

**OSCEOLA ELEMENTARY  
SCHOOL  
STUDENT-PARENT HANDBOOK**



**2020-2021**



Dr. Kamela Patton  
Superintendent of Schools

**THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY**

Stephanie Lucarelli, Chair  
Erik Carter, Vice Chair  
Jen Mitchell, Member  
Roy M. Terry, Member  
Jory Westberry, Member

This report has been prepared by The District School Board of Collier County.  
Additional copies, if available, may be obtained by writing:

Collier County Public Schools  
Osceola Elementary School  
5770 Osceola Trail  
Naples, FL 34109

**Report Number:**  
08/01/2021

**Coordinated by:**  
Mrs. Diana M. Little, Principal

**VISION STATEMENT**

*All students will complete school prepared for ongoing learning as well as community and global responsibilities.*

The District School Board of Collier County does not discriminate on the basis of race, color, national origin, sex, disability, or age in the provision of educational opportunities or employment opportunities and benefits. The District School Board does not discriminate on the basis of sex or disability in the education programs and activities that it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. The following personnel should be contacted for inquires about their rights or to learn how to file a complaint regarding discrimination.

**Employees:** Educational Equity Act, Title IX, Section 504 (Rehabilitation Act) or the Americans with Disabilities Act, contact Debbie Terry, Assistant Superintendent, Human Resources and Deputy Title IX Coordinator for Employees, (239) 377-0365, The District School Board of Collier County, 5775 Osceola Trail, Naples, Florida 34109.

**Students:** Educational Equity Act, Title IX, or the Age Discrimination Act of 1975, contact Stephen McFadden, Coordinator, School Counseling K-8, and Deputy Title IX Coordinator for Students, (239) 377-0517, The District School Board of Collier County, 5775 Osceola Trial, Naples, Florida 34109

Section 504 (Rehabilitation Act) and the Americans with Disabilities Act, contact Dr. L. Van Hylemon, Coordinator, Psychological Services, (239) 377-0521, The District School Board of Collier County, 5775 Osceola Trail, Naples, Florida, 34109.

**Osceola Elementary School**  
**"Outstanding Education for Every Student"**

**Greetings Osceola Chiefs,**

**I am Diana Little, your new and very proud principal. I am so excited to be joining the Osceola Family. I cannot wait to meet all of you very soon.**

**I feel blessed to be at a school that has an outstanding reputation in our community. Having a school that has a strong staff, PTO, volunteers, supportive families and great students makes me the luckiest principal.**

**So I happen to love taking pictures and videos to highlight the amazing things that you will be seeing this school year. You will not want to miss out seeing what is happening at OES so be sure to follow us on Twitter and Facebook. Plus, our website will also have important information and updates.**

**Please know that I look forward to collaborating with you. The students are always my #1 priority, and when decisions need to be made, if it's good for the students then it's always the right decision. Together, let's make this an amazing school year. It's always a great day to be a Chief!**

**Sincerely,**

***Mrs. Diana Little***  
**OES Principal**

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## OSCEOLA ELEMENTARY FACULTY

Mrs. Diana Little, Principal  
Ms. Patricia Duffy, Assistant Principal

Mrs. Annie Boot, Reading Coach  
Mrs. Nancy Ruben, School Counselor

### PRE-K

Makenzie Camarda

### KINDERGARTEN

Judy Mutter - TL  
Courtney Cushman  
Eileen Graham  
Michelle Martin  
Jodi Sullivan

### THIRD GRADE

Lynn DeLong- TL  
Debbie Carpenter  
Carrie Fitzgerald  
Channa Gerace  
Nicole Greer  
Patrick Hogue  
Kimberly Houchin  
Julie Raymond

### RESOURCE

Annie Boot, Reading Coach –TL  
Susan Eliason – ESE Specialist  
Susan Eliason – .5 ESE Inclusion  
Colleen Magers – ESE Inclusion  
Kathy Haerle - ELL  
Mimi Lazo – ELL  
Michael Pinter – School Psychologist Pathologist  
Cathy Samouce- Speech-Language

### FIRST GRADE

Lera Brial -TL  
Danielle Chaprnka  
Alyssa Heberle  
Tyler Patnode  
Darlene Pellechia  
Jennifer Richards

### FOURTH GRADE

Elaine Jacob – TL  
Kim Anderson  
Erica Botts  
David Distelrath  
Tracy Foster  
Kevin Geithmann

### RELATED ARTS

Sue Castleberry, Media Specialist - TL  
Sheila Barry – P.E.  
Denise Blosser – P.E  
Kate Craig - Music  
Shannon Green – Art  
Stacey Zamorski-Technology

### SECOND GRADE

Jennifer Sickels -TL  
Carisa Arco  
Linda Coltelli  
Teri Maroon  
Jennifer Shields  
Amanda Tower  
Judy Vaux

### FIFTH GRADE

Anne Coots – TL  
Annette Castor  
Leah Early  
Jennifer MacInnes  
Sarah Smith  
Alyssa Yusty

**OSCEOLA ELEMENTARY SUPPORT STAFF**

Diane Yates - Office Manager  
Natalie Arroyo - General Secretary  
Mike Fernandez – Facility Manager

Bonnie Beebe - Data Entry  
Jackie Williams – General Secretary

**TEACHER ASSISTANTS**

Kristy Rotondo – General Assistant  
Kim Villada – General Assistant  
Marissa Diefenthaler -General Assistant  
Michelle Melin – PreK Assistant

