



North Elementary

"Putting Students First!"

STUDENT HANDBOOK 2018-19

Student Early Release Days

September 13, 2018

November 16, 2018

December 21, 2018

February 8, 2019

April 18, 2019

May 30, 2019

Tuuli Robinson, Principal
Shundra Dowers, Assistant Principal

3000 N. W. 10th Terrace
Okeechobee, FL 34972
Tel. (863) 462-5100

northelementaryschool.sites.thedigitalbell.com/

Email teachers and administrators at:
(last name first initial)@okee.k12.fl.us



DEAR PARENTS AND STUDENTS:

Welcome to North Elementary School! We are looking forward to an exciting and successful school year. We have prepared this handbook to help answer your questions and to increase your knowledge of NES. It is important that you read the information contained in the handbook regularly, and that you check and sign your child's agenda daily as it is our main form of communication. You can also like our Facebook page and visit our website for more information about our school.

We would like to extend an invitation for you to visit our school, attend your child's programs, and become an active member in the PTO, SAC, and school volunteer program. Please be advised that all visitors must sign in at the front office prior to entering the school building at all times. Thank you for allowing us to opportunity to educate your child!

Sincerely,
North Elementary Faculty and Staff



ARRIVAL

Our day starts at 8:05 a.m. with the morning announcements. Classes will begin promptly at **8:10 a.m.** – this is when the tardy bell rings.

Students who are transported by their parents should be dropped off in the circle drive at the south side of the school. When using the student drop off area, please pull as far forward as possible and do not park in the traffic lanes. **Students may not be dropped off before 7:30 a.m. as school provided supervision will not begin until then.** This is in accordance with Florida Statutes and will be enforced. If you wish to walk your child to class, please park in the guest parking area and enter the

building through the front office and obtain a visitor's pass.

Please do not block the entrance or exit of the bus loading zone or student pickup area. **No cars or pedestrians are permitted in the bus-loading zone from 7:30 a.m. - 8:10 a.m. as this interferes with busing and can also jeopardize the safety of our students.**

DISMISSAL

Students will be dismissed at **2:50 P.M.** To ensure safe and efficient dismissal, students should not be checked out through the office after 2:30 p.m. Also, we strongly discourage any changes in pick up procedures over the phone after that time as the note may not make it to your child in time.

For students' safety, the car that is picking up the student must have a NES student pick up tag displayed on the dashboard of the vehicle. These cards are available at the Open House and throughout the school year for new students as well as for those that have changes in the pickup procedures. Individuals picking up students will enter the southern-most gate and form a double line entering the parking area. If you would like your child to enter from the passenger's side, please pull up in the left lane. If you would like your child to enter from the driver's side, please pull up in the right lane. It is very important that each car in the line will pull forward as far as possible so that a group of cars can be loaded at one time. Students will be called by the names that are displayed on your pickup card, and they will be walked down to your car between the two lines of vehicles. **DO NOT** attempt to pass or change lines in the pick-up area unless directed to do so by those on duty. If you do not have a student pick up card, you will need to check your child out in the front office at the conclusion of the pick-up time at 3:15 p.m. Please do not ask the staff on duty make an exception as they might not know if you are a family member, or if you are on the pick-up list of the child. You can also obtain new pickup cards at the office provided that you are on the child's pick up list. **Adult supervision ends at 3:20 P.M. If you are unable to pick up your child by that time, please make arrangements with the After Care.**

Parents needing to come into the building to meet with teachers, administrators, etc. may make a left turn into the parking lot to park, but you must use the pedestrian walkway to approach the building

and enter through the front office where you can obtain a visitor's tag. No cars or pedestrians are permitted in the bus-loading zone from 2:30 p.m. – 3:15 p.m. as this interferes with busing and can also jeopardize the safety of our students.



ATTENDANCE

It is the position of the Okeechobee County School Board that students must attend school on a regular and timely basis to maximize educational opportunities offered in Okeechobee County Schools. Florida Statute 1003.21 requires that all students between the ages of six (6) and sixteen (16) attend school regularly. Students who have attained the age of sixteen (16) and who have not graduated are subject to compulsory school attendance until a formal declaration of intent to withdraw, signed by the student and parent/guardian, is filed with the district school board. Students are obligated to attend one hundred eighty (180) days of school each year.

