

# **EEB STUDENT/FAMILY HANDBOOK**

**Emma E. Booker Elementary School  
2350 Dr. Martin Luther King Jr. Way  
Sarasota, FL 34234**

**Phone (941) 361-6480 Fax (941) 361-6484**

**[www.sarasotacountyschools.net/schools/emmaebooker](http://www.sarasotacountyschools.net/schools/emmaebooker)**



**2018- 2019**

**Mission Statement**

**“High Expectations for All”**

**The community of Emma E. Booker School recognizes that students enter school with different backgrounds and experiences. It is our belief that all children can be successful when accepted at their level of development. By holding high expectations for parents, students, teachers and administrators and using a no-fault approach, we believe we can lead every child toward becoming a productive and successful member of society.**

# *Welcome to Emma E. Booker Elementary*

Dear Parents and Guardians,

Welcome to the 2018-2019 school year at Emma E. Booker Elementary! I am Ms. Edwina Oliver, the principal of our school, and I am honored to serve this community as principal. On behalf of Mrs. Tia Henderson, our Assistant Principal, and all the staff in our school, we are very excited to start a new school year. As a Title I School, we all need to work together to help our students develop academically and socially. There are many ways you can support this, including reading with your child daily and encouraging their best efforts in all they do.

Our Mission, as a community of caring, is to offer a safe environment so that our students can grow in their education in order to be responsible, educated, and well prepared people as they advance in their future.

We need your support with the mission of the school, as it is the work of all the community. There are certain things with your son's/daughter's education that you can help strengthen. Although the list of your responsibilities is long, we ask that you continue to put emphasis on these aspects with your son/daughter:

1. Daily attendance
2. Being on Time
3. Work habits
4. Meetings at school
5. The parent/guardian portal for student grades

We appreciate your support of the EEB mission. Please review the details of this handbook. We look forward to seeing you during the school year, and we invite you to be part of the School Advisory Council and our Parent Teacher Organization (SAC/PTO). More information can be found at the school website or by calling the school,

As a collective community, we will continue to grow with success!

Sincerely,

Edwina Oliver  
Principal

# **Sarasota County Public Schools Vision, Mission and Florida Standards**

## **Sarasota County School District Vision Statement**

The School District of Sarasota County places learning at the center of its activities to enable all learners to lead productive, responsible, and healthful lives.

## **Sarasota County School District Mission Statement**

The School District of Sarasota County prepares students to achieve the highest learning standards by engaging a high-quality staff, involved parents, and a supportive community.

## **Florida Standards**

Florida Standards for the Arts, Health, Physical Education, Science and Social Studies, as well as the implementation of the Florida Standards for English Language Arts/Reading and Mathematics are the foundation of curriculum and instruction for all Sarasota County students. The Florida Standards are the culmination of an extended, broad-based effort to fulfill the charge issued by the states to create the next generation of K-12 standards in order to help ensure that all students are college and career ready no later than the end of high school. The standards define the knowledge and skills in English Language Arts, Mathematics, and Literacy in the content areas that students are expected to master within their K-12 educational careers. This is one of the most important changes in education in the United States in the last 50 years and stands to positively affect students, parents, teachers, communities and the workforce.

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**Phone (941) 361-6480 Fax (941) 361-6484**

**Booker Boost (941) 361-6095**

<http://www.sarasotacountyschools.net/schools/emmaebooker>

## **Emma E. Booker Elementary Hours**

All hours are Monday through Friday (Excluding Holidays)

Office Hours	7:30am to 4:00pm
Student Hours	8:30am to 3:15pm
Booker Boost	3:15pm to 5:30pm
Student Registration	8:30am to 12:00pm & 1:30pm to 3:00pm

### **Office Staff**

Ms. Oliver.....	Principal
Mrs. Henderson .....	Assistant Principal
Mrs. Mulligan.....	Administrative Assistant
Mrs. Brown.....	Registrar
Mrs. Rhodes .....	Bookkeeper
Mrs. Anderson.....	Receptionist
Mr. Bradburn .....	Clinic Aide
Dr. Obi.....	Guidance Counselor (K-2)
Mrs. Warrick .....	Guidance Counselor (3-5)
Mrs. VanArsdall.....	ESE Liaison
Ms. Wainwright.....	Home/School Liaison
Ms. Morantes.....	ESOL Liaison
Mr. Williams .....	Behavior Specialist

# Table of Contents/ Quick Reference Guide

<b><u>A</u></b>	
Agenda Books	Page 8
Animals Policy	Page 8
Attendance	Page 8
<b><u>B</u></b>	
Booker BUCKS	Page 10
Booker B's	Page 10
Breakfast/ Lunch Programs	Page 11
Bus Transportation (See Dismissal Procedures)	Page 13
<b><u>C</u></b>	
Cell Phone Use (Visitors, Volunteers & Parents)	Page 11
Cell Phones/ Electronic equipment	Page 11
Change of Address/ Contact Information	Page 11
Classroom Assignment	Page 12
Classroom Observations	Page 12
Code of Conduct	Page 12
Conferences	Page 12
Connect-ED	Page 12
Curriculum	Page 12
Custodial/ Non-Custodial Parents	Page 13
Calendar (District)	Page 25
<b><u>D</u></b>	
Discipline	Page 13
Dismissal Procedures	Page 13
Drills	Page 15
<b><u>F</u></b>	
Field Trips	Page 15
FREE/ Reduced Lunch/ Breakfast (See Breakfast)	Page 11
Food Bank/ Pantry (All Faiths)	Page 15
<b><u>G</u></b>	
Guidance	Page 15
Graduation Ceremonies	Page 15
<b><u>H</u></b>	
Health Insurance for Children	Page 16
Health Room (Clinic) & Emergency Situations	Page 16
Home Baked Items	Page 17
Homework	Page 17

