

# FAMILY HANDBOOK 2017-18 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.

## Arrival/Dismissal/Early Release/Rainy Days

### A. Arrival

All students should arrive at school between 8:00 and 8:15 AM. If the student desires to eat breakfast, he or she must arrive between 7:45 and 8:00 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.

### B. Dismissal

Student release begins at 3:00 pm. Students must be picked up no later than 3:15 PM. **Any child remaining at the school after 3:20 PM will be sent to the Extended Day Program and will be charged the corresponding fees.** Parents or guardians should pick up their child in the pickup car line located in the front of the school. Your child's home base teacher will dismiss your student. No child will be dismissed to anyone not listed on your alternate transportation form.

### C. 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 2:30 and 3:00 PM. If you are picking your child up early please plan to pick them up prior to 2:30 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.**

### D. 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.

## **Attendance**

Coming to school on time and remaining in school for a full day is imperative for a successful educational career. Tardies and early dismissals are counterproductive to the educational process. Every effort should be made to assure that students arrive at school on time and stay in school until dismissal.

For the safety of the students, as per our standard dismissal procedures, ONLY phone calls or notes to the school are the accepted as notification of a change in dismissal. Dismissal changes must be received, in writing or by phone, when the child arrives at school. Changing a student's standard dismissal plan on a given day is strongly discouraged, but must be in writing and sent to school with your child(ren).

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**

A parental note of explanation does not necessarily excuse a lateness or early dismissal. Reasons such as car trouble, personal business, heavy traffic, needed at home, etc., while understandable, will be marked as unexcused. Reasons such as personal illness, medical or healthcare appointments, and appearances in court will be considered as excused when verified by a note from the applicable source (doctor's note, etc.). If a student is late to school or has an early dismissal, he or she must present a note stating the reason for lateness or early dismissal.

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 five (5) days per semester must provide documentation from a physician to receive additional excused absences.

### **C. Unexcused Absences**

An unexcused absence from school or class is an absence

1. Which is for a reason not listed as excused;
2. About which the parent/guardian has no knowledge;
3. For which the parent/guardian note of explanation was not provided on the student's first or second day of return to school following the absence; and
4. Suspension in excess of 5 school days or expulsion.

Students suspended for periods of one to five (1-5) school days are permitted to make up missed school work in the length of time equal to the number of days absent. Teachers are not required, but are permitted, to provide make up work to students whose suspension exceeds five (5) school days (i.e., suspension days 6 and above).

A student whose absence is unexcused shall receive no credit for assignments missed or tests given during the period of the unexcused absence unless otherwise permitted by the teacher. While an unexcused absence may result in no credit for assignments or tests missed, students may request assignments from their teacher at the initiation of the student. If the teacher provides assignments after an unexcused absence, the time allowance for requesting the instructional materials or assignments from the teacher shall be equal to the number of school days

or number of class meetings missed due to the absence. A teacher may extend this time allowance if the specific circumstances of the situation merit such action.

#### **D. 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.

#### **E. Excessive Absence**

1. After 1 and prior to 4 absences within 30 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 absences within 60 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 absent (meaning 10 absences within 90 calendar days) from school will be referred to the MSAS Administration for possible revocation of enrollment at the school.
4. 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.

### **Tardiness**

Students are expected to arrive at school between 7:45-8:15 AM. Students entering the classroom after 8:20 AM are considered tardy. Tardy students must be accompanied by a parent to the main office to be signed in. Students being signed out for an early dismissal must be picked up at the main office no later than 2:30pm. After 2:30pm, all parents must go through carline in order to pick up their child.

For safety reasons and accountability, a parent/guardian must accompany the child into school and sign the child in at the main office. If the lateness is excused (doctor's appointment, family emergency, medical illness, etc.), the student will not be penalized.

A parental note of explanation does not necessarily excuse a lateness or early dismissal. Reasons such as car trouble, personal business, heavy traffic, needed at home, etc., while understandable, will be marked as unexcused. Reasons such as personal illness, medical or healthcare appointments, and appearances in court will be considered as excused when verified by a note from the applicable source (doctor's note, etc.). If a student is late to school or has an early dismissal, he or she must present a note stating the reason for lateness or early dismissal.

