentin – 2<sup>nd</sup> Grade Teacher  
Sheron Hagy – 3<sup>rd</sup> Grade Teacher  
Dominique DeVeaux – 4<sup>th</sup> Grade Teacher  
Sarah Vis – 5<sup>th</sup> Grade Teacher

## **Middle School Teachers**

Janice Scheu (Reading/Language Arts Teacher) – Homeroom-6<sup>th</sup> Grade  
Sarah Borges (Science & PE Teacher) – Homeroom-7<sup>th</sup> Grade  
Ricki Borek (Social Studies & Math Teacher) – Homeroom-8<sup>th</sup> Grade

## **Consultants**

Speech Therapist – Punam Desormes  
Gifted Specialist – Erin Blackerby

## **Extended Day Services**

Ruby Jurado  
Karen Bauder



## **OUR MISSION STATEMENT**

The mission of the Passport School, Inc., is to provide instruction to students based on the individual needs of children in an inclusive environment where children with disabilities are educated with their non-disabled peers. The school will achieve its mission through low student teacher ratios, cooperative learning, multi-sensory-hands-on-learning, frequent assessment and extensive networking with parents, faculty, administration, staff, friends and businesses within the community.

## **CORE PHILOSOPHY**

As stated above, the Core Philosophy of the Passport School, Inc. is to provide an inclusive environment where children can strive to be successful and learn to accept each other's differences while working together. Faculty, staff, administrators and parents will work together to provide academic and social guidance.

## **EIGHT ELEMENTS OF OUR BRAIN COMPATIBLE TEACHING AND LEARNING ENVIRONMENT**

Absence of Threat	Enriched Environment
Meaningful Content	Collaboration
Choices	Immediate Feedback
Adequate Time	Mastery (Application)

### **LIFELONG GUIDELINES**

Trustworthy	Personal Best	No Put Downs
Truthful		Active Listening

### **LIFE SKILLS**

INTEGRITY - acting according to a sense of what's right and wrong

EFFORT - being willing to work hard

RESPONSIBILITY - doing what is right and being accountable for your actions

INITIATIVE - moving into action

PERSEVERANCE - completing what you start

CARING - feeling and showing concern for others

COMMON SENSE - using good judgment

PROBLEM SOLVING - putting what you know and what you can do into action

FLEXIBILITY - being willing to alter one's plans when necessary

ORGANIZATION - planning, arranging, implementing in an orderly way

SENSE OF HUMOR - laughing and playing without harming others

PATIENCE - waiting calmly for someone or something

FRIENDSHIP - making and keeping friends through mutual trust and caring

CURIOSITY - desiring to investigate and seek understanding of one's own world

COOPERATION - working together toward a common goal

COURAGE - acting according to one's beliefs

PRIDE – satisfaction from doing your personal best.

RESOURCEFULNESS – to respond to challenges and opportunities in innovative and creative ways.

## **ARRIVAL AND DEPARTURE**

### **Arrival**

Students must not arrive at school prior to 8:00 A.M. unless they are going to the Extended Day Program. No supervision is provided until that time. Students must stay with their parents in the parking lot until 8:00 A.M. Students will report to class at 8:25 A.M. This will be considered the first bell. By 8:25 A.M. all students must be in the classroom and ready to begin working. Any student arriving after 8:30 A.M. will be marked tardy.

### **Dismissal**

All students are expected to be picked up from school **IMMEDIATELY AT THE END OF THE SCHOOL DAY** (2:30 P.M. on Monday, Tuesday, Thursday & Friday and 1:30 P.M. on Wednesday.) unless they are staying for the Extended Day Program.

A regular procedure for going home from school should be established with your child. If changes become necessary, you **MUST** notify the teacher and principal **IN WRITING**. Student and parent calls regarding transportation should be for emergencies only. If someone who is NOT listed on your child's emergency card will be sent to pick up your child, you **MUST** notify the school office **IN WRITING**. The person picking up the child should be prepared to provide identification.