It is the responsibility of the parent or guardian to see that this law is obeyed.

UNEXCUSED TARDIES AND EARLY RELEASES

Punctuality is necessary for a student to take full advantage of available educational opportunities. If a student is not in the classroom by 8:10 when the tardy bell rings, he/she will be classified tardy. An early release is defined as any release prior to the regular dismissal time. Any student in **grades K-8**, who accumulates any combination of five unexcused tardies and/or unexcused early releases (not including documented medical/dental appointments or other authorized reasons that constitute an excused absence), shall be deemed absent (unexcused) for one school day. A parent/guardian request for early release or late arrival shall be considered excused with documentation in accordance with procedures for excused absences. Tardies and early releases that are deemed excused will not accumulate towards an absence. To receive a Perfect Attendance Award, students cannot have any tardies, early check-outs, or absences (this includes excused tardies, check-outs, and absences). Students with less than 5

tardies and early check-outs and with no absences are eligible for the Excellent Attendance Award.

Absences due to the following reasons will be excused:

- **Illness or injury of the student**
- **Illness or injury to the student's immediate family necessitating the student's absence**
- **Death to a member of the student's family necessitating the student's absence**
- **Recognized religious holidays of the specific faith of a student**
- **Doctor and dental appointments of the student**
- **Pre-arranged absences of educational value and with the principal's approval**
- **Subpoena or forced absence by any law enforcement agency**
- **Major disaster that would justify absence in the judgment of the administration**
- **Head lice, a maximum of two days per incident**

It is the responsibility of the parent(s) or guardian to provide a written statement indicating the reason for the absences **within two (2) days of the student's return to school.** Please send a note to the teacher indicating the reason for the absence and the date of absence. Please sign and date the notes to school. When the school is not notified of the reason for an absence, the absence is automatically marked as an unexcused absence. An unexcused absence is any absence which is not justified by the parent or guardian according to the allowable excuses (see above) or for which the reason is unknown. Absences will not be excused if the note is not provided within two days of the student's return.

Students may make up work following excused absences and receive full credit. Students may make up work following unexcused absences and receive 75% credit. All make up work should be completed within one week following return from absence.

MEDICAL APPOINTMENTS

We ask that you try to schedule appointments for your child after school. When your child is checked

out early from school he/she misses valuable instructional time.

TARDINESS

North Elementary strives to maintain an orderly environment for student learning. Students who arrive late not only miss valuable class time, but also interrupt the educational setting and flow for others in the classroom.

Tardy students cannot be dropped off at the drop off area as they **MUST** be signed in by an accompanying adult at the School Office. **A parent conference will be requested for frequent tardiness. Please remember that a combination of 5 tardies and/or early checkouts will equal an unexcused absence. Students who are at NES on a zone waiver may be asked to return to their home school due to attendance issues.**

TRUANCY

A student is truant if he/she fails to be in school and on time unless the absence is excused as per Florida Statute 1003.01 (8).

- After five (5) unexcused absences, a warning letter will be sent.
- After nine (9) absences in a school year, a letter will be sent requiring a doctor's note for future absences.
- After ten (10) unexcused absences, a second attendance letter will be sent to the parent or guardian. Students on a zonewaiver who have accumulated 10 unexcused absences will be asked to return to their home school.
- The school counselor will schedule a Student Information Team (SIT meeting).
- The District Attendance Officer will visit the home and provide written notice of the state statute.
- After fifteen (15) unexcused absences, the principal initiates a Truancy Referral, which is forwarded to the Director of Student Services, who may initiate the process to:
 - File a legal charge against the parent/guardian
 - File a legal charge against the student
 - Refer the family for intervention services.

STUDENT INFORMATION FORM

During the first week of school, your child's teacher will be sending home an information sheet for you to complete. Having this information returned promptly and correctly is very important. A record of this information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to add the name and telephone number of a person who can be contacted in case you cannot be reached. Providing a working e-mail address is beneficial if you would like to receive e-mail notification of important school information. **Please notify the school if you change addresses, telephone numbers, or your e-mail address during the year.** It is very important that our records are kept up-to-date.

WITHDRAWAL OF STUDENTS

If you are moving out-of-county or to another attendance zone within the county and are withdrawing your child from school, please call or come by the school a **few days prior** to the withdrawal date. This will give ample time to complete the necessary paperwork.

