

# Mitty P. Locke Elementary School Home of the Eagles!

*Leadership Opportunity Character Kindness Excellence*

**4339 Evans Avenue, New Port Richey, FL 34652**

**Phone #(727) 774-3100 \* Fax#(727) 774-3191**

<http://mples.pasco.k12.fl.us>

SCHOOL SESSION BEGINS/ENDS August 24, 2015 - June 8, 2016 9:40 AM - 3:50 PM

Adam Wolin, *Principal*  
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## MISSION STATEMENT

*Fulfilling the promise of college, career, and life success.*

*At MPLES, we take pride in facilitating growth and achievement for ALL in a positively focused learning environment.*



# 2015-2016

*Fulfilling the Promise*

*“Home of the Mittye P. Locke Eagles”*

*August 24, 2015,*

*Dear Parents, Students and Guardians:*

*The administration, faculty and staff welcome you to Mittye P. Locke Elementary School. We sincerely hope that you had a safe and enjoyable summer.*

*Mittye P. Locke is a Merit School, PBS Award Winning School, Five Star State School, and regional, state and local award winner. We are proud of our tradition as an award winning school.*

*Please review the student handbook within the planner to help orientate you to our school. In addition, please review the District Code of Conduct.*

*Sincerely,*

*Adam Wolin  
Principal*

# 2015-2016 SCHOOL CALENDAR

August 17-21	First Day of School for Teachers/Planning Days
August 20	Elementary Schools Back-to-School Orientation
August 24	First Day of School for Students
September 7	Holiday for Students and Teachers/Labor Day
September 25	Progress Reports
October 26	No School for Students/Teacher Planning Day
November 2	Report Cards
November 20	Progress Reports
November 23-27	No School/Thanksgiving Break
Dec. 21-Jan. 4	No School/Winter Break
January 5	Students & Teachers Return from Winter Break
January 15	No School for Students/Teacher Planning Day
January 18	Holiday for Students and Teachers/ M.L.K. Day
January 25	Report Cards
February 15	Holiday for Students and Teachers/Presidents' Day
February 19	Progress Reports
March 21-25	No School/Spring Break
March 28	No School for Students/Teacher Planning Day
April 4	Report Cards
May 6	Progress Reports
May 30	Holiday for Students and Teachers/Memorial Day
June 8	Last Day of School for Students
June 9-10	Teacher Planning Days/Last Day of School Teachers

*\*NOTE:*

*State testing dates have not yet been released by the DOE.*

*Nov. 23rd, Nov. 24th, Feb. 15th- Possible Hurricane Make-up days*

## ***ATTENTION: Locke's Caught Ya' Club (Primary Grades)***

### **A SCHOOLWIDE POSITIVE BEHAVIOR SUPPORT PLAN**

- Students are taught expected behaviors
- Students earn "Caught Ya' Being Good" tickets when using expected behaviors
- Students turn tickets in and receive a small prize
- Names are drawn out of a ticket box each week and those students whose names are drawn receive the following:
  - Place their ticket on the Caught Ya' Club board
  - Receive a Caught Ya' Club Member dog tag and a postcard in the mail
- Once a quarter, all students whose names are on the Caught Ya' Club boards will have the opportunity to be a part of a quarterly prize.

#### **What is my role as a parent?**

Learn the expectations! Ask your child if he/she has received tickets at the end of the day. Talk to your child's teacher about Locke's Caught Ya' Club and your child's behavior. Congratulate your child when he/she gets a ticket or if you get a postcard in the mail! Volunteer to assist us with the program!

#### **What is meant by school-wide positive behavior support plan?**

Instead of using many different behavioral management plans in each classroom, a consistent system of expectations and rewards for all students within a school is implemented in areas including classroom and non-classroom settings (such as hallways, restrooms).

#### **Why is it so important to focus on teaching positive social behaviors?**

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior are important pieces of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding.

**The purpose of school-wide PBS is to establish a climate in which appropriate behavior is the norm.**

#### **INTERMEDIATE GRADES:**

**\*\*ATTENTION: THE BEHAVIOR LEVEL SYSTEM (EAGLE BANDS) WILL BE USED IN 2015-2016 FOR OUR STUDENTS TO EARN INCENTIVES.**

**ATTENTION: 15-16 LOCKE CAFETERIA PLAN**

Please be aware of the MPLES Cafeteria Plan. The 3-Keys remain the same, as well as the expectations for the cafeteria.