Rebecca Mack - General Assistant  
Jacqueline Kratky– Media Assistant  
Mary Hickman – ESE Program Assistant

**TUTORS**

Rosa Zamora – ELL Tutor

**DINING ROOM**

Elda Martinez  
Cafeteria Manager  
239-377-7812

**SCHOOL CLINIC**

Stephanie Crabtree, LPN  
  
239-377-7809

**YOUTH RELATIONS DEPUTY**

Corporal Ken Vila  
377-7937

**SCHOOL HOURS**

Breakfast 7:50 a.m.  
Doors Open 7:50 a.m.  
School Starts 8:25 a.m.  
Tardy 8:25am  
Dismissal 2:50pm

**FOOD PROGRAM**

Breakfast No Charge  
Lunch 2.00  
Extra Milk .50  
Adult Lunch 3.00  
Adult Breakfast 1.50

**PHONE NUMBERS**

School 377-7800  
Transportation 377-0600  
Admin. Center 377-0001  
OES Fax 377-7801  
Sports Club OES 377-0831

## SCHOOL POLICIES AND PROCEDURES

### COMPULSORY SCHOOL ATTENDANCE

Regular attendance is essential to a child's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation.

*Collier County Public Schools has determined there will be NO attendance awards this school year. Students and staff who are ill or experiencing symptoms should stay home. Student attendance will be monitored for increased chronic absences.*

### ABSENCE

**It is the parent's responsibility** to call our school office (377-7800) before 8:45 a.m., if a child is not able to attend school for the day. Parents should give the child's name, the teacher's name, and the reason for the absence. If a child is absent, with no parent/guardian notification to the school before 9:50am, the District will call the home phone number listed in FOCUS, with an automated message reporting the child's absence.

### TARDINESS

*CCPS will suspend our "On Time, All Day, Everyday" district wide attendance campaign for this school year. We still encourage prompt arrival at school of all children.* Students are to be in the classroom by 8:20 a.m. Late arrival disrupts class and causes loss of instructional time. Any child who is not seated and ready for instruction in his/her classroom by 8:25 a.m. is considered tardy and must come to the office for a pass to enter class. This also applies to children coming in late from the doctor or dentist. The only exceptions are the children on late buses or those on safety patrol duty. All situations of habitual tardiness will be investigated. ***IT IS THE PARENT'S RESPONSIBILITY TO PARK AND BRING THE STUDENT TO THE FRONT OFFICE DOOR FOR CHECK IN IF THEY ARRIVE TO SCHOOL AFTER 8:25A.M.!!***

### ARRIVAL - DISMISSAL PROCEDURES

***For the safety of all boys and girls, we urge that children arrive at school no earlier than 7:50 a.m. At 7:50 a.m. the school building will open and supervision will be provided.*** Students will go straight to class in lieu of group holding areas this year. Students will be provided the opportunity for a grab-and-go breakfast to take to their classroom in the morning. Children are to be in their classroom and seated when the 8:20 a.m. bell rings.

Walkers will be crossed at both Cougar Drive/Osceola Trail and Cougar Lane/Osceola Trail intersections by an OES Staff member at 7:50a.m. Walkers SHOULD NOT arrive to either intersection prior to 7:50a.m. All children should be off school grounds immediately following dismissal. K-5 children are not allowed on the playground before or after school hours, unless they are participating in the Sports Club Before and After School Program.

## EARLY PICK-UP

**Parents who need to pick their child up during the school day will use the video doorbell system and students will be brought to the front door for them.** Please inform the teacher by note if you are planning to pick your child up early, or notify the office **as soon as possible** on the day early pick-up is necessary. If you will be picking up your child during their recess or related arts time, please make sure to notify the school in writing, so we can send your child's back-pack with them to recess or related arts. During these two times, your child cannot get back into their classroom. If it is necessary to pick your child up for early dismissal, please sign them out **before 2:10 p.m.** **After 2:10p.m., you would need to pick up from the car line.** If a child is to be picked up by someone other than a parent, advance arrangements must be made with the office. *Proper identification is always required.*

## TRANSPORTATION CHANGES

All transportation changes **must** be written by the parent or legal guardian and given to the office. The parent may call in a change, as long as the office receives it no later than 2:00p.m., as transportation change notices are sent out at 2:10p.m. They must include the full student name, teacher's name and what the exact change is. **In the case of your child going home with another student, we must have written permission from you as the parent AND the parent of the student your child is going home with.** The front office WILL NOT call parents for this type of change. Please DO NOT email transportation changes to the teacher; if the teacher is out we will not receive the change!

## VISITORS

Due to safety concerns to keep staff and students safe on campus, Non-essential visitors, volunteers and activities involving other groups **are not** allowed during the school day (e.g., mentors, vendors, family visits, including lunch with students)  
Specialized programs requiring student interaction with a mentor/champions/coach will be conducted virtually.

The front doors at Osceola Elementary are locked 24-hrs a day, as an additional layer of security to our campus. Guests arriving on campus will use the access control devise (doorbell) located on the wall to the left of the front door. When the front office staff answers the doorbell, the guest will be asked for their name and the reason for their visit, which may include their child's name. All visitors will be asked to display photo identification for the camera. Any entry into the front office will be limited to providing necessary school documents requested of a parent and/or scheduled parent meetings

## CHANGE OF ADDRESS

It is very important, for emergency and administrative reasons, that every child maintains an up-to-date address and telephone record at the school office. Notify the school immediately if you have a change of address or phone number during the school year.



