



2020-2021

# Baldwin Park Elementary Parent/Student Handbook

**Anna Ferratusco, Principal**  
**Ruth Velazquez, Assistant Principal**

Phone: 407-897-6400

Fax: 407-897-2415

1750 Common Way Road • Orlando, Florida 32814

[Baldwinparkes.ocps.net](http://Baldwinparkes.ocps.net)

## **SCHOOL HOURS: 8:45 am - 3:00 pm**

Office Hours: 7:30 am - 4:00 pm

Staff Hours: 8:00 am - 3:30 pm

**ARRIVAL: First Bell - 8:40 am (Students enter classrooms) Tardy Bell - 8:45 am**

**DISMISSAL: 3:00 pm (WEDNESDAY EARLY DISMISSAL - 2:00 pm)**

For the safety of ALL students please follow the student arrival and dismissal procedures:

- **Always arrive at school no earlier than 8:15 am (unless they are registered in the Extended Day program)**
- **Arriving to the classroom after 8:45 am is tardy**
- **Report to the office for a tardy slip after 8:45 am before going to class**
- **All students must be picked up at 3:00 pm (2:00 pm on Wednesday)**

### **Hallways**

- For the first week of school, parents are permitted to walk their child to class after signing in as a visitor each day in the front office.
- After the first week of school, no parents are permitted in the hallways.
- If you would like to wait with your child before the first bell rings after the first week of school, you may sign in as a visitor in the front office and sit with your child at the designated parent tables in the atrium.

### **Walkers**

- Crossing guards are on duty before/after school to assist students crossing neighborhood streets.
- Crossing guards may not be available for tardy students.
- Students must leave school as soon as their dismissal is announced.
- It is recommended that students in Kindergarten have an adult pick them up to walk home.
- Walkers are dismissed on the North (Corrine) side of the building. The large field where they are dismissed is used for PE and other activities until 3:00 pm (2:00 pm on Wednesdays) so all adults must wait on the sidewalk until students are dismissed so instruction isn't interrupted.

### **Car Riders**

- The speed limit on school grounds is 5 miles per hour.
- Please follow the path through the parking lot by staying in the designated lanes outlined in the Traffic Bulletin sent home at the beginning of the year.
- Students should only be picked up or dropped off at the designated car rider zone.
- No parking is permitted in the designated pick up/drop off zone.
- Cell phone use is prohibited in the car loop for any reason. This is for the safety of all children.
- You must have a carpool sign for pickup. If you need additional signs, please contact the office.
- After loading, please remove your car sign to signal you are ready to move.
- Drop off and pick up students only in the car loop. Dropping off and picking up in front of the school endangers the safety of children.
- Drop off starts at 8:20am and parents can begin to line up in the carpool line for pick up at 2:30 pm (1:30 Wed.)
- Do not leave your car unattended in the pickup/drop off zone.
- All cars must use Common Way Road when entering the car loop. When exiting, all cars must make a right turn onto Common Way Road.
- No car riders should be dropped off in the bus loop.

### **Bus Riders**

- OCPS is committed to providing safe transportation for all students, whether for a field trip or to and from home. Students are expected to abide by the school bus standards as outlined in the Student Code of Conduct.
- Video cameras have been installed on many buses. Students may be filmed at any time during their ride. The tapes may be utilized to determine violations of the Code of Student Conduct. Violations or any action or behavior by a student(s) to substantially distract the driver and cause or has the potential to cause a safety hazard on a moving bus may be the basis for suspension from bus/school and/or expulsion from bus riding privileges.
- Bus riders may only ride their assigned bus.
- The OCPS transportation phone number is 407-317-3800.
- Parents are not permitted to ride the bus except when chaperoning a field trip.
- Under certain circumstances, bus drop off and/or pick up could be delayed. Transportation allows a 20 minute window from the scheduled bus time for the bus to arrive/drop off students.
- Parents will be notified via text or phone call by the School Messenger system on bus delays.
- Address changes **MUST** be provided to the Baldwin Park Elementary front office to ensure proper bus routes.

### **Bicycle Riders**

- Students riding bicycles to school will be expected to follow proper bicycle safety rules.
- Students should ride single file, with traffic, use proper hand signals, one person per bicycle, and wear a buckled helmet.
- If riding a bicycle to and from school, students must walk their bicycles when they reach campus.
- Always lock your bicycle. School personnel cannot be responsible for theft or damage done to any bicycles.
- Bicycles need to be parked and locked at the bike racks located adjacent to the pavilion/car loop.
- Bicycle riders should exhibit courtesy and care when approaching walkers.

We appreciate your cooperation in helping us maintain a safe environment by following appropriate traffic rules during arrival and dismissal times. Please be courteous to our staff members on duty, they are following procedures formulated for the safety and well-being of our students.

## **SAFETY PROCEDURES**

### **School Security and Visitors**

- Please help us maintain a safe environment for your child by using the front office entrance and signing in appropriately.
- **In an effort to protect our students and to maintain maximum instructional time, school board policy states that:**
- All parents and visitors must sign-in through the school office. This includes the portable classrooms.
- All visitors are required to wear a visitor's identification badge provided by the front office.
- Teachers are unable to conference with parents during instructional time.
- If you need to see your child's teacher, please remember to make an appointment at least 24 hours in advance.
- All exterior doors remain locked at all times.
- Visitors are not permitted to enter through the front lobby doors without signing in at the front office and receiving a visitor's badge.
- **Any visitors without badges will be asked to sign-in at the front office in order to remain on campus.**

## Portable Safety

Student safety is of the utmost importance for all students on our campus. These extra measures are taken to ensure student safety in our portable area:

- Portable doors remain locked at all times.
- Students travel with a buddy when walking to and from the portables.
- If a Tornado Watch is issued, students are brought into the main building.
- Adult supervision is provided from 8:15 am to 8:40 am under the pavilion.