<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>Only eat the food on your tray</b>	<b>Wait your turn in line</b>	<b>Leave space between you and others while in line</b>
<b>Raise hand and wait for help</b>	<b>Talk in a quiet voice and remain silent if room goes to silent time</b>	<b>Sit with feet on floor, facing forward</b>
<b>Listen to all adults</b>	<b>Pick up trash around you</b>	<b>Keep all food off the floor</b>

**Further details regarding student expectations are as follows:**

- Students will walk in an orderly line through the cafeteria to get their lunch
- Students will raise their hand to request assistance
- Students will speak in quiet voices and are not to talk during silent times
- Students will be respectful to staff, using appropriate language and tone

**What happens if my child breaks a rule?**

Your child will sign the cafeteria behavior book each time they break a rule.

1<sup>st</sup> Time- Warning #1

2<sup>nd</sup> Time- Warning #2

3<sup>rd</sup> Time- Your child will be sent to eat in lunch detention

4<sup>th</sup> Time- MIR/Office Lunch detention for 2-days (call home)

5<sup>th</sup> Time- MIR #2/Lunch detention for 3-days (call home)

6<sup>th</sup> Time- Loss of Quarterly Reward Celebration/Lunch detention for 5-Days (call home)

7<sup>th</sup> Time- Lunch detention for 10-days (call home)

**What if my child refuses to sign the book?**

A teacher will sign the book *twice*- once for breaking the rule and once for not following directions.

**What if my child follows the rule?**

Your child will earn a ticket to the special quarterly reward celebration at Locke if they do not have to sign the cafeteria behavior book 6 or more times.

**What can I do?**

As parents, we ask that you encourage your child to follow all the cafeteria rules and support them in making positive behavior choices.

**WE APPRECIATE YOUR SUPPORT AS WE IMPLEMENT THE MPLES CAFETERIA PLAN!**

## **2015-2016 MPLES INFORMATION**

We welcome you to Mitty P. Locke Elementary for the 2014-2015 school year. We have over 600 students attending our school this year, and over 300 of those students are transported by car so please become familiar with the following guidelines to help keep all of our students safe.

Please follow our car safety procedures listed below beginning on your child(ren)'s first day, August 24, 2015.

- 1) All car riders must fill out a form to receive a car tag in order to be released to the authorized person(s).
- 2) Please drive very slowly and carefully...watch for our students! **Our car line process is busy and we are merging cars into one lane at times, so please be aware of your surroundings and be alert.**
- 3) All cars and daycare vans will use the car entrance, exit and parking areas on the west side of school. This is the entrance closest to U.S. Highway 19.
- 4) No cars or vans will be allowed in the Evans Avenue entrance/exit during A.M./P.M. drop-off/pickup times. This is for school buses only!
- 5) No cars are to be left unattended in the driveways. You must park the car in the designated parking areas in the west side entrance. We cannot allow the car traffic flow to be held up or stopped by parents leaving their cars unattended. This is also a safety issue.
- 6) Daycare vans will also be using the west side entrance to unload/pickup students in the A.M./P.M. times. Car drivers are to wait behind vans and be very careful of students unloading/loading in these areas.
- 7) Students being dropped off in the A.M. are to follow duty staff directions. **STUDENTS MUST NOT BE DROPPED OFF PRIOR TO PERSONNEL BEING PRESENT!** Remember, you must park your car in the parking lot if you're going to leave it!
- 8) Students picked up in the afternoon will be seated by their assigned number. Siblings are to sit together to wait for their car pick-up. Faculty, assigned staff and safety patrols will assist with loading and unloading procedures.
- 9) All students walking or riding bikes using the front exit (crossing Trouble Creek) must cross at the cafeteria/bus side exit. The school crossing guard will be located at the Evans Avenue entrance/exit to assist all walkers/bike riders to get across busy Trouble Creek Road. **By law, bike riders must wear a safety helmet.**
- 10) P.L.A.C.E. students will attend P.L.A.C.E. at neighboring Marlowe Elem. before and after school. Please contact their site manager at 727-774-8692.
- 11) **FOR CAMPUS SAFETY, THE CAR LOOP ENTRANCE WILL BE LOCKED FROM 10:30-2:30 DAILY. IF YOU NEED TO ACCESS THE CAMPUS DURING THOSE TIMES, PLEASE USE TROUBLE CREEK ENTRANCE.**

