

CASTLE CREEK ES
IMPORTANT SCHOOL INFORMATION

ACADEMIC INCENTIVES CRITERIA

Each semester students have an opportunity to earn awards based on their academic and social achievements. We are proud of the wonderful accomplishments of our students. Below details the criteria for each category:

K-1st

Attendance (No Absences/Tardies)	Citizenship (All S's)	Star Dolphin (All S's in Academics)
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2nd-5th

Attendance (No Absences/Tardies)	Dynamic Dolphin Award (Exceptional Behavior & Effort)	Honor Roll (A's and B's)	Principal's Award (All A's)
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ATTENDANCE

Regular attendance at school is essential to ensure that our students reach their academic potential. Students may be excused from school when the absence is due to:

- Personal illness,
- Serious illness or death in the immediate family
- Observation of recognized holidays of a student's religious faith.

All other reasons will be considered unexcused. A "pre-arranged absence" may be submitted by a letter to the principal at least one week prior to the anticipated absence. The principal will make a decision regarding excused/unexcused for the absence. That decision will be based upon the educational value of the absence and the student's attendance record.

BREAKFAST AND LUNCH

The Castle Creek cafeteria serves a nutritious breakfast and lunch every day. Breakfast is served from 8:15 a.m. to 8:45 a.m. There is no cost for breakfast and lunch. If your child is not allowed to drink milk for a medical reason, you will need to fill out the **FNA Diet Order form** located in the clinic and on the Lake Silver website. Students who bring their lunches are strongly encouraged to bring only water, milk, or juice to drink. Carbonated beverages are not permitted.

OCPS School Guidelines for Food from any Outside Source

1. Foods not sealed in manufacturer container or prepared locally are not allowed. For example, homemade ice cream, brownies from a neighbor, salad purchased from a deli in Orlando, or any product that needs to be kept cold or pasteurized, or does not have ingredient labeling.
2. Contract with the manufacturer (or distributor) must contain the statement: "agrees to indemnify and hold harmless OCPS, it's officers, agents, and employees from and against all product liability, claims, damages, demands, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions including attorney's fees for trial and on appeal for the preparation of same arising out of the manufacturer (or distributor), its officers', agents', and employees' acts, or omissions associated with this agreement."
3. Food in sealed container with manufacturer label (from grocery store): The food shall be sealed until an OCPS employee opens it for distribution to the students.
4. Food prepared in someone's home: Parents may bring or send food with their own child

provided the child does not share that food with any other students. For example, a parent may bring a snack or meal to their child, but may not share it with other students.

5. Fresh Fruits and Vegetables: Parents may only give or send fresh fruits and vegetables with their child. Any other distribution of outside food requires the food to be either sealed in manufacturer's container or be purchased and prepared by OCPS food service.

BIRTHDAYS

Parents who wish to acknowledge their child's birthday may arrange with the teacher to provide a snack/treat for the class for the last 10 minutes of the school day, **we can no longer allow cupcakes brought to the cafeteria due to the OCPS Wellness Policy**. Birthday invitations may only be handed out in class when all the students in the class are invited.

BULLYING

Castle Creek is committed to providing a safe learning environment for all students. We will follow the OCPS guidelines for bullying. OCPS mandates that all allegations of bullying are investigated and documented in the student's discipline record. The parents will be contacted regarding the investigation. Once the investigation is completed all parents will be notified with the outcomes (substantiated or unsubstantiated). If you feel your child is being bullied, please contact your child's teacher or the Dean so we can resolve the situation as quickly as possible.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or OCPS employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Unwanted Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation
10. Destruction of property

CAR LINE

Our goal is to provide a safe and smooth process for all students and parents. **All car riders will enter school through the front doors** under the constant supervision of CCES staff. Our parents/guardians need to be completely focused on safety by remaining in the car and refraining from using the cell phone. This will help to ensure an orderly and safe flow of vehicles in the most efficient manner for all involved. If you need additional time with your child, please park your car.

NOTE: Students cannot be dropped off prior to 8:15. The front door closes promptly at 8:45. If you are late, your child must be escorted and signed in at the front office by an adult.

Students are not dismissed until school finishes at 3:00 PM.

CONNECT ORANGE MESSAGES

The **Connect ORANGE** communication system enables our school to record, schedule, send, and track personalized voice and text messages to Castle Creek families. Our goal is to communicate via **Connect-ORANGE** when important events are occurring. Please ensure to update all working email and phone numbers.

EMERGENCY INFORMATION

It is critical that we have your **accurate contact information** at all times. Parents/guardians must update, their current address, home and emergency phone numbers, and the names of adults authorized to sign their children out of school. If you have an address change or new phone number, please email School Registrar at castlecreek_es@ocps.net or call (407)-245-1850 ext. 3502232, so we can input the new information.

EXTRA-CURRICULAR ACTIVITIES

At Castle Creek Elementary, we have several extra-curricular after school activities for our students. We encourage parents to allow students to participate in these enrichment opportunities. Look for more information to come about additional after school activities.

