

Parent/Student Handbook 2022-2023

Please take the time to review this section in order to become familiar with our school policies and procedures.

Agendas

PAFA students will be provided agendas. Each teacher will establish the guidelines for use of the agenda in his/her classroom. The agendas can be used by parents/guardians to ask questions of the teacher, etc. The teacher may have the students use the agenda for recording daily homework assignments, or other important information, etc. Please encourage your student to protect and care for the agenda they are provided. Lost agendas may be replaced by purchasing them in the office. Agendas have proven to be an effective tool to help students sharpen their organizational and time management skills, necessary for successful adults.

Attendance

Per the Osceola County School Board's Code of Student Conduct, the Principal of a school shall have the sole discretion as to how absences shall be reported to the school. PAFA's guidelines for absences are as follows:

Excused Absence

If a child is absent from school, it is the parent's/guardian's responsibility to notify the school by calling (407)343-4500 prior to 10:00 a.m. on the day of the absence. If this is not done, we are required to contact you by telephone or letter.

Upon returning to school after an absence, the child must bring in a doctor's note or a handwritten excuse signed by the parent/guardian on a separate sheet of paper with the child's name, the date(s) missed, the reason for the absence and the classroom teacher's name. Students will have two days to make up classwork for each day of an excused or permitted absence.

Permitted Absence

If you know in advance that your child will be absent for any length of time, please contact the office prior to the absence to complete a "Parent Request for Permitted Absence" form. Permitted absences are granted by the administration when a student will be absent for specific reasons. Situations warranting a "prearranged excused absence" shall be for any absence which would be considered "excused". Supporting documentation will be required. The number of days granted is limited, usually no more than three total days. Arrangements are to be made in advance for this permitted absence. **This form cannot be completed after the absence.** The child's current academic progress and attendance record will be considered in approving such requests. Upon completion of this form, arrangements need to be made with the teacher for make-up work. Students have two days to make up classwork for each day of an excused or permitted absence.

Unexcused Absences

All absences other than "excused" or "permitted" shall be deemed "unexcused" and a failing grade shall be recorded for the period of the "unexcused" absence, except that students who are suspended from school during grade period exams shall be allowed to make up these exams. Make up work may be required for unexcused absences even though no credit is allowed. Excessive absences will result in a referral to the district's attendance department for investigation. This investigation could result in a report made to the State Attorney's office.

Digital learning is a temporary option if it is necessary for your child to stay home due to illness or other health related issues. Student must log in daily to follow digital learning schedule to be counted as present.

Tardy

Students are marked tardy if they arrive after 8:25 a.m. Excessive tardiness may result in a letter or telephone call to the parents/guardians to determine how to assist in getting the students into class before valuable instructional time begins.

Students who arrive after the tardy bell are to go directly to the office for a pass.

Bicycles

Students may ride bicycles to school. Bicycles are to be walked on school property when entering and leaving the school grounds. Bicycles must be parked in the rack provided and must be locked when not in use. Students are responsible for their own locks and keys. The school is not responsible for bicycles left on school grounds without locks or overnight.

The wearing of a safety helmet by children riding bicycles is a state requirement. Poinciana Academy of Fine Arts faculty and staff will enforce the law. Students that do not use helmets will not be allowed to bring bicycles to school.

Skateboards, roller skates and healies (shoes with rollers in them) are not permitted on school grounds. Skateboards and roller skates will be taken and kept until parents/guardians come to pick them up. Confiscated articles will be kept in the office and if unclaimed after 30 days they will then be discarded. We encourage students to ride with friends when traveling to and from school.

Cafeteria, breakfast and lunch

The PAFA cafeteria workers provide a nutritious breakfast and lunch for our students. Children who pack their lunch may buy milk or juice. Snacks will be available for an additional cost. Breakfast is served 30 minutes before the child's school day starts. At PAFA, all students receive free breakfast and lunch.

CHOICE Enrollment

Families with students entering pre-kindergarten through grade 12 have the opportunity to choose from an array of theme-based curricula offerings at the elementary, middle, and high school levels that provide innovative and rigorous academic instruction by specially-trained teachers. For more information, visit: <http://www.osceolaschools.net/choice>.

Confiscated items

Toys, games, cards, balls, etc., which are taken away from students should be picked up by parents/guardians within 30 days at the front office. If they are not picked up, they will be disposed of.

