

# Catalina Elementary School Family Guide

2019-2020



**Seth Daub, Principal**  
[catalinaes.ocps.net](http://catalinaes.ocps.net)



# Catalina Information

**Colors:** Blue & Yellow

**Mascot:** The Colt

**Phone Number: 407-245-1735**

**All extensions begin with 312, then the extension**

Principal	Mr. Daub
Assistant Principal	Ms. Austin
ADDITIONS Volunteers	Ms. Melendez & Ms. McCann
Attendance	Mr. E. Rodriguez
Bus Liaison	Ms. Austin
Cafeteria	Mr. Doctor
Clinic	Ms. Greene
Dean	Mr. Ingram
ESOL Contact	Ms. Martinez
Guidance Counselor/Student Services	Ms. Walter-Noe
Parent & Family Engagement Coordinator	Ms. McCann
Registrar	Ms. L. Rodriguez
School Secretary	Ms. Melendez
Staffing Specialist	Dr. Jones

## OCPS Vision, Mission & Goals

### **Vision**

To be the top producer of successful students in the nation

### **Mission**

To lead our students to success with the support and involvement of families and the Community.

### **District Goals**

- Intense Focus on Student Achievement
- High-performing and Dedicated Team
- Safe Learning and Working Environment
- Efficient Operations
- Sustained Community Engagement

# Attendance

## Attendance Expectation

Students should be present and on-time each school day. Students should be in their classrooms by 8:15 a.m.

## Absences

If a child is absent, a note must accompany the child upon their return to school. As per the OCPS policy, student absences shall be excused for

- illness, injury or other insurmountable condition
- serious illness or death of a member of the student's immediate family
- recognized (or established) religious holidays and/or religious instruction
- medical appointments
- participation in an approved activity or class of instruction held at another site
- prearranged absences of educational value with the principal's prior approval
- pediculosis (head lice) infestation (up to four) days per school year
- catastrophic disasters that significantly impact the life of the student (e.g. loss of residence from natural disaster)

All absentee notes should be given to your child's teacher, upon their return. If your child is out for more than 3 days, a doctor's note needs to be provided for the absence to be approved.

## Tardy Policy

If your child is tardy to school, please come into the office to sign them in for the day. It is important that all students be in their classrooms at 8:15 a.m. each day. Teachers teach "bell-to-bell," and students will miss the opening work for that day if they are tardy. Students are considered tardy to school if they are not in their classrooms at 8:15 a.m.

## Absences and Tardy Notifications

Catalina Elementary follows all district and state policies on notification of unexcused truancy. Parents/Guardians will receive a letter after 5 unexcused absences or tardies, and will receive a second letter at 10 unexcused absences or tardies. Parents/guardians are required to meet with the Attendance Clerk and assigned member of the Administrative Team after 10 days of unexcused absences or tardies.

# Breakfast and Lunch

**Catalina offers free breakfast and lunch for all students, each day.**

## Menus

- Go to the ocps.net website
- Scroll down to the center of the page and click on “Menus”
- Choose your school

## Breakfast and lunch with your child

Catalina Elementary invites you to eat breakfast and/or lunch with your child in the designated area. Due to security you must sign-in, with a government issued ID, through our visitor system to enter the building. For the safety of our students, only adults who are cleared may come to campus to eat with their children.

# Bus Transportation

## Find Your Child’s Bus

- Go to the ocps.net website
- Scroll down to the center of the page and click on “Find a Bus”
- Click on “Find-My-Bus”, enter your information

For questions or concerns about bus transportation within the school, please contact the Assistant Principal.

For questions or concerns about routes, pick-up and drop-off locations, and availability of buses, please contact OCPS Transportation at 407-317-3800.

# Cell Phones, Electronics & Toys

## Cell Phones

As per Orange County Public Schools Code of Student Conduct, students may possess a cell phone on school property, at after school activities, and at school-related functions. During school hours and on a school bus, the cell phone must remain off and concealed. Violation of this policy may result in confiscation of the cell phone and/or other disciplinary actions. If confiscated, the parent/guardian will make arrangements to pick up the cell phone at school. At no time shall Orange County Public Schools be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

## **Electronic Items, Trading Cards, and/or Toys**

Items that disrupt the learning process in school are prohibited. Violation of this policy may result in confiscation of the item and/or other disciplinary actions. If confiscated, the parent/guardian will make arrangements to pick up the item at school. At no time shall Orange County Public Schools be responsible for theft, loss or damage to electronic devices or toys brought onto its property.