## **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 tennis shoes. 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.)** Hats are NOT permitted to be worn in school.

## **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. MSAS has developed its own student code of conduct policy. The policy here will also be posted 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.

### **A. Discipline Process**

The MSAS Discipline Process is broken in to two categories: Classroom (Minor) Offenses and Office Managed (Major) Offense.

#### **1. Classroom Managed (Minor) Offenses**

The Discipline Process dictates that Classroom Offenses are dealt with in a progress manner.

- **Step 1:** Warning
- **Step 2:** Student is moved to the tiled area with work.
- **Step 3:** Student is moved to the neighboring classroom with work.

The teacher will contact the parent when a student reaches Step 2. If a student reaches Step 3, a lunch detention will be assigned to be served the following school day. If a student receives three lunch detentions in a quarter, the student will assigned In School Suspension. The school will keep track of detentions and notify parent/guardians as certain levels are reached. The purpose of detentions is to detect any developing patterns of behavior that require corrections. This process is often referred to in schools as a “ladder of discipline”.

The following list of classroom offenses is not exhaustive, and the administration and MSAS staff reserves the right to issue a lunch detention based on professional judgment. Detentions may also be administered based on inappropriate student conduct in the Extended Day Program or during field trips.

#### List of Classroom Managed (Minor) Offenses

- Academic Dishonesty
- Classroom Disruption
- Dishonesty
- Disrespect
- Dress Code Violation
- Inappropriate Language
- Inappropriate Display of Affection
- Insubordination
- Off-task
- Out of Assigned Area
- Physical Contact
- Tardiness
- Teasing/Taunting
- Technology Violation
- Unprepared for class
- Unsafe Behavior Warning

## **2. Office Managed (Major) Offenses**

The Discipline Process dictates that Office Offenses requires the teacher to immediately contact the office for assistance. The teacher will write a referral and the administrator will determine the consequence, follow through on consequence, contact the parent, and provide teacher feedback.

The following list of office offenses is not exhaustive, and the administration and MSAS staff reserves the right to issue a referral based on professional judgment. Referrals may also be administered based on inappropriate student conduct in the Extended Day Program or during field trips.

## List of Office Managed (Major) Offenses

- Bullying
- Class Cutting
- Fighting
- Harassment
- Physical Attack – Student/Staff
- Portable Communication Device
- Refusal to Obey School Policies
- Verbal or Physical Threat

## **B. Consequences**

### **1. Detention**

- a. Detentions are assigned for the following school day, occur during the Lunch/Recess Period, and are held in Room 1. Students will be provided with a Detention Slip that must be taken home and signed by the parent/guardian and returned the following day. The Detention Slip will be given to the Lunch Detention Monitor when the student arrives to Room 1 on the day the detention is to be served. The detention must be served on the assigned date. The only acceptable excuses for missing a detention are medical emergencies, excused absence from school, medical or dental appointments (must be verifiable and on doctor's letterhead), or extreme unforeseen circumstances. Unacceptable excuses for missing detention include, but are not limited to forgetting, lack of transportation, and athletic or other extracurricular events. A student who misses a detention due to an unacceptable excuse will be considered to be in defiance of school regulations and be required to serve an additional detention for the first offense and will be suspended for subsequent offenses. The student is responsible for rescheduling the detention with administration on the first day of return.
- b. There is no such thing as lateness to detention. If the student shows up after the designated start of detention without a valid excuse for the lateness, he or she will not be permitted to serve detention on that day. The student will then be subjected to serve two detentions. Proper conduct is expected during detention and all school rules are in effect during detention. Students may only do school work during detention but may also be required to do a written assignment that relates to the misbehavior. Students are not permitted to sleep, read magazines, talk, play, use electronic devices, or otherwise disturb the detention proctor or

other students serving detention. Students who misbehave during detention will be removed and will be required to serve two detentions. Subsequent misbehavior during detention may result in external suspension.

## **2. Referrals**

- a.** Referrals are issued for more significant offenses, classroom disruptions, and continual classroom misbehavior. Referrals are written up by the classroom teacher and submitted to the administration. Depending on the severity of the violation, the administration will determine the appropriate consequence including but not limited to: detention, in-school suspension, out-of-school suspension, and revocation of MSAS enrollment.
- b.** 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. 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:
  - 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 5 categories listed

above. 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.