### **Student Pickup and Drop-off**

The student pickup and drop-off area is the covered front entrance of the school building. Please enter the lot and circle around the building. Form one line and pull forward as far as possible. If you need to speak with a school employee, please call the school office and leave a message for the individual. Please do not attempt to have conversations with faculty and staff in the pickup or drop-off lines. **REMEMBER – 5 MPH AT ALL TIMES IN THE PARKING LOT! SAFETY FIRST!!**

## **ATTENDANCE**

**School Attendance is the Key to School Success!** Everyday, students' absences and tardies will be recorded as unexcused until an acceptable excuse has been provided by the parent/guardian indicating the reason for the absence or tardy. Absences shall be excused for:

1. illness, injury or other insurmountable condition
2. illness or death of a member of the student's immediate family
3. recognized (or established) religious holidays and/or religious instruction
4. medical appointments \*
5. participation in an approved activity or class of instruction held at another site
6. prearranged absences of educational value with the principal's approval
7. head lice infestation (up to 4 days during the school year)

## **ATTENDANCE – Continued**

The parent/guardian must provide a signed note explaining the absence, a school representative shall determine if the reason meets the criteria for being excused. If the absence is excused, as defined above, the school shall provide opportunities for the student to make up assigned work and not receive an academic penalty unless the work is not made up within a reasonable time.

\* Parents are encouraged to schedule medical and dental appointments for their children before or after school hours whenever possible.

### **Procedure to Report School Absences**

1. Contact the school office at (407) 658-9900 before 9:00 A.M. on the day of the absence. **You will still be required to send in a note stating the reason for the absence(s) (as defined above) on the day your child returns to school in order for the absence to be considered as excused.**
2. If your child misses more than three days of school in a semester because of illness, you may be asked to provide a statement from your doctor.
3. Your child is responsible for requesting make-up work. You, as the parent, may pick up assignments during the period of a student's extended absence (two or more days). Teachers should be given **24 hours notice** in order to prepare assignments. Students may not receive academic credit for any work missed during an *unexcused absence*, but they still need to make up the work.

### **Absences**

If a student has had at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student's primary teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of nonattendance. The principal shall, send a letter to the parents to make them aware of the attendance problem. This will allow parents/guardian to contact the school to rectify any discrepancies that may exist. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the schools Child Study Team (Principal, Assistant Principal, and the student's primary teacher) to determine if early patterns of truancy are developing. If the Child Study Team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies.

### **Tardies**

Tardiness disrupts your child's education and the education of other students. Please help him/her avoid this problem. If a student arrives after 8:30 A.M., he/she will be required to obtain a tardy slip from the office, which must be presented to the student's teacher. Students who are habitually tardy may face consequences. The consequence progression is available in the office.

## **ATTENDANCE – Continued**

### **Tardies – Continued**

The only acceptable reason for an excused tardy is a medical appointment, however the principal can decide to excuse a tardy based on individual situations and the particular circumstance. Tardies for unconfirmed traffic problems or for getting up late are considered unexcused.

If a student has had at least five (5) unexcused tardies, or tardies for which the reasons are unknown, within a calendar month or ten (10) unexcused tardies, or tardies for which the reasons are unknown, within a 90-calendar-day period, the student's primary teacher shall report to the school principal or his or her designee that the students may be exhibiting a pattern of poor attendance. The principal shall send a letter to the parents to make them aware of the attendance problem. This will allow parents/guardian to contact the school to rectify any discrepancies that may exist. The principal shall, unless there is clear evidence that the tardies are not a pattern of poor attendance, refer the case to the schools Child Study Team (Principal, Assistant Principal, and the student's primary teacher) to determine if early patterns of truancy are developing. If the Child Study Team finds that a pattern of poor attendance is developing, whether the tardies are excused or not, a meeting with the parent must be scheduled to identify potential remedies. If an initial meeting with the parent/guardian does not resolve the problem, the child study team shall implement interventions that best address the problem. The interventions may include, but are not limited to:

1. Schedule a second meeting with the parent/guardian and the Child Study Team
2. Attendance contract (could be developed at the second meeting)
3. Referral to other agencies for family services
4. Removal from the school

### **Leaving School During the Day**

If you know that your child must leave school during the school day, SEND A NOTE with him/her. In addition, when you pick him/her up, you **MUST SIGN HIM/HER OUT IN THE OFFICE.**

**Frequent early leaves for reasons other than doctor's appointments will be handled in the same manner as tardies. You are required to provide proof of medical appointments in order to excuse the early leave. The procedures applied to tardies will be applicable to early leaves and may result in removal from the school.**

## **CONDUCT**

In an effort to ensure a safe and productive learning environment at Passport, we have established a reasonable number of rules which will be easily understood by all students and parents. Please take time to go over these rules with your child to be sure he/she has a clear understanding of our rules. Grade level meetings will be conducted by the principal in August/September to give students an opportunity to ask questions about the rules.