All textbooks and library books must be returned to the school prior to withdrawal. Also, any money owed for pictures, lost books, etc. should be paid at this time. Your cooperation is greatly appreciated!



BREAKFAST AND LUNCH PROGRAMS

Breakfast and lunch are provided to students free of charge. Adult meals are available during special occasions.

Adult Lunch: \$3.50

(Please contact the Food Services Office for any changes in the adult meal pricing at 462-5148).

SCHOOL INSURANCE

The school has no accident insurance. Families are notified of inexpensive insurance options at the beginning of the school year. All students should be covered on some insurance policy. Students in vocational classes are required to have insurance. The county school board supplies secondary insurance for athletes injured during an athletic event. The Florida Kid Care Program also offers

health insurance to those who qualify. Information on insurance is available in the school office.

TITLE 1

NES is a school-wide Title I school. All students at North Elementary are eligible for Title I services. Services offered through Title I funding include additional instructional paraprofessionals, and one Reading Coach.

MEDICATION

Students who need to take prescription medication must have the appropriate authorization form signed by the **parent** before the medication can be brought to school. These forms are sent home during the first week of school, and additional copies are available at the office. The medication and authorization forms will be kept in the clinic. The medication must be brought to school by the parent in the original container. If a student needs to take **prescription medication** during school hours, it will be given by the school health nurse/aide. Information on ways to administer most prescription medications outside of school hours is available from your doctor or pharmacist and should be requested. The school will provide non-aspirin pain reliever/fever reducer, antacid, topical antibiotic cream, topical antipyretic (such as calamine), cough drops, oral pain reliever (such as Ora-Gel) for students with a signed authorization form.

SERIOUSLY ILL AND INJURED CHILDREN

If your child becomes seriously ill or is injured at school, we will utilize the services of our school health nurse/aide to make him/her as comfortable as possible and will attempt to contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided on the student information form.

Please remember we cannot keep seriously ill children at school. Children referred to the school health nurse/aide for noticeable health problems will be briefly checked and the parents notified of the condition prompting the referral. Responsibility for obtaining adequate treatment rests with the parents or legal guardians.



BUS REGULATIONS

Students are assigned to ride school buses that will pick them up and drop them off at stops near their homes. **Buses will not cross transportation zones.** Parents must provide transportation for those children leaving the school transportation zone; therefore, if your child goes to a daycare or babysitter outside the zone in which you live, you must arrange transportation. Students are not allowed to ride a bus other than their assigned bus.

We urge you to discuss the bus rules with your child for his/her own safety. Self-control on the school bus is a must and misbehavior will not be tolerated. Subsequent bus referrals will result in a bus suspension.

TRANSPORTATION CHANGES

Please notify the office in advance if there is to be a transportation change for your child. This notification **must be in writing in child's agenda (preferred) or through telephoning the office.** We must insist that you do not wait until the end of the school day to make changes in your child's transportation. This will help avoid confusion or mix-ups about getting your child home during this especially busy time of the school day. If no appropriate notification is received before 2:30 p.m., your child will be expected to follow his/her regular method of getting home.

FIELD TRIPS

Classes are generally permitted to take field trips during the school year. Written parental permission is required for any field trip. All field trip experiences have a direct bearing on the instructional curriculum. Parents or volunteers might be sometimes asked to chaperone; however, siblings and other family members may not accompany the parent on the trip.

SCHOOL DRESS

Students are encouraged to dress comfortably, and clean at all times. Girls may wear dresses, skirts, shorts, jeans, or slacks. Boys may wear jeans, slacks, or shorts. Students may wear sunglasses,

hats, or other protective wear while outdoors during school hours (and on special occasions).

Some of the items we **do not** allow students to wear on campus include:

1. Bandannas
2. Lengthy belts that hang down
3. Chains hanging out of pockets or from clothing
4. Any item with gang or drug symbols
5. Any item that advertises drugs, alcohol, or tobacco
6. See-through items
7. Tight or revealing clothing
8. Bare midribs or crop tops (when arms are raised, midriff is bare)
9. Underwear showing
10. Short shorts
11. Strapless shirts
12. Open-backed shoes are not allowed for PE.