**FIELD TRIP** *(all field trips are suspended until further notice)*

If you plan to take your child directly from a field trip location, you must sign your child out on the appropriate form in the school office **before** the field trip leaves the school site. Children **may not** be signed out from the field trip location. **Any parents chaperoning on a field trip, MUST be an approved volunteer (see page 20).**

**RELEASE OF RECORDS**

The school will maintain records on all children. Information included in these records may not be released without written consent from the parent or guardian.

**TELEPHONE GUIDELINES**

The office telephone is a business phone and is not to be used by children, except in an emergency. Children will not be allowed to use the phone to make personal arrangements (i.e., requesting permission to go home with another child).

**TEACHER REQUEST**

The classroom placement procedure at Osceola Elementary School will reflect the procedure that is now uniform across the school district and based upon the collaborative efforts and consensus of elementary principals. Osceola administration and staff will carefully consider all aspects of academic data, social development, and students' unique needs as placement criteria. Parents, who desire to share additional information about their child's specific needs or characteristics, but not specific teachers, may do so in a letter of one page or less. The letter should be submitted to the Osceola front office receptionist by April 30<sup>th</sup> of each year, for the next school year's placement. Letters submitted after this date will not be reviewed.

**WITHDRAWAL PROCESS**

If it is necessary to withdraw your child from school, please notify the office **at least two days in advance** by note or telephone. Textbooks and library books must be accounted for, and the appropriate transfer forms must be completed.

## HEALTH AND SAFETY

### COMMUNICABLE DISEASES

Only a physician or a nurse from the County Health Department can certify that a child is free of communicable disease. School personnel cannot decide if a child with a rash or sores has a communicable disease. We can only call the parent and request that the child be kept home until an official clearance, in writing from your physician or Health Department has been obtained. We appreciate your cooperation in this matter.

### EMERGENCY INFORMATION

In case of an emergency, each child is required to have an emergency card on file at the school office with the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone and parent(s) work phone
4. Emergency phone number of friend or relative
5. Physician's name and phone
6. Medical alert information

### HEAD LICE

Head lice, often spread by direct head to head contact outside of school, are most commonly found in young children. Head lice and nits (eggs) do not transmit disease and are not a significant health hazard. The CCPS procedure regarding management is as follows:

- If a student has signs or symptoms of head lice, the school nurse or trained staff will check student's hair to determine if live lice are present.
- If live lice or nits are present, the parent will be called to pick up the child and will be given instructions for treatment and removal of the nits and/or lice. Siblings will also be checked.
- The parent **must accompany the child to school after treatment**. Students who continue to have live lice upon recheck may not return to class. **It is the parent's responsibility to remove all nits and lice from the student.**
- Students who have nits only may return to class and will be rechecked according to a specific protocol.
- Please check your young child frequently and **notify the school nurse if lice and/or nits are found.**

## ILLNESS

The health and physical well-being of all children and staff is a matter of great concern to us. The Florida Health Department Guidelines/Recommendations will be closely followed. School nurses will instruct and enforce that anyone (students, staff, and visitors) who are sick (any fever, respiratory or gastrointestinal symptoms) or believe they might have COVID-19 should stay home and separate themselves from other people in the home as much as possible. They should be excluded from school until they can answer YES to all the following questions:

- Has it been at least 10 days since you first had symptoms?
- Have you been without fever for three days (72 hours) without taking any medicine for fever?
- Has it been three days (72 hours) since your symptoms have improved?

Household members and people who have been in close contact with someone who has had symptoms of COVID-19 should stay home for 14 days, monitor themselves for symptoms, and consult with their local health department. Close contact means within 6 feet for at least 15 minutes. If they start having symptoms of COVID-19, they should take the same steps as above to prevent spreading it.

If a student develops any symptoms of COVID-19 at school, they must leave school grounds immediately. Parents are responsible for picking up a sick student as soon as they are notified. Parents must have multiple emergency contracts we can rely upon to pick up a sick student. Because of this, it is extremely important that we are notified immediately if a telephone number or address is changed, and that emergency contact information is kept up to date. **Be sure to always have more than one phone number to call and a back-up plan for emergency situations.**

**Health conditions such as pink eye are highly contagious and must be properly treated before your child may return to school, with a doctor's note.**

If a student has an injury or medical condition requiring a cast, crutches, etc., **the parent must bring the student to school and meet with the Nurse.** They must provide a doctor's note reflecting restrictions, time frame and use of equipment such as a wheelchairs or crutches, prior to going to class.

## INSURANCE

School insurance will be offered at the beginning of each school year. The cost is minimal compared to the potential cost of medical care. If you are interested, please contact the office for a form. "Healthy Kids" Insurance program is also available to all students. If interested, please ask for a pamphlet in the main office.

## MEDICATION

According to School Board policy, the parent must provide the school administration with a written statement which grants permission to assist in the administration of each medication. If it is necessary for your child to receive medication while in school, **parents must come to the office and complete the medication permission form and bring in the medication, in the original container. Students are not permitted to carry medications of any form to school or take it home.** If a prescription medication is required at school, the prescribing doctor must also complete

and sign the Authorization Form. This form is located on the District web-site or available from the school nurse. Students may not carry medications at school except in very specific situations which require the written approval of the physician, parent and school nurse. Crutches, walkers and/or wheelchairs require a medical authorization form signed by a physician **before** a student can have them at school.