## Emergency Information - Change of Address, Telephone or Guardianship

- For the safety and well-being of your child, it is extremely important that the school records regarding your child's emergency information be updated and maintained throughout the school year.
- Please notify the front office of any changes with the following information:
  - Telephone numbers (home, cell, work)
  - Home address
  - Email address
  - Emergency contact information (This includes anyone who can be contacted in your absence such as a neighbor or relative)
- If there is any change regarding legal guardianship of your child, please let the office know immediately.
- **The school will need a copy of any court documents that involve the custody of your child.**

## Emergency Plan

- The safety of your child is one of our greatest concerns. Fire and various other emergency drills are held regularly to teach students how to respond in the event of an emergency. When the alarm is sounded, students are to walk single file to the designated exit. There should be NO TALKING and students should move quickly without running or pushing. Upon completion of the drill, an all-clear signal will be sounded, at which time students will return to their classes in the same manner in which they exited.
- In the case of severe weather, listen to the local TV News and radio stations for information.
- **Please keep in mind that our school phone lines will be very congested or possibly out of service.**
- Portable classrooms are evacuated to the main building when there is severe weather. When SEVERE WEATHER INCLUDES LIGHTNING, there are specific safety procedures which are used:
  - The 30/30 Rule states that if the seconds between seeing lightning or hearing thunder is 30 seconds or less, seek shelter immediately. After hearing the last thunder, wait 30 minutes before leaving shelter.
  - **When the delayed dismissal is initiated, parents must come into the school to sign out their child during severe weather. Please be sure to bring your photo ID. If the person coming to pick up the child is not in the school system as an approved pick up, the child will not be released. Please keep this information updated.**
  - We advise waiting until the storm passes before signing out your child.
  - Alerts of the start and end of a 30/30 Dismissal will be sent via text or phone call through our School Messenger system.

## Procedures for 30/30

- If you decide to pick your child up from school during a 30/30 Dismissal, the following procedure will be in place:
  - Use the front lobby doors, which will be unlocked, to report to the tables inside the cafeteria.

- Once inside the cafeteria, a staff member will check your ID with the approved contacts listed in the registration system, Skyward and you will sign a Pick-Up Release form.
- If you are cleared for pick-up, a staff member will collect your form and call your child down to the cafeteria.
- If your child is in a portable classroom, you will pick them up from their classroom once you are cleared for pick-up.
- Once the 30/30 Dismissal has been lifted, a Connect Orange message will be sent home and normal dismissal will resume.
- **Please make sure you have your Photo ID with you when signing your child(ren) out.**
- **If the person picking up the student is not in SMS as an allowable pick-up, the child WILL NOT be released to them. Please update your contact/pick-up information regularly.**

## DISTRICT GUIDELINES FOR ATTENDANCE

**Regular attendance is an essential component of student learning.** Regular and punctual attendance at school is the responsibility of the parents. Each parent and guardian of a child within compulsory attendance age (6-18) is responsible for the child's school attendance. The attendance policy for Baldwin Park is based on Florida law as outlined below:

- Absences will be reported as unexcused on a daily basis.
- **For truancy purposes five (5) unexcused tardies will equal 1 unexcused absence.**
- **For truancy purposes five (5) early departures from school will equal one (1) unexcused absence.**
- It is the responsibility of the parent or guardian to provide a written note within 24 hours stating the reason for the absence. Emails are not acceptable. We must have a signed note. "Take Your Child to Work" day is recognized as an excused absence if the student provides a written note from the parent or guardian in advance.
- The principal has the ultimate authority to decide whether an absence is excused or unexcused. The school is authorized to require the parent or guardian to provide a written physician's statement in order for excessive absences to be excused. Students with head lice will be allowed a total of 4 excused days for the year.
- Pre-arranged absences must be approved by administration PRIOR to the dates of the absence. If a form is not received in a timely manner prior to the absence, administration has the right to deny the absence as excused.
- If your family moves during the year, the state requires that a copy of the new lease or rental agreement showing the new address on your driver's license must be submitted to the office. Transportation changes will not be made until this information is received.
- A child must be in attendance for half of the day, to be counted present.
- A student will be reported to the principal when he/she has five (5) unexcused absences within a calendar month or ten (10) unexcused absences within a 90-calendar day period. A child study team will develop and implement interventions to address issues of non-attending students.
- The district school superintendent has the authority to file a truancy petition in the judicial circuit in which the student is enrolled if the school determines that a child has 15 unexcused absences within a 90 calendar day period.
- Tardy students cause disruption to classes and often miss vital morning directions. Habitual tardiness is a violation of the ORANGE COUNTY CODE OF STUDENT CONDUCT.
- Frequent absences or tardiness will result in consequences outlined in the ORANGE COUNTY CODE OF STUDENT CONDUCT.
- PERFECT ATTENDANCE will include ZERO absences and less than 5 tardies/early departures.