### **Passport's Six Rules**

1. Remain in assigned areas.
2. Keep hands, feet and objects to yourself.
3. Use quiet hall manners and WALK!
4. Use only kind words towards one another.
5. Use common sense – if you think there is a chance you or someone else might get hurt or in trouble – **“DON'T DO IT!”**
6. Leave gum, candy, and “stuff” at home.

These following behaviors **WILL NOT BE TOLERATED** here at Passport:

- ❖ Property damage/stealing
- ❖ Habitual disruptive behavior
- ❖ Fighting/causing physical injury
- ❖ Habitual defiance of authority/disrespect
- ❖ Threatening others
- ❖ Obscene language (cussing, etc.) or gestures

**STUDENTS ARE EXPECTED TO FOLLOW THESE RULES AT ALL SCHOOL PROGRAMS AND ACTIVITIES WHETHER THEY TAKE PLACE DURING THE SCHOOL DAY, IN THE EVENINGS, ON WEEKENDS, AND ON OR OFF SCHOOL GROUNDS (INCLUDING BUS STOPS). TREAT OTHERS AS YOU WISH TO BE TREATED!**

### **Code of Conduct**

Passport School will use the Orange County Public Schools Code of Student Conduct, as may be modified by the School Board from time to time, as related to students with disabilities. Any policies developed by the school to implement the Code of Student Conduct shall be in accordance with State Board of Education Administrative Rules, Federal Statutes and state and Federal court decisions.

Corporal punishment is not used at Passport School.

## **CONDUCT - Continued**

### **Zero Tolerance**

The Passport School, Inc. believes all students and employees have the right to personal safety and a productive and dignified learning environment free from: harassment, intimidation, slurs, violence, hate crimes, and discrimination (race, religion, disability, creed, gender, national origin). Violations of the policy will be recorded at Passport School and be immediately addressed. Violations of criminal law on school property, on school buses, or at school activities on and off school sites will be reported to law enforcement agencies. Gang literature and symbols will not be tolerated. Teachers, staff, administrators, and students will be educated about the value of diversity and the damage to all in the community caused by acts of prejudice and discrimination. Passport School will use instructional time to teach, discuss, and understand this Zero Tolerance Policy. We believe all students should feel safe and respected at Passport School.

## **DRESS CODE**

### **Parent & Visitor**

Since you are helping us set the proper example for our students, we expect **ALL** parents and visitors to dress appropriately when visiting the school and/or accompanying a class on a field trip.

### **Student**

Students are required to wear the Passport uniform everyday. The official uniform top is the Passport Polo Shirt with our Logo made by the Passport approved vendor. There will be times when the uniform is not required, but it is only with the principal's authorization. For more information regarding the uniform including store information where the uniform shirt and uniform bottoms can be purchased please call the school office for assistance.

While each child's dress is primarily the responsibility of the parent, the school needs cooperation in building standards of dress and grooming among our students. Children are to be dressed in clothing and footwear that allows them to participate in games and activities which are part of the school program and does not draw attention from the school curriculum due to extreme fads. Habits of cleanliness must be maintained at all times.

### **Uniform policy**

***Passport School students are required to wear the school uniform. When the uniform policy is not followed the following consequences will apply:***

When a student violates the dress code policy parents will be called and will be required to bring their child the necessary clothing to be in compliance with the dress code policy. The student will remain in the office until the parent comes in with the appropriate clothing. Continuous violation of the dress code policy will result in the student being suspended each time an infraction occurs. Removal from the school may also occur for continuous uniform policy violations.

## **DRESS CODE – Continued**

### **Dress Code Policy**

The dress and grooming of Passport School students shall contribute to the health and safety of the individual, promote a positive educational environment and not disrupt the educational activities and processes of the school. These minimum standards of dress and grooming apply to all students, unless a specific exemption is granted by the principal. Any request for an exemption shall be made to the principal.