### **3. In School Suspension (ISS)**

In School Suspension (ISS) is the temporary placement of a student in a supervised area other than the area indicated by the regularly assigned schedule for a period not to exceed five (5) school days. In all cases of In School Suspension, an attempt shall be made to notify the parent/guardians by telephone. In the case of students whose parent/guardians/emergency contacts cannot be reached by telephone, a letter detailing the cause and duration of the suspension will be mailed to the home. Following the third (3<sup>rd</sup>), or before as determined by school administration, In School Suspension in any one school year, the student will be placed on a Behavior Contract.

### **4. Out of School Suspension (OSS)**

A suspension is the temporary removal of a pupil from regular school attendance for a period not to exceed ten (10) school days. While serving an out-of-school suspension, a student is forbidden from being on the property of MSAS for any reason unless accompanied to a prearranged appointment in writing from an administrator by a parent/guardian or guardian.

Prior to a suspension from school, the student shall:

- a.** Be given oral or written notice of the charges, and if the charges are denied, be given an explanation of the evidence known to school authorities;
- b.** Be given a fair and impartial hearing conference and have the opportunity to present his/her side of the story;
- c.** Have had prior opportunity to know that the alleged actions were in violation of established rules and regulations

Generally, the notice and hearing should precede the student's removal from school; however, if this is not feasible or if the immediate removal of the student from school is necessary to protect the safety of individuals, property, and/or the educational process, the necessary notice and hearing will follow as soon as practicable.

In all cases of Out of School Suspension, an attempt shall be made to notify the parent/guardians by telephone and request that the student be picked up from school. Students

whose parent/guardians/emergency contacts cannot be reached by telephone will be retained at school until the end of the school day. The notification shall state the cause and duration of the suspension. If suspension is for more than five days, a definite time and date for a hearing on the suspension shall be scheduled at a place designated by the Administrator. Every effort will be made by the school and the parent/guardian/ to conduct a conference prior to the return of a student to school following a suspension.

Following the second (2<sup>nd</sup>), or before as determined by school administration, out-of-school suspension in any one school year, the student's enrollment at MSAS will be revoked.

In the case of students with disabilities (as that phrase is defined under Federal regulations promulgated under the Handicapped Act [20 U.S.C. S1401 et seq.]), the regulations and procedures set forth by the State of Florida Department of education for Exceptional Children shall be followed.

## **5. 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.

## **Breakfast, Lunch and Snacks**

MSAS provides a school food service program. As a Title I school, both breakfast and lunch are free for all students at Manatee School of Arts & Sciences. Those students who desire to eat breakfast will be allowed in the building starting at 7:45 AM each school day. Breakfast will be served until 8:05 AM and all students 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.

All breakfast and lunch meals are ordered and picked from Sugg Middle School. Each student will be responsible to alert their teacher that they desire to eat a school lunch that day when prompted to do so each morning when attendance is taken. If your child does not bring a lunch to school, office personnel will order a school lunch for the student.

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](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.

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.

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

### Volunteer Categories:

- **Level 1 Volunteers:** Support Service Volunteers who provide supervised assistance to the school and teachers on a regular basis, i.e., chaperones for on-site and off-site activities, assistance for classroom teachers and guidance counselors, media center, clinic and the school office. Also included are Fundraising Organizations (volunteer organizations such as PTA, PTSA, PTO, Booster Clubs, etc.) that support the school community for a specific purpose.
- **Level 2 Volunteers:** Instructional Volunteers who provide unsupervised services to students and staff for services that include but are not limited to: tutoring individuals or small groups in academic subjects, mentoring students who have been identified as being in need of academic support, and providing curriculum enrichment for students as community resource speakers.