# **Clinic Procedures**

## **Clinic Information**

The Catalina Clinic is staffed by a trained professional. If your child becomes seriously ill at school, the parents/guardians will be notified by phone. Children should be picked-up by a parent/guardian as soon as you are notified. Children with a temperature of 100 degrees or higher must be picked-up immediately.

- Please note, if the person listed as first contact does not answer the call, the person under second contact will be notified. We will continue to use the contact list provided in order to find someone available to pick-up your child. Please make sure your contact information is up-to-date at all times.

## **Medication**

Medication on a school campus is a serious matter and the guidelines will be strictly enforced. Before any medication may be left at the school, parent permission and instructions must be obtained.

- All medication must be brought to school by the parent/guardian.
- Children may not transport medication to and from school.
- The parent or legal guardian must fill out a medication permission form, located in the school clinic.
- Only medications prescribed by a physician will be administered during school hours.
- No prescription medicine will be administered without a doctor's note stating it is medically necessary.
- The medication must be in its original container and kept in the school clinic.

# **Curriculum, Testing & Grading**

## **Curriculum**

Students in grades K-5 will focus on the Florida State Standards.

## Testing

A finalized state assessment testing schedule will be provided in the spring.

All students will be progress monitored throughout the year to ensure they are meeting state guidelines.

## Grading

Parents in grades 2<sup>nd</sup>-5<sup>th</sup> can access their child's assignments and grades through Skyward.

Additional information regarding Skyward will be provided throughout the school year.

## District Grading Policy

(Grades 2<sup>nd</sup>-5<sup>th</sup>)

- 90 – 100 A
- 80 – 89 B
- 70 – 79 C
- 60 – 69 D
- Below 59 F

# Digital School

Catalina Elementary School will be a digital school for the 2019-2020 school year. OCPS and Catalina's vision for digital learning is to increase student engagement and achievement by personalizing learning for all students through the use of digital content and tools. A laptop or tablet will be checked out to all Catalina students giving them the digital access needed for successful implantation. Digital access will be used as a means to enhance learning in ways such as gathering background information, conducting research, collaborating, and sharing knowledge. Use of devices will not replace hands on tasks, experiments, etc., although virtual experiments may be used to supplement these. At the elementary school level, all laptops and tablets will remain on campus.

# Dress Code

- Clothes shall be worn as they are designed to be worn.
- Clothing with holes, tears, or inappropriate patches will not be allowed.
- Bare midriffs and bare sides should not show even when arms are extended above the head.

- Clothing that is too tight or revealing is unacceptable.
- Garments and/or jewelry which display or suggest sexual, vulgar, drug, alcohol, or tobacco-related wording or graphics is unacceptable.
- Hats, caps, visors, sunglasses, or bandanas shall not be worn on campus, unless otherwise allowed.
- Shoes shall be worn at all times. Thong sandals, cleated shoes, backless shoes, and Heeleys (shoes with wheels) are prohibited.

**Please note: Uniforms are encouraged, yet not required. To purchase a uniform shirt, please contact the front office.**

- **Shirt: Catalina Blue or Catalina Yellow collared shirt**
- **Pants/Shorts/Skirts: Khaki or Navy Blue**

## Extended Day

### **Dramatic Education – at Catalina**

Our extended day program is run through Dramatic Education. The program is available Monday – Friday in the morning from 6:45–8:15 a.m., and in the afternoon from the end of the school day–6:00 p.m. Please visit our main office for information, prices, and to sign-up for the program. The Extended Day program is closed on student holidays.

### **Programs for Afterschool Supervision – ADDITIONAL OPTIONS**

#### Community Centers

- John H. Jackson Community Center; 407-246-4459
- Frontline Outreach; 407-317-4533 (4<sup>th</sup> & 5<sup>th</sup> grade only)
- Dr. James R. Smith Neighborhood Center; 407-246-4477

#### Day Care Transportation

- Mama’s Pride and Joy Pre-School; 407-822-7759
- Angels Palace Learning Center; 407-440-4523
- Raising Angels; 407-648-1015
- Children’s Legacy Christian Academy; 407-267-7773
- Little Angels Christian Academy III; 407-426-8800
- Ivey League Achievers Academy; 407-218-4564

A complete list of all day cares in the Catalina area, can be found at [www.myflfamilies.com](http://www.myflfamilies.com)

**PLEASE NOTE: For the safety of our students, we highly recommend students refrain from visiting Clear Lake Park before and after school, if unsupervised by an adult. Unfortunately, Catalina Elementary is not responsible for safety and security of the park.**

# Family Engagement

## Family Engagement Scorecard

Catalina's family initiative for the 2019-2020 school year. Celebrating our families and their involvement. To receive your Scorecard, please see Ms. McCann.

## PTA

Parents are encouraged to join the PTA and become actively involved. Dues are payable at the PTA table at Meet-The-Teacher, Open House, and throughout the school year.

## SAC

Our SAC (School Advisory Council) is a team of stakeholders who design and implement the school improvement plan. Stakeholders include parents, teachers, support personnel, administrators, and community members who have a vested interest in improving our school. The School Advisory Council must be ethnically, racially, and economically representative of our school community.

# School Communications

Please stay informed of all of our announcements, meetings, and activities. Make sure you update your phone numbers and email regularly to ensure that you receive school information, such as:

- Mr. Daub's Orange School Messenger phone and email message
- Catalina Elementary School Website
- School Marquee
- Follow us on Facebook and Twitter (@PrincipalDaub)



# Student Celebrations

## **Honor Roll & Perfect Attendance**

### Dynamic Colts

- Grades K and 1
- 1<sup>st</sup> Quarter
  - ALL students (no matter the grades)
- 2<sup>nd</sup> – 4<sup>th</sup> Quarter
  - AT or AL Grade Level in Reading and Math (no matter what the grade)
  - 5/7 S's in the bottom portion of the Report Card

### “A” Honor Roll

- Grades 2-5
- 1<sup>st</sup> – 4<sup>th</sup> Quarter
  - All “As,” No “Ns” or “Us” anywhere on the Report Card

### “A/B” Honor Roll

- Grades 2-5
- 1<sup>st</sup> – 4<sup>th</sup> Quarter
  - All “As and/or B’s, no “Ns” or “Us” anywhere on the Report Card

### Perfect Attendance

- Grade K-5
- 1<sup>st</sup> – 4<sup>th</sup> Quarter
  - No Absences (Excused or Unexcused) and up to 1 tardy per quarter

## **Catalina Cinema CELEBRATES Regal Colts**

On a monthly basis students will be celebrated for their positive behaviors. In addition, students can win lunch with the principal and additional incentives.

## **Accelerated Reader (AR); additional celebrations as needed**

## **Birthday**

Please plan your child’s birthday celebration with their teacher. Birthday celebrations will be held in the cafeteria during lunch or in the classrooms after 3:00 p.m. All food MUST be pre-packaged and purchased from a store. Detailed ingredient list is required of food items.

# School Hours

## Arrival

- 7:30 a.m. Students monitored outside building
- 7:40 a.m. Breakfast BEGINS
- 8:10 a.m. Breakfast ENDS
- 8:10 a.m. Classrooms open for students & Warning Bell
- 8:15 a.m. Tardy Bell and Instruction BEGINS

Monday, August 12<sup>th</sup>

- We invite parents to walk their child to the classroom. Please exit the building as soon as you drop your child at their assigned room.

Beginning Tuesday, August 13<sup>th</sup>

- Due to safety procedures (during arrival 7:40-8:15 a.m.) school personnel will be the only adults in the hallways and in the cafeteria. All hugs and kisses will be given at the door. Children will walk to class on their own.