Counseling

Counseling services are available to all students. The school counselor or your child's teacher will be happy to help you with these services. Appointments can be made by requesting a conference with the counselor (407)343-4500. Due to the heavy schedule of the school counselor, appointments may need to be made a few days in advance.

Small-group counseling sessions dealing with grief, death, and divorce will be organized according to the needs of the children.

We offer face-to-face meetings or telephone conference meetings.

Discipline

The staff at Poinciana Academy of Fine Arts encourages parents/guardians to reinforce self-discipline, promote your child's self-esteem, and keep an open line of communication. We strongly recommend that parents review the Osceola County Student Code of Conduct with their child/children during his/her first week of school. We ask that you take some time to discuss with your child the importance, of, and need for,

good behavior and a positive attitude, whether on campus, or off campus. Failure to adhere to the School Board of Osceola County Code of Conduct Policies and Procedures, will result in disciplinary action.

Dismissal policy

All walkers and bicycle riders must exit from the front of the school building. Car tags will be issued to car riders. Single riders in Kindergarten and grade 1 are to be picked up in the front of the school. Students in Kindergarten and 1st grade students with older siblings in grades 2 through 5 will be picked up at the front car loop. Students in grades 2 through 5 will be dismissed from the side car loop.

Change in Mode of Dismissal from parent/guardian

If you are requesting a change in the way your child is to go home on any particular day (ex.: a bus rider will be a car rider) you must notify the office by 2:45 p.m./1:45 p.m. on early dismissal days in order for the information to get delivered to the teacher in a timely manner.

Early Dismissal

Students are not permitted to leave the school grounds by themselves at any time during the school day. If a child must leave early, the parent/guardian must come to the front car rider line and call the office. Front office staff will verify parent/guardian identification and bring the child to the car.

If you have to send someone to get the child, make sure that person's name is on the child's information and emergency forms and that they bring identification with them. Please keep these forms up-to-date with a telephone number and address of how and where we can reach you at all times. You are responsible for making all name changes on your child's forms, as we cannot take this responsibility, but you may send a note to school to change your address or telephone number. If you move, a new lease/mortgage and a current utility bill must be provided to the school office.

When picking up children early, please bring a photo ID. Due to the occasional changes with instructional schedules, please allow approximately 20 minutes for the office staff to get your child for early dismissal. Your child's safety is our number 1 priority and can best be ensured when this policy is followed.

Please DO NOT pick your child up early to avoid traffic. We prefer not to release students after 3:00 p.m./2:00 p.m. on Wednesday so as not to interrupt the learning environment. If a parent consistently picks up a student early from school, this will become a case for the district's truancy officer. Administration will review each situation individually. Thanks in advance for your cooperation.

Late Pickup

Students who are not picked up within 15 minutes after school ends for the day are brought to the office to call and wait for the parent/guardian. It is the parent's/guardian's responsibility to pick up their child on time. Repeated late pickups will be referred to the school administration for appropriate action through the school or State Attorney's office.

Upon arrival to pick up student a staff member from the front office will come out to verify identification before child is brought out.

Dress Code

Our district has the following dress code policy for students in kindergarten through grade twelve:

- (1) Appropriate Sizes: Students shall wear clothing of appropriate size as determined by the principal or designee exercising his or her judgment. The size of shirts and pants shall be appropriate to the student's body size and shall not be unduly oversized or undersized.
- (2) Shirts: Shirts shall consist of a long or short-sleeved navy blue or white collared shirt, such as a polo, oxford, or dress shirt. A small logo is acceptable. Each school may also include one or two additional

specified colors. Colored trim, stripes, or decorations will not be allowed. School-sponsored shirts from the current school may be worn on Friday or other select days as approved by the Principal.

