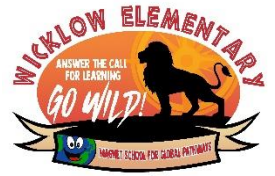




# Wicklow Elementary Magnet School for Global Pathways

## Family Handbook 2023-2024



We welcome you to Wicklow Elementary Magnet School for Global Pathways! It is our desire for school to be a positive educational experience for all children. Our staff, parents, and students help make Wicklow Elementary an outstanding place to learn.

### **INTRODUCTION**

The primary parental goal of Wicklow Elementary is to assist parents in the education of their children. In order to fulfill this commitment, the school's philosophy is formed on the premise that children have an innate curiosity and a desire to learn. The curriculum will therefore meet each child at his or her appropriate level of learning. The philosophy of integrated subject areas in the child's elementary school experience will allow each student to gain skills through meaningful experiences.

### **ATTENDANCE**

Parents are responsible for their child's attendance on a daily basis. On the day a student returns to school, he/she must bring a written excuse stating the reason for the absence. A note is also necessary if a student is to be excused from Physical Education. A note from a physician is required to be excused from P.E. for 3 or more days in succession. A doctor's note is needed after 10 or more absences from the classroom.

### **SCHOOL UNIFORMS**

Wicklow Elementary has a standardized dress code for all students. The following are the dress code requirements:

- Shirts: White, Navy, Green, Royal Blue, or Red
- Bottoms: Navy, Black, or Khaki bottoms No jeans except on Spirit Fridays.
- Shoes: Closed-back shoes (no flip-flops or slide-in shoes).
- Once a month there will be a N.U.T. day (No Uniform Today) and this will be advertised on the events calendar.

There will be a two-week grace period for new students. All students are expected to participate, however if a student cannot participate due to religious or other parental reasons, they should call 407-320-1250 and ask to speak with administration. If you need help attaining clothing to meet the dress code requirements, please contact Mr. Gordon at 407-320-1271.

### **RELIGIOUS HOLIDAYS**

Students shall be excused from any examinations, study or work assignment for observance of a religious holiday or if the tenets of his/her religion forbid secular activity at such time. Whenever a student is absent for religious observance, the parent(s) or guardian of the student who is to be excused from attendance shall give written notification to the school prior to the absence. Students will be given a reasonable amount of time to make up any missed work during such absence.

### **RED APPLE DINING ROOM**

Breakfast is served each morning prior to the start of school (8:00 a.m. - 8:30 a.m.). A full lunch is served daily and includes milk. Students may purchase lunch by the day, but the Red Apple Dining staff encourages parents to pre-pay by the week, month or year.

You may pre-pay online by using the website <http://myschoolbucks.com/>. At the register, cash or checks are accepted. If you have questions about payment you can contact Red Apple Dining at 407-320-0226. Applications for free and reduced meals are available online throughout the school year at [diningservices.scps.us](http://diningservices.scps.us)

## **SCHOOL HOURS**

### STUDENT ARRIVAL/DISMISSAL TIMES

Kid Zone	7:00 a.m. - 8:00 a.m. 3:05 p.m. - 6:00 p.m.
Breakfast	8:00 a.m. - 8:30 a.m.
First Bell	8:30 a.m.
Tardy Bell	8:35 a.m.
Dismissal	2:55 p.m.
Early Dismissal	1:55 p.m. (Wed. only)
Office Hours	8:00 a.m. - 3:30 p.m. (M-F)

There will be no supervision of students prior to 8:00 a.m. and after 3:15 p.m. Supervision of breakfast participants will begin at 8:00 a.m. Any student who arrives after classes begin must report to the office to get a TARDY SLIP.

Please make every effort to have your child arrive on time. In addition, we ask that you do not pick up your child early, except in emergencies or for necessary medical appointments. Parent pickup after 2:30 p.m. is prohibited unless there is an emergency. Students may only be released to designated persons on the emergency card who are aware of the four-digit security code. Persons including scholars, parents, and others who come on the campus, other than during regular scholar attendance hours, or for attendance at a school function, do so at their own risk as supervision is not provided at these times.

## **DISMISSAL ARRANGEMENTS**

Please be certain that your child understands transportation arrangements before leaving home in the morning if there is any variation in the routine. A note to your child's teacher indicating the change in transportation **MUST** be sent each time there is a change, or your child will be sent home the usual way. Please do not send an email in place of a written note as the email may not be checked prior to dismissal. In addition to a note, you may notify our front desk of a change by calling 407-320-1250. For safety purposes, we are not able to accommodate a transportation change after 2:30pm (1:30 on Wednesday) without administration approval.

## **TRANSPORTATION**

Bus transportation is provided for Wicklow students by the School Board. If the student's behavior creates a safety hazard on the bus, the principal or principal's designee could suspend the student from the bus for a selected number of days. This bus suspension in no way excuses the student from attending school. Parents will be expected to transport their child to school if a bus suspension occurs. Parents are responsible for the behavior of their child(ren) while at the bus stop. All concerns regarding bus transportation should be directed to the Transportation Department at (407) 320-7550. Only regularly scheduled bus students are to ride school buses. Students will not be allowed to ride a different school bus unless it is an emergency. Emergency is related to health, welfare, and safety of the students. Permission will not be granted for the purpose of general nature or for convenience of babysitting arrangements.

CAR RIDERS - Parents of car riders must have an official Wicklow car tag displayed on the right side of your windshield to pick up your child. This car tag signifies the car to be a "safe" car. You may obtain an additional sign by visiting the front desk. Once given the sign, parents are responsible for displaying the sign in the car and having the appropriate people pick up the student.