<b><u>I</u></b>	
i-Ready (online learning portal)	Page 17
<b><u>K</u></b>	
Kindergarten Round-Up/ Summer Learning Academy (SLA)	Page 17
<b><u>L</u></b>	
Lost and Found	Page 17
<b><u>M</u></b>	
Media Center	Page 18
<b><u>N</u></b>	
Newsletters (from School)	Page 18
<b><u>P</u></b>	
Parent Drop-off/ Pick-up	Page 18
Parent Involvement Activities	Page 18
Parent Conferences	Page 18
Parent/ Teacher Organization (PTO)	Page 18
Parking on Campus	Page 19
Participation in Physical Education	Page 19
Picture Day(s)	Page 19
Positive Behavior Support (PBS)	Page 19
<b><u>R</u></b>	
Raptor	Page 19
Religion	Page 20
Report Cards / Online Portal Information	Page 20
<b><u>S</u></b>	
School Advisory Council (SAC)/ School Improvement Plan	Page 21
School Hours	Page 21
School Student Leadership Team (Safety Patrol)	Page 21
School Supply List	Page 21
Student Accident Insurance	Page 21
Student Behavior	Page 21
Student Health Insurance	Page 22
Student Id/ Pin #'s	Page 22
Student Registration	Page 22
<b><u>T</u></b>	
Title One	Page 22
Tornado Take-Out	Page 23

**U**  
Uniform Policy Page 23

**V**  
Volunteers Page 23

**W**  
Website Page 24  
Withdrawal from School Page 24

## **Agenda Books**

All students in the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>, grades will be given an agenda book to support parents/guardians and teacher communication. Please review your child's agenda book daily for communication from your child's teacher. If agenda books are lost/or damaged, there is a replacement cost of \$5.

## **Animal Policy**

There are very strict guidelines to follow which regulate animals in the classroom and on campus. Before you take ANY animal(s) to a classroom or school, please contact the Teacher or Office Staff.

1. Wildlife in the classroom is acceptable only when it meets a curricular objective.
2. Administration needs to be informed in writing of the objective.
3. Parents/Guardians must receive written information about animals, reptiles, fish, etc that are kept in the classroom.
4. Parents/Guardians must have the opportunity to inform the teacher of possible allergic reactions and limit the student's participation.

## **Attendance**

Emma E. Booker students are expected to be in class from 8:30 a.m. to 3:15 p.m. **All gates on campus will be LOCKED during school hours.** Students arriving after 8:30 must first report to the main office where they will receive a tardy slip before heading to class. Regular and punctual attendance is vitally important to a student's success in school.

**Note:** Children that arrive late, after 8:30 a.m., must be walked into the front office by a Parent/Guardian who must sign their child/children in.

## **Attendance - Absences**

Emma E. Booker Elementary School is committed to providing a positive learning environment for students. It is critical that students are in school every day for them to maximize their learning potential. Florida state law requires regular school attendance, and it is the responsibility of the parent to ensure that his/her child attends school daily. It is recognized that there are occasions when absences are unavoidable.

Sarasota County School Rule 7.103 Student Absences defines an excused absence as follows:

- Illness of the student, documented by the parent/guardian, or medical doctor.
  - Documented major illness in the student's immediate family.
  - Religious holiday(s) of the specific faith of the student.
- State law mandates parents/guardians to notify the school as soon as possible when their child is absent from school and to provide a written explanation within 3 days of the absence.
  - In accordance with School Board Policy, your child's absence will be considered **unexcused** until a note is received by the Main Office. The principal or designee has the authority, within guidelines of the law, to determine if an absence is excused.
  - Absences for vacation or other anticipated reasons must be given prior approval from an administrator, and the student must make arrangements for completion of work prior to the absence. **Students with excessive absences will not be excused for such reasons.**
  - Children who are ill or running a fever should **NOT** be sent to school - both for their benefit and the welfare of all other children in the school. It is recommended that a child have a normal temperature



for **24 hours BEFORE** returning to school. In cases of excessive excused absences for illness, a parent may be asked to provide documentation from a physician.

- You will be notified, using your primary phone number, if your child is absent from school (this is an automated call and you will receive this call even if you have called in the absence earlier. See Connect Ed.). If you received this message in error please contact the main office.
- Parents/Guardians will be notified of unexcused or unexplained absences. If a pattern of non-attendance develops, parents/guardians will be asked to conference with school staff and participate in efforts to remediate the situation. If unexcused absences continue, truancy procedures will be initiated.

### **Attendance – Absences/Makeup Work**

- When students are absent and parents write a valid excuse, teachers will provide opportunities for students to complete missed assignments.
- A student who has an excused absence or an absence resulting from suspension shall be expected to make up missed work.
- In the case of all other unexcused absences, students may not receive full credit for makeup work during the period of the unexcused absence.
- Make up work must be completed within a time frame equal to the number of days absent.
- Please give teachers a 3-day notice when calling in requests for assignments.