*Please remember everyone is in a hurry/late for work/appointments, etc. We are proud of our safety record in our 100 years of service in Pasco County. Drive slowly, be courteous and watch carefully for our children!*

### **REGISTRATION REQUIREMENTS:**

Kindergarten students must have the following:

- A. Valid proof of birth - Students must be five years old on or before 9/1/15.
- B. Immunization certificate (blue card) with SHOT DATES RECORDED.
- C. Physical examination by reputable physician before entering school (within this year-current FL physical).
- D. ***Proof of residency (utility bill, water bill, cable bill)***

First grade students entering a public school for the first time or from out of state must have the following:

- A. All of the above.
- B. Written proof of having successfully completed kindergarten.

Transfer students in grades 1-5 entering a Florida school for the first time must have the following:

- A. Physical examination by reputable physician before entering school (must be within this year).
- B. Immunization certificate (blue card) with shot dates recorded.
- C. A report card, transfer card, or transcript of record.
- D. Proof of residency (utility bill, water bill, cable bill)

### **ABSENCES/TARDIES**

Please read the Pasco County Code of Student Conduct, "Rules of School Attendance." Each child is required to bring a written excuse for each absence and each tardiness upon his/her return to school. Excessive absences/tardies will be referred to the social worker for investigation.

### **ARRIVAL AND DISMISSAL PROCEDURES**

In response to heightened security concerns in the general society, visitor access to our campus is closely monitored. All visitors on campus **MUST** use a driver's license or state ID to obtain a Raptor visitor badge (see AM arrival) from the front office before proceeding to the classrooms at any time other than AM arrival. Please help us to keep our campus family friendly and secure by adhering to the following procedures beginning on the very first day of school.

**AM Arrival Procedures:** Students may arrive on campus at 9:15 AM if they are going into the cafeteria for breakfast. After finishing breakfast, students will remain in the cafeteria until 9:25 AM at which time they will go to their classrooms. Those students that do not eat breakfast at school may arrive on campus at 9:25 AM and are to wait in the main hallways on either side of the administration building until they are released to their classrooms.

**PM Dismissal Procedures:** Dismissal begins at 3:45 PM. Parents are to obtain a car rider hang tag from the front office and use the car loop (see more information below under "Car Riders"). We have over 200 students that are transported by personal vehicles and following the car loop procedures helps to provide a safe and orderly dismissal. Parents that are walking with their children are welcome to meet their children at the back gate or at the main hall and wait outside at the parent pick up area. **Dismissal from the front office is prohibited after 3:15 PM except in rare cases of an emergency, with provisions made in advance.** If someone other than the parent is picking a student up that person needs to be listed on the emergency contact card or written notice must be sent to the school. Please note that students **WILL NOT** be released to any individual that does not have proper identification in the form of a driver's license or state ID. For the safety of our students, parents are not to proceed to classrooms at dismissal time unless they have obtained a visitors badge from the front office.

**Walkers/Bike Riders** - All students walking or riding bikes using the front exit (crossing Trouble Creek) must only cross at the Evans Road exit. The sidewalk and school crossing guard will be located at the Evans Avenue entrance/exit to assist all walkers/bike riders to get across busy Trouble Creek Road.

**Car Riders** - All car riders must fill out a form to be assigned a number for the safety and security of all children. Car riders are to be picked up in front of the school by the main entrance/west side. Students will wait by the restrooms and under the overhang at the car loop until parents arrive, **NO LATER than 4:00 PM**. Siblings are to sit together to wait for their car pick-up. Please do not leave your car unattended in the main driveways. Parents who park their car should do so in designated parking spaces and walk up holding and presenting their assigned tag. Please drive **SLOWLY AND CAREFULLY** in our parking areas. Please obey safety traffic signs posted on the school grounds. Be cautious around our school buses/bike rack areas/gates and crosswalks. All cars and daycare vans will use the entrance, exit and parking areas on the west side of school. This is the entrance closest to U.S. Highway 19, Denny's Restaurant and Sam's Club. Car drivers are to wait behind daycare vans and be very careful of students unloading/loading. **No cars or vans will be allowed in the Evans Avenue entrance/exit during A.M./P.M. drop-off/pickup times. This is for school buses only!**

**Bicycle Riders** - Students who wish to ride their bicycles to school must follow bicycle safety rules and park in the designated areas at the front of the school or the back gate. Students are not permitted to ride their bicycles on campus; they must dismount and walk their bicycles to the bike racks upon arrival on school property. The school is not responsible for damage or theft of bicycles. All bicycles must be LOCKED to the bike rack by means of a lock and/or chain. All bicycles should have proper reflectors and safety equipment. Parents should discuss their children's bike route to and from school and stress safety rules to their children. **Bike helmets must be worn and are required by law.**

**Bus Riders** – As established in Pasco County School Board Policy, in order to be eligible for bus transportation, a student must live more than two miles from school or live in a location where the school board determines there is not a safe walking route. **Riding the school bus is a privilege, NOT a right.** Excessive bus referrals may cause bus expulsions. Please call the bus garage at 774-0400 regarding bus stops and schedules. Please refer to Code of Student Conduct for further information, including bus rules and consequences.

**P.L.A.C.E.** - P.L.A.C.E. students will attend P.L.A.C.E. at neighboring Marlowe Elem. before and after school. Please contact their site manager at 727-774-8692.

#### **\* CELL PHONES**

***Students are responsible for keeping their cell phones turned off and stored in their backpacks. Cell phones that are used or out of the backpack will be stored by the teacher for parents to come and pick up at a convenient time.***

#### **CLINIC**

Mitty P. Locke Elementary School has a full-time clinic assistant. Injured or ill students are referred to the clinic assistant for minor treatment. When students have a temperature or are ill enough to require further attention, the clinic assistant will contact their parents. **PARENTS SHOULD NOT SEND A STUDENT TO SCHOOL IF HE/SHE HAS A FEVER.** When students become ill at school, every effort will be made to notify parents/guardians in an emergency. It is imperative that the school has a **current** telephone number where parents/guardians can be reached as well as a current emergency alternate number. Children should be fever free without medication for 24- hours before returning to school.



**GUIDELINES FOR ADMINISTRATION OF MEDICATION IN SCHOOL-** Under District School Board of Pasco County (See House Bill No. 463 Appendix XIX) Administration of medication during school hours should occur only when medication schedules cannot be adjusted to provide for administration at home.

1. Medication will only be administered by school personnel to students with long-term or chronic illnesses or disabilities, which necessitate taking prescribed medication in order to protect the student's health.
2. Medication should be brought to school by the parent in the original container labeled as follows:
  - a. Student's Name
  - b. Name of the drug - dosage
  - c. Directions concerning dosage
  - d. Time of day to be taken
  - e. Physician's name
  - f. Duration of the medication (length of time patient should be administered medication)
3. No more than a two-week supply of medication should be brought to school at one time (brought by parent.)
4. The parent must provide WRITTEN PERMISSION for medication to be taken by a student at school.
5. Nonprescription medication such as aspirin or cold tablets will not be administered at school unless accompanied by a physician's statement.
6. A record will be kept of all students receiving medication at school.
7. All medicines shall be stored in a locked container and dispensed by authorized school-nurse-trained personnel.
8. Wheelchairs and/or crutches must be accompanied by a physician's statement to be used at school.

### **CUSTODY ISSUES**

If you have COURT-AWARDED CUSTODY PAPERS for your child/children, make sure a copy is filed with the school office to help protect the child from being picked-up by an unauthorized adult. Without proper custody papers either parent/guardian may legally sign the student out. For the benefit of your children, we respectfully request that legal matters be handled outside of school. Please do not use the school to exercise your visitation rights. Children will not be removed from class to visit their families or address custody concerns.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

The right of a student to participate fully in classroom instruction and in extracurricular activities shall not be abridged or impaired because of age, sex, race, color, religion, nationality or ethnic origin, disability, handicapping condition, pregnancy, parenthood, marriage, political beliefs social and family background, or for any other reason not related to his/her individual capabilities.

### **EXPENDABLE SUPPLY FEE**

There is a voluntary school fee for expendable supplies. This money is used for supplementary reading materials, art materials, and school supplies. Pencils, paper, and notebooks are needed for daily schoolwork at all grade levels and are not included in this fee.

## **INSURANCE**

Accidents can occur when at school, having insurance is extremely important. Low cost health insurance is available. To apply, call 1-888-540-5437 or 816-1310.