DRAMATIC EDUCATION

Castle Creek contracts with Dramatic Education for both a morning and afternoon Extended Day program (school days only). The morning program opens at 7:00 a.m. The afternoon program begins directly after school and ends at 6:00 p.m. During the program, children have homework time, snacks, arts & crafts, outside & inside play and movie time. Fees vary depending on the services needed.

FIELD TRIPS

Throughout the year, students in each grade level have the opportunity to participate in field trips. The field trips selected support the academics that are being taught in the classroom and enhance the learning experience for the students. Our goal is for all students to participate. Students shall not be denied the opportunity for a school trip as a disciplinary action except in situations where the principal deems the student's participation to be a danger to the health or welfare of self or others. All parents chaperoning must be approved through OCPS Additions.

HOMWORK

Homework reinforces the skills and concepts that have been taught in class and it is critical to the academic success of the student. Homework is typically assigned Monday through Thursday. Kindergarten through second graders will have approximately 15-20 minutes of homework per night; third through fifth graders will have approximately 30-45 minutes per night. Reading is a valuable home assignment for all students.

ILLNESS OR ACCIDENTS

If a child becomes ill at school, the parents will be contacted. Parental emergency numbers are extremely important. Students will not be released to anyone without a parent or guardian's permission. In the event of a serious injury, school officials will notify parents or family physician. The school will call "911" in the case of a serious emergency.

LICE

If head lice or nits are found on a student, the parent will be contacted immediately. In addition, it will be necessary for the student to be isolated from other students. Any student with lice or nits must be effectively treated before returning to school. Effective treatment includes using over-the-counter or prescription shampoo that is made specifically for treatment of lice and nits. All nits need to be completely removed from the hair after shampooing. It is also necessary to thoroughly clean any objects—combs, brushes, clothing, bedding, and other household items—that may have been exposed. Students who have contracted head lice will not be allowed to ride the bus. **A parent must take the child to the clinic to be checked before being admitted back to class.** It is important that you notify the school immediately if you find that your child has contracted head lice. Our goal is to prevent lice from spreading. ***The school nurse/health assistant will check the entire class if a student has lice and a notice will be sent home to all the parents in that classroom.**

MEDIA CENTER

The Media Center is an extension of the classroom. Students will have multiple opportunities throughout the week to check out books. It is the child's responsibility to take proper care of library books. Lost or damaged books are the responsibility of the student who checked out the book. Classes also visit the Media Center bi-weekly for story-time and Media lessons.

MEDICATION FOR STUDENTS

Students are only allowed to take prescription medication under the supervision of the school nurse/health assistant. A **"Medical Authorization Form"** must be completed by a parent or guardian with detailed directions from the physician. All medicine (even refills) must be delivered to school by an adult and kept in the school health room. All medicine at school must be in its original container.

MORNING PROCEDURES

Students arrive at school between 8:15 a.m. and 8:45 a.m. (with the exception of Dramatic Education students). Supervision is **not** available prior to **8:15 a.m.** Students who must be at school prior to that time must be enrolled in the Dramatic Education Program. Starting at 8:45 a.m., students will be welcomed into classrooms.

All students will be stationed in an assigned area for morning arrival. The students will be supervised by Castle Creek staff.

PARENT COMMUNICATION AND CONFERENCES

Parents and teachers are encouraged to have conferences throughout the year to monitor their child's progress. Parents should arrange for a conference, in advance, so as to provide the teacher with sufficient time to prepare for the conference. You can contact your child's teacher by email, voice mail, Talking Points or a written note. Please allow at least 48 hours for a response. The teacher will not be able to conduct a conference during student instructional time.

If you have any concerns, please be proactive and contact the teacher ASAP. We want to resolve any questions or concerns that you may have regarding your child. Our goal is to provide all students and the parents with a positive experience.

PARTNERS IN EDUCATION

An additional opportunity for local businesses is to become one of our **Partners in Education**. The involvement of businesses in our school opens the door to community collaboration. Please visit www.volunteer.ocps.net for more information on building a partnership with our school.

PETS

Pets are not permitted on campus. This includes all areas of the school.

PTA AND SAC

The PTA is a collaborative effort that maintains success of Castle Creek Elementary. To maintain our level of excellence, we need your continued support and participation. We need parents to be involved in the daily operations of the school. The PTA has several committees and organizations that are focused on creating a wonderful experience for our students.

The School Advisory Council (SAC) is a group of educators, parents, and community members working in collaboration to help our students achieve their full academic, social, and personal potential. Members of the SAC reflect the ethnic, racial and economic community served by a school. The general responsibilities of SAC are to improve our students' performance by preparing the School Improvement Plan (SIP) and assisting school leaders in the preparation of the school's annual budget.

We encourage you to support Castle Creek Elementary by joining the PTA and becoming involved in

the programs and activities sponsored by PTA and SAC. Be sure to read *The Dragon Digest*, our school digital newsletter, for additional information and dates.