CONFERENCES

All faculty and staff encourage open communication. Please feel free to address any concern with the teacher first in an effort to quickly and effectively solve problems. Parents needing to contact any faculty or staff member should send a note in the child's agenda with their specific request (phone call, conference, etc.). Include in your note a suggestion of convenient days and times for you. This will help the teacher in establishing a mutually convenient time for both of you. Teachers cannot normally make phone calls until after school is dismissed for the day. The teacher will respond to you as soon as possible.

APTT

APTT stands for Academic Parent Teacher Teams. It is used at our school to incorporate family engagement in meeting students' academic goals. Parents are invited to attend three meetings per year where they learn about their child's progress as well as gather valuable ideas and strategies to help their child at home.

CLASSROOM VISITATION

Parents are always welcome to visit their child's class and get acquainted with the teacher. As a courtesy to the teacher, it is recommended that an appointment be made for all visits. Classroom visitations are not a time for parent/teacher conferences. Contacting the teacher, principal, or

assistant principal by note or telephone in advance is recommended.

Visitors must always report directly to the office to get a visitor's badge.

CODE OF STUDENT CONDUCT

In accordance with Florida Statutes 1006.07, the Okeechobee County School Board has adopted a Code of Student Conduct prescribing the rules and regulations for the control, discipline, suspension and expulsion of students. These rules and regulations are intended to promote an atmosphere within the school which is conducive to learning as well as to insure the protection of the rights of students. Inherent to a democratic society is the fact that rights entail responsibilities. Self-respect and respect for others are major goals of the Code. Students have the right to avail themselves of a free public education, however, students have a responsibility not to interfere with the education of other students. The Code of Student Conduct enumerates rights, responsibilities, and consequences for students attending Okeechobee County Schools. A copy of the Code of Conduct is provided for each child and sent to each home. A copy of the Code of Student Conduct is also available in the school office as well as on the school district's website.

DISCIPLINE

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your child the importance of and need for good behavior and a good attitude while at school. We cannot tolerate physical aggression, disrespect toward others, obscene language, or destruction of school or personal property. Students who break rules repeatedly will be sent to the office and handled accordingly. If problems reoccur, parents will be contacted to help resolve the problem.

BULLYING AND HARASSMENT

It is the policy of the Okeechobee County School District that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment is prohibited.

The victim of bullying and harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report for bullying and harassment. The proper forms are located in the school's front office, and they are also available on the school website. An anonymous reporting box is located in the Media Center for students who might not feel comfortable talking to an adult.

NORTH ELEMENTARY IS A P.B.S. SCHOOL

P.B.S., or Positive Behavior Support increases the capacity of NES to foster academic success by teaching and reinforcing effective positive behavior. PBS rules are applied at all times when students are in school or on the school bus.

SCHOOL WIDE EXPECTATIONS

It is important that all students know and understand the Core Values for Okeechobee County schools that are:

- P** Perseverance
- R** Respect
- I** Integrity
- D** Dependability
- E** Ethics

In addition, there are several building level "Terrific Tiger" guidelines that all students are expected to follow. These guidelines also describe what teachers are looking for when nominating Students of the Week:

- R** Respect yourself and others
- O** Own your mistakes
- A** Always be prepared
- R** Responsibility starts with you

RECESS RULES

- F** Follow the agreed upon game rules
- U** Use equipment appropriately and safely
- N** Now, stop playing when signaled and walk responsibly to your line

RESTROOM RULES

- W** Wash hands when finished
- A** Always flush toilet or urinal
- S** See that handles are not stuck
- H** Hands, feet, objects and hurtful comments

to yourself

HALLWAY RULES

- W** Walk silently in a single file line
- A** Always follow teacher's directions
- L** Look forward at all times
- K** Keep hands, feet, objects and hurtful comments to yourself

CAFETERIA RULES

- L** Leave unwanted food on your tray
- U** Use your best table manners
- N** Notice the floor and pickup what has dropped
- C** Carry your tray using both hands
- H** Have fun using inside voices

CLASSROOM RULES

- C** Coming to school prepared shows responsibility
- L** Let's keep hands, feet and hurtful comments to ourselves
- A** Adult directions should be followed the 1st time given
- S** Speak when the teacher recognizes you
- S** Show respect for the rights, property and feelings of others

BUS RULES

- B** Be respectful of the driver and other students.
- U** Use your indoor voices.
- S** Stay in your seat until given permission to get up.