Please follow these steps when bringing medication to the school for your child:

Prescription medications -

1. Must be clearly identified as to the name, type and dosage of medication.
2. Must be in the original container.
3. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name and prescription date.
4. The medication label must match the medication authorization form.
5. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amount, specific dosage times and other instructions if necessary.
6. Indicate if refrigeration is required.

It is the child's responsibility to come to the clinic at the appropriate time to get the required medication at which time they will be assisted by designated school personnel.

## GENERAL PROCEDURES

### ATTIRE

At OES, we follow the dress and grooming expectations as outlined in the Collier County Public Schools Code of Student Conduct. While the complete dress and grooming code may be found in the CCPS Code of Student Conduct document, below are a few of the expectations most relevant to the elementary school setting. Please remember the following dress and grooming rules when helping your child prepare for school each morning:

1. Students are required to wear a face mask while on school campus. *The use of protective, wrap around safety glasses is suggested.*
2. Safe footwear shall be worn at all times. **No flip-flops** or bedroom slippers shall be worn. Sandals must have a strap in the back of the shoe.
3. Halter-tops, tube tops, short shorts, muscle shirts, midriff or backless shirts and blouses shall not be worn. Shoulder coverings must be at least two inches in width. Tops must be three inches below the waistband or remain tucked in so that the midriff area is not exposed. No bare skin should be exposed at the waist or abdomen area. Clothing must cover the chest area to ensure that cleavage is not exposed. *(See examples below)*



4. Hair shall be clean and neatly groomed. Hair color and style shall not interfere with the educational process in the reasonable discretion of the Principal or Designee. Coloring hair is discouraged and parents will be contacted if it causes a disruption.
5. Clothing shall be free of inflammatory, suggestive, or other inappropriate writing, advertisement, or artwork.
6. The length of skirts/dresses and shorts shall reflect modesty and good taste. If a student's fingertips touch skin when the arms are held straight at the sides, then the clothing item is too short and may not be worn.

7. Costumes, sleepwear or other clothing/adornment that creates a distraction is not permitted.

Disciplinary action when this code is not followed: Options include but are not limited to, call to home requesting change of clothes, offer of change of loaner clothes from office, ISS, OSS, ineligibility to participate in extracurricular activities.

You may access the complete 2020-2021 CCPS Code of Student Conduct by visiting [collierschools.com](http://collierschools.com) and clicking the “parent” link. The **CCPS dress code applies to students, staff and all visitors on campus.**

### **HALLWAYS AND SIDEWALKS**

In the interest of safety for all children and staff, children are expected to walk on the right side of all sidewalks in an orderly fashion while at school. Children are expected to present themselves well to their peers, school visitors and volunteers working at our school.

### **INAPPROPRIATE MATERIALS**

Children should bring to school only those items that support the educational program. Items such as toys, games, radios, skates, hard balls, bats, gum, candy and sharp objects should remain at home. Items of value such as jewelry, heirlooms, and money should also remain at home. If there is a planned classroom activity allowing a toy to be brought to school, it must remain in the student backpack. Toys should not be visible in morning holding areas or afternoon car rider and bus loading areas.

### **ELETRONIC DEVICES**

Students in grades 2<sup>nd</sup> to 5<sup>th</sup> will be issued a district laptop. Students in Pre-K, Kindergarten and 1<sup>st</sup> will be issued a district i-Pad. Students are to follow normal procedures to communicate with parents from school (school phone only. iPhones and iWatches are only to be used with staff permission. This includes in the classroom, recess and at lunch.

### **LOST AND FOUND**

Please make sure that you write your child’s name in coats, sweatshirts, hats, and other items that a child might remove during the day due to the changes in the weather. All lost clothing items will be kept outside the cafeteria bathrooms. If your child’s name is on the clothing, it makes it much easier to find the owner. Money, jewelry, or other articles of value will be turned in to the office. Children may claim them after proper identification.

### **PETS**

Pets may not be brought to school.

## **SAFETY PATROL**

Responsible 4<sup>th</sup> and 5<sup>th</sup> grade boys and girls are selected to serve on the School Safety Patrol. A Staff sponsor is in charge of the training of the children chosen to do this duty. All children are expected to follow the directions of the patrol members while moving on the sidewalks, along the ramps, and other areas of the campus.

## **SCHOOL AND BIRTHDAY PARTIES**

### **SCHOOL CELEBRATIONS**

Four classroom celebrations may be held yearly. They are **Fall Festival, Winter Holiday, Valentine's Day, and End of Year**. **Refreshments must be store bought**, and preapproved by the classroom teacher. These possible celebrations are fluid this year and would not include outside visitors.