## Dismissal

- 3:20 p.m. (2:20 p.m. on Wednesday) Car Riders, Bus & Van Riders
- 3:25 p.m. (2:25 p.m. on Wednesday) Walkers & Bike Riders
- 3:30 p.m. (2:30 p.m. on Wednesday) Extended Day (Dramatic Education)

- Car Riders (dismissal at 3:20 p.m.; 2:20 p.m. on Wednesday) – please follow the direction of the staff when arriving on campus each afternoon. Please have your 2019-2020 dismissal tag hanging from your rearview mirror, or placed on the dashboard of your car each afternoon.
- Bus and Van Riders (dismissal is at 3:20 p.m.; 2:20 p.m. on Wednesday) – students will dismiss to the pavilion.
- Walkers and Bike Riders (dismissal at 3:25 p.m.; 2:25 p.m. Wednesday) – Please have your 2019-2020 dismissal tag with you, if picking up your child. Students in Kindergarten will not be released to walk/ride bike alone.

## **Early Pick-Up**

As per district policy, if you must pick-up your child prior to the end of the school day, early pick-up is limited to 30 minutes prior to the release time for students.

Early pick-up times are:

- Pick-up prior to 3:00 p.m. on Monday, Tuesday, Thursday and Friday
- Pick-up prior to 2:00 p.m. on Wednesday

## **30/30 Weather Delayed, Rainy Day or Emergency Dismissal**

The district's Weather Delayed Dismissal procedures require that the nationally recognized "30-30 Rule" be enacted by school if thunder is heard within 30 seconds of lightning strike.

Students will not be dismissed until 30 minutes has passed from the last sound of thunder.

However, parents and guardians will be allowed to sign their child out during these situations.

Car riders, walkers, and bike rider's parents or guardian should bring your 2019-2020 dismissal tag to the front door of the school in order sign your child out. If you do not have the dismissal tag, you will have to have a picture ID and be on the school pick-up list in order to pick-up the child.

Bus riders will be delivered home, via bus, when conditions are safe for dismissal.

Parents/guardians of bus riders may pick your child up using the dismissal tag or your picture ID. A "Connect Orange" automated telephone message will be used to notify parents about delayed dismissals.

# School Safety

The safety of our students is the most important thing to our staff. Please follow school and district guidelines to ensure that all students remain safe at all time.

- Always check into the main office when coming on campus.
- Complete the on-line ADDitions application in order to volunteer on campus.
- Due to safety procedure, school personnel and authorized adults should be the only adults in the hallways and in the cafeteria before, during, and after school.
- All parents/guardians picking up students must have a picture ID when picking up from the school office, and must be listed on the student contact information for "pick-up" permission.
- Make sure you have your 2019-2020 dismissal tag for the car line, and for walker/bike rider dismissal at the east and west gates. All adults assigned to pick-up your child will need the dismissal tag.
- Read the 30/30 dismissal information under "Dismissal".
- Update phone numbers and emergency information regularly.
- Keep this guide in a location where you can easily access it.

# Volunteers & Partners in Education

## **ADDitions Volunteers**

If you plan to chaperone a field trip or enter the building during school hours for the 2019-2020 school year, you must be cleared as a volunteer through the **NEW** electronic volunteer system. **Everyone must put their information into the new electronic volunteer system.** (You will not simply update your profile from the past this year.) Our ADDitions Volunteer coordinator will assist you with any questions you may have with the new system.

## **Online Volunteer Application**

- Go to the ocps.net website
- Scroll down to the center of the page and click on “Volunteer”
- Scroll down to the center of the page and click on “Volunteer Now”
- Follow directions at the bottom of the page

## **Partners in Education**

Partners in Education are local businesses that support the vision, mission, and needs of our school. We encourage everyone to support our business partners.

Thank you to our 2019-2020 Partners in Education:

- Bank of America
- DeVita
- Dramatic Education
- Galloways
- Horace Mann
- Orange Blossom Health
- Seaworld
- Universal Studios Orlando

(Note, list is current as of 8/1/19)

# Forms to Complete

**Complete and return to your child's teacher (all forms are attached)**

**2019-2020 Emergency Student Information Form**

**2019-2020 Student Residency Questionnaire**

**2019-2020 Student Dismissal Form**

**2019-2020 Parent Technology Consent Form**

**2019-2020 Student Technology Use Agreement**

**2019-2020 Model Release Form**

**2019-2020 Public Notice of Parents Rights Form**