### **Attendance – Early Dismissal**

- We strongly encourage parents to keep their children in school for the entire instructional day.
- If it is an emergency or absolutely necessary to take your child out of school early, parents are requested to send a note to the teacher indicating an early dismissal.
- The student will be called to the office when the parent/guardian has shown ID and signed the student out. To maximize learning time, students will not be sent to the office until you sign in at the front desk
- Students may not be picked up by parents/guardian directly from the classroom.
- All persons picking up a student must have proper identification and must be listed on the student's contact information in our system.
- Children will not be released to anyone not listed in the Student Information System contact information system for that student. Therefore, please make sure that your child's contact information is updated so we have the correct names of people on the contact list who are allowed to take your child from school.
- NOTE: Early dismissals are coded and counted in the computer as a Tardy. They are included within the tardy count on the student's report card.

**\*\*There will be no early dismissals permitted after 2:45 p.m. unless there is an emergency.** In an emergency, parents/guardians will be required to see an administrator prior to the student being dismissed.\*\*

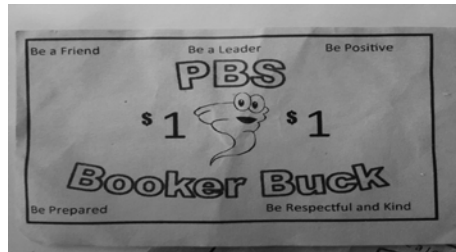
## Attendance – Tardiness

Regular and punctual attendance is critical to a student’s success in school. Students who arrive late to school disrupt the learning process for students already in their class and teachers are interrupted during instruction. It is important to remember that a child who is habitually absent or tardy will experience academic difficulty and will struggle to make learning gains in school. We appreciate your cooperation in helping all children learn by minimizing interruptions in the classroom and having your child at school on time.

Please make sure your children are in their class by 8:30 am, when the final bell rings. Students who are late for any reason should be escorted to the main office by their parent. Students will receive a tardy pass to give to their teacher and the office will adjust the attendance report to reflect the student’s presence at school.

## Booker Bucks

Booker Bucks are specially designed “currency” used at EEB as part of the PBS (Positive Behavior Support, see page 19) which can be used to purchase fun items thru the schools’ “tornado take-out” program (see page 23). Booker Bucks come in several different “dollar” amounts and are awarded to students by faculty based on their behavior during the school day.



\*\*Booker Bucks do **Expire** at the end of each school year. Be sure your child brings any saved Booker Bucks to school prior to the last Tornado Take-out of the year.

## Booker B's

From time to time you may hear your child or staff members refer to the Booker B's. The Booker B's are another part of the PBS that we use at EEB. The FIVE Booker B's are as follows:

Be a Friend... Be a Leader...Be Positive ...Be Prepared ... Be Respectful & Kind.

Parents/Guardians are encouraged to utilize the Booker B's whenever possible to support not only the mission at the school, but to encourage your child(ren) to always be their best.

## **Breakfast/ Lunch Programs**

Hot lunches are prepared in the school cafeteria each day. Breakfast is served daily as well. ALL students are allowed FREE breakfast. Students wishing to have Breakfast can arrive as early as 7:30am. Students who arrive late due to a late bus will be served breakfast.

Children may either purchase the school lunch or bring one from home.

- Free and reduced lunches may be requested by filling out an application online. A new form must be completed each year.
- No trading of food will be allowed.
- If a child forgets his/her money, they may charge their meal. A student may not have more than 3 charges at one time.
- Parents are invited to eat lunch with their child.
- If you are joining your child for lunch, we provide a special area for you and your child to enjoy lunch together.
- Lunch is \$2.25 for students and \$3.50 for adults. Breakfast is \$1.50 for adults
- Reduced lunch is \$0.40 for students.

You can use the mobile app to make payments @ [MySchoolBucks.com](http://MySchoolBucks.com)

## **Bus Transportation**

See page Dismissal Procedures, page 13

## **Cell Phone Use - Parents, Visitors and Volunteers**

We ask that you refrain from using your cell phone in the classroom. If visiting classrooms, remember that photographing children other than your own child is not permitted!

## **Cell Phones and Electronic Equipment**

Emma E. Booker recognizes the legitimate safety purpose of students possessing cellular phones. However, all students have the right to learn and engage in school activities without distraction or disruption from the use of two-way devices or any other personal electronic equipment. Therefore:

- Students are prohibited from using cellular telephones, electronic pagers, two-way communication devices, CD-MP3 players, or gaming devices during the school day.
- All devices must be turned off and out of sight during the school day (stored in backpacks).
- Violation of this policy will result in the device being confiscated from the student.
- The device will be returned at the end of the day or parents/guardians may be called to pick up the device from the main office. The school is not responsible for any damages to/or theft of the electronic equipment brought into this school environment.

## **Change of Address and/or Telephone Number**

**It is important that we have your correct address and telephone numbers, both at home and at work.** We also require emergency numbers and ask that you keep these updated. If you move during the school year or your telephone number is changed, please notify the school office immediately in writing.

## **Classroom Assignment**

The State of Florida's mandated class size amendment will limit the number of student in each class. Class assignments are tentative at the beginning of each school year. Teacher observations may indicate a need for change in order to serve each child most effectively. Parents/Guardians will be notified if a change in class assignment is made. Every effort will be made to help your child make the transfer as comfortable as possible.