- A. Clothes shall be worn as they are designed – suspenders over the shoulders, pants secured at the waist, belts buckled, no underwear as outerwear, no underwear exposed.
- B. Clothing with holes, tears or inappropriate patches will not be allowed.
- C. Bare midriffs and bare sides should not show even when arms are extended above the head.
- D. Clothing normally worn when participating in a school sponsored extra curricular or sports activity may be worn to school when approved by the principal.
- E. Clothing that is too tight or revealing is unacceptable.
- F. Sweat pants and sweat pant style materials is not permitted.
- G. Pants, shorts, skorts or skirts shall be navy blue or khaki tan (not khaki green) and not have any other color, emblem, embroidery or logo.
- H. “Skinny” style pants are not permitted.
- I. Only uniform bottoms approved by Passport may be worn.
- J. Garments and/or jewelry which display or suggest sexual, vulgar, drug, alcohol or tobacco related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.
- K. Gang paraphernalia, jewelry, tattoos or other insignias which display, suggest, provoke or may tend to provoke violence or disruptions are not allowed.
- L. The following items have potential to cause disruption or threat to a safe and positive school environment and are prohibited:
  - 1. Hats, caps, visors, sunglasses or bandanas while on campus during the school day
  - 2. Chains hanging from the neck, belt, pocket or attached to wallet.
  - 3. Jewelry that contains any type of sharp object.



## **DRESS CODE – Continued**

### **Dress Code Policy – Continued**

- M. Hemlines of shorts, dresses, skirts and skorts shall be no shorter than 2 inches above the knee.
- N. Sleeves of shirts/blouses must follow the four-finger wide rule at the shoulders.
- O. Net body suits and fishnet stockings are not part of the uniform and should not be worn.
- P. White undershirts are permitted under the uniform shirt. No other color will be permitted. The undershirts should not be visible other than around the neckline.
- Q. Sweatshirts or sweaters may be worn but they must be button down or zipper. The only pullover sweatshirt permitted over the uniform polo is the sweatshirt with logo available through the Passport approved vendor.
- R. Hair color should be of a natural color, including hair extensions and accessories which appear to be an extension of the hair.
- S. Hair needs to be kept clean and well-groomed and needs to remain out of the student's eyes and face.
- T. Make-up should appear as natural to the skin as possible and nail polish should be a natural or pastel color or the white tip "French" manicure.
- U. Shoes must be worn. The following are not acceptable:
  - Thong sandals
  - Cleated shoes
  - Backless shoes
- V. Socks must be worn at all times. Stockings are acceptable, as well.
- W. Leggings are permitted beginning December 1<sup>st</sup> through January 31<sup>st</sup> or if the temperature falls below 50 degrees.
- X. No visible piercing other than the ear.

## **DRESS CODE – Continued**

### **Non-Uniform Attire**

When the students have been given permission to wear non-uniform attire the following procedures must be followed:

1. Clothing that exposes the body or upper thigh is prohibited. Examples of prohibited clothing are: see-through garments, halters, backless dresses, tube tops or tank tops without over blouses or shirts, shirts or blouses tied at the midriff, clothing not properly fastened or bare midriff outfits. Skirts or dresses must be no more than 2 inches above the knee in length. Skin tight or spandex-type sports clothing is not permitted as outerwear.
2. Curlers and other hair-grooming aides are prohibited. Combing and brushing hair is restricted to restrooms.
3. Sunglasses may not be worn indoors unless necessary for medical reasons.
4. Clothing, jewelry, buttons, hats, accessories or any other items with words, phrases, symbols, pictures, patches, or signs which depict violence, are indecent, offensive, disruptive, suggestive or contain profanity are not permitted. All references which advertise or encourage the use of drugs, alcohol or tobacco are also not permitted.

### **Violation of Dress Code Policy**

*Passport students are required to wear the school uniform, unless permission has been granted. When the uniform policy is not followed the following consequences will apply:*

If a student violates the dress code policy parents will be called and will be required to bring their child appropriate clothing. The first time a student violates dress code policy will result in forfeiture of recess/break privileges for the student, and a First Notice letter will be sent home for the parent/guardian to sign and return. The second time a student violates dress code policy will result in forfeiture of recess/break privileges for the student, as well as a Second Notice letter sent home. The third time a student violates dress code policy the parent/guardian will be called and the student will be suspended for one day. Any further violation of the dress code policy will result in the student being suspended each time an infraction occurs.

## **EMERGENCY INFORMATION**

Each child attending Passport **MUST** have a current Student Information Form signed by a parent or guardian on file in the school office. It is imperative that we maintain up-to-date information with each question answered completely. This includes vital information needed in case of illness, accidental injury, or emergency at school.

