

Sanford Grammar School

H A N D B O O K

Parents - Pupils

Seventh and Myrtle, Sanford, Fla. 32771

1978 - 79

Telephone 322-1942

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WELCOME TO SANFORD GRAMMAR SCHOOL

We are happy to have you and your children with us. We encourage you to participate in our Parent-Teacher Organization and to become acquainted with our staff. The best job of educating your children can be accomplished through close understanding and cooperation between the school and the home.

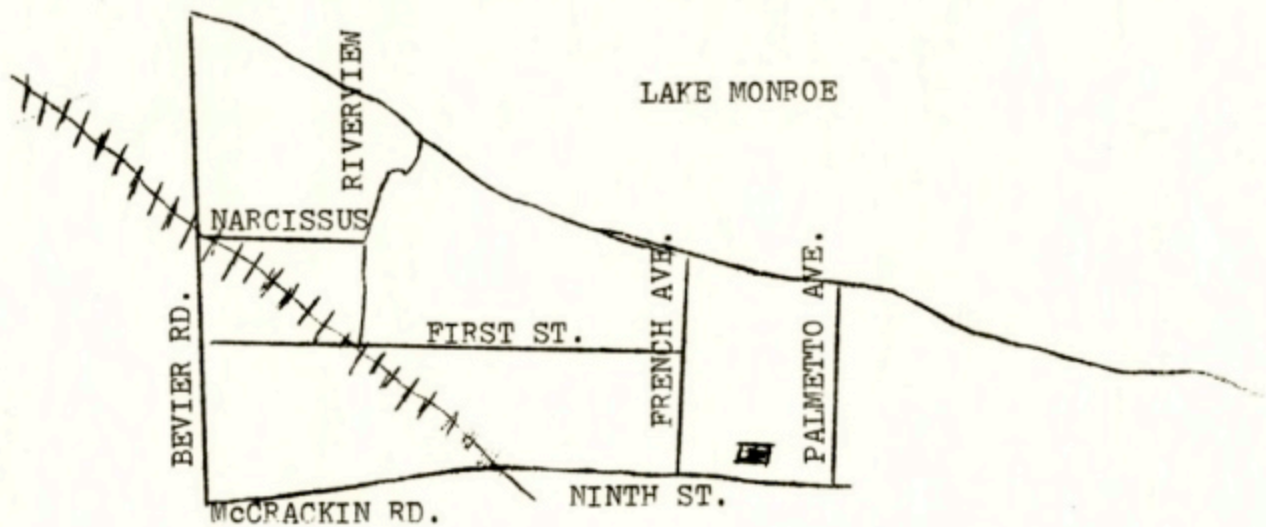
This handbook has been prepared to inform parents and children of the school policies which we feel are important to the attainment of a sound basic program.

We request that each parent and child become familiar with these policies.

SANFORD GRAMMAR SCHOOL
ATTENDANCE AREA 1978--79

SCHOOL BOUNDARIES:

NORTH - Lake Monroe
SOUTH - Ninth St. - McCrackin Rd.
EAST - Palmetto Ave. (West Side)
WEST - Bevier Rd.



BUS SCHEDULE

SANFORD GRAMMAR SCHOOL

A.M.
Time

P.M.
Time

Bus # 163

Driver Ms. R. Burke

RIVERVIEW AREA, LEE ACRES, WEST THIRD ST.

8:10	Airport Blvd. & Jewett Ln.	3:11
8:12	Airport Blvd. south of SR-46	3:09
8:15	Riverview Av. & Narcissus Av.	3:06
8:20	3rd St. & Pomegranate Av.	3:01
8:22	3rd St. & Mangoustine Av.	2:59
8:23	3rd St. & Avacado Av.	2:57
8:25	3rd St. & Poplar Av.	2:56
8:26	3rd St. & Holly Av.	2:56

Afternoon Routes for Kindergarten Students

P.M..
Time

- - - - Bus 163 Driver Ms. R. Burke

RIVERVIEW AREA; LEE ACRES; WEST THIRD STREET

1:35	3rd St. & Holly Ave.
1:36	3rd St. & Poplar Ave.
1:38	3rd St. & Avacado Ave.
1:39	3rd St. & Mangoustine Ave.
1:41	3rd St. & Pomegranate Ave.
1:45	Riverview Ave. & Narcissus Ave.
1:47	Airport Blvd. south of SR-46
1:49	Airport Blvd. & Jewett Lane

PARENT MEETINGS

October 10, 1978

Open House Program

Kindergarten to Grade 5

March 6, 1979

Parent Information Program

Student Program

DISCIPLINE

Please refer to Code of Conduct Booklet.

