

**Parent Information 2021-2022 School Year**

**Absences**

If your child is sick, please send a note to the school within three (3) school days of the absence(s) for the absence(s) to be excused. If you have an upcoming event and would like to request approval for an excused absence(s) you must do so five (5) school days prior to the absence. The school strictly adheres to the five-school day prior notice policy. Please be aware that this is school board policy and can be viewed in the Santa Rosa County School Code of Student Conduct on the SRSCSD website: Please fill out a request form if you would like to receive a hard copy of this document.

**Cafeteria/Food Service**

Student breakfast and lunches are free again for all students in the 2021-2022 school year. . When a student has accumulated five unpaid meals, he or she will receive an alternative meal until the balance is paid. You will be notified in advance if your child will receive an alternative meal. You may prepay for lunches by the week, month, semester, or year in cash, check or online at **www.MySchoolBucks.com.** Carbonated soda drinks are not allowed. Please do not pack sodas unless requested on a field trip. Parents are welcome to join their children for lunch and sit at the blue tables. For the safety and security of all students, lunch at blue tables is only for parents and their children.

**Free and Reduced Applications**

You may complete these electronically using laptops in the cafeteria during orientation. The applications are also available online at <https://www.applyforlunch.com> . If you need an application anytime during the school year, please call the front office @ 983-5620. The school is considered a Title I school (more than 40% free and reduced participation in the school lunch program). Title I status provides resources for the school such as additional educational and funding opportunities for our students. It is our goal to maintain this status and it starts by having all parents complete the application.

**Medication**

**No student is allowed to bring medication to school**. Parents must bring in the medication in the original container and sign paperwork in the clinic. Please be aware this is school board policy and can be viewed in the Santa Rosa County School Code of Student Conduct. Contact the School Health Tech @ 983-5620 for more information.

**Physical Education and Special Area Classes**

East Milton Elementary follows a color day rotation schedule for PE, media, music, and art. Students will have physical education class 4 out of 6 color days. Our color day rotation is Red, Orange, Yellow, Green, Blue, and Indigo. Students attend recess daily and should wear appropriate clothing and shoes (i.e. athletic shoes and clothing conducive to movement).

**Positive Behavior Intervention & Support (PBIS)**

East Milton Elementary is proud to be a Positive Behavior Intervention & Support School. The PBIS framework provides schools with an opportunity to teach expected behaviors utilizing positive reinforcement along with more targeted interventions for students who require more intensive supports. Our program looks very different from any other school-wide PBIS program in the state. Our school population is divided across five different houses and students earn points for their respective houses by displaying school-wide expectations. The school holds a competition each 9 weeks for houses to see which one can earn the most points. Our goal is to maintain a program that fosters school-wide unity, a community service paradigm, and student leaders. Throughout the year, your child will engage in house meetings and activities, as well as house lunches and spirit days where they are encouraged to wear their house color.

**PTO**

The PTO, an organization of parents and staff members, is an organization that helps raise funds and support activities that contribute to the enhancement of the educational program at EME. If you would like to serve on PTO or attend PTO meetings, we welcome you to do so and appreciate your service to our school.

**School Advisory Council**

We currently have parent openings on the School Advisory Council for the 2021-2022 School Year. If you would like to nominate a parent or are interested yourself, please complete a nomination ballot and drop it off in the front office. Nominations will be accepted August 5-9. Elections will take place by ballot vote August 10-13. Ballots will be in the front office and submitted to the front office secretary. The first School Advisory Council meeting will be August 24, 2021 @ 7:00 AM in the Media Center.