***WHEN ANY OF THE INFORMATION ON THE FORM CHANGES DURING THE SCHOOL YEAR, PLEASE CONTACT OUR SCHOOL OFFICE IMMEDIATELY WITH THE NEW INFORMATION. (Ex: Address, Phone Number, etc.)***

## **ENROLLMENT**

### **During the School Year**

Enrollment will be subject to available space in each grade level. If no space is available, a parent may ask to be placed on a waiting list for that grade. In order to enroll a child in any grade for the first time at Passport, a parent must accompany their child to school and have the following:

1. Completed Registration Form
2. Birth certificate or proof of birth – children **must** be 5 years of age by the first of September in order to enroll in kindergarten.
3. Proof of residence – Deed, Homeowner's Exemption or Current Lease.
4. An up-to-date record of immunizations – all students must have an immunization record. This is *mandatory* for school enrollment. We ask parents to provide an up-to-date physical examination (within the last 12 months.) Dental examinations are also desirable.

### **For the next School Year**

The timeframe for accepting applications for new students is February 1 – April 15 of each year. If the number of qualified applicants is less than or equal to the number of available slots, each qualified applicant will be accepted and enrolled. If the number of applicants meeting the criteria exceeds the capacity of the school, class, grade level or building, all applicants shall have an equal chance of being admitted through a random selection process (lottery) except that the school does give preference to siblings of a student enrolled in the school or to a child of an employee of the school. Applicants not selected for enrollment will be placed on a waiting list after the application deadline. Applicants placed on a waiting list through this process take precedence over those placed on the waiting list after the application deadline. If slots become available during the school year, they will be filled from the waiting list. The waiting list is valid only for the upcoming school year. Returning students will not be subject to the application process.

## **FIELD TRIPS**

We believe that children learn from special trips. When teachers feel it is appropriate, educational trips are planned. It is necessary for parents to sign a permission slip for each field trip at the time of the outing. Parents are frequently asked to serve as chaperones. Field trips will be canceled if adequate numbers of parent volunteers are not available to help chaperone.

All children are expected to attend field trips since they are an extension of the school curriculum. Students may be prohibited from attending a field trip for disciplinary reasons.

## **FIELD TRIPS - Continued**

Parents serving as chaperones for a field trip are reminded that they are to serve in this capacity for the entire trip. For field trips outside the vicinity of the school a 1 to 6 ratio is required. Any volunteer that wants to accompany a class on an outing or field trip must complete the "Chaperone Application" available at the front office and the on-line Additions Volunteer Application at [www.volunteer.ocps.net](http://www.volunteer.ocps.net) at least 10 business days prior to the field trip or outing.

If transportation, as a practical matter, is not available through the use of a school owned or district-owned vehicle, students may be transported in privately owned vehicles driven by adult Passport employees, parents/guardians of students or regular school volunteers with written parental authorization. Students shall not be transported by other students.

When transporting students in private vehicles the following procedures must be followed:

- ❖ The number of students transported in a vehicle shall not be greater than the number for which the vehicle was designed to carry.
- ❖ Each student shall be seated in an appropriate seat.
- ❖ Each student shall be required to use a seat belt.
- ❖ The insurance of the owner of the vehicle shall provide primary coverage in case of an accident.
- ❖ Each student's parent or guardian shall give prior written consent to the transportation of a student in a privately owned vehicle

*--- Non-school aged siblings are not permitted to ride on the bus according to Orange County policy.---*

## **HEALTH INFORMATION**

An individual's quality of health determines, in part, their interest in learning and ability to learn. It is only with the cooperation of parents and guardians to ensure good health that each individual student reaches his/her optimum potential for learning. Here are some suggestions to assure your child a healthy, productive school year:

1. Have your child adequately immunized. (Phone your local Health Department for up-to-date information).
2. Utilize your Public Health Nurse as a resource person. She is familiar with county and state programs.
3. Notify the school office and teacher of any changes in your child's health, or any existing diseases or conditions.
4. Follow up promptly on any health referrals. If financially impossible, contact the Public Health Department for help.

