

**Morikami Park Elementary School**  
**6201 Morikami Park Road**  
**Delray Beach, FL 33484**  
**(561) 894-7300**



*“Educating Today’s Children For Tomorrow’s World”*

**School Based Procedures**  
2017-2018

## **Administration's Message**

Our faculty and staff welcome you to a new school year. Your participation and support is encouraged as we strive to provide the best educational program to your child (ren).

This school based procedural manual has been compiled as a reference about Morikami Park Elementary School. Please read it carefully. The manual will provide answers to questions that may arise during the school year. If you have any questions regarding any of the information, please contact the school office for clarification.

Parents and students are asked to follow these procedures that are considered essential for order, safety, progress and pride in our schools. Together we will have a successful year *“Educating today’s children for tomorrow’s world.”*

***“Non-adherence to school rules will result in consequences as outlined in the Student Code of Conduct.”***

## **Mission Statement**

Working together with open and inquiring minds to develop responsible, respectful, and caring citizens who are lifelong learners dedicated to success within a global society.



## ADDRESS

Please keep the school informed of your current address and telephone number.

Parents and/or guardians are requested to notify the school center promptly of any change of a student's address and/or telephone number, which may occur during the school year.



## AGENDA PLANNERS

Every student in grades 3-5 will be given an **Agenda/Planner** and all students K-5 will be given a **Folder**. The Agenda/Planner is an organizer that helps students understand expectations, create time lines and set goals. It provides one place for students to record all assignments and includes a pocket to take home important notices. The folder has two pockets. One pocket is for things to "take home" and the other is for things to "return to school". Both the Agenda/Planner and Folder are effective learning tools for students, vital communication tools for parents, and real teaching tools for educators. Lost or misplaced agendas/planners and/or Morikami Park folders can be purchased. Parents are required to sign the agendas each day.

## ARRIVAL

All students should plan to arrive to school no earlier than 7:30 am except for scheduled meetings. **There is no adult supervision until then.** Students should go directly to their classroom upon arrival, form a quiet line and read quietly until the first bell rings at 7:45 a.m. Morning work begins at 7:45 a.m. Classes begin promptly at 8:00 a.m. **Any student that arrives after 8:00 am is considered tardy.** We strongly suggest that students arrive at 7:45 a.m.

## AUTOMOBILE SAFETY

A student pick-up/drop-off area is provided at the south side of the school. A separate loading/unloading area is designated at the north side of the school for buses only. No private cars are permitted in this area. **The parking lot is not to be used for student pick-up or drop off.** In the student pick-up

area, please be patient and take the time to follow these rules for our children's safety:

1. Form a single one-way line of traffic in the right-hand lane. Prominently display car tag in front window.
2. Drive forward as far as possible before stopping.
3. No unattended vehicles are permitted in the right-hand lane. Drivers must remain in their cars.
4. The left-hand lane allows for a continuous flow of traffic. There is no parking, no stopping, and no standing in this lane.
5. **Please refrain from using mobile phones when picking up and dropping off your child.**
6. **Please follow directions given by staff on duty.**

## BIRTHDAYS

Birthdays are recognized in many different ways by the classroom teacher. **Birthday parties or candles are not permitted at school. This includes the distribution of party favors and the serving of cake or cupcakes.** However, if parents would like to provide store bought items such as cookies, donuts, or Munchkins for the class, parents should arrange this with the classroom at least 2 days prior. **Flowers, balloons, and party favors should not be sent to school for student birthdays or other events. They will be refused upon arrival.**

## CLINIC (Health Room)



A full time Public Health Nurse is assigned to our school.

The classroom teacher sends any student who becomes ill or injured during the school day to the health room.

It is important that the school office have a telephone number where you can be reached during the day. **If the emergency number changes at any time during the year, please provide the school office with the new number.**

Any student who is found to have head lice or nits will be temporarily excluded from school until treated. Upon his/her return, the child must be checked by the school nurse.

Please send a doctor's note for your child if they are required to wear an orthopedic boot or require the use of crutches.

### **CONFERENCES/COMMUNICATION**

**Parents are encouraged to meet with their child's teacher and discuss their concerns.** Conferences help to provide invaluable information to both the parent and the teacher as they work together to help the child. We encourage Parent/Teacher communication throughout the school year for each child.

Conferences can be arranged by writing a note to the teacher. It is important to schedule conferences in advance in order to avoid conflicts with regularly scheduled staff meetings. Teachers are generally available for conferences between 2:20 pm and 3:00 pm.

### **DISMISSAL**

Students are dismissed at 2:05 pm.

Unless enrolled in the School-Age Child Care Program, staying for an after-school club or prearranged to remain with the teacher, all children should leave the school grounds by 2:20 pm. No supervision will be available for students who remain at school after 2:20 pm without permission.