FIELD TRIPS

Children participating in a field trip must obtain written permission from their parents. The permission slip is to be kept on file by the teacher. All field trips will be properly chaperoned. There may be a charge to cover cost of bus or entrance fee. All students are encouraged to participate in field trips.

GENERAL SCHOOL RULES

The student shall:

1. Become acquainted with and abide by The Code of Conduct Hand Book.
2. Practice good citizenship.
3. Be regular and punctual in attendance.
4. Dress according to Sanford Grammar Dress Code. (page 12)
5. Be honest, courteous, and moral.
6. WALK in corridors, other parts of the building and sidewalks.

Parents are expected to cooperate with the school in urging pupils to abide by all school rules.

HOMEWORK

Some homework or home study by students is desirable and necessary. Parents can supplement school instruction by helping pupils with their spelling words, number combinations and encouraging them to read silently.

INSURANCE

School insurance will be available to all students. Information will be sent home at the beginning of the school year.

LEAVING SCHOOL EARLY

Children are expected to remain in school for the entire school day. In the event of a special appointment such as: doctor, dentist, etc., children will be dismissed upon the written request from the parent. The parent must come into the office and sign the register before leaving with the child.

SANFORD GRAMMAR SCHOOL

SCHOOL SONG

S IS FOR STUDENTS
A IS FOR ALWAYS
N IS FOR NICEST AND BEST
D IS FOR DOING WHAT'S RIGHT
G's FOR OUR GOALS IN SIGHT

CHORUS

R's FOR RESPECT ONE OF ANOTHER
A's FOR ACHIEVEMENT EACH DAY
M IS FOR MANNERS POLITE
S BEING GOOD SPORTSMAN-LIKE

CHORUS:

PUT THEM ALL TOGETHER AND YOU'LL SEE
SANFORD GRAMMAR SANDGRAMS ARE WE
SANFORD GRAMMAR SANDGRAMS ARE WE!

ABSENCES

All children missing school for any reason must bring a written excuse dated and signed by their parents. These excuses are required by Florida Law and must be kept on file by the teacher until the end of the school year. Notify school by phone first day if child will be absent for an extended time and then send a note explaining absences when child returns.

TARDINESS

School begins promptly at 8:25. A student arriving after the absentee list has been sent to the office must report to the office to ensure that he is marked present for the day.

BICYCLES

Bicycle riders are reminded to ride on the right side of the road. There should be no passengers on bicycles. Bicycle riders should ride in single file as a matter of safety. A space for parking bicycles will be assigned by the school.

BUSES

Transportation is provided for each child, including those in Kindergarten, who reside more than two miles from the school in his zone. Please refer to the Code of Conduct Booklet.

NON-TRANSPORTED PUPILS

Pupils who walk or are brought to school in cars are requested to arrive NO EARLIER THAN 8:00 a.m. They may report to their classes on the first bell at 8:20. Classes start promptly at 8:25.

PARENTS ARE REQUESTED NOT TO DRIVE AROUND THE BARRIERS PLACED AT ELM ST. AND MYRTLE AVE. TO DROP OFF OR PICK UP STUDENTS.

CLINIC AND HEALTH

There will be a school clinic and aide available at the school. However, if a student is ill the best place for him/her is at home. Every effort will be made to contact the parent or guardian so that the child may be taken home and given proper care.

LIBRARY AND TEXTBOOKS

Children shall endeavor to keep their textbooks and library books in good condition. Any textbooks or library books damaged or lost must be paid for by the child to whom the book is assigned.

LUNCHROOM

Lunch prices will be .55¢, extra milk, .12¢, adult lunches, \$1.10; adult milk .12¢; orange juice, .10¢.