## **HEALTH INFORMATION - Continued**

### **Health Services**

Our school office provides MINOR FIRST AID ONLY, therefore, if your child is injured or becomes ill and should need to go home or to the doctor, we will call you. Students will not be permitted to call a parent on their own. IT IS ESSENTIAL THAT WE HAVE A CURRENT PHONE NUMBER WHERE YOU CAN BE REACHED DURING THE SCHOOL DAY. If the student should need to leave due the injury or illness they must be signed out through the office by an authorized person.

### **Medicines**

ALL MEDICATION MUST BE BROUGHT TO THE OFFICE, BY AN ADULT, IN THE APPROPRIATE CONTAINER PROVIDED BY THE PHARMACY WITH THE LABEL!

*ATTENTION ALL PARENTS/GUARDIANS!!* This policy conforms to OCPS medication policy. If your child is or ever will be in need of receiving medication here at school, you will be required to follow these procedures. *REMEMBER – they are for the safety and welfare of your child and every other child at Passport. THERE WILL BE NO EXCEPTIONS.*

1. NO MEDICATIONS are permitted to be in the possession of a student. All medications – over the counter and prescription – **MUST be brought to the office BY THE PARENT OR GUARDIAN.** Medication brought to the office by children WILL NOT BE ADMINISTERED and will result in disciplinary actions.
2. An AUTHORIZATION FOR MEDICATION form MUST be completed by the parent/guardian before medication can be administered here at school.
3. Prescription medications are controlled substances and MUST be brought in the original container with the original UNALTERED label from the pharmacy. **NO MEDICATIONS WILL BE ACCEPTED IN ENVELOPES, OR BAGGIES.**  
The label MUST contain:
  - ❖ The child's name
  - ❖ The physician's name
  - ❖ The name of the medication
  - ❖ The dose required
  - ❖ The **time** the medication must be given..
4. Pills will be counted by office personnel when the medication is received from the parent/guardian. This will help in assuring that the parent knows when a refill is necessary.
5. Half pills MUST be properly cut by parents with a pill cutter (we have one at school for your convenience) for accuracy of dosage
6. Parents MUST provide a medicine spoon or other accurate measuring device for liquid medications.
7. The policy for non-prescription medicines will be the same except for the pharmacy label requirement.
8. Any medications not picked up by the parent/guardian at the end of the school year will be disposed.

## **HEALTH INFORMATION - Continued**

### **Physical Exams**

All students entering Kindergarten are required to have a physical exam. All new students in grades 1-8 must have a physical dated within one year of enrollment date. Forms for these exams are available in your local physician's offices.

### **Immunizations**

Parents are responsible for fulfilling the immunization requirements for their children in accordance with Florida State Laws. Passport requires all students to have documentation, of completed immunizations (or an exemption). Non-compliance may result in future exclusion from school. Immunizations must be reported on a Florida DH680. Required immunizations are as follows:

#### ***All Grades***

DTP Series

Polio Series

Measles, Mumps, Rubella (MMR)

#### ***Kindergarten***

Varicella (chicken pox)

#### ***Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 7<sup>th</sup> and 8<sup>th</sup>***

Hepatitis B

#### ***Kindergarten through 8<sup>th</sup>***

Second dose of Measles (Preferably MMR)

#### ***7<sup>th</sup> and 8<sup>th</sup>***

Hepatitis B Series

Second Dose Measles (Preferably MMR)

Tetanus Diphtheria (Td) Booster

## **LOST AND FOUND**

Please put your child's name on any article he/she brings to school. Students may check at the office for lost items. Items not claimed will be disposed of at the end of the school year. The school assumes NO liability for lost items. Please help your child keep track of his/her belongings.

## **LUNCH**

We are proud of our Lunch Room area! We want mealtime to be pleasant for all of us. We believe these **procedures** will help:

1. Use soft voices at all times.
2. Keep hands, feet, and objects to yourself.
3. Eat YOUR food only!
4. Sit where directed or assigned and remained seated.
5. You must raise your hand to get permission to leave your seat for any reason.
6. Always use good table manners.
7. Treat others as your wish to be treated.