Please observe traffic flow and directions given by the Wicklow Elementary staff in the car rider line. Students wait in the designated area until the car is in the proper area for pick up. For the safety of your child, please do not make them a walker and pick them up on Lake Placid Drive. If he or she is a car rider, please follow our procedures.

BICYCLES must be “walked” on the school grounds. Park and lock bicycles in the bike rack. Wicklow Elementary cannot provide locks nor is responsible for lost or stolen bicycles.

DAY CARE - The school must have written parental permission for children to be transported to Day Care facilities. (See DAY CARE INFORMATION LETTER.) If changes occur during the year, a letter to the home-based teacher is required. Please notify the Day Care Center of any changes also.

## **MEDICATION**

If it becomes necessary for a student to take any form of medication at school, it must, by law, be dispensed through the clinic. A designated Authorization for Medication form must be completed, prior to the administration of any medication to a student, by parent or legal guardian. These authorizations for medication must be renewed at twelve-month intervals. All medication (prescription or non-prescribed over-the-counter) should be delivered and retrieved from the school clinic by the student’s parent, legal guardian or other adult and include Authorization for Medication signed by a physician. In the event medication is delivered by an adult other than the student’s parent or legal guardian, the adult shall present written authorization from the child’s parent or legal guardian. Students can not carry or deliver medication on campus. All prescription medication to be administered in school must be in the original container labeled with the following information:

- a. Student’s name
- b. Name of drug
- c. Directions concerning dosage
- d. Pharmacy name, address, and phone number
- e. Date and number of prescription
- f. Physician’s Name
- g. Time of day to be taken

If prior arrangements have been made with the principal or designee, a parent or guardian may go into the school to administer prescribed or non-prescribed (over-the-counter) medication to his or her child upon completion of a Seminole County School Student Medication Record Form. An Authorization for Medication form is included in this folder.

## **DISCIPLINE PROCEDURES**

Each teacher bears the primary responsibility for maintaining proper control and discipline in the classroom. The STUDENT CONDUCT AND DISCIPLINE CODE is available online at <https://www.scps.k12.fl.us/district/school-board/policies-procedures/> Please read this carefully. Efforts will be made to notify parents anytime a student is sent to the office for disciplinary reasons. Please review the guidelines. Weapons are not allowed on campus. This includes guns, toy guns, and knives of any type such as keychain knives and pocket knives. Seminole County schools have a zero tolerance policy for guns and weapons. No toys/games may be brought to school unless requested by a teacher.

## **VISITORS**

We encourage parents to take an interest in their child's activities. Parents are welcome to visit their child’s classroom any time after the first two weeks of school. Please note that ALL VISITORS that come on campus for ANY REASON will need to present a valid, PHOTO ID, such as a driver’s license, in order to be permitted on campus.

Twenty-four hour notice must be requested to your child’s teacher to schedule a classroom visitation. If you are joining your child for lunch, sign in at the office and meet your child at the dining room door and sit in our special guest area.

Parents are not permitted to attend "outside lunch." Parents are allowed to only eat with their children. Based on lunchroom capacity and safety concerns, siblings are not permitted on campus for lunch.

ALL VISITORS, INCLUDING PARENTS, MUST CHECK IN WITH A VALID ID AT THE OFFICE AND OBTAIN A VISITOR'S TAG UPON ARRIVAL ON CAMPUS. Please adhere to this policy for the security and safety of all students.

## **GUIDANCE**

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. We try to do this in several ways:

1. Helping the new student feel at home in our school with new teachers and friends in a different setting.
2. Individual conferences whenever a student, parent, teacher, or counselor deems it necessary.
3. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

## **TEXTBOOKS**

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. You will be required to pay for a lost or damaged book.

## **PARENT INVOLVEMENT**

PTA - The Parent Teacher Association is active in supporting our school. If you are interested in helping with PTA please send an e-mail to [info@wicklowpta.com](mailto:info@wicklowpta.com). The SAC (School Advisory Council) is a volunteer group required by state law to provide for parent/community input and communications. The meeting days will be published, and everyone is welcome to attend. Our volunteer programs are conducted through the county-wide "Dividends Program." We do need your help to provide extra learning activities for scholars and to help teachers so they can devote more time to students. If you, or any of your friends or neighbors have free time and would like to work with children, please let us know. A special invitation will be sent home at the beginning of the school year to invite you to a Dividend Breakfast.

## **COMMUNICATION**

Wicklow Elementary is fortunate to have a 24-hour voice communications system. By calling the school number a menu offers parents a variety of information. Likewise, the voicemail system is available so parents may leave messages for teachers. Classroom phones are on DND (do not disturb) during instruction time and will go straight to voicemail. Teachers will return phone calls to parents within 24 hours. A newsletter from the Principal will be sent home monthly. All communication in both directions will comply with the SCPS Civility Policy.

## **REPORTING TO PARENTS**

Mid-term progress reports will be available on Skyward 4 weeks into the grading period. Report cards will be available on Skyward at the end of the 9-week grading period. It is important for parents to have access to Skyward for these important documents. Parents and/or teachers can request to have a conference as necessary based on student reports. Students who have been in attendance for less than 20 days will not receive a report card.

## **INSURANCE**

School Insurance is available for either school time only or 24-hour coverage. Insurance forms are sent home at the beginning of the school year and are available throughout the year.

## **FIELD TRIPS**

Proper authorization is needed from parents prior to student's participation in a field trip. No student shall be denied participation in any educational activity due to inability to pay. Arrangements must be made through your child's teacher prior to the field trip.