### **Procedures for school volunteers include:**

1. Volunteers are required to check in upon arrival and check out upon departure.
2. Volunteers shall refrain from improper touching of students in an aggressive or sexual manner.  
Appropriate physical contact is limited to handshakes.
3. Volunteers may not assign grades that are considered a formal assessment of the students' achievement or ability.
4. Volunteers are not authorized to supervise a class in the absence of the teacher.
5. Volunteers may not bring children who are not registered in MSAS when they tutor, mentor, assist in the classroom, media center, office, lunch area, medical or health screenings, playgrounds or when chaperoning field trips.
6. Volunteers are required to report any injuries they may incur while on school premises or while performing their volunteer duties, to the Registrar, Front Desk Clerk or the Principal.
7. If the volunteer is an instructional volunteer, he/she must successfully undergo a "Level 2" criminal background screening, which requires the applicant to be fingerprinted.
8. Florida Statute 39.202 mandates that anyone who has reasonable cause to suspect that a child is abused, abandoned or neglected by persons responsible for the child's welfare shall immediately report such knowledge or suspicion to the Principal, MSAS.
9. Volunteers may not transport students in their personal vehicles.
10. Volunteers shall work within the guidelines established by the Principal.
11. Volunteers shall work under the direction and supervision of the Principal, Registrar and Teachers, MSAS.
12. Volunteers must comply with all school policies and procedures while engaged in volunteer work for MSAS.

### **Upon being selected as a volunteer for the MSAS:**

1. It is important that a volunteer maintain proper identification and wear the Raptor Name Badge at all times while on campus. For the safety of everyone on site, the school staff needs to remain aware of who is who on campus at all times.
2. Confidentiality: Volunteers must be aware to keep any information that is learned, between them and the assigned supervisor; as it is confidential information. A misplaced comment can be devastating to a

student, a family and a volunteer program. If a volunteer has questions or concerns, he/she must speak with the school Registrar or Principal.

3. Field Trips: (Chaperone): Refer to the MSAS Family Handbook located on the MSAS Website; [www.msasgeckos.org](http://www.msasgeckos.org) under the Important Links section of the webpage.
4. Attendance and Punctuality: Reliability is expected, because teachers and school staff plan for volunteer assistance. If a volunteer cannot attend the scheduled visit, they should call or e-mail the school as soon as possible to notify the teacher or staff member of the impending absence.
5. Dress Code: A volunteer is a role model! Follow school guidelines for student dress code.
6. Emergencies: In the event of an emergency or if a volunteer has concerns for student safety, immediately report to a teacher, Front Desk Clerk, Registrar or Principal. The MSAS has specific guidelines and procedures for emergencies.
7. Volunteering: This is not limited to the classroom; a volunteer may be able to make phone calls or help with a project from work or home. All volunteer hours must be logged into the Raptor System.

## **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.

## **Cellphones and Other Electronic Devices**

Cellphones and Other Electronic Devices are not allowed at school. Any student bringing a cellphone or other electronic device to school shall immediately turn it in to the front desk upon arrival. Any student caught with a cellphone or other electronic device shall be subject to the MSAS Discipline Policy cited in the handbook.

## **Health and Safety**

### **Nurse**

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 per month.

## **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.

## **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**

Prior to the beginning of the school year, a list of consumable supplies your child will need to study and learn at school will be posted on both the school website and Facebook page. 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, except for the Kindergarten students.

## **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 Problem Solving Policy**

## **Problem Solving / Support**

Problems and concerns can most quickly be resolved if the matter is brought to the immediate attention of the proper authority. In the case of a teacher/classroom issue, the parent is encouraged to contact the teacher in an attempt to resolve the issue. If the issue cannot be resolved, then they will forward the concerns to the principal of the building. In all other cases, the following people are available to help resolve your issues:

1. Registrar: Attendance-related questions, parental notes, and early dismissals.
2. Principal: Payment of bills, school finances, and insurance information.
3. Principal: Testing programs, course selection, academic problems, career explorations, and school-related personal issues.
4. Principal: General administrative matters, school climate issues, and emergencies.

## **Grievance and Appeals Procedures**

Grievance and appeal procedures exist to give parents the opportunity to resolve a complaint regarding an alleged violation, misinterpretation, or inequitable application of an established school rule, regulation, policy, or administrative regulation. At any level of the grievance or appeal procedure, the parent has the right to involve a representative (parent(s)/legal guardian(s), etc.) on his/her behalf. Parents have the right to frankly discuss their problems and concerns with staff members without fear of retribution.

## **Grievance Procedure**

The grievance procedure serves to resolve complaints about decisions made by school staff regarding school rules or regulations.