## **Classroom Observation**

All parents/guardians are invited to visit our classrooms. If you wish to visit your child's classroom, please make arrangements with the teacher in advance. We ask that you refrain from involving the teacher in a conversation during the visit. The teacher is responsible for the academic growth of all the children in his/her classroom and even the shortest conversation can cause a loss of instructional momentum.

## **Code of Conduct**

Emma E. Booker is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in classrooms and to maintain proper order in the classroom, cafeteria, and on the playground. Students are expected to abide by all rules of behavior established by the Board of Education, School Administration and classroom teachers. The purpose of the Code of Conduct is to insure the rights of each student to attend a safe, positive and productive learning environment. Dangerous, disruptive or unruly behavior will not be tolerated in the classroom, cafeteria or on the playground at Emma E. Booker.

**The Code of Conduct can be found on the district website at:**

[www.sarasotacountyschools.net/departments/dop/handbook.aspx](http://www.sarasotacountyschools.net/departments/dop/handbook.aspx)

## **Conferences**

- If you need to speak with your child's teacher, please make arrangements by a note to the teacher, or by calling the school.
- It is best to set a time when you can sit down to discuss your child in private and without distractions.
- Conferences are usually arranged before school, after school, or on professional days. School events, PTO meetings and Open House are times for general discussions and are not the time to ask detailed personal questions about your child.

## **Connect-ED**

The Connect-ED(R) service enables the school to keep parents/guardians informed in a timely manner of safety and educational issues through personalized telephone messages. Types of messages will include school or district emergencies, your child's absences, school news or special events. It is very important to keep all telephone numbers (home, work and cell) up to date with the school registrar.

## **Curriculum**

Curriculum for all grade levels can be found on the district website at:

<http://www.sarasotacountyschools.net/departments/curriculum/default.aspx?id =4058>

## **Custodial and Non-Custodial Parents**

Emma E. Booker Elementary School will remain strictly neutral between parents who are involved in a legal action affecting the family, unless otherwise directed by a court order. If there are court-imposed restrictions regarding visitation, contact or exchange of information for a parent, a certified copy of the current court order needs to be on file in the office. Without written legal documentation, the school cannot impose restrictions on the non-custodial parent.

## **Calendar - District/School     See page 25**

## **Discipline**

Teaching and learning can only take place in an environment free of unnecessary disruption. Children are always expected to conduct themselves in a manner that does not interfere with the educational process and which shows consideration of others. It is the goal of Emma E. Booker Elementary School to develop a sense of mutual respect, not only between students but also between teachers and students. Parents/Guardians will be held responsible for inappropriate behavior of the child.

- PLEASE NOTE: Extreme inappropriate behavior exhibited by students may result in an out-of-school suspension.

## **Dismissal Procedures**

- Any changes in transportation **must** be received in writing.
- Changes in dismissal must come in written form directly to the teacher.
- Phone calls to the office or the teacher, for transportation changes will not be accepted. Please understand this policy is in effect for the safety of your child.

## **After School Care**

There are several options for parents to have their children in after school programs. It is the parent's responsibility to make the arrangements for all after care programs.

- **Booker Boost** is a program designed for students in 2<sup>nd</sup> – 5<sup>th</sup> grade. An application must be submitted.
- **Operation Graduation** is a program run by the YMCA and held here at EEB. This program is designed for students in K – 1<sup>st</sup> grade. An application must be submitted.
- **Boys & Girls Club** is off campus. Students going to Newtown Estates are walked over to the counselors by our staff, and those going to Roy McBean ride the bus.

## **Bus Transportation**

Children are not permitted to ride buses other than the one designated to transport them to and from school. No exception to this rule will be approved unless by written request from the parent/guardian. Please take time to review bus safety and its importance with your child. We hope it will never be necessary to deprive a child of bus privileges. Bus incident reports will be sent to parents when and if a child uses inappropriate behavior on the bus.

Rules for all transported students are as follows:

- Students will conduct themselves in an orderly manner at the stops before and after school

- Stand off the roadway while waiting for the bus
- Keep your seat at all times while the bus is moving
- Keep arms and head inside the windows at all times
- Unnecessary conversation with the bus driver is dangerous
- Use inside voices while on the bus
- The driver is in full charge of the students on the bus. Students must obey the driver
- The driver will assign student seats. Seats may be reassigned if necessary to promote order
- Students must be on time: the bus cannot wait for those who are tardy (it is suggested that students arrive at their bus stop five minutes before the scheduled arrival time of the bus)
- No eating, drinking or chewing gum is allowed on the bus
- For safety, absolute silence at all railroad crossings is necessary
- Profane or obscene language or gestures are prohibited
- No radios, tape players or electronic equipment are allowed on the bus
- Large objects, including band instruments, that cannot be held in the student's lap or that interfere with seating safety of others will not be permitted
- Animals, snakes, frogs, etc... (dead or alive), glass containers, sharp objects, balls, bats, cutting instruments, fireworks and any similar items are NOT allowed on the bus.
- No object is allowed to be placed in the aisle or in the way of the emergency exit or front door of the bus
- Students must not throw any items from the windows of the bus. Littering or throwing objects inside or at the bus is not allowed and may be subject to disciplinary actions
- Be aware that parents/guardians/students will be held responsible for all vandalism to the bus by students.