It is important that we have on file in the school office a record of the names and addresses of those persons to whom your child may be released during the school day. The safety of all children is our prime concern.

**Any time your child needs to be dismissed from school during the day, he or she will only be released to one of the persons whose name appears on the Release of Student Information form on file in the office. The release request will be denied unless the person provides proper identification. We will not permit students to be signed out early after 1:30 pm.**

### **DRESS/UNIFORM**

**A school uniform is required to be worn each day.** Students who come to school dressed inappropriately will be required to call home for a change of clothing, or will wear alternate garments, if available, provided by the school before returning to class

### **BOYS REQUIRED UNIFORM**

- **Slacks or Shorts** - khaki or navy blue
- **Polo Shirt** (short or long sleeved) navy blue, red, white or evergreen with or without school logo
- **Sweater** – solid navy blue, red, or evergreen with or without school logo
- **Sweatshirt** – solid navy blue, red or evergreen hooded or pullover with or without logo
- **Belt** – solid black leather belt is required at all times with slacks and shorts for all 1st-5th grade students; (Beginning in January for Kindergarten)
- **Socks** – solid navy blue, white, or black
- **Shoes** – The MAJORITY of the dress, shoe, loafer and/or athletic shoe must be BLACK. A small colored logo is acceptable. (Only black shoelaces are permitted.) No boots of any kind are permitted at any time.

### **GIRLS' REQUIRED UNIFORM**

- **Slacks or shorts** – navy blue or khaki
- **Skirts or skorts** – navy blue, khaki, hunter, navy plaid, or white plaid (with or without side buckle)
- **Jumper** – hunter, navy plaid, white plaid or side-buckle
- **Polo dress** – navy blue, red or evergreen
- **Polo Shirt** (short or long sleeved) red, navy blue, white or evergreen with or without school logo
- **Sweater** - navy blue, red, or evergreen with or without school logo

- **Leggings** - Solid navy blue, black or white leggings may be worn under skirts, jumpers, or dresses
- **Belt** – solid black leather belt is required at all times with slacks and shorts for all 1st-5th grade students; (Beginning in January for Kindergarten)
- **Socks** – solid navy blue, white, or black
- **Shoes** – The MAJORITY of the dress shoe, loafer and/or athletic shoe must be BLACK. A small colored logo is acceptable. ((Only black shoelaces are permitted.) No boots of any kind are permitted at any time.
- The Physical Education uniform may be worn to school ONLY on the scheduled physical education class day.
- **Shorts** – navy blue gym or mesh shorts, with or without white stripes
- **T-Shirts** - pewter/heather gray short-sleeved t-shirt with logo, Morikami Spirit Day or Multicultural T-shirt
- **Athletic Shoes** – BLACK ONLY
- **Socks** – solid white, navy, or black
- **Sweatpants** – navy blue sweatpants may be worn over the P.E. uniform on cool weather days

**\*\*Fridays are Spirit Day.** Students may wear the Morikami Moon Bear Spirit shirt or any Morikami shirt with jeans or jean shorts. Jean shorts must be fingertip length. Jeans must be school appropriate without any tears or holes. **The same expectation is applied to a no uniform day. All clothing should be school appropriate.**

NOTE: Uniform guidelines require that shirts and blouses must be tucked in at all times. Excessive jewelry or bracelets may not be worn, as it is distracting to the learning process.

Make-up and/or hair color is prohibited.

### FIELD TRIPS

Parents will be notified when class field trips are planned, and a permission slip will be sent home. **Written** permission signed by the parent or guardian is required and must be at the school before a child may

participate in any field trip. **No permission will be accepted by telephone.**

**Parents wishing to be a chaperone must be approved through the VIPS system well in advance of the trip. Parents may not bring siblings on any field trip.**

### JEWELRY

Jewelry worn to school must not be distracting to the learning environment or unsafe for daily outside play. For safety purposes dangling earrings should not be worn. Jewelry or accessories that are traded or used as play things will be confiscated until picked up by a parent. Please refer to the school uniform policy for more information.



### LOST AND FOUND

Parents are encouraged to label all items belonging to their child. All lost and found items are kept in the cafeteria. Any remaining Lost and Found items will be donated to local charities periodically throughout the school year.

### LUNCH

Lunch is a time for your child to develop social and independent skills. We ask parents that desire to do so limit having lunch to **once** a month with their child(ren). Outdoor picnic tables will be available for lunch visitors. Lunch visits may begin after the second week of school. If packing a lunch, please pack a healthy lunch (that does not include candy and/or soda) for your child (ren). Breakfast is free for all students. Lunch and a la Carte items are available for purchase. (See School Food Service Section for additional details).

### MEDIA CENTER

The media center is open to classes as well as to individual students for both book exchange and reference assignments. **Parents are responsible for lost or damaged library books checked out by their child.**

## **MEDICATION FOR STUDENTS**

Teachers may not hold or dispense any medication. All medication must be handled through the school clinic (health room).