**Early Check-Out: Please remember that calling into a classroom to retrieve your student is disruptive for the teacher and the students remaining.**

**The superintendent strongly discourages early departure of any student during the last 45 minutes of the school day. For truancy purposes five (5) early departures from school will equal one (1) unexcused absence. The authority to apply accumulated early departure as unexcused absences is given to the School Board of Orange County pursuant to Section 1003.02 (1)(b) Florida Statutes. NO STUDENT is permitted to leave campus during the school day without following these procedures:**

- Picture ID will be required before a student is released to an adult.
- Students who are checked out before 11:45 pm will be considered absent for the entire day. If unavoidable circumstances arise, the student must be signed out through the office to the parent or legal guardian only.
- **No child may be checked out between 2:15-3:00 p.m. (1:15-2:00 p.m. on Wednesdays).**
- **We will not change the way a child is to go home by means of a telephone call or email. You must send a note with your child if a change is necessary.**
- **Teachers must know how your child will go home from school each day.**
- **If an unforeseen emergency arises during the day resulting in a late pick up, please notify the office immediately so that proper arrangements can be made for the student.**

### **Transfers**

If it becomes necessary for your child to transfer to another OCPS school, a withdrawal form is required in order to register at another OCPS school. This form is available in the school office. Please notify the Baldwin Park Elementary school registrar immediately to ensure all withdrawal procedures are completed. Student records are not released to parents, but are sent directly to the receiving school.

### **Hospital/Homebound**

If a student is to be confined to the home or to the hospital by a licensed physician for a minimum of fifteen (15) school days due to illness or injury, the student may be eligible for the Hospital/Homebound school program. Information on this program can be obtained from the school's staffing specialist or the district's homebound office. Homebound application forms may be obtained from the OCPS homebound office. The parent and the doctor must sign applications and return them to the Hospital/Homebound office for processing. The Hospital/Homebound school teachers provide instruction in the home, the hospital or through a teleconference class via the telephone system.

### **Prearranged Absence Request**

Vacations are unexcused absences unless they are approved at least 5 school days in advance by the principal with special assignments given by the teacher. Please request a **“Prearranged Absence Form”** from the office and submit it to the principal 1 week prior to the scheduled vacation absence; 48 hours for a one day scheduled absence. If permission is granted by the principal, a total number of five (5) days will be excused. We discourage this practice, as does the district attendance policy, unless absolutely necessary.

### **Student Records**

A cumulative folder is maintained on each student registered in our school. Parents have the right to review these folders upon request. A legal description of the cumulative folder access is contained in the CODE OF STUDENT CONDUCT.

### **AFTER SCHOOL PROGRAMS**

#### **Extended Day**

Morning Hours: 7:00 – 8:30 am

Afternoon Hours: 3:00 – 6:00 pm (Wednesday 2:00 – 6:00 pm)

Baldwin Park provides an Extended Day Program at a minimal cost. Students may enroll for morning only sessions, afternoon only sessions, or morning and afternoon sessions. Please contact the Extended Day coordinator or the Extended Day office for further information.

## **CONDUCT AND DISCIPLINE POLICIES**

In order to maintain a safe, positive and receptive learning environment students have the right to feel safe from crime, violence, intimidation, bullying, harassment, racism, and other discrimination in the school. It is the responsibility of all students to maintain appropriate behaviors that enhance a positive learning environment. Florida law outlines the rights and responsibilities of students. Baldwin Park Elementary adheres to the Orange County Public Schools Conduct and Discipline Code. A copy of this guide can be found at [www.ocps.net](http://www.ocps.net) under the parent/student section. It is very important that you review the contents of this guide with your child. Students will review this with their teachers during the first few days of school and will sign a form acknowledging their adherence to the rules and procedures. According to the Code of Student Conduct, all Level 1 – 4 offenses may result in a discipline referral. For detailed information, please refer to the Code of Student Conduct.

The following guidelines will help your child be a successful student:

- Be prepared for class each day.
- Pay attention to directions.
- Remember to raise your hand when needing clarification or help.
- Use your time wisely.
- Complete assigned work.
- Be respectful of others.

Note – Please do not allow your child to bring gum to school.

- Duct Tape of any color or kind is also not permitted on campus.
- Breaking or destroying property (vandalism), such as writing on the walls, is a discipline offense and will be handled accordingly.

## **Bullying Prevention**

In accordance with Florida Statute Section 1006.147, titled “Bullying and Harassment Prohibited” and School Board Policy (ADD), titled “Bullying and Harassment,” the school board of Orange County, Florida is committed to protecting its students, employees, and applications for admission from bullying, harassment, or discrimination for any reason and of any type. The school board believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. Any student who alleges bullying or harassment by another student may use the school’s student grievance procedure or may complain directly to the principal or designee.

## **STUDENT APPEARANCE - DRESS GUIDELINES**

Cleanliness and good grooming are expected standards for everyone at school. It is important that clothing is safe, modest, and does not distract from learning. Jackets or sweaters should be provided on days when weather may be cool. We often have articles of clothing submitted to the lost and found, especially during cool weather days. You may want to label your child’s sweater/jacket with his/her name so it can be returned if found. Students who are in the portables may want to bring an umbrella and/or raincoat for rainy days.

Please ensure that your child wears appropriate clothing to school. If your child’s clothing does not meet the OCPS guideline, he/she may be counseled regarding proper clothing and the parent will be called and asked to bring appropriate clothing. Below are specific guidelines as listed in the OCPS Code of Student Conduct:

- 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.
- Clothing with holes, tears, or inappropriate patches will not be allowed if considered obscene.
- Bare midriffs and bare sides should not show even when arms are extended above the head.
- Clothing normally worn when participating in a school sponsored extracurricular or sports activity may be worn to school when approved by the sponsor, coach, or principal. Examples would be cheerleader, drill team and band uniforms, team shirts, etc.
- Clothing that is too tight or revealing is unacceptable.
- 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 and shall not be worn.
- Gang paraphernalia, jewelry, tattoos, clothing or other insignias which display, suggest, provoke, or may tend to provoke violence or disruptions are not allowed.
- The following items have potential to cause disruption or threat to a safe and positive school environment and are prohibited unless permission is granted for school events or special circumstances.
  - a. Silly Bandz
  - b. Hats, caps, visors, sunglasses and bandanas while on campus during the school day
  - c. Chains hanging from the neck, belt, pocket, or attached to wallet
  - d. Jewelry that contains any type of sharp object
  - e. Clothing with hoods attached are permitted, however the hoods may not be worn
  - f. Eyeglasses that do not correct vision
- Hemlines of shorts, dresses, skirts, and skorts shall be no shorter than mid-thigh (a few inches above the knee). It is encouraged that Kindergarten students wear shorts under a skirt.
- Clothing must follow the four finger wide rule at the shoulders (tank tops).
- Shoes shall be worn. The following are not acceptable:
  - a. Thong sandals
  - b. Cleated Shoes
  - c. Heeleys [shoes with wheels]
  - d. Backless shoes
  - e. Flip flops

## **BREAKFAST AND LUNCH PROGRAM**

Breakfast (8:15 - 8:40 am) and lunch are served daily. The menu is available at <https://www.ocps.net/op/food/Pages/Nutrition.aspx> on a monthly basis. The following is a list of prices. If prices should change, Baldwin Park Elementary will notify you.

Student - Breakfast	\$1.35	Reduced \$.30
Student - Lunch	\$1.90	Reduced \$.40
Milk	\$.35	Assorted Snacks \$.50 to \$1.00
Water/Juice	\$.50 to \$1.00	* Prices are subject to change by the OCPS School Board.

School meals may be prepaid with SchoolPay at [www.schoolpay.com](http://www.schoolpay.com). Advance payments are encouraged for convenience and to eliminate money being lost by students who purchase daily. Please place a check or cash in an envelope labeled with the child's first and last name, classroom teacher, date and amount enclosed. Any monies not used will be transferred to the next week. Free or reduced price breakfast/lunch applications can be filled out online at [www.ocpsmealapp.com](http://www.ocpsmealapp.com) (3-5 days to



process). If the information you provided in your application qualifies you for this program you will be notified by the school district.

\*Lunch boxes and water bottles should be labeled with child's name.

**If your child requires special dietary needs, please fill out the appropriate form through the cafeteria manager so your child's needs can be met.**

**\* You may NOT order outside food and have it delivered on your child's behalf.**

## **CAFETERIA PROCEDURES**

### **Eating Lunch with your Child**

Parents are permitted to eat lunch with their child, but must adhere to the following procedures:

- Check in at the office prior to your child's scheduled lunch time.
- Meet their child in the cafeteria and sit at the designated guest tables (Parent Café) located under the stairs in the atrium throughout their lunchroom visit.
- **Parents are only permitted to eat with their child.**

*Please help us enforce better manners and behavior in the cafeteria by reminding your child to:*

- Remain seated and keep their hands and feet to themselves and out of the aisles.
- Raise their hands for assistance.
- Use the restrooms only in an emergency.
- Remove trash from the table and under the table and deposit all of it in the trashcan.
- Eat only their own food (no trading or sharing).

**Students who do not follow the rules or create a behavior problem may be separated from their class. Repetitive behavior will result in a discipline referral.**

## **CLINIC**

The clinic is staffed with a Registered Nurse (RN) who is in an LPN position. The purpose of this position is to provide medical care and services to students according to physician prescribed medical care and treatment orders. Our RN is responsible for addressing medical emergencies, assessing circumstances and conditions, and resolving such according to established procedures and protocols. Students who become ill or injured at school will be sent to the clinic. If the nature of the illness/injury is such that a student should go home, parents will be notified. If your child is sick and you are unsure whether or not they should stay at home, you can bring them in to the clinic to see the RN in the morning and she can determine if your child is well enough to stay in school.

In addition, OCPS policy states that if a student is sent home with a fever (temp at or above 100.4) or develops a fever during non-school hours, then student must stay home and cannot return to school until he/she is fever free for at least 24 hours. Policy also states that if a student is sent home or home sick with vomiting and/or diarrhea, they must also stay home until they are free from vomiting/diarrhea for 24 hours or more. This greatly reduces the spread of infection to other students/personnel.

Students will not be released to anyone except a parent or another person designated on the student's emergency card. In the event of a serious injury or illness, school officials will notify parents and/or the paramedics via 911. The child will be taken to a hospital emergency room if such action is deemed necessary. It is important that the Emergency Student Information Form is completed. The school needs your most current home, work, cell or emergency numbers. It is the responsibility of the parent to keep this information current.

Please notify us in writing of any allergies, including food allergies, handicap, illness or special dietary problems that might affect your child's school routine. If your child has an allergy requiring an epi-pen, you may check one in for the school year to be kept in the clinic. This information will be shared with appropriate personnel and kept on file for reference if necessary.

### **Medication**

- If your child requires medication during school hours, you must fill out a form provided by the school.
- Parents must deliver the medication to the clinic in the original containers with directions from the physician.
- Medications will be kept in the clinic unless the physician's directions define otherwise.
- Over the counter medications such as cough drops, Ibuprofen, or Pepto-Bismol may not be brought to school unless proper procedures, as outlined above, are completed.
- Children are not allowed to transport medication. A parent/guardian must deliver the medication(s) directly to the nurse. After the above procedures have been followed, the child will be sent to the clinic for medication as directed.
- If you would like your child to receive an over the counter medication (i.e. Motrin/Tylenol/Cough Drops, etc.) for headache, pain, cough etc. You are able to sign a form that allows/permits our nurse to administer these medications should something minor arise.