- (3) Bottoms: Bottoms shall consist of navy blue, black, or khaki (tan) pair of long pants, skirt, walking shorts, slacks, skorts, jumper, or similar clothing and must be denim corduroy, or twill fabric. Colored trim, stripes, or decorations will not be allowed. A small logo is acceptable. Pants, shorts, and skirts shall be worn so that the waistband is worn at the waist and not below the waist. Shorts, skirts, dresses, and skorts shall extend to mid-thigh. Athletic shorts, including, spandex-style "bicycle" shorts, cut-off jeans, or pants, cut-off sweatpants, short shorts, running shorts, and see-through boxer-type shorts are not permitted. Undergarments must not be visible.
- (4) Shoes/Footwear: All students shall wear shoes/footwear. Elementary and Middle school shoes/footwear shall be closed-toe and heel athletic shoes and other footwear appropriate to a student's class schedule involving physical activities including but not limited to Physical Education, Dance, etc., so as to protect the entire foot. High school students may wear sandals provided they don't interfere with the safety and welfare of the student and are appropriated to the student's class schedule. Platforms and shoes with wheels, steel-toed footwear, stiletto type footwear or excessive heel height may not be worn.
- (5) Outer Garments: The Dress Code Policy shall not prohibit students from wearing coats, jackets, sweaters, or other appropriate outer garments when necessary due to weather conditions or for other legitimate reasons and shall be the appropriate size for the student, shall not be overly baggy, nor violate any other provision of this Policy. Inside the classroom, outer garments shall be removed, completely unzipped, or left open to allow for the school uniform to be visible. Long overcoats are not permitted on school grounds or at any school-sponsored event. School-sponsored sweatshirts from current school may be worn over the approved school uniform. When outer garments with a hood are worn, the hoods must be removed from the head, while on school property or school-sponsored event. No outer garments without zippers or buttons may be worn on school property unless the outer garment is a school-sponsored item.

Poinciana Academy's school colors are gold and purple which we added to the shirt colors to be worn with the standard uniform.

Unacceptable Attire

Students are not allowed to wear clothing, jewelry (including body piercing jewelry and "grills"), buttons, haircuts, tattoos, makeup, or other attire or markings, which are offensive, suggestive, disruptive, or indecent such as:

- (1) Clothing associated with gangs.
- (2) Clothing encouraging the use of drugs, alcohol, or violence.
- (3) Clothing associated with discrimination on the basis of age, color, disability, national origin, sexual orientations, marital status, race, religion, or sex.
- (4) Clothing exposing the torso or upper thighs such as see-through garments, mini-skirts or mini-dresses, halters, backless dresses, tube tops or tank tops without over shirts, spaghetti strap garments without over shirts, bare midriff outfits, or shirts or blouses tied at the midriff.
- (5) Clothing not properly fastened or with tears.
- (6) Clothing or outer garments traditionally designed as undergarments such as boxer shorts, bloomers, tights, hosiery, or sleepwear.
- (7) Clothing or footwear that is construed by the Principal or Designee as hazardous or dangerous to health of the student or others.
- (8) Hats, headgear, or any head covering, except when approved by the Principal.

The decision as to whether or not clothing or the appearance of a student is in violation of this policy shall be made by the administrator. If your child is out of uniform, we may clothe your child in appropriate attire, that conforms to dress code and/or call you to bring appropriate clothing to school.

ELL (English Language Learners) (ESOL)

The ELL program is for students whose primary language is not English. Its purpose is to help these students become capable users of English so they can understand and successfully participate in regular classroom activities. All parents/guardians are invited to become active members of our ELL Parent Leadership Council (PLC). The PLC meets twice a year to discuss the needs and concerns of the program. At the beginning of the school year, you will receive a notification of eligibility for your child.

Extended Day

An extended daycare program is available at Poinciana Academy of Fine Arts. Its hours of operation are from 6:30 a.m. to 6:00 p.m. each day, Monday through Friday. Due to Wednesday's modified schedule, the afternoon session is from 2:30 p.m. to 6:00 p.m. More information and fee schedule is available from the Extended Day office at 407.343.8780.

Field trips

Field trips are sometimes planned as part of the school program. Students need written permission slips from the parent/guardian to attend all field trips. Children without written permission will remain at school. Students who are tardy for field trips may be left behind.

No parent may drive a student on a field trip unless he/she has approval from the administration. This approval must be renewed prior to each trip.

A person who is chaperoning a field trip may not bring other children or adults along.

Parents/guardians wishing to serve as chaperones/volunteers must complete an OASIS application so that required background screening can be completed. Background screenings take approximately two weeks to complete. Parents/guardians who have not completed this step will NOT be allowed to serve as chaperones or school volunteers. Parents/guardians need to complete two hours volunteer time prior to the field trip. First time OASIS applicants are required to attend an orientation. After checking your status online, contact the OASIS coordinator at our school for orientation date and time. Parents serving as chaperones must follow school-board rules when attending field trips.