### **BIRTHDAYS**

To help avoid disruption of activities, **flowers and/or balloons may not be delivered or brought to your child at school**. These items cannot be transported by bus, **nor delivered to the classroom or cafeteria during school hours**. **Celebration/treats (i.e. cupcakes) will not be permitted during the student's instructional time or during lunch or recess.**

Each classroom teacher acknowledges a child's birthday in various ways. In all cases children are recognized on their special day. **Distributing party invitations at school will be allowed, but only if there is an invitation for all students in the classroom**. **Birthday parties will not be held at school due to the loss of instructional time and the increase in student dietary restrictions and allergies.**

## **STUDENT BEHAVIORAL EXPECTATIONS** **COLLIER COUNTY CODE OF CONDUCT**

### **DISCIPLINE PHILOSOPHY**

The behavior expected from children at school is a combination of common courtesy and safety considerations. No child(ren) should be allowed to distract other children from the opportunity to learn, nor distract the teacher from instruction. Therefore, the following types of conduct are not permissible at Osceola:

- ◆ Fighting/ Bullying
- ◆ Disrespect/ Defiance of school staff
- ◆ The use of profanity
- ◆ The possession of weapons or other dangerous objects

All OES students are expected to conduct themselves according to the CCPS Code of Student Conduct Handbook, which can be found by clicking the parent link from the CCPS District homepage. Encourage your child to discuss with you any social problems they may be having at school. Our primary purpose is to provide a safe environment where all children can and will learn. This environment will allow children to progress academically without distractions, unpleasant emotional experiences, or exposure to unsafe conditions. Failure to follow OES and CCPS behavioral expectations will result in student disciplinary consequences, including timeout, office detention, lunch detention, In-School Suspension and/or Out-of-School Suspension.

## **OSCEOLA BEHAVIORAL EXPECTATIONS**

Osceola's educators have established classroom and school-wide expectations for appropriate behavior. These are as follows:

*Be Respectful*

*Be Responsible*

*Be a Problem Solver*

### **Osceola's Chief Expectations are as follows:**

- Come to school prepared to learn with all materials ready.
- Have a Positive Mental Attitude at all times.
- Involvement counts – be an active participant and listener.
- Everyone deserves our respect.
- Follow all directions and procedures the first time they are given.
- Safety first – keep hands, feet and objects to yourself.

A daily pledge is repeated by all students and staff. Our Osceola school pledge is as follows:

At Osceola we pledge to:

- Be Respectful, Responsible, Honest and Fair;
- Show Kindness, Self-discipline, and Perseverance,
- While honoring each other's unique differences.

## **CHIEF PRIDE**

### ***POSITIVE BEHAVIOR INTERVENTION SUPPORT***

### **What Does PBIS Chief Pride Look Like at Osceola Elementary School?**

1. We use school-wide expectations and TEACH students appropriate behavior.
2. We use **reward systems** to encourage **positive** behavior and **effective consequences** to discourage inappropriate behavior.
3. We use **data** to help track progress and identify areas to target interventions.
4. We have a discipline referral process that is **consistent** throughout the school.

## **What are the ways Osceola Elementary School shows Chief Pride and recognizes Good Character?**

### **Daily:**

Chief cards are given out each day as a “Caught ya being good!” reward. Any staff member can give chief cards to students. This includes classroom teachers, related arts teachers, teacher’s assistants, bus drivers and cafeteria staff.

### **Weekly:**

Chief of the Week: One student per class is chosen for following expectations.

Weekly Drawings: Chief cards are drawn once a week per grade level on the morning news. Prizes are given to students to recognize good behavior.

### **Monthly:**

Chief Champions: One student per class is chosen for showing excellent effort in each of the following areas: Reading, Writing and Math. Related Arts teachers chose one student per grade level as a Monthly Champion in Art, PE, Music and Technology. Certificates and dog tags are awarded.

### **Quarterly:**

Breakfast of Champions: Three students are chosen from each class in the following categories: Respectful, Responsible and Problem Solver. Students are invited to the Breakfast of Champions, which takes place from 7:45-8:15a.m. PBIS Team and Leadership serve breakfast to the honored students. OES siblings who are not recognized, should follow normal morning procedures. Breakfast is at no charge for honored students and \$1.50 for adults. Complimentary coffee is provided for adults. *Until further notice, due to socially distancing, the Chief Breakfast will not be celebrated.*

Academic Recognition: Students are recognized and awarded on a quarterly basis.

***Attendance Awards: there will be NO attendance awards for the 2002-2021 school year.***

### **Dog Tags:**

Dog tags are given to students for Reading Counts Progress and for other PBIS rewards.

### **Positive Referrals:**

Teachers and staff members may recognize a child by submitting a positive referral. Students are called to the office where administration calls parents to recognize their child’s good behavior and achievements.



## **How Can Parents Help with PBIS?**

1. Be a good role model.
2. Talk to your child about his/her school day.
3. Keep communication with your child's teacher active throughout the school year.
4. Focus on the positive choices your child is making and problem solve with your child regarding poor choices.
5. Stay involved.

## **COLLIER COUNTY CHARACTER EDUCATION TRAITS**

The District School Board of Collier County believes that the school and parents should cooperate in helping students to develop good character. The Board has adopted seven character traits which are the cornerstone of Osceola's Chief Expectations and will be emphasized *daily* at school. The Character Education Traits are as follows:

**\* Respect \* Responsibility \* Kindness \* Perseverance \* Self-Discipline \* Honesty \* Fairness \* Citizenship \* Cooperation \* Patriotism \* Tolerance**

## **PLEDGE OF ALLEGIANCE**

In accordance with law, students shall recite the Pledge of Allegiance at the beginning of each school day. However, a student has the right not to participate in reciting the Pledge and must be excused from it upon written request from his or her parents(s). This shall include not requiring the student to stand and place the right hand over his or her heart. Students who have not been excused are expected to show full respect to the flag by standing at attention with the right hand over the heart and reciting the Pledge.

## **TRANSPORTATION**

### **BUS RIDERS**

Children who reside more than two miles from Osceola are provided school bus transportation. We wish to provide this service as efficiently and safely as possible.

*Students will be required to wear a cloth face covering on the bus at all times. The use of protective, wrap around safety glasses is suggested. Buses will load students back to front and unload front to back. Students will follow bus driver instructions for this process. Weather permitting, windows will be lowered to allow for circulation. Families should sit together where feasible. Buses will be cleaned daily by drivers. Hand sanitizer will be utilized when entering the bus and after exiting the bus and prior to entering the school campus.*

It is important to remember that a misbehaving child on a bus is a safety issue and endangers many children. Therefore, it is important that bus riders realize that the same high standards of conduct are expected on the bus as in all other aspects of school life. **Children who are unwilling**

**to cooperate will be suspended from riding the bus for a designated period of time.** Any student missing his assigned afternoon bus shall promptly go to the office and his/her parent(s) will be called to arrange transportation.

## **BUS EXPECTATIONS**

The following expectations have been established in order to ensure the safety of all children who ride the bus:

### **B- Be Safe**

- Stay safe, stay seated while on the bus-Sit in assigned seat
- Stand safely away from the traffic at least 12 feet from the edge of the road while waiting for the bus
- Wait for driver's signal before crossing a road
- **Always** approach or move away from the bus in a safe and orderly fashion – never run
- School related items are the only items allowed on the bus. Alternate transportation must be arranged for delicate items, large school Projects, large food items and large musical instruments
- Keep the aisles clear of all objects – including hands and feet

### **U- Use School Rules**

- Dress appropriately
- Use indoor voice
- Keep your belongings in your lap or on the floor between your feet, under the seat.

### **S- Show Respect**

- Be at the bus stop 5 minutes early
- Be respectful to all others in language and actions
- Keep your space neat and keep it clean

Infractions of the above rules will be brought to the attention of parents. The Collier County Transportation guidelines for children who abuse the privilege of riding the bus will be invoked, following the CCPS Code of Student Conduct Handbook.

## **WALKERS**

Only students residing in a zoned walking area can be walkers to and from school. Children who walk should use the sidewalks enroute to school. Walkers will be crossed at the Cougar Drive/Osceola Trail (South Walkers) and Cougar Lane/Osceola Trail (North Walkers) intersections by an OES Staff member at 7:50a.m. They **must not** arrive to the crossing prior to 7:50a.m. Students who live in the ARIUM Gulfshore Community can be south walkers. Students who live in Tall Pines, Laguna Bay, Manchester Square and Marbella Isles can be north walkers. Students cannot be dropped off or picked up in the Administrative Center parking lot, or the Barron Collier High School parking lot by car unless they DO live in a zoned walking community.

## CAR RIDERS

Parents who drive their children to school are reminded that the safety of all children walking is dependent upon all drivers driving safely and being cautious of school children. Please observe our crossing guards at intersections and obey when they stop traffic. Please always observe safe driving rules around the school. No students should be picked up outside of school grounds (see above), due to the safety issue for all students.

**Please drop off and pick up your child in the driveway by the front office only.** Drivers are required to stay in your vehicle at all times. Stay in a single file line and follow the directions of the staff on duty. Pull your car as far as possible into the loading area. You **MAY NOT** drop students in the bus loop area, along the street or at the Administrative Center. You **MAY NOT** pick up students from these areas. ***You MAY NOT park and walk your student to the front of the school. We will have staff members assisting students at car line, especially our new incoming Kindergarten and PreK, along with new students to our building for their first year!*** **To facilitate dismissal, place your child's first and last name in large letters on a green car rider sign and hang from your rear-view mirror. Please Note: If you do not have a sign you will be asked to park, go to the office and show proper ID to sign your child out. This courtesy will be extended once. If other instances occur, you will need to obtain a green car sign from the office and get in the car line to pick up your child. Encourage your child to have all belongings in order to facilitate quick and efficient loading and unloading.**

**Children cannot be dropped off earlier than 7:50 a.m. All students MUST be picked up by 3:05 p.m.** Car riders not picked-up by 3:05p.m. are considered late and will be sent to Sports Club, where the parent will be required to pay for their afterschool service. This information is entered into Student Pass for record keeping. Continued instances could affect students who are out of zone.

## BICYCLE RIDERS

All bicycle riders should obey directions of the safety patrol and crossing guards. Students are to walk their bikes on the sidewalk of school property. Riders should park their bicycles in the racks in the front of the building. After bicycles are parked in the morning, they will not be moved until dismissal. Only students zoned as a walker may ride a bicycle to school. **ALL BICYCLE, SKATE BOARD AND SCOOTER RIDERS UNDER THE AGE OF 16, ARE REQUIRED BY LAW TO WEAR A SAFETY HELMET (See Florida State Statute 316.2065 for further information).**

## ROLLER BLADES AND SKATE BOARDS

**NO ROLLER BLADES, SHOE SKATES, OR HOVERBOARDS ARE ALLOWED AT SCHOOL,** and therefore, should not be used as a form of transportation to/from school.