AUTHORITY OF SCHOOL OFFICIALS

Florida Statutes delegate specific authority and responsibility to school officials concerning the control and discipline of students. A school principal or his designee has the authority, by law, to administer corporal punishment to students. School principals also have the authority to suspend students from school and/or from riding a school bus, and to recommend for expulsion those students who seriously disrupt the school environment.

Students of the Okeechobee County Schools are subject to the Code of Student Conduct during the time they are being transported to or from school or a school sponsored activity, during the time they are attending school, and during the time they are on school premises.

VALUABLES AND NON-SCHOOL ITEMS

Students should not bring toys, large sums of money, or items of value to school. Cell phones, iPods, and sports equipment are the responsibility of the student. The only time students are permitted to bring a toy or game to school is at the direct request of the teacher. Any items that interfere with educational flow will be sent to the office, and they must be picked up by the parent. **The school will not take responsibility for lost items.**

LOST AND FOUND

Lost and found items such as clothing, notebooks, and lunch boxes are kept in the designated lost and found area. **Periodically, they will be discarded or donated.** Please claim these items promptly. Marking personal items such as clothing, notebooks, lunch boxes, etc. with your child's name will assist in returning lost items to their owners.

SCHOOL ADVISORY COUNCIL (SAC)

The North Elementary School Advisory Council is composed of parents, teachers, school-related personnel, and other citizens representative of the ethnic, racial, and economic community served by NES. Our SAC holds regularly scheduled meetings as outlined by the SAC bylaws. Notices of the meetings are posted in the school newsletter and on our website.

FIRE DRILLS/EVACUATIONS/ALERTS

North Elementary has established procedures to deal with a variety of emergencies. Fire drills are held monthly, and bus evacuation drills are conducted twice each year. Alerts are not practiced, but are explained to students during the first week of school. A Code YELLOW confines students and staff inside the building, while a Code RED indicates that teachers are to move students to the most secure area within the room. All exterior doors are locked and all interior lights are turned off. There is no student movement without administrative direction.

SCHOOL VOLUNTEERS

If you are interested in becoming a school volunteer, please call the school office at (863)462-5100. All volunteers are required by school board policy to undergo a security check. Training will be provided for all volunteers.

Volunteers are covered under the school district's workers' compensation program during such times that they are performing volunteer duties.

PARENT-TEACHER ORGANIZATION (PTO)

PTO will be organized the first month of school. Your membership in PTO will encourage and help your child, the school, and the community. PTO meetings will be scheduled throughout the year. Notices will be sent home announcing the meetings as they are scheduled.



STUDENT AGENDAS

Every student in grades K-5 is issued an Agenda. The agenda provides a place for students to record all assignments. The Agendas are an effective learning tool for students, and a vital communication tool for parents. Parents are expected to read agenda entries and sign it each day. We trust that through the cooperative efforts of all concerned, we may help our students achieve their full potential at North Elementary.

One Agenda is issued FREE to each student. Parents are responsible for replacing the lost or misplaced Agendas for a \$5.00 fee.

REPORT CARDS

Report cards will be issued to students at the close of **each nine-week's** grading period. Report cards will contain both academic and conduct grades. Attendance will be reported on the card. In addition, progress reports are sent home at mid-term of each grading period. The end of the year report card can be picked up from our office after the last report card day. If you would like to have the report card mailed, please send a self-addressed and stamped envelope to our office during the month of May.

Parents may check student's grades as they are entered by the teacher in Skyward. Parents may receive a username and password for Skyward by registering with the school office and showing proof of ID.

Grading Scale

A= Excellent Progress	90-100%
B= Above Average Progress	80-89%
C= Satisfactory Progress	70-79%
D= Lowest Acceptable Progress	60-69%

F= Unsatisfactory Progress
I= Incomplete
NA= Not Applicable

0-59%

ASBESTOS MANAGEMENT PLAN

A re-inspection for asbestos containing materials is done every three (3) years, if required, at this school in compliance with 40 CFR Part 763.94 of the Asbestos Hazard Emergency Response Act (AHERA). This report is available for review at the Director of Operations office located at 938 NW 34th Street, Okeechobee, FL 34972.

HOMELESS EDUCATION

Students who are identified as being homeless or displaced have specific educational rights in the state of Florida and will qualify for free lunch if they meet criteria. The Okeechobee County School District is happy to share this information with you. If you are interested in learning more, please ask us for a Homeless Education Brochure.