**School Hours & Transportation**

School start time is 7:05 AM and end time is 1:29 PM. The tardy bells ring at 7:15 AM. Instruction starts promptly at 7:15 AM so students who are tardy will be missing instruction. Supervision is provided from 6:45 AM until 2:15 PM. Parents are solely responsible for student supervision until 6:45 AM. Parents who bring their students in the morning must remain in their cars. **No student should be left unattended.** School personnel will be supervising the drop off area beginning at 6:45 AM. Parents who pick up their students in the afternoon should remain in their cars and follow the flow of traffic. ***All vehicles should enter the school premises from Ward Basin Road.*** Car tags will be available in the cafeteria during orientation in August. After orientation, car tags may be picked up in the front office. **Please have an established routine for the afternoon; for example, Mon, Tues, and Wed bus rider home; Thurs and Fri car rider. If an emergency should arise and the afternoon arrangements change, you must FAX a note to the school at 850-983-5625 or call the Front Office at 850-983-5620 no later than 11AM. We do not accept changes to classroom teacher over email or text messages.**  Parent pickup will begin at 1:29 PM. ***Please note:*** *Car tags will be issued and required for car pickup.*

**School Public Accountability Reports (SPARS)**

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), sets forth new requirements for state, district, and school report cards that were previously met by Florida's School Public Accountability Reports (SPARS). These new requirements are effective beginning with the 2017-18 school year. More information may be found at the following website. <http://www.fldoe.org/accountability/data-sys/edu-info-accountability-services/pk-12-public-school-data-pubs-reports/school-public-accountability-reports-s.stml>

**Title I**

East Milton Elementary is a Title I school. We qualify as a Title I School because our free/reduced lunch counts are currently over 40%. This identification is a big advantage to our school because we receive additional federal support to help meet the needs of our students. These services and supports have included things such as: funding for an Academic Intervention Specialist, purchases of materials and classroom curriculum, leveled readers, stipends for after school tutoring, professional development of faculty/staff, and computer software/hardware. Title I places an emphasis on targeting students with academic needs and focuses resources where they can most benefit students. Title I also supports parent involvement and education. We continue to look for ways we can help meet parent needs and keep parents informed about the curriculum and education of our students. We encourage you to share your ideas with us, so our school can partner with you. Our parent resource center is in the front office. You will find useful information to aid in many different areas of parenting and family needs. If you have a need but are unable to find the resource information at our Parent Resource Area, please contact Mrs. Colin, Principal, or Mrs. Hall, Assistant Principal.

**Toys/Electronic Devices**

In order to maintain an appropriate learning environment, the following are prohibited: trading cards, make-up, CD players, electronic games, animals or toys of any kind. Students may bring a mobile device to school. The mobile device shall be in silent mode during school hours so noises from the device will not disrupt the instructional environment. During INSTRUCTIONAL time, a student may use their mobile device as indicated by the teacher/instructor in charge. Parents who need to reach their child (or vice versa) should communicate via the Front Office if an emergency arises. A student may use a mobile device on a school bus as directed by the official in charge (Bus Driver, Teacher, Coach, etc.). Failure to follow instructions from the school official in charge may result in a discipline referral. Continued use of a mobile device after being instructed by a school official not to do so may result in disciplinary action.

**Visits and Conferences**

ALL VISITORS are required to check in at the front office and must wear the issued badge while on campus. If you are volunteering, you will need a volunteer badge. We ask that you schedule conferences in advance with your child’s teacher. Please be reminded that all visitors/parents are asked to adhere to the dress code for students.

**Volunteer Information**

Volunteers play an integral role at EME. Each volunteer is asked to complete an application, which will be presented to the School Board for approval**. More information regarding volunteer application forms and deadlines will be sent out via our call out system and social media. Volunteers working at school or accompanying a class on a field trip should make child care arrangements for their preschool children**. For more information about the school volunteer program, please call Mrs. Colin or Mrs. Hall @ 983-5620. **For your planning purposes, please keep in mind, all volunteers must be school board approved before volunteering.** At the onset of each year, everyone must scan their license using our new School Check in System. It is much easier to take care of this during meet & greet or registration. Please note that you are free to volunteer in other areas of the school other than the classroom, for example we always need help in the media center. We will have two opportunities for parents to attend volunteer orientation. More information will be forthcoming about volunteer orientation.

**“Like” us on Facebook for EME updates & reminders**

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