

# Handbook 2019-2020

Revised August 2019

*At Anna Maria Elementary, our vision is to become a community of learners that celebrates our differences and embraces our future.*

## **Anna Maria Elementary Dolphins**



**4700 Gulf Drive  
Holmes Beach, FL 34217  
(941) 708-5525**

## **A Note from our Principal**

Dear Parents,

The information contained in this staff, parent-student handbook was developed specifically for your use. Its purpose is to inform you of the school's programs, procedures, and opportunities that will hopefully lead us all in becoming full partners in the education of your children.

It is important that an open line of communication be developed and maintained between home and school and it is with great anticipation that this handbook takes that initial step in developing this process. Should you have any further questions, please feel free to contact the school.

As the principal of Anna Maria Elementary School, I welcome you. We hope your involvement with us is a happy and successful one and that the weeks ahead will see us working together toward an outstanding educational experience for your children.

Sincerely,

Mrs. Featherston, Principal

**Office Hours:** 7:45 AM – 3:45 PM  
**Student Hours K-5:** 8:25 AM – 3:15 PM  
First Bell 8:10 AM  
Second Bell 8:20 AM  
Tardy Bell 8:25 AM

**Early Release Wednesdays:** Dismissal Time is 1:40 PM  
September 11, 2019/November 6, 2019/December 4, 2019/February 5, 2020/April 15, 2020

**Early Release Fridays:** Dismissal Time is 12:55 PM  
October 11, 2019/ October 18, 2019/March 6, 2020/March 27, 2020/May 26-28, 2020

**School Calendar**

<http://www.manateeschools.net/manateeschools>

**School Website**

<http://www.manateeschools.net/annamaria>

**Welcome to Anna Maria Elementary**

We're glad that you've chosen to become part of the Anna Maria Elementary Family. You will find that we welcome parents and community to be an integral part of the happenings here at AME. When you come on campus for the first time, please remember to **BRING YOUR DRIVER'S LICENSE WITH YOU**. We will scan your license into our "Raptor" system. Driver's license must be scanned annually.

You will find that all doors to this building will remain locked. The front office has an intercom and buzz in system during school hours. Everyone is required to check in and receive either a visitor's badge or a volunteer badge every time you enter the building and walk past the main reception desk.

**Contact Information**

AME School Office (941) 708-5525 ext. 2000  
AME School Fax (941) 708-5529  
AME Attendance (941) 708-5525 ext. 8  
AME Lunchroom (941) 708-5525 ext. 2025  
Manatee District Office (941) 708-8770  
Bus Transportation (941) 782-1287

**Office**

<b>J. Featherston, Principal</b>	X2001	featherj@manateeschools.net
I.Graham, Student Support Specialist	X2006	grahami@manateeschools.net
S. Zink, Clerical	X2000	zinks@manateeschools.net
A. Slicker, Registrar	X2004	slickera@manateeschools.net
T. Haley, Senior Secretary	X2010	haleyt@manateeschools.net

**Guidance**

S. Tabicman	X2036	tabicmas@manateeschools.net
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**Clinic**

L. Watts(RN)	X2003	wattsl@manateeschools.net
V. Dunning(LPN)	X2003	dunningv@manateeschools.net

**Kindergarten**

K Crawford	crawfordk@manateeschools.net
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**First Grade**

T. Goffred	goffredt@manateeschools.net
T. Lashway	lashwat@manateeschools.net

**Second Grade**

S. Fisher	fishers@manateeschools.net
M. Payne/P. Buff	<a href="mailto:paynem@manateeschools.net">paynem@manateeschools.net</a> <a href="mailto:buffp@manateeschools.net">buffp@manateeschools.net</a>

**Third Grade**

B. Querrard	querrardb@manateeschools.net
K. Paul	paulk@manateeschools.net
L. Redeker	redekerl@manateeschools.net

**Fourth Grade**

B. Demo	demor@manateeschools.net
P. Barreda	barredap@manateeschools.net

**Fifth Grade**

M. Miller	miller1m@manateeschools.net
M. Costanzo	costanzom@manateeschools.net

**ESE**

K. Bobo, Speech/Language	bobok@manateeschools.net
T. Mitchell, Gifted	mittchellt@manateeschools.net
B. McIntosh, VE	mcintoshb@manateeschools.net
D. Marris, Psychologist	allen2d@manateeschools.net

**Special Areas**

P. Landers, Technology	landersp@manateeschools.net
L. McDonough, Media	mcdonoughl@manateeschools.net
T. Ruise, PE	ruiset@manateeschools.net
G. Wooten, Art/Drama J. Jordan, STEM	wooteng@manateeschools.net <a href="mailto:jordan2j@manateeschools.net">jordan2j@manateeschools.net</a>

**Para-Professionals**

D. Trejo	kuhnd@manateeschools.net
B. Rohrer	rohrerb@manateeschools.net
J. Sawyer	sawyerj@manateeschools.net

**Cafeteria**

A. Mousseau (Manager)	mousseaa@manateeschools.net
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**Custodians**

C. Tolly (Head)	tollyc@manateeschools.net
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**Connect-Ed**

Our Connect-Ed phone/e-mail message system enables our staff to send out messages via the telephone and/or e-mail to all our families within minutes. It is an excellent way to keep our community informed of current events. We will use this system to send out messages about school events, individual student absences, and/or emergency situations. It is extremely important that you keep your telephone numbers (home, work and cell) and e-mail addresses up to date so that you will receive these important messages. Please contact our front office at (941) 708-5525, if you need to make changes.

### **Arrival and Dismissal Procedures**

The School District of Manatee County provides student supervision for up to thirty minutes before the student day begins and up to thirty minutes after the school day ends. In the event that your child is dropped off too early or not picked up on time, you are placing your child in danger. In the event that this should occur, arrangements for before or after school care must be made.

Supervised DROP OFF (ARRIVAL) and doors are opened at 7:55 AM. Students will either enter into the building for breakfast or they will sit outside until the first bell rings at 8:10 AM. They will then be escorted into the building and proceed directly to the hallway in which their classroom is located. These hallways are designated as "QUIET ZONES" where students are expected to read quietly. All students will be expected to read a book while seated outside the classroom as they ready themselves for the start of the school day. Parents may not wait outside classroom doors during arrival. The only exception is for a parent who has previously arranged for a parent/teacher conference or if it is a student's first day of school.

**Car Rider Drop Off/Pick Up** is located in our North Drive. Students can only be dropped off and picked up by the benches on the North side of the drive. Students will remain seated at all times while being supervised on the benches.

**Café Pick Up** is located at the cafeteria. Students will be released from the cafeteria doors. For safety purposes, please have your child refrain from standing on the picnic tables and climbing trees in the grove area. We recommend taking them to the back playground to play under your supervision.

**Bus Riders, Walkers, and Bike Riders:** Bus riders and walkers will use the central front door to exit; car riders and bike riders will exit from the north door.

### **Absences/Tardy/Early Dismissals**

Student attendance, tardiness, and early checkout are very serious issues. Please remember that every time a child is late and/or checked out early, their learning is interrupted. In fairness to everyone, please make every effort to have your child in school for the entire school day.

**Absences:** If your child is going to be absent from school, you are required to call in to the attendance line to report the absence at (941) 708-5525 ext. 8. Please call in by 10:30 AM to report any absence.

**Tardy:** Students must check into the front office and receive a tardy slip for admittance to class after the 8:25 AM bell.

**Daily Dismissal Procedures:** Please call the front office **AND** notify the teacher in writing using the student's planner if there is a change of transportation for dismissal. Notice of transportation changes must occur **BEFORE 2:10 PM**. In order to keep all children safe and maintain an orderly dismissal, we appreciate your cooperation and understanding.

### **School Clinic**

The clinic is available for students who become ill or injured during the school day. If the illness is of such a nature that the student should go home, the parent will be notified and expected to make arrangements for the child to be picked up from school. The telephone for the AME clinic is 708-5525 x2003. As always, please use discretion when sending a sick child to school.

**Administration of Medication:** We have very strict guidelines established by the district's Risk Management Department regarding the dispensing of medication.

Only prescription medication may be given. If over the counter medications are indicated, they would follow the same guidelines. The medication shall be provided by the parent or guardian in a child-proof container, bearing the prescription, child's name, attending physician, the name of the medication, the amount to be given, the frequency of administration and any special instructions.

All medication to be administered in school to an elementary student must be delivered to school by the parent or other responsible adult.

1. When presented in the office, parents will complete an authorization form prior to the medication being administered at school.
2. Sample bottles of medication must be accompanied by a written prescription and labeled with the child's name.
3. The parent and or physician should make school personnel aware (in writing) of symptoms or possible reactions relating to the medications or lack of medication.
4. No medication for acute or contagious illness should be given in schools. Children should be home under these conditions.

### **Guidance and Counseling**

The school counselor provides a range of services for students, staff, and parents that are either preventive or responsive in nature.

**Preventive Services:** The Peace Pole Project, the BUGS (Bring Up Grades) program, Red Ribbon Week, and The Kindness Challenge are examples of school wide preventive guidance programs that promote the development of good character and academic achievement. These programs teach and encourage our students to make good choices, solve problems peacefully, set goals for academic improvement, resist drugs, practice personal safety, and ultimately recognize the value of life long learning.

Classroom guidance activities are designed to teach and reinforce both the academic and social skills necessary for success in school. Lessons are developmentally appropriate and grade level specific as students move through their years at AME. Kelso's Choice; Social Problem Solving, the 5<sup>th</sup> grade Leadership Team; and the Adopt-a-Grandparent Program are examples of grade level specific programs offered at AME.

**Responsive Services:** These include both group and individual counseling sessions for students. Those students needing assistance with social skills, behavior, managing emotions, or coping with loss are a few of the areas addressed in a confidential, small group or individual setting. Parents who have any concerns about their child(ren) are encouraged to contact the school counselor to discuss available services or just learn more about support that is available.

**Additional services:** These involve the coordinating of various programs. School-wide testing, coordinating volunteers, and coordinating the Problem Solving Team, which identifies students in need of remediation or enrichment, are responsibilities of the school counselor. If you have questions or concerns about your child's progress, would like to volunteer, or simply want to know more about the many programs and opportunities at AME, do not hesitate to contact our school counselor for more information. We welcome your involvement!

### **Character Education Program**

Using the district framework, "Character to the Core", character traits will be introduced monthly in each classroom through the use of a school-wide monthly character book. Activities will be conducted which recognize and reinforce the trait, as teachers incorporate the book of the month into their reading and writing curricula.

**Self-Awareness:** Identify your strengths and weaknesses • Believe in yourself • Follow the rules • Use self control • Always do your best • Cooperate

**Responsibility:** Do what you are supposed to do • Plan ahead • Persevere - keep on trying! • Use self-control • Be self-disciplined • Think before you act - consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

**Empathy:** Strive to look at all situations from different points of view • Put yourself “in the other person’s shoes” • Listen without judging • Treat others the way you want to be treated • Understand others’ thoughts, feelings, and attitudes

**Caring and Kindness:** Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need • Do for others with no expectation of reward or recognition

**Respect:** Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don’t threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

**Friendship:** Play by the rules • Take turns and share • Be open-minded; listen to others • Don’t take advantage of others • Don’t blame others carelessly • Treat all people fairly • Report incidents of bullying to trusted adults

**Trustworthiness and Honesty:** Tell the truth, no matter what • Don’t deceive, cheat, or steal • Be reliable - do what you say you’ll do • Have the courage to do the right thing

**Integrity:** Build a good reputation • Be loyal - stand by your family, friends, and country • Stand up for things you believe in, even if others disagree • Say no to things that are harmful to you • Resist peer pressure • Be dependable and do what you say you’ll do • Keep promises made

**Imagination:** Think creatively - “outside the box” • Participate in things you enjoy • Have fun! • Set goals • Plan for the future with your interests in mind • Believe in yourself • Learn, Dream, and Achieve!

### **Media Center Information**

**Studio/ AME News:** All fifth grade students at AME participate in the broadcast of our daily school newscast. Students learn the different components of the studio as they rotate through the positions of anchor, audio technician, and cameraperson. They also work with graphic design on the computer. From the front desk to the editing room, the production is a hands-on learning experience for all.

**Birthday Book Club:** All students at AME have the opportunity to participate in the Birthday Book Club. The purpose of this program is to support the book collection of our library. Students become a member of the Birthday Book Club when they bring in a completed form and \$15 check made payable to AME. During the month of their birthday, students are invited to a party in the Media Center where they choose a hard covered book to donate to the library. A label will be placed in the front of the book to honor the child's birthday. Birthday Book Club forms are available in the AME Media Center.

**Rotary Reader Charm Program:** The AME Media Advisory Committee and the Island Rotary Club are proud to support our "Rotary Reader Charm Club". This reading program promotes the love of reading with the incentive of a reading charm award for all children. Students in Kindergarten through 2nd grade can earn a genre charm by reading books on their reading level from a specific category. K- 2nd grade students read 10 books from one of the categories to earn their charm. All students receive a free necklace to display their patches. Students are encouraged to continue reading for charms through the summer. Rotary Reader forms are available in the AME Media Center.