CRIME STOPPERS SAFE AT SCHOOL PROGRAM

Crime Stoppers of the Treasure Coast, through the Safe at School Program, provides a means for total anonymity of students who report crimes or suspected criminal activities. To report a crime, call 1-800-273-TIPS (8477).

IDEAS FOR HELPING YOUR CHILD

1. Make education a priority by ensuring regular attendance.
2. Provide your child with suitable study conditions free from household distractions (well-lit desk or table, books, supplies).
3. Reserve time for homework.
4. Show interest in what your child is doing, but do not do the work for him/her.
5. Set a good example for your child.
6. Limit the amount of time your child watches television or uses electronics.
7. Make reading at least 20 minutes a day a habit! Keep some books handy that interest your child.
8. Encourage your child to do his/her best!
9. Participate in APTT meetings to learn about your child's progress in class, and to assist the teachers with maximizing your child's educational opportunity at NES. These meetings are held three times per year in a whole group setting. You will have one individual conference with the teacher to discuss your child's progress in class.

STUDENT RECORDS

PRIVACY RIGHTS OF STUDENTS AND PARENTS

Okeechobee County Schools annually notify all parents and guardians of students enrolled that they have a right to review their child's record, challenge the content that may be incorrect or misleading, and receive a copy of the record. Written permission is required for disclosure of educational records except as provided by Federal Regulations. These rights are transferred to the student at age 18 or upon his/her attendance at a post-secondary school.

Students may waive their rights to inspect and review confidential letters and statements or recommendations requesting admission to any educational agency or institution, an application for employment, or the receipt of an honorary recognition. The student regardless of age must execute all such waivers.

Okeechobee County Schools will forward, without consent, educational records to schools and school systems in which the student seeks or intends to enroll.

Florida Statute, Section 513, Public Law 93-380 (as amended) provides that an educational institution may, without authorization from parents, guardians, or eligible students, release "Directory Information". Directory Information includes the following: student's name, address, telephone listing (if not an unlisted number), date and place of birth, a major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent educational institution attended by the student, photographs in the school yearbook, and similar information.

EQUITY COORDINATOR

In compliance with state and federal requirements, we wish to notify all students and parents that equal educational opportunity is available to all students under Title IX of the Education Amendments of 1972. The Title IX coordinator for the district is the Director of Human Resources (phone: (863)462-5000).

APTT MEETINGS

**Group meetings are held in your child’s classroom,
and they start at 7:45 a.m.**

KG	September 4 October 30 April 2
1st Grade	September 11 January 22 May 9 - Mother’s Day Tea
2nd Grade	September 18 January 29 May 21
3rd Grade	September 25 February 5 May 14
4th Grade	October 2 February 12 May 13
5th Grade	October 9 February 19 May 28 - Graduation

NONDISCRIMINATION NOTICE

The School District of Okeechobee County has adopted Board Policy 6.43, Unlawful Discrimination Prohibited. No person shall, on the basis of race, color, religion, gender, pregnancy, age, national or ethnic origin, genetic information, political beliefs, marital status, sexual orientation, disability, if otherwise qualified, social and family background or on the basis of the use of a language other than English by Limited English Proficiency (LEP) students, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.

The School District of Okeechobee County shall comply with all federal and state laws which include the Title II of the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008 (ADAAA), Title IX, Section 504, Florida Education Equity Act, Age Discrimination in Employment Act (ADEA), Genetic Information Non-Discrimination Act of 2008 (GINA), and the Boy Scouts of America Equal Access Act.

Any employee, student, applicant for admissions, or applicant for employment who believes he/she has been discriminated against or has been harassed by another employee, student, or third party is encouraged to use the Equity Plan Grievance Procedure for filing complaints. Complaints may be filed with the principal or immediate supervisor, District Equity Coordinator/Director of Human Resources or the Superintendent.