Due to current COVID-19 situation, all field trips will be virtual field trips until further notice.

Grading

For Kindergarten and 1st Grade, the following report card grades apply:

O indicates Outstanding -- demonstrates a clear understanding of concepts, ideas, or objectives

S indicates Satisfactory -- is in the process of understanding concepts, ideas, or objectives

N indicates Needs Improvement/More time -- needs additional time/more background experiences before an understanding of concepts, ideas, objectives, or behaviors can be attained.

U indicates Unsatisfactory -- has not demonstrated an understanding of concepts, ideas, objectives, or behaviors.

The K-1 academic progress code indicates a student's understanding and/or performance on grade level benchmarks.

For grades 2 through 5, the following report card grades apply: A, B, C, D, and F.

A indicates outstanding progress (90-100)

B indicates above average progress (80-89)

C indicates adequate progress (70-79)

D indicates lowest acceptable progress (60-69)

F indicates failure (59 and below)

Grades 2 through 5 academic progress codes indicate a student's individual performance on assignments and assessments. Parents/guardians may view their child's grades online using the FOCUS tile in the student portal.

Health services

Students who become ill during the school day will be sent to the nurse whose responsibility is first aid only. In case of illness, the student will be cared for until the parent arrives or the student feels well enough to return to class. (Ill students must be signed out before they may leave school.) As per Florida Health Regulations, any child with fever or nausea must be sent home.

It is very important that parents/guardians keep records up to date, especially emergency telephone numbers. If you change your address, work address, or any telephone number, please notify our office immediately. Your child's safety is very important to us.

Medication

Under no circumstances will medications be given to a student without a physician's order or an "authorization for medication" form signed by the parent/guardian. Prescription medicine will only be given if the prescription label is attached and is for that student.

For the safety of our students all over-the-counter medications must be delivered to the school's nurse by the parent/guardian for the individual student. All medications must be signed in to the health room by the parent/guardian for a specified medical complaint/condition with appropriate dosage for the student. Medication which must be taken during the school day is to be given only by the assigned staff member.

The school district will no longer provide Tylenol, Mylanta or any other over-the-counter medication in the school health rooms.

Contagious and infectious disease procedures

If a child is found to have a contagious or infectious condition, the school will notify parents/guardians to remove the child from the school immediately. It is the responsibility of the parent/guardian to keep the child home until the condition is cleared. The child may not come in contact with other students until the child is cleared by a medical doctor.

The parent/guardian must accompany the child when readmitting him/her to school. Readmittance is handled through the nurse in the health room. You are encouraged to bring the student early in the morning for readmittance.

Head Lice

If a child is observed to be infested with live or viable nits, the parent/guardian will be notified. Information will be sent home on head lice and methods for eliminating infestation. In order for your child to be readmitted to school following a lice infestation, the student MUST

- Be checked and have no live lice or viable nits, AND
- Have a statement signed by parent/guardian stating that the appropriate treatment has been completed.

If live lice or viable nits are found, the student will not be readmitted and the entire process will be repeated. The student will be rechecked for live lice or viable nits within eight to 10 days.

Holiday observances

All classroom holiday celebrations will be held during the last two hours of the school day. Parents/guardians who do not wish their child to participate may sign their child out prior to the start of the activity, or a note may be sent to the teacher asking that the child be allowed to go to the media center during the

activity. This policy does not pertain to any learning activity which falls into the realm of academics or which is a school-wide program.

School Policy on Student Birthdays

Due to current COVID-19 situation, we will not be allowing any items to be brought on campus to celebrate birthdays.

End of Year Celebration Policy

In keeping with the District's philosophy of "only high school graduations will be implemented and recognized", we do not celebrate graduations at PAFA. Students will be given the opportunity to have an end of the year grade/class celebration. Grade levels have several options they can use for end of the year celebrations for the students. For example, they can have picnics, a special field trip, class party, etc. The type of celebration the class will have is decided by the teacher or grade level.

Insurance/Accident information

Please read this notice carefully and review the student accident insurance policy application from Hartford Life Insurance your child brought home in the 1st Day Packet.

THE FOLLOWING NOTICE IS REQUIRED BY THE SCHOOL DISTRICT, NOT THE INSURANCE COMPANY

Accidents which occur while your child is going to and from school or while he/she is at school usually are not the responsibility of the school district. For this reason, parents/guardians should have insurance to assist in the expenses of medical care.