The following actions will be taken when students misbehave on the bus:

- 1st Referral
  - Warning by administrator and/or
  - Conference with Parent/guardian
  - Possible Loss of bus riding privilege for 1-3 days
- 2nd Referral
  - Conference with Parent/guardian and/or
  - Loss of bus riding privilege for 3 days
- 3rd Referral
  - Loss of bus riding privilege for 3 days
  - Conference with Parent/guardian

### **Car Riders**

- We strongly request that parents stay in their car and drive through the Car Rider pick up/drop off loop.
- The Car Rider pick up/drop off loop is one way and should be driven no more than 5mph.
- The specially designed Emma E. Booker car tag (provided by EEB) with your child's name must be visible on the rearview mirror or passenger side dashboard.
- Any driver who does not have an Emma E. Booker car rider tag will need to park, come into the office, and show a picture ID. The driver must be listed as a contact approved by the parent/guardian.

## **Walkers**

- Students who walk home will go to one of the designated checkout points around campus.
- Students will be required to check out with an EEB staff member.

## **Drills**

Emergency procedure drills are practiced regularly during the school year to ensure that students and staff understand what to do in the event of an emergency. Drills include:

Emergency Lockdown - This signal is used for dire emergencies that require the "lockdown" of students, staff, and school visitors in order to protect lives.

Fire Evacuation - This signal is utilized for those emergency situations that require an evacuation from buildings in the event of a fire.

Emergency Non-Fire Evacuation - This signal is utilized for those emergency situations that require an evacuation due to hazardous materials, etc.

## **Field Trips**

- Permission from a parent/guardian must be obtained before a child may go on a field trip. (Verbal permissions will not be an accepted form of permission.)
- Children on free or reduced lunch may obtain a bag lunch from the lunchroom provided they notify their teacher at least one week in advance.
- All chaperones must be Volunteers Count approved before going on field trips. This approval can take three to six weeks to clear.

## **Food Bank/ Food Pantry**

EEB is proud to be partnered with All Faiths Food Bank to provide support to EEB Family members who live with our students. Please see the main office once the school year starts for the monthly Food Bank pick up schedule.

Please note, those picking up from the Food Bank **must** comply with **all school rules**, including: checking-in with the main office, obtaining and wearing a Visitor's Pass.

## **Guidance**

Emma E. Booker has a staff consisting of two Guidance Counselors, a Home School Liaison, two Mental Health Counselors, and a Behavior Specialist to meet the needs of our students and their parents/guardians.

## **Graduation Ceremonies**

Emma E. Booker has three special programs to recognize the accomplishments of our students that are moving up! We have a Pre-K, Kindergarten, and Fifth grade graduation. Students in Pre-K and Kindergarten are expected to wear their school uniforms if parents want them to participate in the program. Fifth grade students are not required to wear their uniforms.



## **Health Insurance for Children**

The Sarasota School District makes available to all students, the opportunity to purchase a Student Accident Insurance Plan at the beginning of the school year. The plan is also available to any new student during the year. Students have the option of purchasing accidental insurance coverage for the school day only, or they may purchase coverage for 24 hours a day, 7 days a week. The cost and coverage descriptions are explained in the insurance company literature.

The Sarasota School District has no provision, either insured or otherwise, to make routine payments of medical expenses for any student injured as the result of an accident. It is assumed that all parents/guardians of students have made provisions to meet the financial responsibility of paying medical costs incurred by their child.

Children who do not have health insurance may be eligible for coverage under the Florida KidsCare Program through the Florida Department of Health Department, and at the school office. For information on Healthy Kids and KidsCare (health care insurance for kids, birth through 18) access <http://www.healthykids.org>, or call 1-888-540-5437.

## **Health Room (Clinic) and Emergency Situations**

It is necessary for the health room to have an up-to-date list of emergency phone numbers on file at all times. Additionally, please note the following health procedures:

- Children with a temperature of **100 degrees or higher will be sent home.**
- It has been recommended by the Sarasota County Board of Health and the School Board of Sarasota County that children with LIVE head lice be sent home and parents/guardians are advised to treat with pediculicide. Following treatment, the child may return to class after an examination by health room personnel who will determine that no LIVE lice are present.
- According to Florida State Law, children with undiagnosed rashes or eye infections will be sent home. It will be necessary for the parent/guardian to contact the school with a doctor's note with the diagnosis, and when a statement as to when the student can return to school.

**Medications** can be given to students during school hours only if absolutely necessary and only after the following conditions have been met:

- A form signed by the parent and doctor requesting the dispensing of medicine must accompany any medications to be given at school.
- The container of prescription medication must have the original drug store label showing the name of the child, dosage, medication, and doctor's name.
- Over-the-counter medications must be in the original container in which they were purchased, clearly labeled with the child's name and dosage required.
- Loose pills, capsules, etc. are not permitted on campus and will not be given to students.
- All medicine must be delivered directly to the health room by an adult, along with the signed Medical/Treatment Authorization form.
- Students are not permitted to administer or keep medication in the classroom.



## **Home Baked Items**

The Health Department has determined that foods prepared in a private home shall not be used, sold or offered to any of the Students or Staff. Any food items being brought to school to share with students or staff must be commercially prepared and packaged with all ingredients listed on the front label.