Student accident insurance is available. This covers students during the school term. Students are covered while traveling to and from school and during school hours with this insurance. It is the responsibility of the parent to initiate student insurance for their children. It is recommended that parents take advantage of this low cost protection for their children and purchase it before an accident, not after it occurs. Please consider this valuable option for your children.

## **LOST AND FOUND**

Please properly label any of your child's possessions that might be misplaced at school. These items may include lunch boxes, coats, sweaters, backpacks and wallets/purses. Our Lost and Found bin is located outside of the front office in the main hallway. Please do not allow your child to bring toys or any entertainment devices to school as the items are often lost and rarely found.

## **LUNCHES/BREAKFAST**

Hot lunches and breakfast will be served in the cafeteria every school day. The lunch includes 1/2 pint of milk. Milk and ala carte items may be bought during the lunch period. Students will eat only during scheduled lunch time or breakfast with their class. Students in need of financial assistance should apply for reduced or free lunches. **We request that ALL families complete the Free and Reduced Lunch Application, as often times you can get some assistance towards the lunch program.** Prepaid lunch money should be brought to the lunchroom manager before classes begin. Families can deposit funds into their child's meal account, by going to [www.myLunchMoney.com](http://www.myLunchMoney.com) or call 1-800-479-3531.

## **MEDIA CENTER**

The school media center is designed to assist and enhance the learning environment of teachers and students. It is open to teachers and staff at all times during the working day and to students on a scheduled or prearranged time. The center offers a wide variety of material to support the curriculum as well as to enrich learning. The students are taught to use the various tools needed to promote learning as well as to enjoy literature. A trained staff of professionals are ready to enhance the learning modalities of the students through literature promotions as well as through technology. Mitty P. Locke is a fully networked school and all students are provided with opportunities to use the latest technologies.

## **PARTIES**

Class or school parties are restricted only to such functions as holidays and teacher designated special occasions. Please check with your child's teacher on any questions. Only store bought unopened items are permitted for school and personal student birthday parties.

### **PICKING STUDENTS UP EARLY**

For release of a child, parents **MUST** come to the office and request the child be called from the classroom. Parents going directly to the classroom will not have their children released to them. Parent identification (driver's license) will be required and the parent must sign the child out from the front office. Students will NOT be released after 3:15 for an early pickup. All early pickups must take place prior to 3:15 in order to not interfere with the normal dismissal routines.

### **SCHOOL RESOURCES**

The Student Services program at Mittye P. Locke Elementary includes: one full time guidance counselor, a student success coach, and a part-time school psychologist, school social worker, and school nurse. HOSPICE services are also provided if requested. Feel free to call the guidance secretary at 774-3151 for assistance.

### **TEACHER/PARENT CONFERENCES**

It is the policy of the school that the teachers should maintain the closest possible constructive relationship with the parents of their students. Parents desiring individual conferences with their child's teacher should make appointments in advance. Progress reports are sent home quarterly.

### **TELEPHONE**

Students will not ordinarily be permitted to use the school phone except in case of emergency. Arrangements to visit friends after school should be made in advance. **STUDENTS ARE NOT ALLOWED TO BE TRANSPORTED TO A FRIEND'S HOUSE BY SCHOOL BUS.** Emergency telephone numbers should be on file at the school for every child, especially if both parents work away from home. If these numbers change, the parent or guardian **MUST** notify the school of new telephone and/or home address/guardian/emergency contact changes, etc.

### **TEXTBOOKS**

Florida Statutes 233.47 - Responsibilities of students, parents or guardians for instructional materials. All instructional materials, heretofore or hereafter purchased under the provisions of this chapter shall be the property of the district. When distributed to students, such materials shall be merely loaned to the students of the school while pursuing the courses of study therein and are to be returned at the direction of the principal or teacher in charge of a student to whom or for whom materials have been issued. Students shall be held liable for any loss or destruction of, or unnecessary damage to, such materials and, when directed by the principal or teacher in charge, shall be required to pay for such loss, destruction, or unnecessary damage as provided by law.

### **VOLUNTEERS**

Parents, guardians, grandparents, family members and friends are encouraged to be volunteers at the school. Interested persons will need to contact the school volunteer coordinator at 774-3151 to offer their services. Volunteers are used in the reading programs, in classrooms as helpers and with school PTA projects. Volunteers need to complete an online application at [www.pasco.k12.fl.us](http://www.pasco.k12.fl.us) (go to bottom of page and click on volunteer link).