## **LUNCH – Continued**

Packed lunches may be brought from home in bags or lunchboxes, labeled with student names. **Microwaves and refrigerators are for the exclusive use of Passport employees. Students are not permitted to use these appliances for safety reasons.**

### **Lunch Purchasing Procedures**

1. For students on reduced lunch or full pay lunch fees **MUST** be paid on the last day of the week before the week of service no later than 10:00 A.M.
2. Cash or money order is the preferred payment method for lunch. Any checks returned for nonpayment will result in future payments having to be paid by cash or money order only. Parents/guardians will also be responsible for any bank fees associated with returned checks.
3. Money must be deposited in the appropriate envelope provided by the school with all required information completed or it will not be accepted.
4. Students who do not bring their lunch and do not have funds available in their lunch account will contact their parents to bring them lunch.
5. The school is not responsible for providing lunch for students who do not qualify for the free lunch program.

Please remember the following and we can assure that every child has a lunch every day:

- ❖ Make payments on the last day of the week before the week of service no later than 10:00 AM
- ❖ We **DO NOT** allow students to “charge” lunches.
- ❖ Lunch orders are placed two weeks in advance.

### **Free and Reduced Lunch**

Forms for lunch assistance are sent home by the first day of school each year or the application is available on line at [www.ocpsmealapp.com](http://www.ocpsmealapp.com). If you need lunch assistance, please complete the form and return it to school. You will be notified if you meet the criteria. If at any time during the school year problems arise that might entitle your child to free or reduced lunch, please call the school office (407) 658-9900.

### **Visitors for Lunch**

Parents are always welcome to eat lunch with their child. Please send a note to your child’s teacher the day you plan to eat with us, or call the school office to let our secretary know. You will be eating with your child at the picnic tables or in the extended day room.

**REMEMBER- YOU MUST CHECK IN AT THE OFFICE.** In order to keep classroom disruptions to a minimum, we ask parents to wait in the office until the children are dismissed for lunch.

## **MULTI-LINGUAL PARENT LEADERSHIP COUNCIL (MPLC)**

Parents, teachers, and community members are encouraged to become involved in MPLC. The MPLC committees work primarily with issues of multi-lingual students.

## **NON-DISCRIMINATION/SENSITIVITY TO DIFFERENCES**

Passport School is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity

## **PARENT ACCESS NETWORK**

Online access to your child's classroom assignments and grades is available through the District provided Parent Access Network. Access information will be provided at the start of the school year.

## **PARENT - SCHOOL COMMUNICATION**

Communication must be **TWO-WAY!** Expect frequent information from Passport concerning your child, such as:

E-mail	Progress reports
Requests for conferences	Student's papers
Notes, requests, reminders, etc.	Nine-week report cards
Newsletters, calendars, menus	Phone calls from teachers
Parent Access Network	Homework (This may include incomplete class work, learning math facts, spelling words, reading vocabulary, doing assigned projects, reading with your child, etc.)
Parent-Student Handbook	

### **Telephone Usage and Messages**

Children are permitted to call home only under the supervision of a school employee or in emergency situations. Arrangements for after-school visits and activities should be made at home. The office will take messages and deliver them to the classroom teacher. To be sure your child receives the message, please call before 2:00 P.M. Instructional time is precious to us at Passport. In order to maximize instructional time, phone calls to staff during the school day will not be put through to classrooms unless it is either an emergency or a return call to a staff member. A message will be taken by office staff and placed in the teacher's mailbox. We make every attempt to return phone calls promptly, but if a day passes and you haven't received a return call, **PLEASE CALL AGAIN.**

### **Parent/Teacher Conferences**

Parent/Teacher Conferences take place as needed. Parents are urged to participate actively in their child's progress.

If at anytime you need information or a conference regarding your child's progress, please don't hesitate to call the school office to make an appointment (407) 658-9900.



### **Progress Reports**

Students will receive a quarterly progress report (report card). Halfway through each grading period, students will receive an additional progress report which will help students and parents identify any subjects where the student may experience difficulty.

Anytime you have a question or concern about your child's progress, please call the school and arrange for a conference with the teacher. **THESE MEETINGS ARE ENCOURAGED.**

### **Interruptions**

Instructional time during the school day is very precious. We try to avoid all classroom interruptions unless absolutely necessary. **Under no circumstances should parents or visitors go to a teacher's classroom right before or during school hours to have a conference with a teacher. They are responsible for supervision and instruction of their students during these hours.**

Parents are always welcome to contact teachers after dismissal time or make an appointment to see them at a later date. Any important messages will be delivered to students through the school office. Items brought in for students should be labeled and left in the office.

### **School Closing (Emergency)**

Passport will follow Orange County Schools regarding emergency closings.