**\*\*This is for the safety of students and staff to protect them from potential allergies\*\***

## **Homework**

- Homework is regularly assigned as a reinforcement and/or extension of regular school work. It is not intended as busy work.
- Parents are urged to provide children with a quiet place and assign a time each day for homework.
- The amount of homework will differ depending on the child's grade level.
- When properly planned, homework can be an important addition to the regular school day. It can contribute greatly to the learning process. Homework expectations for your child will be explained by the classroom teacher in class and in their newsletters.
- Parental support in seeing that all homework is completed on a regular basis is requested.
- All students are expected to complete homework assignments and projects on time.
- Always sign student's agenda book (grades 2-5) or their daily progress reports/reflection sheets.

## **i-Ready Online learning portal**

i-Ready is our online learning portal which can be accessed from any laptop or desktop computer for continued learning away from school. Parents/Guardians are encouraged to log-in and work along with your child(ren) to follow their learning progress.

FIRST TIME/ NEW Computer Login information is as follows: <https://clever.com/schools>  
Click "Login" in the upper right, Select "Student" on the "pop-up" menu, Enter your School name on the drop down menu (Emma E Booker Elementary), Select "Non Charter" when prompted. You will then be directed to the Sarasota School Board site. Enter your Child's "Username" or "N number" as assigned by the School and password. If you haven't established your account you will be prompted to do so.

## **Kindergarten Round-up/Summer Learning Academy (SLA)**

Kindergarten Roundup is a program established to welcome, prepare and evaluate incoming Kindergarten students and their families to Emma E. Booker Elementary. Please see the main office for further information on this program and all it has to offer!

SLA is a slot restricted program that runs for six weeks in the summer. There are also a select number of spaces available for current EEB Kindergarteners and 1<sup>st</sup> graders that are advancing to 1<sup>st</sup> and 2<sup>nd</sup> Grade.

## **Lost and Found**

Every year there are many unclaimed articles collected at EEB. Please make sure to PRINT your child's name on all coats, sweaters, sweatshirts, caps, lunchboxes, backpacks and any other personal items so that you have the best chance of having those items returned to you. Parents/Guardians and students are encouraged to check for lost items in the cafeteria or main office. Unclaimed items are donated to charity at the end of each school year.

## Media Center

- The media center is available to students 7:30am – 3:00pm, following morning announcements and until afternoon dismissal.
- With a pass from their teacher, students come to the media center at the teacher's discretion.
- Library books borrowed from the media center should always be returned on time so that others may enjoy them.
- Lost or damaged books must be paid for or replaced before additional books can be checked out.

## Newsletters

From time to time you will receive school newsletters updating you on information that has taken place within the school during the quarter as well as upcoming events for the next quarter. Depending on your child's teacher, you may also receive classroom newsletters updating you on specific happenings with your child.

## Parent Drop-Off/ Pick-Up

- Students are to be dropped off at the **Front Entrance Only**.
- When picking up students, please observe the parent pick up procedure of **staying in line and picking up students at the front entrance**.
- Parent's waiting in the car pick-up line are **not permitted to leave their vehicles**.
- If you need to park your car, **please observe the no parking signs and park in the parking lot, not along the front of the building**.
- Students are **not** allowed to be picked up or dropped off at the bus loop or side streets.

\*\*\* Please display your assigned car tag with your child's name on it at all times while on campus. If you do not have one, please contact the receptionist in the front office.

## Parent Involvement Activities

In addition to PTO (see page 19), Emma E. Booker has a School Advisory Council (SAC) comprised of parents, community/business members, and staff. All parents/guardians are invited to attend meetings.

## Parent Conferences

At least two annual parent conferences are required for Title I schools. Parent conference nights will be scheduled by the administration and interpreters will be available if needed. You are encouraged to request additional conferences by writing a note in your child's agenda book, calling the school, or via e-mail. Such meetings shall be arranged by the teacher at the earliest convenience for the parties involved. In addition to parent conferences, the report card provides parents meaningful communication from the teacher.

## Parent/ Teacher Organization (PTO)

It is strongly recommended that parents/guardians participate in the Parent/Teacher Organization, and as such we encourage all parents to join Emma E. Booker PTO. There are a variety of ways to contribute and/or volunteer. Please read the monthly newsletters and check your child's backpack routinely for more information regarding PTO activities throughout the year.

## **Parking on Campus**

- Parking on campus is limited to the designated parking areas only. **All posted signs** must be obeyed.
- The car rider line is an active pick up/drop off line, Parents picking up children after school are **not** permitted to park and leave their vehicles for any reason.
- Use of the handicap spaces is prohibited unless a proper handicap plate or decal is displayed.
- Parking in assigned faculty spaces is prohibited. Parking along the fences or curbs is also prohibited unless a special event/assembly has been scheduled.

## **Participation in Physical Education**

- Without written instructions, all students are expected to participate in physical education.
- For minor medical problems, a note from the parent/guardian excusing the student from one class will be honored.
- If the medical problem is serious or chronic, written instructions from a physician indicating specific restrictions and the duration of non-participation are necessary.
- It is the responsibility of the parent/guardian to make the physical education teacher aware of any changes in the physician's original order.

## **Picture Day(s)**

- Picture day comes twice a year at EEB! You will receive flyers in advance of both the Fall session as well as the Spring session.
- Students are expected to wear the EEB school uniforms for both photo sessions.
- Please note: The Spring session is when the group class photo will be taken. Please make every effort to ensure your child is present.

## **Positive Behavior Support (PBS)**

A major aspect of our PBS program is to recognize students and families for “doing the right thing”. PBS rewards include:

- Positive referrals and phone calls home
- Principal's Award
- AR Excellence
- Booker Bucks
- Quarterly Renaissance Celebrations where children are recognized for their achievements.