Any medication, which is given during the school day, must be in accordance with the following Palm Beach County School Board Policy for authorization of medication for students during the school day.

Request from a parent or guardian for permission for their child to receive medication during school hours must be accompanied by written permission signed by the parent or guardian. A physician's signature is required on the **PHYSICIAN'S AUTHORIZATION OF MEDICATION FOR A STUDENT AT SCHOOL FORM (PBSD-0257)** which details the name of the drug, dosage, and time interval for the medication which the student is to receive. Under no circumstances are any drugs to be dispensed, which have not been prescribed by a physician and with respect to which parental permission has not been obtained. **Cough drops are not permitted.**

The medication, which has been prescribed by the physician, must be brought to school in a container appropriately labeled by the pharmacy or by the physician.

**Additionally, please submit a wallet-sized photograph of your child so that he/she can be correctly identified before medication is administered.**

## **MORIKAMI PARK WAY**

All students are expected to follow the guidelines outlined in the Morikami Park Way at all times. Please see your child's teacher for a copy of the Morikami Park Way.

## **NEWSLETTER**



A PTA newsletter will be emailed at the beginning of each month. Information may also be obtained through the school's Edline page, [www.edline.net/Morikami\\_Park\\_Elementary](http://www.edline.net/Morikami_Park_Elementary). Or weekly "What's Happening Now" eblast Each serves as official school publication and contains school news, important dates, and notice of upcoming events.



## **PARTIES**

Class parties are coordinated by the classroom teacher. According to School Board Policy 7.18, **no home-prepared goods are allowed.** Individual items are best. Large cakes are discouraged. **No siblings may attend parties or class events.**

## **PICTURE POLICY**

When on campus, please refrain from taking pictures of students during lunch and other activities without the teacher's permission. Many parents do not want their children photographed at school. Pictures of students should not be posted on social media without permission.



## **ROOM PARENTS**

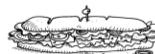
Parents and/or guardians are asked to volunteer their services to assist with classroom/school activities. Room parents work cooperatively with the classroom teacher to assist with class parties and activities.

## **SCHOOL-AGE CHILD CARE PROGRAM (SACC)**

The School District of Palm Beach County, in conjunction with its community schools, provides a School-Age Child Care Program for elementary school-age children. This is a service provided at a moderate cost to help the community.

**Each child attending the School-Age Child Care Program must have an accurate and up-to-date Registration Form on file in the School-Age Child Care Program Office.** Additional information about the program is available by contacting the Program Office.

## **SCHOOL FOOD SERVICE PROGRAM**



Both breakfast and lunch are served daily.

Breakfast is free and available to all students each morning from 7:30 am to 7:50 am. Hot

lunch and a la Carte items are available for purchase each day.

Prepayments to student accounts are accepted at all schools. If you are writing a check, please make it payable Morikami Park Elementary. Be sure to include your child's full name and grade in the Memo portion of the check.

Most accounts are also available to make prepayments online and to view purchase history.

Visit [palmbeach.schoolcashonline.com](http://palmbeach.schoolcashonline.com) for more information.

### TARDINESS



Every minute of instructional time is valuable! It is important that parents and students assume responsibility for seeing that students arrive at school each day on time. **Any student, who is not in the building at 8:00 am with the exception of late arriving buses, is considered tardy.** If a student arrives at school after the 8:00 am tardy bell, parents will be required to park, come in to the main office and sign their child in.

### TOYS



Students are prohibited from bringing toys or entertainment devices to school. Such devices can cause disruptions in the classroom and interfere with the learning process.

**If a child brings a toy or entertainment device to school without permission, the toy or entertainment device will be confiscated until picked up by a parent.**

### VISITATION

**All parents and visitors to the school are required to report to the office before entering the building, visiting the classroom or other areas of the campus.** This helps to ensure the safety of all students and to minimize classroom interruptions. All visitors must wear a printed tag from the Main Office.

**\*\*Please note during assemblies, class parties, field trips, and volunteer time no siblings are to accompany adults. Thank you!**

### VOLUNTEERS

Volunteers are welcomed at Morikami Park. If you are interested in volunteering, please contact the teacher so that he/she may arrange a schedule of their choice.

**Volunteers must complete the application process and be cleared by School Police before volunteering.** Volunteers must be scheduled in advance and are required to sign in and out at the office as well as wear the provided badge.

While volunteering, we ask that you refrain from using your cell phone. It is very distracting to the learning environment. Please put your phone on silent or vibrate and if you must take a call, go outside as to not to disturb our students.

### WALKERS

Parents/Guardians walking students to school should park behind Wells Fargo or in the Civic Center parking lot. **Do not park along any of the curbs as that can result in a ticket.** Please walk students on the provided sidewalks around the bus loop area. **Please do not cross traffic.**