Your child must know of an alternate place to go in the event of emergency school closings. In case of an emergency school closing, **PLEASE DO NOT CALL THE SCHOOL** unless you have no other way to obtain closing information. Every possible attempt will be made to get closing information on the radio as soon as conditions are determined. When possible, information will also be posted on the Passport website at [www.passportcharter.org](http://www.passportcharter.org).

## **PARENT TEACHER ORGANIZATION (PTO)**

The Passport PTO is the organization that promotes the welfare of students, helps to raise funds to supplement the needs of the school and is developed through projects and committees.

## **PARTIES**

### **Birthday Parties**

AT EACH TEACHER'S DISCRETION, students may be permitted to have individually portioned, items such as ice cream sandwiches, brownies, cupcakes, donuts, etc., sent in to share with classmates to celebrate their birthday. Due to health concerns, we require pre-packaged, purchased food items. *Please contact your child's teacher to check for students who may have any type of food allergies. Celebrations are permitted during the last 30 minutes of the school day.* **CHECK IN ADVANCE WITH YOUR CHILD'S TEACHER!!**

## **PETS**

Small animals such as hamsters, fish, mice, etc. are sometimes invited to school by teachers for an educational purpose since they provide a good way for children to study animals and must be returned home the same day. Be sure your child's teacher has invited your child to bring his/her pet to school before you send it. Pets must be in a secure, clean, wood, glass or wire cage. **CARDBOARD BOXES ARE NOT ACCEPTABLE**

## **PLAYGROUND**

*Due to liability concerns, non-school aged or children not enrolled at Passport may not use the Playground.*

### **General Playground Policies**

- ❖ Avoid arguments
- ❖ Baseballs are not approved
- ❖ Respect the rights of others
- ❖ "Roughhousing" is a violation of playground rules
- ❖ Stop play and line up when the bell rings, whistle is blown or your class is called over the megaphone
- ❖ Trash should be put in proper container
- ❖ Treat others the way you wish to be treated

## **PROGRAMS & CONVOCATIONS**

We provide special programs each year. They motivate the students and provide much information. It is important that the children learn at an early age how to be a good audience. When we have special programs, parents are always welcome to attend.

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

Parents, teachers, and community members are encouraged to become involved in SAC. SAC committees work primarily with issues of school improvement.

## **SCHOOL PICTURES**

Individual student pictures will be taken at the beginning of the school year and offered to parents for purchase. A spring yearbook is also prepared each year. There is no obligation to purchase school pictures or yearbooks.

## **TEXTBOOKS**

When textbooks are issued to students by number, they become responsible for them. Any textbook which is lost or damaged **MUST** be paid for by the parent or guardian so it can be replaced immediately.

## **TOYS**

Children are allowed to bring special games or books to school **only** with their teacher's permission for a special purpose. Toys should not be brought to school unless there is a special reason for their presence. If in doubt, check with the school first. **The school assumes no responsibility for the damage or loss of items brought to school by the students.**

## **VISITORS**

We welcome parents to visit the school. There are two ways this can take place:

1. **Parent-Teacher Conferences** - Please call (407) 658-9900 to schedule an appointment.
2. **Volunteer Parents** - Contact our school office, and we will be happy to add you to our volunteer list.

**ALL VISITORS AND VOLUNTEERS MUST SIGN IN AT THE OFFICE AND WEAR A VISITORS PASS OR VOLUNTEER BADGE. This procedure is necessary for the safety and security of our students, parents, and staff.**

## **VOLUNTEERS**

**Volunteers are encouraged at Passport!** Please refer to Parent Contract for more information regarding volunteer opportunities. In addition, all visitors must complete the Additions Volunteer application and be cleared through the district. Visitors can not be on campus if they have not been approved through Additions. Please visit the [ocps.sarmaritan.com](http://ocps.sarmaritan.com) website to sign-up.





School Year 2019-2020  
Parent/Student Handbook

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

**I certify that I have received and that I am responsible for reading the Parent/Student Handbook. I also understand that it is my responsibility to make sure that I understand all the issues addressed in the Parent/Student Handbook. Please read and discuss this document with your student, sign this sheet, tear it off of the handbook and return it to school.**

**Failure to return this acknowledgement will not relieve a student or the parent/guardian of the student from responsibility for knowledge or the non-compliance of the contents.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature