

FAMILY HANDBOOK 2016-17 SCHOOL YEAR



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Mission of Manatee School of Arts and Sciences, Inc.

We believe through the arts and sciences our school will create an atmosphere in which all students will be intrinsically motivated. Low child to teacher ratio, family contracts and community interaction facilitates the students' ability to construct their own knowledge. We maintain high expectations for all students to grow academically, physically, emotionally, and socially in order to continue their growth as citizens and their love of Manatee County.

Vision of Manatee School of Arts and Sciences, Inc.

Our vision is to provide a clear and shared focus on student education with students, families, staff and administration. MSAS will maintain an atmosphere of high expectations, so students will grow to be leaders academically, socially, and emotionally in their communities. Staff members will effectively collaborate in order to provide an environment of learning that will foster internal motivation on the part of the students in order to strive for success. School leadership will provide a workplace culture which fosters respect, collaboration, and professional development. MSAS will maintain an environment where staff and students feel safe and secure; an environment conducive to learning and family involvement to produce student academic and personal growth as citizens of Manatee County.

Values of Manatee School of Arts and Sciences, Inc.

MSAS values the power of high academic standards and the teaching strategies that help all students realize their potential.

MSAS values an educational environment that is emotionally and physically safe, intrinsically motivating, secure, clean, and positive.

MSAS values a work and learning environment which is based on responsibility, collaboration, respect, and pride.

MSAS values meaningful parent involvement in order to maximize student potential.

MSAS values timely, effective, and honest communication throughout the organization and with students, parents, and the community.

MSAS values a staff which is held to the highest standards, both professionally and ethically.

Discipline

Manatee School of Arts and Sciences, Inc., implements the “Essential 55” by Ron Clark as the internal classroom discipline policy. A copy of the book is available at the public library and a summary of the “The Essential 55” is below:

Manatee School of Arts and Sciences, Inc. follows the Manatee County School student code of conduct policy. The policy can be found on the school website. The Manatee School of Arts and Sciences, Inc. “Student Contract” can be found in the school office and this family handbook.

Any of the following student behaviors are grounds for disciplinary action, ranging from discipline referrals to the school office to dismissal of the student by the school. This list may be expanded if deemed necessary in the development of the school’s discipline policy. Manatee School of Arts and Sciences, Inc. agrees to comply with the Federal Gun Free Schools Act of 1994 and any other applicable state and/or federal law pertaining to the health, safety, and welfare of students:

1. The illegal use, possession or sale of controlled substances, as defined in chapter 893, Florida Statutes, by any student while the student is upon school property or in attendance at a school function.
2. The possession of a firearm, knife, a weapon, or an item which may be used as a weapon by any student while the student is on school property or in attendance at a school function.
3. Violence against any school personnel or another student.
4. Sexual harassment.
5. Vandalism e.g. theft, defacing, misuse of school property.

Please note that, as a general rule, written discipline referrals that require a student to be sent to the school office will be limited to acts involving one or more of the foregoing 5 categories. MSAS reserves the right to and may expand this list, as needed and based on changes to and the ongoing development of the school’s disciplinary policy. (Please see Manatee School of Arts and Sciences, Inc. Student Code of Conduct.)

MSAS agrees to maintain a safe learning environment at all times. MSAS shall be guided by Florida state law and our Sponsor (the School Board of Manatee County) policies in the development of the School’s disciplinary policies. MSAS agrees to comply with the Federal Gun Free Schools Act of 1994 and any other applicable state and/or federal law pertaining to the health, safety, and welfare of students.

Corporal Punishment

Corporal punishment shall not be administered at MSAS. Any failure to comply with this policy shall be grounds for disciplinary action, up to and including termination of employment.

Attendance

Students are required to be present every school day unless a situation exists which makes their absence absolutely necessary. Each parent and legal guardian of a child within compulsory attendance age is responsible for the child's school attendance as required by law. Fla. Stat., s. 1003.24.

A. Attendance Recording

A student, who is not actually present in school or in a class, whether excused or unexcused, shall be counted as absent from school. If it should become necessary for a student to sign out of school for the day it must be for one of the reasons listed under Excused Absence(s). A student will be marked absent if he or she is not in attendance at least one-half of the school day. If it is an abbreviated day, such as an early release day, the student will be marked absent if he or she is not in attendance one half of that day.

B. Excused Absences

Absence from school may be excused, by the principal or the principal's designee, for the following reasons or as otherwise provided by law, when documentation is presented:

1. an absence for religious instruction or for a religious holiday;
2. an absence due to sickness, injury or other insurmountable condition;
3. an absence due to participation in an academic class or program;
4. for compliance with a subpoena or a forced absence by any law enforcement agency;
5. an appointment with a doctor or dentist; or
6. a school board approved activity.

Students who are absent more than nine (9) days per semester must provide documentation from a physician to receive additional excused absences.

C. Parent Responsibilities

1. Parents or guardians are to report and explain the cause of any absence to the school office personnel on or prior to the day your child will not be in attendance. Please notify the office before 10:00 a.m.
2. If parents or guardians of a student within compulsory school attendance age are found to be responsible for the improper non-attendance of a student, criminal prosecution against the student's parents/guardians may be instituted as provided in Fla. Stat., s. 1003.27, F.S.

D. Excessive Absence

1. After 1 and prior to 4 unexcused absences within 90 calendar days, one or more meetings must have been held, either in person or by phone, between a designated

- school representative, the student's parent or guardian and the student, if necessary, to report and to attempt to solve the truancy problem.
2. After 4 and prior to 6 unexcused absences within 90 calendar days, a designated school representative shall give written notice of the attendance policy, in person or by return receipt mail, to the parent or guardian of the student.
 3. Students who are habitually truant (meaning 15 unexcused absences within 90 calendar days) from school will be referred to the judicial system as provided in Fla. Stat., s. 1003.27.
 4. Following an absence, the student has the responsibility to contact his/her teacher on the day the student returns to school to obtain assignments given during his/her absence. Work assigned prior to the absence is due the day the student returns. Work assigned during the student's absence is due within a period of time equal to the length (number of days) of the student's absence. The time extended for makeup should not exceed two (2) weeks.

Tardiness

Students are expected to arrive at school on time. MSAS begins its school day at 8:15 a.m. Students are to be in their class no later than 8:20 a.m. Any student who arrives late to school and is not in class by 8:20 a.m. is considered tardy and MUST check in at the front office to be marked present at school.

A. Excused Tardiness

Tardiness may be excused, by the principal or the principal's designee, for the following reasons:

1. late due to sickness, injury or other insurmountable condition;
2. late due to participation in an academic class, program, or school board activity;
3. late due to subpoena or forced late by law enforcement agency;
4. late due to doctor or dentist appointment, documentation to be presented.

B. Unexcused Tardiness

For purposes of monitoring truancy issues only, a student who demonstrates a number of unexcused late arrivals or early departures from school shall be counted as one day unexcused absence for every three instances of unexcused tardiness. This would not be reflected as a day of absence on the student database or considered as an absence for consideration for school perfect attendance awards.

Dress Code

All students attending MSAS are required to wear the school uniform. The uniform for MSAS is a **polo or t-shirt with the school logo, slacks or skirts (navy, cream, or jean material)** and **tennis shoes**. Shoes must be closed toe and closed heel. No skate type shoes will be allowed (e.g. Heelys, Retractable Roller Shoes, etc.). Students may not wear "short shorts." **Shorts must be a minimum of fingertip length when hands are held at the student's**

side. (Please Note: Uniforms will be sold at the school at our open house and other announced dates during the school year. Uniforms may also be purchased on line.)

Breakfast, Lunch and Snacks

MSAS provides a school food service program. Breakfast is free for all students in Manatee County Schools and all Manatee County charter schools. Those students who desire to eat breakfast will be allowed in the building starting at 7:45 AM each school day and must be finished eating no later than 8:10 AM. Only those students who eat breakfast will be allowed in at 7:45 AM. All others will be required to wait until 8:00 AM.

Lunches must be purchased at least one week in advance. Lunches can be purchased by cash, money orders or checks payable to Manatee School of Arts and Sciences, Inc. All lunch fees must be paid by the Friday before the student eats lunch the following Monday. Parents may opt to place money in an account for the student to eat lunch on any given day as well. The student will be responsible to alert the teacher they desire to eat a lunch and have that amount subtracted from their account when prompted to do so each morning when attendance is taken.

All parents should fill out a free and reduced lunch application at the following web address: http://www.manateeschools.net/pages/SDMC/Departments/District_Support_Services/Food_Services. Manatee County will process the application and notify MSAS if the student qualifies for free or reduced lunch. Those who qualify will receive a free lunch or pay a reduced lunch fee.

All students are required to bring a healthy snack (which should primarily consist of a fruit or vegetable) every day. Please check with your teacher, as not all classes will break for a snack.

If your child does not bring a lunch to school, office personnel will attempt to reach you at home or work. Crackers are kept at school if we are unable to reach you.

You are invited to have lunch with your child at any time. Please check in at the front office and wear your name badge when visiting. Please do not leave your child unattended or move to another area. They need to remain with you during your visit. **Your child will not be permitted to invite a guest to eat lunch with you and your child.** When you leave the school, please make sure your child has checked in with his/her teacher and you have signed out in the front office.

Field Trips

Field trips are an integral part of our curriculum. These field trips may take many forms. Your child may walk from school to a place in the community, or the entire school may take a field trip on chartered buses. Some field trips will require parental chaperoning for each child as well as transportation, while other field trips will require only a few parents and transportation will be provided.

Please remember that each field trip requires thorough preparation to insure safety. Whenever these trips are planned, your child will be asked to assume responsibility for bringing home a note that informs you of the trip.

It is the responsibility of the parent and child to return the permission slip and any money due by the deadline or he/she will not be able to participate. Field trips are on a first come, first serve basis. There will be no refunds.

Volunteers

All volunteers working on school property must be fingerprinted and have a background check at your own expense through Fieldprint. To have fingerprinting done you must schedule an appointment online at www.fieldprintflorida.com. Further information can be obtained in the school office. Volunteers will not be allowed on school property without proof of fingerprinting and background check.

All volunteers must provide proof of a negative TB result valid within two years prior to working on the school property.

Telephone

School Telephone

Students will not be allowed to use the phone to ask permission to ride the bus, play with other children after school or to have articles brought to school.

When you call and wish to speak to a teacher, it is possible the teacher may be involved in a conference or be in class and not able to take your call. Office personnel will take a message and the teacher will return your call as soon as it is convenient. Please note it could take a teacher or administrator up to three days to return a phone call depending on the demands of the day. All staff will attempt to reach you the day of the phone call, but please be patient if their circumstances do not permit them to return your call the same day.

Emergency Telephone Number

Your telephone number, work number, and cell phone number as well as an emergency contact are very important to us. Please notify the school immediately if your number or emergency number has changed. In case of an emergency this will help us to reach you as quickly as possible.

Health and Safety

Presently, a registered nurse is available by telephone. The goal of the school health services is to provide a safe and healthy environment for students as well as staff. The school

nurse is not on site at all times, however, but is generally accessible to school personnel for training, consultation, and student referral.

The following services may be offered to students on a referral basis from school personnel: basic health screenings, such as vision and hearing; and, nursing assessment to identify possible communicable diseases and other risks to a student's health. After any health screening, a record of the results will be sent home with the child. An effort will be made to test absent students at a later date. Please contact the school if you have any questions or concerns.

If you **DO NOT** desire these services for your child, you must write a letter to the school. In your letter, you must state which of these services you **DO NOT** want your child to receive. Be sure to indicate your child's name and grade. The letter must be signed and dated by the child's parent or legal guardian.

Clinic

MSAS does not provide a school clinic. If your child becomes ill during the day he/she will be sent to the school office. The following procedures will be followed:

1. Student will be asked to explain what is wrong.
2. The student's temperature will be taken.
3. If the child has a temperature above 99.9 degrees Fahrenheit the parent or guardian will be notified and asked to pick up the student.
4. If the child has a normal temperature he/she will remain in the office to rest for a period of 5 to 15 minutes.
5. If the child is vomiting, the parent or guardian will be called and asked to pick up the student.
6. If the child has a rash of any kind, the parent or guardian will be called and asked to pick up the student. Your student will not be able to return to school until the rash has cleared or with a note from the doctor stating the rash is not contagious.
7. If the child comes to the office with a bump, bruise, bloody nose, bug bite, etc., ice will be applied.
8. If a child has fallen and hit their head or face, the parent or guardian will be notified immediately after ice has been applied.
9. In the event that your child becomes acutely ill with any of the following: a very high fever (103 degrees) and above; abdominal pain with vomiting; severe respiratory (breathing) difficulty due to asthma or allergic reaction which does not respond to prescribed medication or for which medication is not available; repeated/extended seizure activity or a first-time seizure of unknown cause; or your child is severely injured or bleeding beyond control by routine first aid measures and is in obvious risk to his/her health and well-being, emergency medical services (911) will be called to provide emergency care and transportation to a hospital.
10. If an emergency occurs, where school personnel determine 911 services are needed, they will call 911 first and then call the parent or guardian.
11. If you are contacted by school personnel to pick up your child from school due to illness, injury, or possible communicable disease, you need to make arrangements to

pick up your child within 30 minutes. Schools do not have adequate space to retain sick and injured children who need to go home or be seen by a doctor. The welfare of your child is our primary concern. Your assistance and cooperation is needed and appreciated.

12. MSAS performs head checks once permonth.

Head Lice

The head louse is a parasite—meaning it needs a host (person) for nourishment. It is a grayish-tan, wingless, cylindrical insect. Head lice are highly transmissible. The sharing of a comb or hat could be all it takes for an infected person to spread them. The most visible evidence of lice infestation is the presence of nits (eggs). Nits are small, silvery and oval shaped, about the size of the eye of a needle.

Head lice can be difficult to spot, and their nits/eggs are sometimes mistaken for dandruff. Parents are often able to detect the presence of head lice by following these steps.

1. Conduct weekly head checks.
2. Search for lice and nits in the hair and on skin behind the ears, at the crown of the head and at the nape of the neck. A magnifying glass and bright lighting may make them easier to see.
3. Check towels after drying your child's head for signs of lice.
4. Examine your child's garments, especially on hats and hoods of coats, jackets and sweaters.

Special Note: Manatee County schools will not allow children to return to the classroom unless they are NIT FREE. Nit removal is simplified by using a fine toothcomb. Detailed information for the treatment of head lice will be sent home with any child found to have lice or nits.

Allergies

Please notify your teacher and the school office of any allergies your student may have.

Medication

Note: Whenever possible, medication schedules should be arranged so all medication is given at home. Also, the first dose of any medication taken for the first time will not be administered at school.

1. Only prescription medication will be administered at school. Over the counter or sample medications must be accompanied by orders from the physician.
2. Medication must be delivered, by the parent or guardian, to school in the container in which it was dispensed and accompanied by the proper medication authorization form completed by the physician. At this time the medication must be counted and parent authorized form signed before medication can be accepted/administered. Special authorization forms would be needed for injectable emergency medications or medications to be given on field trips outside regular school hours.

3. A separate supply of medication must be kept at school. Medication will not be transported between home and school on a daily or weekly basis. Please ask your pharmacist for a second container with a prescription label.
4. The label must indicate the student's name, name of medication, physician's name, dosage amount, and time (frequency). Instructions to administer medication "As Needed" or "As Directed" or not sufficient and MSAS will not administer medication based on this instruction without more detail. The label must specifically state the need, e.g., "2 puffs every 4 hrs, as needed for cough, wheeze, or shortness of breath."
5. If the medication requires equipment for administration (e.g., cup, spoon, dropper), the parent is responsible for supplying the articles, labeled with the student name.
6. Parent must provide information regarding possible adverse reactions or complications.
7. Parent/guardian is responsible to keep school personnel supplied with the needed doses of prescribed medication.
8. New parental authorization forms will be requested each school year or with any change in medication.
9. When medication is discontinued or at the end of the school year, medication not taken home by the parent, by dismissal on the last student day, will be destroyed.
10. Self-medication: Students who have a history of severe allergic reactions and asthma attacks may self-medicate if they have a written prescription from their physician stating they may self-medicate and carry medication on their person. A self-medication form must be completed by the parent for the protection of the student.

Arrival/Dismissal/Early Release/Rainy Days

Arrival

All students should arrive at school between 8:00 and 8:15 A.M. If the student desires to eat breakfast, he or she must arrive between 7:45 and 8:05 AM. **Again, only those who are eating breakfast will be allowed into the building at 7:45 AM. All others will be required to wait outside until 8:00AM.**

Parents or guardians should go through the drop off line and let children out of their vehicles. Please let your children out of the car on the passenger side.

Dismissal

1. Student release begins at 2:30 pm.
2. Students must be picked up no later than 3:00 PM.
3. Parents or guardians should pick up their child in the pickup car line located in the front of the school.
4. Your child's home base teacher will dismiss your student. No child will be dismissed to anyone not listed on your alternate transportation form.

Early Release

Any parent or guardian picking up a student prior to dismissal should send a note in advance indicating the reason. Students will wait in the classroom until the parent or guardian arrives and signs the student out of school.

Please do not request that your child be dismissed early unless it is an unavoidable emergency. Each request for early dismissal disrupts your child's education. **There will be NO early dismissals between 2:00 and 2:30 PM. If you are picking your child up early please plan to pick them up prior to 2:00 PM. *Absent a bona fide emergency, there will be no exceptions to this rule and the school doors will be locked as staff safely dismisses your children.**

Rainy Days

If it is raining at arrival or dismissal time a car line procedure will be formed at the front entrance of the school. Please be patient at dismissal time, as escorting each child to their car will take some time. For safety reasons, if there is wind, staff will not use umbrellas when escorting your child to their automobile. In the event of lightening, dismissal will be delayed until the lightning passes. Please be patient and remain in your car.

Lost and Found

All items left at school will be placed in the lost and found. At the end of every month items still left in lost and found will be donated to a charity.

School Supplies

At the beginning of the school year your child's teacher will send home a list of consumable supplies your child will need to study and learn at school. Please provide your child with those materials.

From time to time your child will bring home a list of supplies needed for an upcoming project or for their classroom. Please support your school program by providing additional materials needed.

For the safety and security of the students at Manatee School of Arts and Sciences, Inc. backpacks are prohibited.

Textbooks

Textbooks will be provided to your child, as needed. Parents are responsible for all textbooks loaned to students. Lost or damaged textbooks must be paid for, by the parent, at the cost to the school for replacement.

Parent/Student Contract

Attached are copies of the parent and student contract that you and your child signed upon entrance into MSAS. Please review these contracts frequently together with your child, as they form the framework of what is expected from you and your child.

Manatee School of Arts and Sciences, Inc.
The first Charter elementary school in Manatee County

STUDENT CONTRACT

Date: _____ Name: _____
(Please Print)

- I will be responsible for completing and turning in class work assignments and homework.
- I will care for textbooks, furniture, equipment, and rooms, leaving them unmarked and in as good a condition as they were found.
- I will be respectful of others' rights and property.
- I will speak courteously to any adult or child and will display good manners at all times.
- I will refrain from fighting and hurting others.
- I will exhibit the principles of good sportsmanship.
- I will abide by the school dress code.
- I will refrain from bringing cell phones to school.
- I will refrain from bringing toys to school.
- I will be responsible for bringing any notice from my teacher, parents, or guardian to or from school.
- As a student of the Manatee School of Arts and Sciences, my behavior will reflect my commitment in all locations (bus stops and buses, child-care, bathrooms, recess, field trips, and after-school activities).
- I understand that I may be returned to my district school if this contract is not fulfilled.

STUDENT

Principal

Manatee School of Arts and Sciences, Inc.
The first Charter elementary school in Manatee County

PARENT CONTRACT

Date: _____

Name: _____

(Please Print)

- I will support the total Manatee School of Arts and Sciences program, philosophy, staff, and administration.
- I will be punctual and have my child at school at 8:15 AM and have them picked up by 2:45 PM. I will not drop my child off at the school any earlier than 7:45 AM.
- I will refrain from picking my child up early between the hours of 2:00 PM and 2:30 PM, so the staff may implement a safe and orderly dismissal.
- I will support the school's codes of behavior, dress, and discipline.
- I will furnish a suitable study area for my child at home, help my child with homework, and seek help from teachers when necessary.
- I will be available for conferences by request.
- I will attend the Parent-Teacher meetings in person.
- I will immediately notify the school office, in writing, of any change of address and/or phone number where I can be reached during the school day. I will also notify the school in writing any changes of student pick-up.
- I will provide a written explanation of my child's absence upon his/her return to school.
- I will make arrangements to have my child taken home from school during the school day if I am asked for illness or for disciplinary reasons. This includes making advance standing arrangements with a third party in the event I cannot provide immediate pick-up myself.
- I will help the school in as many ways as I can to make our school a leader in parent involvement.
- I understand that my child may be returned to his/her district school should this contract not be fulfilled.

PARENT/GUARDIAN

Principal

ACTION REQUEST FORM

Name of Proposer: _____

Date: _____

Subject: _____

Background Information:

Administrative
Consideration:

Fiscal
Impact:

Administrator
Recommendation:

Action Requested of the Board of
Directors:

To be completed by the Secretary of the Board of Directors:

Action taken by the Board of Director at the Board of Director meeting on _____:

