

Anna Maria Elementary School

Student and Parent Handbook

2024-2025



The mission of A.M.E. is: Growing together as we plant seeds to learn, dream and succeed. We strive to support student experiences that will provide them the tools to be successful individuals and members of our community.

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

Message from the Principal:

Welcome to Anna Maria Elementary! We are so excited to have you at our "Little School on the Bay!" Our school is one big family, and we look forward to having your family join us for the 2024-2025 school year. Please take the time to acquaint yourself and your child with the contents of this handbook. It will serve as a reference for information throughout the year allowing students and parents to have a clear understanding of school policies. In addition, please visit the following link to access the SDMC Student Code of Conduct:

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

We take pride in having a strong line of communication between home and school. There are several ways we communicate with families so you can stay up to date with the many activities at AME. Our school uses electronic communication in the form of email and phone notifications, Class DOJO, our school Facebook site and our school website. Additionally, the principal sends out a Weekly Family Update as well as a Monthly newsletter.

We look forward to an amazing year at AME where #dolphinsmake a difference.

Sincerely,

Dr. Katie Fradley

Dr. Katie Fradley

Principal

941-708-5525 #51001

fradleyk@manateeschools.net

School Hours

- **Staff Hours:** 7:55 a.m.-3:40 p.m.
- **Student Hours:** 8:25 a.m.-3:15 p.m.

8:20 First Bell Rings and students enter classrooms

8:25 Tardy Bell rings

- **Front Office Manned:** 7:45-4:00 pm

Important Phone Numbers		
Anna Maria Elementary Main School Number: (941) 708-5525		
Name	Position	Extension
Katie Fradley	Principal	51001
Dr. Laura Redeker	SSS	51002
Kim Sherburne	School Counselor	51009
Tammy Haley	Senior Secretary	51006
Amy Slicker	Registrar	51004
Sheila Zink	Clerical Front Desk	51000
Christine LaBranche	School Resource Officer	51017
Vicki Dunning	Clinic Nurse-LPN	51003
Diane Dankovich	School Nurse-RN	51003
Anne Mousseau	Cafeteria Manager	51025
District Phone Numbers		
The School District of Manatee County: (941) 708-8770		
Elementary Director: Dr. Annette Codelia (941) 708-8770		
Bus Transportation Parent Line: (941) 705-1BUS (1287)		
Attendance Line: (941) 708-5525 and press 8 to report an absence. *Please make every effort to contact the office by 8:25 a.m. if your child will be absent. This request is made for the protection of your child.		

Attendance

- Florida Compulsory School Law (F.S. 1003.21) states all children must attend school regularly during the entire school term.
- **Student Absences:** Please call the school by 8:25 a.m. if your child will be absent. This request is for your child's safety and informs us that your child is safe at home. By noon each day, if we have not been notified of your child's absence, a Blackboard Connect phone message will call you with an automated message stating that your child is absent. If your child is absent and the school has not been notified, these absences will be marked unexcused.
- **Convenience Absence:** Sometimes parents request that a child be allowed to miss school for trips of various sorts. While in many cases there may be value derived from these trips, please understand that such absences are recorded as unexcused. If such an absence does occur, the student is required to make up the work missed. A record of absences is reported to parents at the close of each quarter and those absences will show as unexcused on the child's permanent record. Student attendance is monitored daily through our Student Information System.
- **Tardies:** Being late to school disrupts the instructional program for not only the tardy student, but for the teacher and other students in his/her class. A record of tardies is reported to parents at the close of each quarter and is recorded on the student's permanent record. The first bell rings at 8:20 a.m. giving students a five-minute warning to get to class. The tardy bell rings at 8:25 a.m. Please be sure your child arrives at school in enough time to get to his or her classroom before the tardy bell rings. Students that are not in their classroom by 8:25 a.m. will be considered tardy.
- **Early Dismissals/Early Student Pick-up:** For safety reasons, students will not be dismissed from their classrooms after 3:00 p.m. If a parent comes after 3:00 p.m., we will ask you to wait in the car rider line until the bell rings.
- **Change in Transportation-**Please let Miss Sheila know prior to 2:30 if you have a change in transportation for your child.
- **Student "Sign-Out" Procedures:** Prior to a child's release during the school day, individuals are required to:
 1. Be an approved person listed as a pick-up person on the student's bio form.
 2. Show proper identification: a valid Florida Driver's License, State of Florida Identification Card, or a valid driver's license or state identification card from any of the other states in the United States of America.
 3. Sign the child out in the office.
 4. Wait in the front office for the child.
- No child is to leave the school area or a classroom with a visitor or parent unless permission has been received from the office. Children will only be released to those

adults for whom the parent has listed on their FOCUS accounts. Students must exit through the office double doors.