### **Head Lice**

Head lice problems arise among school children due to close contact with each other. Every effort is taken to control this problem in our school. Periodic screenings are done and if a child is found to have lice and/or nits. Parents are notified and expected to take the child home for proper treatment (medicated shampoos/lice clinics) of the condition. Students may not remain in the classroom once lice or nits have been detected. Upon returning to school, **the parent must accompany the child to the clinic to be re-screened before being admitted to class. If lice and/or nits still remain in the hair, the child may not return to class.** Instructions will be supplied to parents of afflicted children in order to minimize loss of class time and to maintain the child's self-esteem. We ask for your cooperation and understanding in this matter.

## **SCHOOL PROCEDURES**

### **Parent/Teacher Conferences**

The staff recognizes conferences are essential for effective communication between home and school. Conferences help us better understand the needs of your child. At the end of the first nine weeks, teachers will communicate with parents to set-up a time to discuss the child's progress. However, we strongly encourage on-going communication with your child's teacher throughout the year. If at any time you would like to discuss your child's progress, please feel free to contact your child's teacher via voicemail or email to set up an appointment. Only legal guardians are permitted to attend parent/teacher conferences.

### **Telephone Voicemail Messages**

All teachers have their own telephones with extensions and voicemail. If you need to contact your child's teacher, please leave a voicemail message. Teachers check their messages throughout the day and will return calls within 48 hours. **In case of an emergency, please call the front office before 2:30 (1:30 on Wednesdays).**

## **Emails**

You may also communicate with any staff member via email messages. As with phone messages, staff members will return emails within 48 hours.

## **Cell Phones**

These are permitted at school; however, they must be turned off. Text messaging, digital photography and video recording is prohibited during the school day (first bell to last bell and while on school sponsored transportation).

## **School Messenger**

Orange County Public Schools utilizes the School Messenger system to keep families informed through automated phone messages, texts, and emails. School administrators have the ability to send messages to parents and legal guardians on upcoming events, schedules and emergencies. The system uses information parents provide to the school during registration. **It is important that parents maintain accurate contact information with the school registrar to ensure proper delivery of these messages.**

## **CHILL**

Baldwin Park Elementary is grateful to have a part-time CHILL Counselor. To students, life's problems sometimes seem too big to handle. That is why the Winter Park Health Foundation (WPHF) established the CHILL Program in partnership with Orange County Public Schools and its Winter Park consortium of schools.

CHILL – Community Help & Intervention in Life's Lessons – is a free counseling program for students of all ages in the public schools serving Winter Park and neighboring communities who need help with issues such as divorce, grief and loss, low self-esteem, anger management and depression. CHILL Counselors focus on prevention and early intervention programs. There is no cost to students or families.

Students can be referred to the CHILL program by teachers, school administrators, school social workers, SAFE Coordinators, parents, school psychologists, behavior specialists and nurses. Students also can refer themselves to the program. Individual and group counseling takes place during the school day, preferably during "elective" classes so students don't miss any core classes, and students are assured of their right to confidentiality.

## **Field Trips**

Throughout the school year, each grade level plans for educational field trips. To attend a field trip, parent permission is required. Baldwin Park Elementary encourages parents to return field trip permission slips and any fees as soon as possible. Chaperones may be requested for field trips. Chaperones for field trips will be selected based on the approved number of chaperones per trip. Each teacher will hold a lottery to ensure equal opportunities for all parents or guardians. To be eligible, parents or guardians **MUST** be an approved ADDitions volunteer prior to applying to be a chaperone. Chaperones must be an active participant in all aspects of the field trip. This includes riding the bus to and from the location. Only approved chaperones will be prohibited to be around the students at the location. Siblings are not permitted to attend. It is against Orange County Public School policy for anyone to show up at the field trip destination and be a part of the group.

## **Animals**

The following Orange County Public School Policy outlines the responsibilities of staff, students and visitors with respect to dogs and other domestic animals on OCPS property:

- This policy prohibits trespassing by domestic animals. No dogs/domestic animals are permitted on OCPS property whether leashed or not.
- No pet owner/keeper shall permit their animal to trespass on OCPS property without proper authorization from the OCPS Safety Department.
- The presence of pets on OCPS property is restricted except for worker dogs (i.e. police, search, guide companion dogs and dogs in training) where necessary and provides equity of access to people with disabilities.
- No animal is allowed to run unrestricted in the OCPS property. If there is an unleashed animal on school grounds, contact Animal Services at (407) 836-3111 to remove the animal.
- OCPS will NOT be responsible for any cost incurred by an animal owner/keeper in retrieving their pet from Animal Services.
- Service animals are allowed on campus as part of the Americans with Disabilities Act (ADA).

### **Tobacco-Free Schools and Facilities**

All uses of tobacco are prohibited anywhere on the property or campus of any Orange County Public Schools property 24 hours a day, 365 days a year.

### **Custodial and Noncustodial Parent Rights and Responsibilities**

When parents are divorced or separated, both parents have full rights to participate in the student's school activities and know what is happening at school unless there is a legally binding court order limiting that access. If such an order exists, then the principal or designee must have a certified copy of the order.

### **Policy of Civil Conduct**

The education of a child happens only through partnership. Partnership is an active state that includes sharing responsibilities, meaningful communication and welcomed participation. No two people will always agree and that can make partnership difficult. We must be civil in our discourse and agree on how to disagree.

The Orange County School Board requires that as we communicate, we shall treat each other with courtesy and respect at all times, treat each other with kindness, take responsibility for our own actions, and cooperate with one another. The school board does not condone a lack of civility by anyone.

Therefore:

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate school administrator.
2. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should use the following guidelines:
  - a) If personal harm is threatened, the employee must contact law enforcement.
  - b) Anyone on school district property without authorization may be directed to leave the premises by an administrator. Anyone who disrupts school operations uses offensive language, or displays a temper may be directed to leave the premises by an administrator.
    - If such person does not immediately and willingly leave, law enforcement will be called.

- c) If an email, voicemail or any type of written communication is demeaning, abusive, threatening or obscene the employee is not obligated to respond.

### **Parties and Celebrations**

In an effort to maintain maximum instructional time for all students, school board policy states that **elementary school classes may have a maximum of two parties per year**. These parties are designated to precede our winter break and the end of the school year. **Please remember, parents who sign up to volunteer with class parties are not permitted to bring student siblings to these events. Parents who wish to attend classroom parties must be an approved ADDitions school volunteer.**

Parents should not plan to have birthday celebrations in the classroom as this disrupts the instructional time. On birthdays, parents may choose to provide a "treat" for the class during their regularly scheduled lunch time. The following are the Orange County Public School Guidelines for bringing food to school:

- All foods given to students during normal school hours must come from an identifiable source and are presented in a sealed container with the manufacturer clearly identified so that OCPS has established a responsible party for the preparation, handling, and transportation of the food item.
- Food prepared in homes may only be given by the parent/guardian to their own son, daughter or dependent and not shared with other students.

**Invitations to private parties may not be distributed at school unless every member of the class is invited to the party.**

### **Homework**

Homework is assigned to enrich or reinforce the instructional program. Homework promotes mastery of skills and student responsibility. Please encourage responsibility in your child by having them remember to return homework, field trip permission forms, and lunch money to school. A best practice is to establish a set routine with your child to prepare for these responsibilities. Long term assignments (projects, reports etc.) should be worked on daily to ensure the assignment is completed, edited and finalized by the due date. Each teacher/grade level will inform parents of the homework expectations. Please encourage your child by designating a suitable place and time for homework activities. **We strongly encourage parents to read with their child for at least 20 minutes a day. Please check your child's Canvas course and/or Skyward for any homework questions.**

### **School Property**

Students are responsible for the proper use of school facilities, property and books. Improper use, which results in damage or loss, could result in fines.

### **Textbooks**

Textbooks are provided for all students. All textbooks are furnished by the state of Florida through the Orange County School Board. Students are held accountable for the proper use and care of these books and other materials furnished by the school. Florida laws requires parents or guardians be held liable for any loss, destruction or failure to return such materials. Replacement costs will be the responsibility of the parents.

### **Media Center**

Baldwin Park Elementary school's Media Center has a fantastic collection of library books available to all students for checkout. Reading promotes learning and enriches students' background knowledge. Teachers and staff encourage all students to read daily and take advantage of the books available in the media center. It is important to adhere to the following procedures to ensure all books continue to be available:

- Students in K-2nd grade are allowed to select one book with a circulation time of one week.
- Students in 3rd-5th grade may select two books for a circulation time of two weeks.
- If within the circulation time the student finishes the book they may return the book to the media center and make another selection.
- Library books need to be returned on time so they do not become overdue.
- If a child has an overdue item, their record will be frozen. This means they will NOT be able to check out another item until the overdue item has been returned.
- Should a book become **lost**, the student's record will be frozen until the lost book has been returned or paid for.
- Should a book become **damaged** beyond repair, the student's record will be frozen until payment for the damaged item has been received.
- If a book receives minor damage, please return to the media center immediately for repair. You should not attempt to fix the book yourself.
- As a parent, you have the right to limit your child's options (only one book at a time, book may not come home, etc). If you wish to do so, you must contact the media specialist or send in a written request.
- Please be sure to review proper book care and storage with your child on a regular basis. This helps to keep all of our materials in good, quality condition so they can be used by all.

### **Accelerated Reader**

All students at Baldwin Park Elementary participate in Accelerated Reader. Kindergarten students participate as they become fluent readers. At our school we are fortunate to have access to all of the available tests through Renaissance Place. To encourage students to read and take AR tests, we have set up a reward system that runs all year long. A student reads a book on their level and then takes and passes the test with 70% accuracy.

### **Reporting Student Progress/Skyward**

Orange County Public Schools desires to provide its students and staff with access to technology tools and information which improve student performance. In keeping with this goal, **Skyward** has been implemented. Skyward is an online classroom information tool for teachers, students, and parents. You and your student now have access to homework, attendance, and grading information for your student. Please give teachers 24 hours to grade papers and input the information into Skyward. To access Skyward, you will need to have an active Internet connection and have a web browser (preferably Internet Explorer 5.0 or higher) open. You will receive your unique log in information at the start of the school year. If you lose or do not get this information, please reach out to your child's teacher.

Students receive report cards four times each year at nine-week intervals. In addition, during the fifth week of each reporting period, students are given an interim progress report. Students are graded on their academic progress and personal growth. If you have any questions or concerns, please contact your child's teacher to schedule a conference.