The student accident insurance made available will not necessarily pay all possible expenses that may be incurred, but could greatly help, even if you have other insurance on your child/children. The cost of "at-school" coverage (which includes your child's travel to and from school, as well as, any school-sponsored and supervised activity) is a nominal fee for the entire school year for grades K-12. Other options for broader coverage on a "24-hour" basis are available for increased premiums. (This program does not cover students while they are participating in high school athletics; the District provides a separate policy for them.)

Because of tremendous increases in the cost of medical care and the number of people without insurance of any kind, it is necessary for us to request that you, as parent/guardian, acknowledge receipt of the student accident insurance brochure.

Insurance coverage while a passenger on a school bus

Effective October 1, 1997, the Florida legislature required the District to coordinate benefits with our personal automobile insurance under "no-fault" law.

If your student is a passenger on a school bus that is involved in an accident and requires medical attention following the accident, the accident should be reported immediately to your automobile insurance agent and/or automobile insurance company. Your "no-fault" insurance covers medical and related expenses under this mandatory insurance and should pay first for any medical expenses incurred.

The Osceola District School Board provides medical payment insurance with limited amounts not covered by your "no-fault" insurance.

If your child is involved in such a bus accident, we ask that you forward the following information to Risk & Benefits Management, School District of Osceola County, 817 Bill Beck Boulevard, Kissimmee, FL 34744-4495.

- 1) Your policy number and the name and address of your automobile insurance company.
- 2) The bills you have received from the hospital. (If you do not own an automobile and, therefore, do not have automobile insurance, please let us know this when

you send the bills.) We will work with your insurance company and our insurance administrator to get these bills paid for you in a timely manner.

Lost and found

Students who find lost articles are asked to take them to the office. They will be taken to a designated area where Lost and Found will be located. Please encourage your child to check the Lost and Found two or three days in a row to find a lost item; sometimes items are not put in for a day or two. Lost items are kept up to 30 days.

Four times a year, the Lost and Found is cleaned out and the items within are donated to charity or disposed.

Messages for parents/guardians

Please be sure to check your child's books, bookbag, and/or agenda for any important information from the school. All of these communications may contain important information that can help you to know what's going on in your child's school life. Parents are also encouraged to download the REMIND application for school and/or teacher communication.

OASIS (Osceola Adults Serving and Inspiring Students)

Each year students benefit from the assistance of volunteers. Some volunteers work directly with students providing extra help in improving their skills. Others do chores for teachers, this gives the teachers more time to plan learning activities and work with students.

Volunteers may pick up materials at school to do at home. All volunteers provide a valuable service to the school. Please contact the school office at 407.343.4500 if you would like to become an OASIS volunteer. No experience is necessary and all training will be provided.

Parents/guardians wishing to serve as chaperones/volunteers must complete an OASIS application so that required background screening can be completed. Background screenings take approximately two weeks to complete. Parents/guardians who have not completed this step will NOT be allowed to serve as chaperones or school volunteers. Parents/guardians need to complete two hours volunteer time prior to the field trip. First time OASIS applicants are required to attend an orientation. After checking your status online, contact the OASIS coordinator at our school for orientation date and time.

Due to the current COVID-19 situation, there will not be any opportunities for volunteering on campus. There will be opportunities to help with projects from home.

Parent Conferences

To schedule a parent/teacher conference, please contact your child's teacher or call the front office requesting a conference. Conferences need to be arranged in advance, and a 24-hour notice must be given to the teacher. Parent involvement is an important part of your child's education. We encourage parents/guardians to schedule at least one conference per semester.

Pledge of Allegiance

Florida Statute requires that the Pledge of Allegiance be recited at the beginning of each day in every public elementary and secondary school in the state. Exemption from participation for religious reasons may be provided to the student upon written request by the parent/guardian.

Personal Check policy

Schools may require that payments from students be in cash up to \$5.00. Schools must accept checks for payments in excess of this amount unless:

- 1) The payer has previously issued a check for where there were insufficient funds, or
- 2) The activity for which the funds are being collected is two weeks or less from the date of the collection.

Returned checks

Envision Payment Solutions™ is pleased to have been selected by the School District of Osceola County, FL as its check service provider.