- Refer to the Manatee Schools Student Code of Conduct for more detailed attendance information.

Communication

Changes in address or phone: It is crucial that you notify the school registrar Amy Slicker at #51004 to request a **Student Information Change form** if you move addresses or change your contact information, including a change of email or phone. If you move, you must notify the school within five days of your move.

Emergency Contact List/Pick Up List: The enrolling parent is strongly encouraged to list all possible adults that may need to pick up your child throughout the school year. **There is no limit to the number of names that you provide to pick up your child and it's best to do this at the beginning of the year.** When you need to add a contact during the year a form must be completed. This form can be requested from the office and then the form will populate in your FOCUS account. Please know that this policy is for the safety of your child and that we are not permitted to release your child to anyone that is not on the approved list.

Withdrawal Procedures: If it becomes necessary for you to withdraw your student from Anna Maria Elementary School, we would appreciate you providing us notification 3 days in advance. This way, the classroom teacher can gather all the things that the student will need upon leaving our school and parents can sign the withdrawal form. Please remember, before you leave, to return all library books, textbooks, school materials and check cafeteria balance. You may contact our school registrar, Amy Slicker at #51004 for more information on withdrawal procedures.

Morning Arrival/Drop-Off Procedures

Car Riders: Procedures for drop-off include following the signs for the car drop-off line. Remain in your vehicle and have your child exit the car from the passenger side as you drop your child off in the morning. For your child's safety, please also be sure you only drop your child off at the designated locations. **For the safety of our students, children must be accompanied by an adult when walking through the parking lot or crossing the car line.**

Bike Riders/Walkers: All bicycles will be kept at the bike rack. Students will need to bring a lock to secure their bikes since this is not a secured area. Helmets will be kept with your bikes and are required on school premises. No motorized bikes, scooters or motorcycles are to be ridden by students on school grounds.

Entering the Building: Students should arrive no earlier than 7:55 a.m. Parents may wait with students until the bell rings, but children should never be left unattended prior to 7:55 am.

Breakfast: Once a student enters the building, they may choose to go to the lunchroom for breakfast or to their grade level hallway holding area. Breakfast is free for all of our students. Students who do not choose to get breakfast are expected to go to the assigned hallway where there is a designated location for them to sit with their classmates.

Dismissal/Pick-Up Procedures

Transportation Changes: If it is necessary to change your child's mode of transportation, please send a note with your child in the morning or contact the teacher or call Miss Sheila. We never take a child's word that they are changing their transportation home for the day.

Early Pickups: If it is necessary to pick your child up early from school, he/she must be picked up prior to 2:45 p.m. for safety reasons. Students will not be called from class after 2:45 p.m. as we will be preparing for dismissal. If a parent comes after 2:45 p.m., we will ask you to wait in the car rider line until the bell rings.

Pets on Campus: Please do not bring animals to pick-up areas, as they are not permitted on school grounds.

Car Riders: Please remember to hang your car tag identification sign (provided by the school) from the rearview mirror or place on the dash of your car every day, so that we may identify you quickly. Please leave it displayed until your child is in your vehicle. **Please stay in your vehicle at all times.**

Seatbelt Assistance: If your child needs assistance buckling their seatbelt, please follow these procedures: Continue to pick up your child in the Car Rider line. Once your child is in the car, please continue to exit pulling into an available parking spot to buckle your child in properly. This will help us avoid delays in the car line.

Bus Riders: All parents of students requiring bus transportation must complete a registration form at "Register to Ride" every year. Please visit <https://www.manateeschools.net/register toride> to reserve a spot on the bus for your child/children. Student ID's will need to be scanned as they enter the bus. Please keep these ID's attached to backpacks. Bus riders will be expected to follow the District's Student Code of Conduct.

School Bus Procedures: Safety on the bus depends on the cooperation of each child. Bus drivers will review safety procedures on the bus during the first week of school. When students fail to cooperate with the bus driver, parents will be notified via a courtesy note and/or a bus referral. The privilege of riding the bus may be temporarily suspended. We suggest that parents wait at designated bus stops in the morning and meet students in the afternoon to ensure safe practices are being followed. Please see the District Code of Student Conduct.

Heavy Rainy Days and Lightning Dismissal: If there is heavy rain and/or lightning at dismissal, please be patient as the safety of all students is our number one priority. In the event of heavy rain/lightning, we will stop dismissal until conditions improve. **Note: If there is only light rain and no lightning, walkers will be released.**

Parent Involvement

Visitors: When you arrive on campus for lunch, conferences, and special events during school hours, please report to the front office with a valid Florida driver's license, State I.D., valid driver's license from another state, or valid passport and sign in through our Raptor ID system. A visitor badge will be provided and must be worn on chest the entire time a visitor is

on campus. Before you leave, please return to the office to sign-out and exit the office double doors.

Volunteers -Our school needs and welcomes volunteers! Note that district policy prohibits volunteers from being unsupervised with students unless they have completed a level 2 screening which requires fingerprinting and an extensive background check. Click here to complete the volunteer application required by the district:

<https://apps.raptortech.com/Apply/MjQ2Mzplbi1VUw==>

Get involved on PTO or SAC!

Parent/Teacher Organization (PTO): When a child is registered at Anna Maria Elementary School, his or her family automatically becomes a member of our Parent/Teacher Organization (PTO). There are many ways for our families to become involved in our school community.

School Advisory Council (SAC) : As required by Florida Statute every school must have a School Advisory Council (SAC). The SAC is a governmental body formed for the purpose of advising the principal on policies and procedures at the school, which help ensure that every student is meeting with success. As such, the SAC must abide by all Florida Sunshine laws. This group is also responsible for approval of the School-Improvement Plan and the expenditure of school improvement funds budgeted to every school, which must be spent on school improvement. In addition, the SAC approves the spending plan for any A+ Recognition dollars awarded by the state for school grades. The makeup of the SAC is defined in statute and must be representative of the school demographics. It is to be comprised of the principal, teachers, parents, support employees, and other business and community members. The majority of the members of the SAC at any school may not be employees of the school district. All positions are elected positions except for the principal and community representative, which is assigned by the school principal.

Wellness and Safety

School Clinic: The school clinic is available for students who become ill or are injured during the school day. If the illness or injury is of such a nature that the student needs to go home, the parent will be notified and be expected to make arrangements for the child to be picked up in a timely manner from school. Please do not send a sick child to school so as not to spread illness through classrooms. Additionally, we do not have facilities to care for sick children. Note: Per state requirements, we must receive approval to treat your child. Information will be sent home with directions on opting out.

For children to receive medication during school hours, the following guidelines must be followed:

1. Only prescription medicine will be given. Over the counter medicine is not permitted without a prescription from a physician.
2. The medication shall be supplied by the parent or guardian in person in a childproof 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.

3. All medications to be administered in school to an elementary student must be delivered to the school by a parent or guardian. When presented in the school office, parents or guardians must fill out the "Authorization for Medication Form" before the medication is given. *Sample bottles of medication must be accompanied by a written prescription and labeled with the child's name.

4. The parent and/or physician should make school personnel aware, in writing, of symptoms or possible reactions relating to the medication or lack of medication.

5. No medicine for acute or contagious illness should be given in schools. Children should be home under these conditions.

Emergency Drills-Safety: The safety of our students and staff is a top priority. Throughout the school year, we will conduct a series of emergency drills that will include fire, tornado, school bus, shelter in place, and intruder drills (also known as lockdown drills). We want our students to know how to respond if a situation arises and will handle these drills calmly and with sensitivity. Classroom teachers and administration will talk students through our safety procedures while considering their age and needs. Our goal is to lessen anxiety for our students and staff should a situation occur, and have safe practices become routine.

Fortify-All Manatee County schools utilize Fortifyfl. <https://getfortifyfl.com/> Fortify is a suspicious activity reporting tool that allows families and students to instantly relay information to appropriate law enforcement agencies and school officials.