## RAINY DAYS

If there is an electrical storm at dismissal time, **children who normally ride bicycles or walk will not leave the school unless parents pick them up.** If your child has alternate arrangements for rainy days, please call the office in a timely manner. We will make every attempt to send out a phone message when we hold afternoon walkers and bicycle riders to provide specific information. **Parents must create a plan for these occurrences.**

## SCHOOL FOOD PROGRAM

### BREAKFAST/LUNCH PROGRAM

School meals are attractive and nutritionally adequate. There is no charge for breakfast; the price of lunch with milk is \$2.00 daily. Children are encouraged to bring WEEKLY LUNCH MONEY on Monday. We encourage you to send a check for the week, month, or longer if you prefer. If lunch is brought from home, milk can be purchased for \$.50 a carton. (Prices subject to change due to federal guidelines). Parents are encouraged to apply for on-line meal benefits. This can be done by contacting the school or the Nutrition Services Department. Applying online allows us to process eligible students for meal benefits within 48 hours. Students who qualify for reduced meal benefits will be served lunch at no charge. If your child owes lunch money, notes will be sent home in the Wednesday packet, and you will receive a call from Nutrition Services.

***Parents WILL NOT be allowed to come for lunch this school year at this time. If your child brings lunch from home, please make sure they have it with them in the morning. We cannot disrupt classroom instruction by calling into the classroom for students to pick up their lunch from the front office***

### SNACKS

Due to a change in eating lunch in the classroom this year, snack purchase WILL NOT be available from the cafeteria at this time.

Parents sending in classroom snacks should ensure they are brought in the morning and dropped off by either the student or left with front office staff utilizing the doorbell system. Snacks delivered during the day will be placed in the teacher mailbox until they retrieve them during their planning time or after school that day.

### CAFETERIA EXPECTATIONS

In promoting the belief that school is our home away from home, Osceola has worked hard to provide a comfortable atmosphere in our cafeteria. Each table in the cafeteria seats eight children at round tables to encourage appropriate conversation during meal times. The expectation for all students is that they display good manners and respect for each other at all times. The “*Chief*” expectations promoted in the café are:

***\*Choose Walking Feet***

***\*Hand up when you need something***

***\*Exercise good choices***

***\*No Soda***

***\*Exercise good table manners***

***\*Find your seat and stay there***

***\*Respectful and Responsible***

***\*Soft voices***

### DINING WITH YOUR CHILD

Due to safety protocols limiting nonessential visitors, parents ARE NOT allowed to dine with students this school year.

## ACADEMICS

### HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the children to work and by seeing that assignments are completed.

Suggested daily time-lines for homework **should not exceed:**

Kindergarten:	10 minutes
Grade 1:	20 - 30 minutes
Grade 2:	30 minutes
Grade 3:	30 – 45 minutes
Grades 4 – 5:	45 – 60 minutes

If a child is absent due to illness, work may be sent home upon the parent’s request. **(Teachers will need a 24-hour preparation time in order to supply the work requested).**

### STANDARDS BASED PROGRESS REPORTS

Students in grades PreK through 5<sup>th</sup> Grade will utilize the progress report system for student progression called Standards Based Progress Report. Here are some important points to note regarding these progress reports:

- The purpose of a progress report is to communicate to parents what his/her child knows and is able to do as a result of learning.
- Progress is measured on the individual student’s performance of identified learning standards
- There will still be an important section for teacher comments on the Standard Based Progress Report.

Standard Based Progress Reports will be distributed on: **October 23, January 10, March 20 and June 8 (Mailed)**

### SCHOOL PROPERTY

Textbooks and all school property are furnished by the State of Florida. Please stress with your child the importance of respecting school materials and property. Pupils will be charged for lost books which have been issued to them and for damaged books or property due to negligence.

## PARENT/COMMUNITY INVOLVEMENT

### PARTNERS IN EDUCATION

Osceola Elementary recognizes that it takes all facets of the community to help educate our children. We encourage partnerships with our business community through the “Partners in Education” program through the Collier County Education Foundation. Through our business

partners, we are able to offer additional opportunities for our children, enrich educational experiences and extend ourselves to the business world as a resource which in turn benefits everyone. **If you are interested in becoming a partner with Osceola, please call the office (377-7800).**

### **SCHOOL ADVISORY COUNCIL (SAC)**

This organization includes parents, teachers and community members who meet on a regular basis to discuss issues of concern to Osceola Elementary School. The School Advisory Council will undertake the task of assembling a variety of informational materials on education, including theories, research and current trends. Once this has been done, the committee will make recommendations regarding educational priorities, to assist in assessing school needs, to identify local resources and to assist in the preparation of the School Improvement Plan. This plan is designed to meet the state education goals and student performance standards. If you would like more information please contact the school office.

### **SCHOOL IMPROVEMENT PLAN**

A School Improvement plan is currently in place and can be found on the school website. The School Advisory Council, teachers, staff and administration will assess data to continually revise the plan to meet the needs of all students and their families.

### **PARENT TEACHER ORGANIZATION (PTO)**

The primary purpose of the Osceola Parent Teacher Association is to enhance the learning experiences of each child. This group of parents and teachers promotes parent education programs and conducts fund-raising activities for the benefit of the school. Please contact the school for additional information.

### **PTO BOARD MEMBERS**

<b>President</b>	Nancy Reilly
<b>Co -Vice Presidents</b>	Gloria Vargas
<b>Secretary</b>	Stephanie Kramer
<b>Treasurer</b>	Marie Shoaf
<b>Staff Liaison</b>	Sue Castleberry
<b>Principal</b>	Diana Little

### **VOLUNTEERS**

*For the 2020-2021 school year, at this time and for the foreseeable future, we WILL NOT have volunteers on campus.*

## **PARENT COMMUNICATIONS**

### **PARENT CONFERENCE**

As we work together to educate our children, we all need to communicate. If you should have questions, concerns, or need to discuss your child's progress, please call the office or send a note or email to your child's teacher and they will respond to set up an appointment. If at all possible, please give the teacher at least a one-day notice, unless it is an emergency situation. The teachers' work hours are from 7:45 a.m. to 3:15 p.m. In addition, teachers may be contacting parents when the need arises.