Please be aware that if your check is returned, it may be represented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees. Specifically, per Florida Statute §68.065, the service fee for returned checks is as follows:

\$25, if the face value does not exceed \$50;

\$30, if the face value exceeds \$50 but does not exceed \$300;

\$40, if the face value exceeds \$300 or 5% of the face amount of the check, whichever is greater.

(Note that the fee structure will change according to any amendments made to FL law during a school year.)

If you wish to inquire about a returned check written to The School District of Osceola County, FL, please contact Envision Payment Solutions™ directly at the information listed below:

Envision Payment Solutions™

Telephone 877.290.5460, or 770.709.3100

Fax 770.709.3007

PO Box 157

Suwanee GA 30024-0157

customerservice@envisionpayments.com

Safety

Campus Access

Access to campuses will be limited to student and staff members only. Visitors can come to campus for appointments and must enter through the front office lobby. All visitors must sign in when on campus.

Inappropriate items

Toys of any kind may not be brought to school. Parents/guardians are asked to please screen your child's bookbag to prevent these items from coming to school. Items such as imitation guns, knives of any type, and items with sharp points are not permitted at any time. Possession of these items at school could result in an Out of School Suspension, and/or recommended for expulsion in accordance with the District Code of Conduct. Osceola County School District has a Zero Tolerance Policy.

School Advisory Council (SAC)

The School Advisory Council assists the principal with problem solving and parent concerns. Meetings are held once a month. Additional meetings may be scheduled as they are needed. Interested parents/guardians may contact an administrator for more details.

School day

Students may arrive on campus at 7:45 for breakfast. For safety reasons, DO NOT drop off your students before this time.

School Hours: 8:20 a.m. to 3:20 p.m. (Monday, Tuesday, Thursday, Friday)

8:20 a.m. to 2:20 p.m. (Wednesday)

Monday, Tuesday, Thursday, Friday

8:20 a.m. School Start Time

8:25 a.m. Tardy Bell (student must report to office for tardy slip)

3:20 p.m. Dismissal Procedures

Wednesday Dismissal

2:20 p.m. Dismissal Procedures

School Resource Officer (SRO)

During school hours, we will have an SRO on site, who is an active Osceola County Sheriff. This is to keep our campus safe for students, staff, and visitors.

Special School Events

Spectators attending extracurricular events (athletic competitions, concerts, plays, Science Night, etc.) will be expected to wear facial coverings and practice social distancing. Random temperature scans may be required.

Supplies

Each teacher will inform parents/guardians and students which supplies will be needed for their classroom. All students will need paper and pencils. For additional information on which supplies may be needed, please visit our school's website at www.pafa.osceolaschools.net.

Telephone

The office telephone is a business phone and should be used by students for emergencies only. It should seldom be necessary for students to call parents/guardians concerning their transportation. Please make arrangements in advance concerning what your child is to do at the end of each day.

We ask the children to wait 15 minutes after the bell rings before they call their parents/guardians, to give parents/guardians time to get here. This policy keeps telephone lines free for communication between parents/guardians and teachers and for other school business.

Wednesdays are early dismissal days, and children should be picked up at their designated dismissal time.

If a student brings a cell phone/communication device to school, he/she must comply with the policies according to the School Board of Osceola County, FL. The following guidelines will be adhered to as it relates to cell phone/communication devices.

- (a) Authorization/Registration form must be filled out, approved by administration, and placed on file.
- (b) Cell phones/communication devices cannot be turned on or used during school hours.
- (c) Cell phones/communication devices will be taken from the student if any guidelines on the registration form are violated.

(See Student Cell Phone/Communication Device Possession Authorization/Registration form.)

Testing

All students will have progress monitoring testing throughout the school year. Third through fifth grade students will also participate in state assessments in April and May. Be on the lookout for more information from your child's teacher.

Textbooks

Textbooks are furnished by the school and are issued at the beginning of the year or when a child enters school. Students who lose or damage a book while it is checked out to them will be expected to pay for it before being issued a replacement. Please check with your child's teacher to learn the cost of a textbook.

Traffic flow

Poinciana Academy of Fine Arts is a neighborhood school. Consequently, there is not enough parking for the number of vehicles which drop-off and pick-up children daily.

Parents/guardians are asked to drop-off and pick-up their children in the designated areas for each grade level.