### **Computers/Internet Access**

Computers are available for student use in the computer labs and in their classrooms. Each student will have a unique log-in ID number and password that they should use each time they sit down at a school computer. Orange County Public Schools requires that each parent read and sign the Internet Policy provided at the beginning of the school year to grant permission for their child to access networked computer services such as the internet. Although the district applies internet filters on each computer, no filter is unfaultable. By signing the Internet Policy, parents understand that individuals and families may be held liable for any violations.

### **Honor Roll/Perfect Attendance Awards**

Students will receive awards based on pre-established criteria for each nine weeks. This will include recognition for All A's, A/B, perfect attendance, and citizenship. Each semester a school-wide recognition program will recognize students based on progress during the semester.

### **Spirit Day**

Spirit Day is celebrated on Fridays. We promote enthusiasm for our school by wearing our school t-shirts or our school colors, navy blue and gray. Each grade level will have a "Most Spirited Class" each month based on the number of students who wear their spirit gear each Friday. School t-shirts in these colors will be sold through PTA. School items are also available for purchase at the School Spirit Online Store.

### **Pictures**

Student and class pictures will be taken during the school year. Information will be sent home with the exact dates for pictures. Baldwin Park earns a percentage of all funds received for pictures to use for supplies and projects. **Parents must sign a picture release form in order to have their child's school picture taken. The picture release form is also needed to have your child's picture in the school yearbook.**

### **Lost and Found**

Lost articles are often turned in to the office. Please label any materials or clothing that your child brings to school so that they may be identified. After a period of nine weeks, unclaimed articles will be given to a charitable organization. Until that time, we maintain all lost and found items inside containers in the cafeteria.

### **Toys**

Toys are not to be brought to school except when the teacher has approved such items. **Toy weapons should never be brought to school. OCPS Code of Student Conduct requires possession of such items to be reported to law enforcement.** Toys include such things as playing/trading cards, board games, and electronic items (iPods, mp3 players, CD players, tape recorders, headsets, electronic games, etc.). Toys brought to school without teacher permission will not be returned to the child. Parent may contact the teacher and arrange to pick up the toy. Baldwin Park Elementary School will not be responsible for items lost or stolen at school.

### **Chewing Gum**

Students are NOT permitted to bring chewing gum to school or on campus. Gum damages school property and spreads germs. Students will be disciplined if they are chewing gum.

## **PARENT INVOLVEMENT**

### **Communication**

The Baldwin Park Website - [Baldwinparkes.ocps.net](http://Baldwinparkes.ocps.net) - has the latest news about our school. Please read this carefully as it will keep you informed about upcoming events, meetings and school activities. Teachers will send home weekly e-blasts and maintain their own websites. You will also be kept informed via text, e-mail and phone calls through our School Messenger system. It is important to provide and update all contact information with our school registrar and your child's teacher to facilitate communication.

### **Parent Teacher Association (PTA)**

The Baldwin Park PTA is an active group of parent volunteers that help build our school community. PTA plans family events like International Night, Art After Dark, Spring Fest school carnival, Skate

Night and Movie Night. PTA also helps support programs like Baldwin Cares, school garden, Healthy School Team, Teacher Appreciation and Summer Media Center hours. Since PTA is self-funded, your support matters! There are just two fundraisers: 1) "Shindig" which is a silent auction and parent's night out in the fall, and 2) the Fun Run in the spring.

PTA welcomes all families to jump in and help out. Please join PTA to show your school spirit!  
BaldwinParkPTA.org



### **The Bobcat Fund**

The Bobcat Fund is the 501(c)(3) parent foundation established for Baldwin Park Elementary. Its main purpose is to ensure an exceptional educational experience for all students at BPE by raising funds from parents and local businesses to make improvements to the school.

The Bobcat Fund's initiatives vary from year to year, but it will continue to support the school's high tech Stem Lab annually. Please visit their website at [www.thebobcatfund.org](http://www.thebobcatfund.org) for more information and to make a donation today. All donations are tax deductible.

Invest in your child's education. Invest in the children of Baldwin Park Elementary. Invest in the future of our community.

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

The School Advisory Council (SAC) consists of teachers, parents, and education support personnel who are elected annually by their peers, and other citizens representative of the ethnic, racial, and economic community served by the school. SAC members serve in an advisory capacity to the principal on school matters and assist in monitoring the annual School Improvement Plan. The plan is designed to achieve the state education goals and student performance standards. Community members are welcome to attend SAC meetings held once a month and submit agenda items for discussion.

### **ADDitions (School Volunteers)**

ADDitions play an important role here at Baldwin Park Elementary. **All volunteers must be registered and approved by OCPS. Registration must be done yearly.** We encourage parents or any community member to become an active volunteer at our school. Students often exhibit a special pride in knowing that their parents are helping at school. Volunteers may help in the classrooms, computer lab, library, or on special projects as needed. Duties may include tutoring individuals, small groups, or clerical work. You may fill out an application online at [volunteer.ocps.net](http://volunteer.ocps.net). If you do not have computer access, you may request to complete the application at school. Volunteers will not be permitted on campus during standardized testing windows. Specific information will be sent home when it is available. Parents must have an approved ADDitions application on file to help with classroom parties and field trips. Thanks to all the hours completed by our volunteers, Baldwin Park Elementary is proud to be a Five Star School and recipient of the Golden School Award.