SKYWARD

Orange County Public Schools has transitioned to a Student Information System which includes Student and Parent Access portals at the beginning of the 2019-2020 school year. Please visit this site frequently to see updates to this exciting change.

RECORDS POLICY

Orange County Public Schools maintain educational records in accordance with the law. Parents and guardians have access to student records in accordance with the law. Parents and guardians have access to student records regardless of the custody status of the child. In cases where a parent does not have custody, the principal shall presume that the parent has the right to inspect and review the records of the student unless the school has been provided with a certified court order which provides to the contrary.

Orange County Public Schools reserves the right to release the following “directory information” without prior permission of the parent unless the parent has notified the principal in writing within ten (10) calendar days of the beginning of school that directory information is not to be released.

Directory information: Student’s name, address, telephone number, if it is a listed number, date and place of birth, participation in school sponsored activities and sports, weight and height of members of athletic teams, dates of attendance, graduation and awards received. Also, personally identifiable information will be released without parent consent to appropriate officials in emergency situations, to comply with a subpoena and in cases involving compulsory school attendance and child abuse.

REPORT CARDS

Report cards are sent home every nine weeks to provide information about your child’s progress in school, including grades, behavior and attendance. Grades reflect a teacher’s assessment of your child’s classroom performance based on tests, projects, checklists, classroom assignments, and classroom observations. A teacher may indicate on the report card that a conference is needed. Some schools use a parent conference to distribute the report card. Please contact your child’s teacher if you have any questions about your child’s progress in school. Midway through the grading period, each student will take home a progress report so that the student and his or her parent or guardian will have an idea of how the student is progressing. All report card and progress report should be signed by a parent or guardian and returned to school the next school day.

SCHOOL INSURANCE

Accident and injury insurance may be purchased through an insurance program. Insurance information will be provided the first day of school. Checks for school insurance should be made out and mailed directly to the company and not sent to the school.

STUDENT CHECK-OUT PROCEDURES

All students leaving campus during school hours must be signed out by a parent or guardian in the school office. A staff member will call the classroom to have your student escorted to the office. Only individuals authorized by the parent in writing may pick-up a child. Proper identification will be required. **Please do not check students out after 2:30 p.m. (1:30 p.m. on Wednesday).**

SUPERVISION OF STUDENTS BEFORE/AFTER SCHOOL

OCPS employees are not responsible for supervising students that

- Arrive on school grounds more than **30 minutes before a school activity** is scheduled

- Remain on school grounds more than 30 minutes before a school activity is scheduled
- Remain on school grounds more than **15 minutes after the school-sponsored activity ends.**

(Casual or incidental contact between OCPS personnel and students on school grounds shall not result in a duty to supervise students if such contact occurs more than 30 minutes before or after a school activity.)

OCPS employees are not responsible for supervising students who are not in attendance at school that day, or students who are not authorized to participate in school-sponsored activity that specific day.

TARDY STUDENTS

In order to maintain an instructional focus by teachers and the students in the class, it is imperative that children are in class when school on time. **The front doors close promptly at 8:45.** If the student is late, **s/he must be escorted and signed in at the front office by an adult and** obtain a tardy slip before entering class. Any student not in class when the tardy bells rings (8:45) is considered tardy.

VISITORS

It is the school's responsibility to ensure that your child is safe at all times. All visitors must check in through the school's main office with a driver's license or state issued ID and receive a visitor's badge. **ALL VISITORS ON CAMPUS MUST WEAR A SCHOOL BADGE.**

VISITORS-LUNCH WITH YOUR CHILD

Parents are welcome and encouraged to join their child for lunch. We have tables available outside the cafeteria. To ensure the safety of all children, only visitors on the child's contact list will be permitted to eat lunch with a student.

VOLUNTEERS

Volunteers assist in various areas of the school through the ADDitions program. We are extremely fortunate to have an abundance of volunteers at Castle Creek Elementary, and we encourage you to become involved. Anyone attending a field trip, tutoring students, working with a class party, assisting in the classroom, or with events is a volunteer. All volunteers must have a completed and approved application on file with Orange County Public Schools.

Applications are completed online at www.volunteer.ocps.net. Click on "**Volunteer Now!**" to get started. **This application must be completed each year.** All volunteers must check in on the computer in the front office and receive an ADDitions badge before going to classrooms.

Please note that non-school aged siblings will not be allowed to accompany parents to the classrooms.

VOLUNTEERS ON FIELD TRIPS/SCHOOL ACTIVITIES

If you are volunteering or chaperoning a field trip/school activity you should refrain from using your cell phone. We value your participation during these events and we want to ensure that the students are being actively supervised and remain safe. Only Castle Creek Elementary students are allowed to participate in field trips.

***All chaperones must ride the school bus with the students. For safety and security, parents are not permitted to meet the class at the field trip location and join the group.**