## **Raptor**

The Sarasota County School Board has installed a support system in our schools for the safety of our students. All visitors to our campus **must** check in through the office with our “RAPTOR” system. The visitor must have a valid photo I.D. for entering into the system and to be given a pass based on the information. If you do not have a valid form of identification you will not be permitted on campus.

One of the following forms of photo identification must be presented to generate a visitor's pass (**no exceptions**):

- Passport
- Florida (or any other state) Driver's License

- US Military Identification Card
- Foreign Country Consulate Card
- Employee Photo Identification Card
- Resident Alien Card or a Temporary Protected Status Card

\*\*All visitors must have a visitor badge, which **must** be worn at **all times** while on campus. Again, this is for the safety of all children/staff on our campus.\*\*

## **Religion**

It is the parents/guardian's responsibility to inform the teacher that they desire their child(ren)'s religious beliefs to be respected in the classroom. It is suggested that the parents/guardians and teachers confer and decide upon a mutually agreeable system to monitor schoolwork. If the classroom work timeline needs to be adjusted, the work can be sent home ahead of time, and it is the parent's/guardian's responsibility to return the work by the time designated by the teacher. The teacher will notify the parent/guardian of any planned class activity that may be questionable. Parents/Guardians can opt to have their child work on an independent project in the Media Center or another designated location.

## **Report Cards / Online Portal Information**

Report cards are issued four times a year, at nine-week intervals, for all Sarasota County Elementary students. Parents should expect report cards approximately two weeks after the end of the grading period, with the exception of the last report card, which will go home with the students on the last day of school.

Parents are encouraged to discuss the report card with their child(ren). Keeping abreast of your child's progress will enhance their academic progress. If questions or concerns arise, please feel free to set up a conference with your child's teacher.

Elementary school teachers need to frequently reinforce with their students the importance of good work habits. At each grade level the teacher needs to consider the developmental appropriateness of the eight work habits. For example, at the Kindergarten grade level, clearly the student would not be able to maintain an assignment notebook. Each teacher must determine the appropriate expectations for their students.

Are you aware that you can view up-to-date information regarding your child's grades?

- You can access this information from the Sarasota County School Board website at [www.sarasotacountyschools.net](http://www.sarasotacountyschools.net)
- Once on the homepage, click on the "Students & Parents" tab
- Finally, the "Family Access Portal Login" link

If you are a returning parent and had portal access last year, please try to sign in using your username and password from the last school year. If you have forgotten your information there is a simple retrieval process on the website to assist you.

For NEW parents, the registration process requires your child's ID number or "N" number which is assigned to them through the school and is used daily. Please follow information on the website to set up your login. Should you need your child's "N" number please contact the main office.

**Finally, we recommend checking the parent portal on a weekly basis. Please work with your child to develop a routine.** Feel free to see or speak to your child's teacher if you have any questions.

### **School Advisory Council (SAC)**

The SAC Committee is established to make recommendations for the continued growth of Emma E. Booker Elementary School. A major function of SAC is to assist in the creation of the Annual School Improvement Plan. All parents/guardians are invited to attend SAC meetings which are held the second Tuesday of the month in the media center.

### **School Hours**

School hours are 8:30 am. - 3:15 p.m. Classrooms are locked until 8:15 am. Students are expected in class **before** the final bell at 8:30. Students may arrive on campus as early as 7.30 a.m. They can go directly to the cafeteria for breakfast or to the computer lab for academic work with teachers.

### **School Student Leadership (Safety Patrol)**

Each year a number of dependable fifth grade students are chosen to serve on the School Student Leadership Team. These students provide a genuine service for the safety and wellbeing of the other children at our school.

### **School Supply lists**

Please speak directly with your child's teacher for specific classroom supply lists.

In general, your child will require the following:

- Uniforms (See Uniform Policy on page 23)
  
- Backpack (without wheels)
- Lunchbox (if necessary)

### **Student Accident Insurance**

The Sarasota County School District makes available to all students, the opportunity to purchase a Student Accident Insurance Plan at the beginning of the school year. The plan is also available to any new student during the school year. Students have the option of purchasing accidental insurance coverage for the school day only, or they may purchase coverage for 24 hours a day, 7 days a week. The cost and coverage descriptions are explained in the insurance company literature. Please contact the front office for further information if you are interested.

### **Student Behavior**

Please refer to the Sarasota County Student and Family Handbook for the Code of Student Conduct. This information is located on the School Board website:

[www.sarasotacountyschools.net/departments/dop/handbook.aspx](http://www.sarasotacountyschools.net/departments/dop/handbook.aspx)

## **Student Health Insurance**

The Sarasota School District has no provision, either insured or otherwise, to make routine payment of medical expenses for students injured as a result of accidents. It is assumed that all parents/guardians of the student will have made provisions to meet the financial responsibility of paying medical costs incurred by their child.

Children who do not have health insurance may be eligible for coverage under the Florida KidCare Program through the Florida Department of Health. For information on Healthy Kids and Florida KidCare contact them at 1-888-540-5437 or via the web at: [www.healthykids.org](http://www.healthykids.org)

## **Student ID & Pin Numbers**

Each Student at EEB will be issued a Student ID or “N” number that is specific for that child. This will be your child's identification number for all school related matters and computer log-ins. Please help your child learn this ID number.