The right-hand lane of the main driveway is the drop off and pick up lane. Vehicles may not stop and wait in the left lane. Do not leave your car unattended in the main driveway or parked behind other cars in the parking area. Both of these actions are parking violations, and, could also result in being ticketed by our SRO.

Parents/guardians picking up students after school may not drive on campus until 3:20 p.m. on Monday, Tuesday, Thursday and Friday; 2:20 p.m. on Wednesday. Parents/guardians may not wait in the parking lot for dismissal due to limited parking spaces.

You will not be able to park and walk your child into school or walk to pick child up at end of the day. Parents must stay in their vehicle and follow the car rider line.

Transportation: Morning drop-off and Afternoon pick up procedures

Morning drop-off:

In an effort to decrease the morning wait time and delays during drop-off, we have implemented the following drop-off procedure:

- Please drive through the parking lot and into the AM drop-off line.
- For the safety of your child, students should not be dropped-off in the parking lot.
- Cars will need to follow the inside drop-off lane and the staff who are directing traffic.
- Please drop off students under the awning in the front of the school, once you arrive at that location.
- **For your safety, please remain in your vehicle during the drop-off in the morning.**
- Any students being dropped off in the morning need to be released from a vehicle, unless you have an appointment.

We apologize for the inconvenience, however, we believe this is the best opportunity for our students to enter campus in a timely manner to eat breakfast (if they chose to do so) and enter class for core instruction, starting promptly at 8:20 a.m.

Friendly Reminders:

- **Drop-off starts at 7:50 a.m.**
- We do not have staff available for supervision prior to this time. **DO NOT** drop off students prior to 7:50 a.m.
- Please **DO NOT** drop off students in the parking lot.

Afternoon pick up:

- Pick up line starts at 2:45 p.m. (M, T, Th, F) and 1:45 p.m. (W).
 - To ensure safety and security for all our students, please ensure you have your PAFA car tag hung on your rearview mirror, facing outwards.
- **Dismissal is at 3:20 p.m. (M, T, Th, F) and at 2:20 p.m. (W)**
- **Early Pick-up is 1 hour before dismissal (latest sign-out time)**
 - 2:20 (M, T, Th, F)
 - 1:20 (W)

Change in mode of transportation for Afternoon Dismissal

If you plan to pick your child up early from school, or your child participates in an after-school activity, please send a note with your child's full name, and teacher's name to school with your child. We want to ensure your child gets home in the correct mode of transportation and due to the high volume of calls in the front office, we may not receive the information in a timely manner.

Visitors

If there is a need to visit the school for a meeting or other reason, all visitors must check in through the front office. We do welcome volunteers and ask that you be approved through our OASIS system. For any questions about this, please see our front office clerk.

Withdrawals

Please notify the school at least 24 hours in advance if it becomes necessary to transfer or withdraw your child. This will give the teacher and office staff time to prepare the paperwork necessary for you to enroll

your child in another school. All schoolbooks and property must be returned and all fees, if any, must be paid. Please email your current FL ID and notice of intent to withdraw to Mercedes.Alma@osceolaschools.net.

Weather (Severe Weather) Safety and Dismissal Plan

Precautions: In the event of a severe weather warning, teachers will be advised to follow the district severe weather procedures.

Dismissal Procedures

In the event of severe weather, as indicated by NOAA weather alert, the administration will implement the special dismissal procedures listed below. All parents/guardians wishing to pick up their child/children are asked to come to the office with identification. An all-clear will be announced by the administration when it is safe to resume normal dismissal procedures.

- Severe weather dismissal will be announced by the administration over the P.A. system.
- Students will be returned to their homeroom from special area.
- Students will be released as parents/guardians arrive to pick up students. A staff member with a radio will meet each car and call the office to send the child to the pickup area.
- Bus riders will be released to buses if weather is not too severe.
- An all-clear will be announced by the administration when it appears to be safe for walkers and bicycle riders to be released.

Special Notes

- a) Severe weather means extremely threatening weather usually accompanied by lightning, strong winds, and heavy rainfall.
- b) Parents/guardians should develop an alternate plan for bicycle riders and walkers to eliminate any confusion on these days. We may have as many as 100 children waiting to make a telephone call to their parents/guardians. It is suggested that parents/guardians pick up bicycle riders and walkers when traffic has thinned out.