### **Digital Devices**

Baldwin Park Elementary is a full digital school supported by Orange County Public Schools. Each child in grades K-5 will be issued a school based device to use while on campus. Software may not be installed on any device without authorization from certified school personnel. All student devices will be ready and preprogrammed for the student when they arrive the first day of school. All devices will be linked to the student via their student number and birthdate. Each device will remain locked each evening in a charging cart. Students who have multiple teachers will travel with their device but it will return to their homeroom each afternoon to be charged. Students will be able to



submit a tech request with any issues with the device directly to the school tech coordinator. Teachers will be monitoring students with a software called Lanschool. This program gives teachers access to every student computer to ensure they are following policies and procedures.

## **OCPS Student/Parent Technology Device Policy Terms and Conditions of Use**

Students must sign an acknowledgement form indicating that the student and the student's parent/guardian certify that they have thoroughly read, understand, and accept the following terms and conditions, which will govern the student's possession and use of a technology issued to the student by the Orange County Public Schools ("OCPS"). The student and the student's parent/guardian also certify that they will comply with these terms at all times while the electronic digital device is in their possession or under their control. **Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.**

### **Electronic Digital Device (Device) Loss, Theft and Damage**

- The electronic digital device is a valuable piece of property that is being made available to the student by OCPS for purposes of advancing the student's education.
- The student is responsible for ensuring that the device is kept safe and secure at all times while it is in the student's possession or under the student's control.
- Under no circumstances will the student leave the device unattended at any location.
- Under no circumstances will the student leave the device in the care or custody of any person other than OCPS teacher or administrator.
- If the device is lost, stolen, damaged or malfunctioning in any way, the student will immediately report the problem to the on-site designated person.
- If the student believes the device has been stolen, the student will need to contact a member of the school's administrative team.
- OCPS will investigate all incidents of devices reported as lost and may refer any such incidents to law enforcement. OCPS devices can be easily identified and traced. Any theft, conspiracy to steal, or the unauthorized sale of or conspiracy to sell an OCPS-owned device will be vigorously prosecuted to the fullest extent of the law.
- In recognition of the advantages that come from being issued a device and the considerable expense to OCPS in funding the device program, the student and the student's parent/guardian acknowledge that they must bear some risk for the possibility that the device may be lost damaged, or stolen. While no fees will be charged for repair or replacement of the device that is fully covered by a manufacturer's warranty, all other repairs and replacements will be subject to the fees set out below.

Florida Statute 1006.42 requires that the district hold each parent of a student financially responsible for loss, destruction, or unnecessary damage to instructional materials that have been issued to the student. If for any reason the device is lost, stolen or destroyed during the time that it is issued to the student, whether intentionally or due to negligence, the student and the student's parent/guardian will be responsible for the following fees to help offset the actual replacement costs to OCPS:

- For the first occasion, a fee of \$50
- For the second occasion, a fee of \$100
- For the third occasion, the actual replacement cost of the device
- A replacement device will not be issued to a student for 12 months following the date of the third loss.

The replacement cost is the actual cost to OCPS at the time of replacement of a new device or equipment in Orange County, Florida, at retail price. The repair cost is the actual cost to OCPS to have the device or equipment fully repaired by a qualified repair technician of OCPS's choosing to the condition the device or equipment was in when it was originally issued to the student. **In the case of accidental damage or theft for the first and second loss, the student will be issued a replacement device to be used for the rest of that school day in the classroom setting. To use the device for more than just a day, the district must received full payment for the costs as described above. Until these requirements have been met, the student will use paper instructional materials.**

OCPS reserves the right to decline to issue a replacement device if it determines, in its sole discretion, that the risk of loss or damage to the replacement device is unacceptable. The decision not to issue a replacement device shall not excuse the student and his parent/guardian from any fees associated with the loss, theft, or damage of any previously-issued OCPS devices, given that those fees are intended to help offset the actual cost to OCPS of repair or replacement of OCPS's property.

- Alternative resources will be provided for curriculum in those cases where the student does not have access to an electronic digital device.
- District provided digital devices will be distributed for use during the school year, and must be returned with all accessories one week before the end of the school year, or when a student withdraws or transfers to another school.
- In special situations and on a limited basis, the Principal has some discretion to waive fees

### Orange County Public Schools

#### 2019-2020 School Calendar

Monday-Friday	August 5-9	Pre-Planning August 7 Professional Development Day
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	Teacher Professional Day/Student Holiday Teacher Non-Workday
Monday	October 21	Begin Second Marking Period
Monday-Friday	November 25-29	Thanksgiving Break
Friday	December 20	End of Second Marking Period
Two Weeks	December 23-January 3	Winter Break
Monday	January 6	Teacher Workday/Student Holiday
Tuesday	January 7	Begin Third Marking Period Begin Second Semester
Monday	January 20	Martin Luther King, Jr. Holiday (Schools and District Offices Closed)
Monday	February 17	Presidents' Day Holiday (Schools Closed/District Offices Open)
Thursday	March 12	End of Third Marking Period
Friday	March 13	Teacher Workday/Student Holiday
Monday-Friday	March 16-20	Spring Break (Schools Closed/District Offices Open)
Monday	March 23	Begin Fourth Marking Period
Monday	May 25	Memorial Day Holiday (Schools and District Offices Closed)
Wednesday	May 27	End of Fourth Marking Period/Last Day of School
Thursday-Friday	May 28-29	Post-Planning (2 Days)

**Orange County Public Schools**  
**Prioritized Bad Weather Days**  
**2019 – 2020**

<b>Priority</b>	<b>Date</b>	<b>Current Use</b>
1	October 18	Professional Day
2	November 25	Thanksgiving Week Day 1
3	November 26	Thanksgiving Week Day 2
4	November 27	Thanksgiving Week 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