### **"WEDNESDAY COMMUNICATION"**

A weekly communication packet will be sent home each Wednesday throughout the school year. The purpose of this packet is to provide a weekly means to let you know what special events and activities are taking place in our school. Some packets may contain samples of school work, newsletters and other information. Parents are expected to sign the packet envelope and return it to school on Thursday morning.

### **TEACHER VOICEMAIL SYSTEM**

"Voice Mail" is available 24 hours a day. Due to instructional classroom focus, telephone calls to staff will be put through to the teacher's voicemail or a written message will be placed in their mailbox. You may leave a message for a specific teacher, or receive a "special message" from a specific teacher. Each staff member has their own personalized extension number.

If you are calling into the system and wish to leave a message for a particular teacher, dial the voice mail extension and follow the directions. The phone number for the main switchboard is 377-7800. The system automatically answers between the hours of 4:00 P.M. and 7:00 A.M. If you wish to leave a message during school hours, ask to be connected to voice mail. Each classroom teacher will communicate their preferred method of communication (phone/email) at the start of the school year.

### **ZERO TOLERANCE POLICY**

The School Board of Collier County believes that it is essential that schools provide a safe and orderly environment that fosters learning and high academic achievement. Therefore, the Board has implemented a Zero Tolerance Policy against certain offences. These offences include, but are not limited to: discrimination, harassment, possession of weapons and physical or verbal abuse. Inappropriate behaviors should be reported immediately whether the student is the victim or observes another child being victimized. Procedure and guidelines have been established to deal with such behaviors. Please contact the school administration if you should need any further information regarding such issues.

### **SCHOOL FINANCIAL INFORMATION**

**EDUCATIONAL FUNDING ACCOUNTABILITY ACT**

**Section 1010.215, F.S.**

**COLLIER COUNTY PUBLIC SCHOOLS**

**SCHOOL NUMBER 0451 OES**

**2018-2019 SCHOOL FINANCIAL REPORT**

**OSCEOLA ELEMENTARY SCHOOL**

REVENUES	Footnotes [1]	SCHOOL*	%	DISTRICT	%	STATE	%
Federal		\$ 660,963	8.87	\$ 64,390,080	12.75	\$ 3,531,298,510	13.38
State/Local (excludes Lottery)		6,763,502	90.75	439,894,837	87.09	22,820,063,633	86.49
Educational Enhancement (Lottery) Trust Fund		7,518	0.10	172,454	0.03	9,711,526	0.04
Private		20,757	0.28	651,049	0.13	23,411,811	0.09
<b>Total</b>		<b>\$ 7,452,740</b>	<b>100.00</b>	<b>\$ 505,108,420</b>	<b>100.00</b>	<b>\$ 26,384,485,480</b>	<b>100.00</b>

\* School revenues based on costs.

[1] Total school revenues should agree with the total school costs in the subsequent section.

K-12 OPERATING COSTS **	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT ***	STATE ***	
Teachers/Teachers Aides (Salaries/Benefits)	\$ 6,306	\$ 5,519	\$ 4,895	\$ 4,479,484
Substitute Teachers (Salaries/Benefits)	Footnote [2]		Not Available from State Data Base	
Other Instructional Personnel ****	887	1,166	1,064	629,872
Contracted Instructional Services	141	251	235	100,258
School Administration	660	730	599	469,144
Materials/Supplies/Operating Capital Outlay	575	583	240	408,203
Food Service	480	533	548	341,328
Operation and Maintenance of Plant	1,059	1,159	971	752,583
Other School-Level Support Services	383	421	236	271,868
<b>TOTAL SCHOOL COSTS **</b>	<b>\$ 10,491</b>	<b>\$ 10,362</b>	<b>\$ 8,788</b>	<b>\$ 7,452,740</b>

\*\* Capital expenditures for new schools are not included.

\*\*\* Amounts reported for District and State reflect costs for all levels of students, not costs by school type.

\*\*\*\* Includes some non-personnel costs, such as teacher training materials.

District Costs: The amounts above represent only school-level costs. No district-level costs have been included.

District costs, such as transportation and administraton for CCPS totaled: \$37,676,711 or \$849 per FTE

[2] Costs of substitute teachers included in "Other School-Level Support Services" are: \$100,900

K-12 ADDITIONAL DETAILED INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT	STATE	
<b>Teachers/Teachers Aides (Salaries/Benefits):</b> Footnote [3]				
Basic Programs	\$ 5,791	\$ 4,683	\$ 4,109	\$ 2,778,558
ESOL	6,577	6,223	5,016	750,489
Exceptional Programs	8,158	8,025	7,544	950,437
Career Education Programs	-	3,452	4,139	-
Adult Programs Footnote [4]	-	-	-	-
<b>Materials, Supplies, Operating Capital Outlay:</b> Footnote [5]				
Textbooks				\$ 79,079
Computer Hardware & Software				199,132
Other Instructional Materials				88,421
Other Materials and Supplies				41,571
<b>Library Media Materials</b>				<b>\$ 4,350</b>

[3] The total of "Teachers/Teachers Aides" by program should agree to "Teachers/Teachers Aides" reported in the previous section.

[4] Not FEPF-Funded

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