- The parent is first encouraged to discuss the issue in question with the professional person (teacher, or other staff member) who originally made the decision, in an effort to resolve the issue at the lowest level.
- If, after meeting with the initial school staff member, the parent continues to have a valid concern, the parent is encouraged to meet with the school principal to address their concerns.
- If, after meeting with the school principal, the parent continues to have a concern, the parent is encouraged to work with the school's Parent Liaison to address their concerns.

- If, after meeting with the school's Parent Liaison and/or principal, the parent continues to have a valid concern, the parent may submit a formal appeal to the MSAS Board President.

Concerns should be grieved, in writing, to the Board President within three (3) school days of the date on which a resolution could not be reached. Upon receipt of the written grievance the MSAS Board of Directors' Executive Committee will convene to determine whether or not the grievance meets the necessary criteria for appeal. The basis of the appeal will be limited to the following criteria:

1. The principal's decision was not in compliance with existing school policies.
2. The principal's decision was not fairly applied to your child in accordance with school policies.
3. The principal's decision was not applied to your child as it has been applied to other children in the school.

The Board President (or their designee) shall render a decision in writing to all parties involved within five (5) school days of the receipt of the written grievance. A decision shall be rendered by the Board President or designee within fifteen (15) school days of the receipt of the written grievance.

In any circumstance, the parent has the right to and is invited to appear before the Board in their public meeting to express their concerns.

## **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.

## 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.

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STUDENT

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PRINCIPAL

# Manatee School of Arts and Sciences, Inc.

## 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 3:20 PM. I will not drop my child off at the school any earlier than 7:45 AM.
- I will pay the Extended Day Program fee if my child is not picked up by 3:20 PM.
- I will refrain from picking my child up early between the hours of 2:30 PM and 3:00 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 and attend the conferences and/or 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

## 2017-18 MSAS Title I School-Parent Compact

*\*Please review our Title I School-Parent Compact with your child, sign, and return to school by Monday, August 28, 2017. Thank you for your suggestions.*

*\*\*Accepted without change on May 15, 2017.*

The Manatee School of Arts & Sciences and the parents of the students participating in activities, services, and programs agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

### **As a school, we will:**

- Provide a high-quality effective learning environment that is safe and that enables the student to meet the State's student academic achievement standards
- Provide ongoing two-way communication between teachers and parents through parent-teacher-student conferences and frequent reports to parents
- Provide reasonable access to staff through an "open door" policy
- Provide opportunities for parents to volunteer at the school
- Provide a mutually respectful relationship between all parties (students, parents, teachers, and volunteers)

### **As a parent, I will:**

- Support my child's learning by ensuring that he/she has proper rest and nutrition and attends school on time and on a regular basis
- Support my child's learning by ensuring that he/she attends school on time and on a regular basis
- Support my child's learning by reading with him/her
- Help set a positive tone for learning with my child
- Participate in decisions relating to the education of my child through a mutually respectful relationship with school staff

- Provide a mutually respectful relationship between all parties (students, parents, teachers, and volunteers)
- Provide a time for homework completion (“perfect practice”) and ensure homework is completed and turned by the due date
- Support my child’s class/school (i.e. helping in class/school, volunteering in my child’s classroom/school, communicating with my child’s teachers, attending school events when possible, etc.)

**As a student, I will:**

- Attend school on time and on a regular basis
- Proudly follow the behavioral expectations taught at our school
- Ask questions when I am not sure about a lesson or an assignment
- Ensure all homework is completed and turned by the due date
- Make good choices like paying attention in class, staying on task, doing my best, and working hard at my schoolwork
- Be the very best “MSAS Gecko” that I can be, each and every day

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Child’s Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Teacher’s Name: \_\_\_\_\_

**Manatee School of Arts and Sciences, Inc.**  
**ACTION REQUEST FORM**

Name of Proposer: \_\_\_\_\_

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

Subject: \_\_\_\_\_

Background Information:

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Administrative

Consideration: \_\_\_\_\_

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Fiscal

Impact: \_\_\_\_\_

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Administrator

Recommendation: \_\_\_\_\_

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Action Requested of the Board of

Directors: \_\_\_\_\_

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*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 \_\_\_\_\_:

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