Director of Human Resources
Title II, Title IX and the Florida Education Equity Act
Complaints and
ADA/Section 504 Complaints
700 SW 2nd Avenue, Okeechobee, FL 34974
(863) 462-5000 Ext. 267

INSTANT WORDS

These are the most common words in English, ranked in frequency order. The first 25 make up about a third of all printed material. The first 100 make up about half of all written material, and the first 300 make up about 65 percent of all written material. Is it any wonder that all students learn to recognize these words instantly and to spell them correctly also?

the	each	who	through	home	never	walk
of	which	oil	much	us	start	white
and	she	its	before	move	city	sea
a	do	now	line	try	earth	began
to	how	find	right	kind	eye	grow
in	their	long	too	hand	light	took
is	if	down	mean	picture	thought	river
you	will	day	old	again	head	four
that	up	did	any	change	under	carry
it	other	get	same	off	story	state
he	about	come	tell	play	saw	once
was	out	made	boy	spell	left	book
for	many	may	follow	air	don't	hear
on	then	part	came	away	few	stop
are	them	over	want	animal	while	without
as	these	new	show	house	along	second
with	so	sound	also	point	might	later
his	some	take	around	page	close	miss
they	her	only	form	letter	something	idea
I	would	little	three	mother	seem	enough
at	make	work	small	answer	next	eat
be	like	know	set	found	hard	face
this	him	place	put	study	open	watch
have	into	year	end	still	example	far
from	time	live	does	learn	begin	Indian
or	has	me	another	should	life	really
one	look	back	well	America	always	almost
had	two	give	large	world	those	let
by	more	most	must	high	both	above
word	write	vary	big	every	paper	girl
but	go	after	even	near	together	sometimes
not	see	thing	such	add	got	mountain
what	number	our	because	food	group	cut
all	no	just	turn	between	often	young
were	way	name	here	own	run	talk
we	could	good	why	below	important	soon
when	people	sentence	ask	country	until	list
your	my	man	went	plant	children	song
can	than	think	men	last	side	being
said	first	say	read	school	feet	leave
there	water	great	need	father	car	family
use	been	where	land	keep	mile	it
an	call	help	different	tree	night	

Compact for the North Elementary School Community

Date: _____

Parent/Guardian Agreement

(Any person who is interested in helping this student may sign in lieu of the parent.)

I want my child to *Achieve Excellence*. Therefore, I will encourage him/her by doing the following:

- See that my child attends school regularly and is on time.
- Teach my child to be respectful.
- Regularly attend meetings and conferences.
- Foster a love for reading by encouraging the family to pleasure read nightly.
- Review my child's agenda notes and homework on a nightly basis
- Sign my child's agenda nightly to acknowledge that homework has been completed and reviewed.
- Read and discuss the weekly objectives provided by my child's teacher.
- Provide my child with the necessary school supplies.
- Encourage my child to fulfill his or her potential by helping him or her master the weekly objectives.

Signature: _____

Student Agreement

It is important that I work to *Achieve Excellence*. Therefore, I will do the following:

- Be ready to leave for school on time.
- Respect others by following the school and bus rules.
- Be responsible to deliver school notices to parents and guardians.
- Reading for pleasure for 15 minutes each night.
- Participate in 30 minutes of physical activity after school.
- Be responsible for making sure my homework is completed and returned along with a signed agenda.
- Be responsible for writing my assignments in my agenda on a daily basis, if I am in grades 3-5.
- Discuss the weekly objectives with my parents.
- Come to school each day with the necessary school supplies.
- Strive to master the weekly objectives.

Signature: _____

Teacher Agreement

It is important that students *Achieve Excellence*. Therefore, I will do the following:

- Be in my classroom by 7:45 am, ready to begin instruction.
- Respect my coworkers, students, and their parents.
- Send school notices about meetings and conferences home with students in a timely manner.
- Providing books for my students to read at home.
- Indicate, on a daily basis, that I have seen my students' agendas.
- Provide students with assignments to be put in their agendas.
- Provide assistance to parents so they can help with the assignments.
- Provide weekly objectives telling students and parents what I am teaching each week.
- Use activities in the classroom to make learning enjoyable.

Signature: _____

Principal Agreement

I support this form of parent involvement. Therefore, I shall strive to help my school *Achieve Excellence* by doing the following:

- Ensure that my staff and students are at school on time.
- Respect my faculty, staff, students, and their parents.
- Distribute school notices about meetings and conferences to teachers in a timely manner.
- Foster a love of reading in my school.
- Expect teachers to provide objectives for their students.
- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Expect teachers to regularly provide homework assignments that will reinforce classroom instruction.

Tuuli Robinson, Principal