## **Student Registration information**

**\*Student Registration Hours: 8:30am – 12:00pm & 1:30pm – 3:00pm**

To register your child at the assigned school, you will need to bring:

- Your child's original certified birth certificate with a seal
- Written proof of address: a signed lease, FPL bill or water bill which includes your name, address and current date (**bill must be current or within 30 days**)
- Certificate of Immunization (Form 680) (view requirements on our School Health page)
- Your child's Social Security card (optional)
- Proof of a school physical examination within twelve (12) months prior to the initial entry into a Florida school
- Parents may also need to provide documentation establishing legal custody of the child

You should also bring:

- Name and address of previous school(s) attended
- Any information available from previous school such as report cards, transcripts or student participation in special programs

As per Florida Statute 1003.21, children who become five years old on or before September 1st are eligible for kindergarten. Children six years old on or before September 1st are eligible for the first grade, provided they have successfully completed kindergarten at a school from which the district accepts transfer of academic credit. Please note there are NO exceptions made to this Florida law.

## **Title One Information**

The purpose of the Title One Program is to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and to reach at a minimum, proficiency on challenging State Academic Achievement Standards and Academic Assessments. See the following link for more information: [www.ed.gov/legislation/ESEA02](http://www.ed.gov/legislation/ESEA02)

## **Tornado Take-Out**

Tornado Take-Out is a “virtual school store” offered to all students weekly that have earned Booker Bucks. Students are shown a “menu” of available items along with their “price” and are allowed to place orders provided they have the available “Booker Bucks”. Younger students are assisted with this process as needed. Ordered items are delivered to the student’s classroom every Friday.

\*\*\*\*This program is very popular with the students and volunteers are always needed to help with “deliveries” on Fridays. Please contact Mr. Williams if you are interested.

Tornado Take-Out will close approximately 1-2 weeks prior to the last day of the school year. Please make sure all Booker Bucks are returned to school so that your child gets the opportunity to spend the Bucks they've earned for being GREAT!

## **Uniform Policy**

Emma E. Booker is a uniform school. School embroidered logo shirts are available in the main office for \$9.00 each

- All shoes **MUST** be closed toe and have a back or back strap. Laces need to be tied at all times.
- No hats or other head coverings are allowed. Jeans or sweat pants are **NOT** permitted.
- For colder weather days, sweaters or jackets of any color are permitted.

Our uniform requirements are:

- Bottoms: Must be Navy or Khaki (Tan) colored pants, shorts, skorts or jumpers (collared shirts must be worn under jumpers)  
Belts should be worn with all pants/shorts that have belt loops  
**\*No jeans or sweatpants allowed.**
- Shirts: White, Navy, Light Yellow or Gold  
NO light blue shirts are permitted.  
All uniform shirts must have a collar.  
\*Purple logo shirts are earned and are not available for purchase. Student may only wear Purple shirts with our school logo on them.
- Accessories: Neckties, bowties, and suspenders are **not** a part of our uniform

## **Volunteers**

Volunteers are always welcome at Emma E. Booker! Our volunteer program is part of the District’s Volunteers Count Program. Volunteers read one-on-one with individual students, work with small groups under the direction of a teacher, chaperone field trips, assist with library tasks, help teachers plan for special occasions and coordinate special activities. All volunteers and mentors must complete an application and background screening each year. Applications are completed in the school main office on the Volunteers Count computer. All parents who plan to chaperone field trips must be Volunteers Count – approved volunteers. Volunteers can work for as little as 30 minutes per week. We encourage you to join us and help make a difference.

## **Website**

Please visit our website at: [www.sarasotacountyschools.net/schools/emmaebooker](http://www.sarasotacountyschools.net/schools/emmaebooker) for additional information including a regularly updated parent calendar.

## **Withdrawal from School**

If it is necessary to withdraw your child from Emma E. Booker during the school year, there are important steps to follow:

1. Notify the school registrar of the withdrawal date as soon as possible. Several days' notice is most helpful.
2. Be sure all textbooks have been returned to the student's teacher
3. Be sure all books and materials have been returned to the media center
4. Make certain all lunch monies have been paid
5. After you enroll your child in the new school, that school will request your child's records to be sent to them. Please give the registrar at least 24 hours' notice in case a copy of your child's health records is needed.



# Insert Calendar Here

## **IMPORTANT DATES TO REMEMBER**

August 13 - First Day for Students, 186 Day Staff Return

September 3 - Labor Day-No School for Students, All Staff

October 15 - End of 1st Grading Period

October 19 - Professional Day-No School for Students, 186 Day Staff

November 21-23 - Thanksgiving Holiday for Students, 186, 196, 220 Day Staff

November 22-23 - Thanksgiving Holiday-240 Day Staff

December 20 - End of 2nd Grading Period

December 21 - Professional Day-No School for Students, 186 Day Staff

December 24-31- Winter Break-No School for Students, All Staff

January 1-4 - Winter Break-No School for Students, All Staff

January 21- MLK Day-No School for Students, All Staff

February 18 - President's Day-No School for Students, All Staff

March 13 - End of 3rd Grading Period

March 15 - Professional Day-No School for Students, 186 Day Staff

March 18-22 - Spring Break-No School for Students, All Staff

April 19 - Mini Break-No School for Students, 186, 196, 220 Day Staff

May 24 - Last Day of School for Students, 186 Day Staff

May 27 - Memorial Day Holiday-196, 220, 240 Day Staff