Cafeteria

Payment Options: The AME Cafeteria is run on a computerized point of sale system, which enables us to have money held in an account for each student. Breakfast is still free this year for all students. However, a student lunch costs \$3.10 and an adult lunch is \$4.50. You may wish to send money for your child to purchase additional snacks, entrees or beverages. Any student enrolled in a School District of Manatee County public school may apply for free and reduced-price meal benefits by visiting [School Menus](#).

<https://www.schoolcafe.com/ManateeCountySchools>

Payment System! Fast and convenient online payments can be made with a credit card or debit card at www.schoolcafe.com Cash or check may be sent to school in an envelope labeled as "Cafeteria Money". Your child's name, grade, and your child's teacher's name should also be clearly written on the front of the envelope. Checks should be made out to AME.

Please be sure the check includes Student(s) name and ID number in memo line of your check. All checks must include name, address, and phone number.

If you have any questions about your child's account, please call the Cafeteria Manager, Anne Mousseau at extension 51025.

FREE Daily Breakfast: Breakfast is served every morning from 7:55 – 8:20 a.m. in the cafeteria. All Manatee County School District students may receive free breakfast daily at no charge if they choose to eat in the cafeteria. All students wanting to have breakfast should report directly to the cafeteria upon arriving at school and should arrive to school prior to 8:15 a.m. in order to have enough time to eat before students are expected to enter their classrooms. After eating their breakfast, students report to their class holding area in our school hallways with adult supervision.

Water Bottles- Students are encouraged to bring water bottles to school.

Parents/Guardians Eating Breakfast or Lunch at School:

Parents may eat breakfast with their child any day inside the cafeteria. Parents may eat lunch with their child any day as well. However, when parents come for lunch, you may only sit with your child at the designated outside visitor tables. Parents/Guardians visiting for lunch must meet their child in the lunchroom and may only visit with their child. Parents may not accompany their child to recess or back to the classroom. Parents will sign in at the front office to receive a visitor pass and sign out as leaving.

Classroom Celebration Policy: If you wish to send in treats for your child's class, it must be arranged with your child's teacher in advance and meet the criteria outlined in the School District of Manatee County's Wellness Policy. This policy states: "Only food prepared by and purchased from licensed food service establishments may be served to students, except food brought by the parent for their child. All food must be purchased from a licensed food service establishment and ingredient labels must be available for all food brought to the classroom." This policy lessens issues with food allergies or sensitivities.

Life Skills and Student Discipline

Student Code of Conduct: At AME, we believe everyone has the right and responsibility to achieve his or her educational best. It is our priority to provide a safe and amiable learning environment. Likewise, we believe that no one has the right to disrupt another student's learning. With these beliefs, we will show respect for all members of the AME Community, clearly define our expectations across all settings, and hold each other accountable for appropriate behavior. All students are also expected to follow the Manatee County Student Code of Conduct that is located online at <https://www.manateeschools.net/policy>

Behavior Expectations: Classroom rules are posted and carefully explained to the students by the teacher. Classroom procedures are explained and practiced. Children receive positive reinforcement when rules are followed, and redirection and appropriate consequences are given when they are needed. While classroom rules are unique to each classroom, all rules are linked to the school-wide expectations across all settings. Therefore, compliance and non-compliance of the rules will be identified as matching one of the following school-wide expectations:

- 1. Being Safe**
- 2. Being Respectful**

3. Being Responsible

Addressing Behavior: When a student experiences a problem at school, his or her classroom teacher may counsel the student individually or contact the parent to discuss the concern. In some instances, teachers may refer students to the student support specialist, school counselor, or administrator. If the student exhibits a lack of cooperation, or the behaviors are deemed dangerous or interfering with the learning opportunities of others, further interventions may be taken. In such a case, the parent may be notified in the form of a referral. If a referral is written, the parent will be contacted by phone. The referral will be accessed in the Parent Portal System.

Items from Home: There are very few occasions when it is necessary (or desirable) for students to bring items from home to school. Weapons or weapon-like toys of any kind, including toy guns and knives, are not permitted on school property at any time. Students who violate this rule will face consequences that may range from suspension to expulsion.

Electronics: Cell phones and smart watches should not be used for texting or making calls during school hours. Cell phones should be silenced and concealed when at school.

Textbooks/Library Books: Instructional materials issued or checked out to students are the property of the school board and must be returned at the end of the school year. Students must return books they have checked out to be able to get new ones. According to school board policy, students must pay for lost or damaged library books, and/or textbooks and workbooks.