**Battle of the Books Program:** The Battle of the Books is a program for all third to fifth grade students at AME. The Battle of the Books literacy program is a friendly reading competition at Anna Maria Elementary. In the program, students read books and rewarded for their reading upon passing an “AR” quiz. Students who read a book from the Battle of the Books list and score 80% or higher on the “AR” quiz will receive a charm for each book read. At the end of the year, students that have earned 8 charms or more will receive a Reading t-shirt and a chance to participate in the book battle competition.

### **Lunchroom Information**

We welcome parents, grandparents and legal guardians to eat with their child(ren) in the cafeteria permitting there is enough room at the tables. Alternative eating locations are in the hallway and patio outside of the cafeteria to eat with YOUR CHILD(REN) ONLY.

Letters and/or phones calls will not be accepted and/or made to allow for permission for another student to eat with a parent, grandparent, or guardian of another student outside of the cafeteria. Thank you for your understanding.

**Daily prices in our lunchroom this year are as follows:**

<b>Breakfast:</b>	<b>Students:</b> No Charge	<b>Adults:</b> \$1.60
<b>Lunch:</b>	<b>Students:</b> \$2.50 (or \$.40 reduced)	<b>Adults:</b> \$3.50

Free and Reduced Lunch applications are available in the front office on the district’s website online (ManateeSchoolFood.net or <http://fr.manateeschoolfood.net>). In the event that you have an unpaid lunchroom balance from last school year, you will be receiving an application for free and reduced lunch in a letter from the principal. You will have one of two choices. Either fill out the application and return it along with payment for the unpaid balance, or pay the unpaid balance and continue paying for the lunches in a timely manner.

**Lunches can be paid in several ways:**

1. Pay online: [www.manateeschools.net](http://www.manateeschools.net)  
(Click on Departments, click on Food and Nutrition Service, click on Meal Pay Plus).
2. Send in the lunch money in an envelope marked with your child’s name, teacher’s name, and the amount. The envelope will be placed into a locked box located in the lunchroom and be applied that day to your child’s account.
3. Come in personally, sign in at the front desk, and then proceed to the cafeteria to pay personally.

### **Food Safety**

**Only food prepared by and purchased from licensed food service establishments may be served to students.** Any food served to students must have ingredient information readily available. We appreciate your compliance for not bringing in homemade items because we **will not be able to serve them** to the students for any reason.

### **After-school Party Invitations**

We prefer that party invitations to be handed out off of school grounds. If any are given out at school, they **MUST** include every child in the class. Alternative ways of distributing invitations are by mailing them, hand delivering them to the friend’s home, or phone call invitations.

### **School Volunteers**

At Anna Maria Elementary School, we recognize and appreciate the value of our school volunteers. There are many ways that adults can support the education of our children. If you are interested in volunteering,



please let us know and we will find the right “job” for you!

Please know that for security reasons, we screen all of our volunteers, even parents who are participating in field trips. It is school district policy and procedure that we take very seriously. All volunteers must have their driver’s license scanned and complete a volunteer application. You may apply online at <http://www.manateeschools.net/page/2657>. Unfortunately, if you are volunteering at school and you have a pre-school aged child, we are unable to accommodate younger children or other child who aren’t registered at AME.

**Manatee County School Board Policy: Section 3.10 Volunteers**

3.10 (h) Volunteers may not bring children who are not registered in the school when they tutor, mentor, assist in the classroom, media center, office, cafeteria, clinic or health screenings, playgrounds, or when chaperoning field trips.

**PTO (Parent Teacher Organization)**

The AME PTO is a community organization and partnership with the teachers and administrators at AME. Many of the same programs as in the past will be offered this year, with a focus on simplifying and streamlining programs to ensure time and donations are well spent. The following link will provide you with additional information. <http://amepto.org>

**Manatee County School Board Website**

If you have any other questions, please feel free to contact Anna Maria Elementary and/or review the Policy and Procedures manual for Manatee County at the following URL address. (<http://www.manateeschools.net>). More information may also be found in the Student Code of Conduct ([https://www.manateeschools.net/.../2017-2018\\_Student\\_Code\\_of\\_Conduct.pdf](https://www.manateeschools.net/.../2017-2018_Student_Code_of_Conduct.pdf))