Reduced price (.20¢) or meals without charge are available to economically needy children based on family income and number of persons in the family. The School Board reserves the right to verify income with employers upon application.

Pupils receiving lunch assistance should conduct themselves properly at all times and should bring neither sweets nor snacks to school nor display cash that would indicate the ability to pay for lunch.

No student will be allowed to bring soda pop bottles or cans to the cafeteria during the lunch hour.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences may be arranged in the school office or with individual teachers for any time between 7:45 a.m. and 8:15 a.m. or between 2:30 p.m. and 3:00 p.m. except Wednesday.

CLASSROOM VISITATION

It will be necessary for everyone to make an appointment through the principal's office if they desire to visit in the classroom during school hours. No conference will be permitted during visits. Please limit visits to not more than 1/2 hour. No pre-school children or infants may visit with parents because younger children distract both visitors and class.

A few tips on how to get the most out of your visit:

1. A group of 30 minute visitations is better than staying too long at any one time.
2. Just open the door without knocking and find a place to be seated. You will probably find the back of the room more satisfactory.
3. Come at the time of the day when the work you want to observe is likely to be in progress. Check with your child's teacher beforehand.

Children will not be allowed to bring visitors to the classroom while class is in session.

SCHOOL PARTIES

Two parties may be planned for the year - one prior to winter vacation and one for the last day of school.

No birthday parties will be permitted during the regular school day as this interferes with regular school work.

PHYSICAL EDUCATION

Excuses from Physical Education class must include the reason for not participating and be signed and dated by a parent or guardian. A child cannot be excused for over one week without a doctor's statement.

REPORTING

Report cards will be issued at nine week intervals. Refer to the School Calendar for dates. All report cards are to be returned by the pupils to the teacher within five days. Parent signature indicates that they have seen the report card. Twenty-five (.25¢) will be charged for lost or damaged report cards.

Progress reports will be issued by the teacher during the fifth week of the marking period.

Kindergarten reports - two times per year.

SAFETY PATROL

A Safety Patrol group will be organized utilizing students from the Fifth grade. These students selected for the Patrol will exhibit dependability, fairness, leadership, good grooming, and a pleasant and courteous manner.

Students are expected to respect School Patrol members and to follow their directions when they are at their duty posts.

SCHOOL HOURS

Kindergarten	-	8:25 - 1:30
Grade 1 - 5	-	8:25 - 2:30

SCHOOL PICTURES

School pictures will be made in September, 1978. Notices will be sent home several days in advance.

SCHOOL STORE

The School Store has a supply of paper, pencils, crayons, erasers, and notebooks for sale to the students. Supplies may be purchased each morning from 8:00 to 8:15 only.

ADMINISTRATION OF MEDICATIONS

School Board Policy 471.3

Some highlights of this policy:

1. Only prescribed medications will be administered in the schools. (This applies both to medications administered by school personnel and to student self-administered medications.)
NOTE: A non-prescription medication, such as aspirin, is considered a "prescribed" medication if prescribed by a physician.
2. Medications may be administered in the schools only in cases where failure to take prescribed medications could jeopardize a student's health.
3. In each school, administration of medications must be by a staff member delegated this responsibility by the principal.
4. As shown on the attached forms, it is necessary that both a parent (or guardian) and the prescribing physician sign an Authorization for Medication form before any medication is administered to a student in school.
5. Authorization for Medication forms must be renewed at three month intervals to verify continuation of medication by a student.
· Exception: Any authorization for emergency medications for chronic health problems such as diabetes or severe allergy to insect bites must be renewed yearly. Administration of an injectable emergency medication must be planned on an individual basis with parent or guardian and physician of the student involved.
6. Any medication without a pharmacy label which includes the student's name, directions for administering, physician's name and recent date must be accompanied by a physician's note including this information.
7. All prescribed medications to be administered by school personnel must be stored in one central and securely locked location in the school.
8. Each school shall keep a current record of students needing medication during school hours, including name, dosage and usual time of administration.
9. Students who are self-administering medication in school will be required to furnish an authorization signed by a parent or guardian and prescribing physician stating the name, purpose and dosage of the medication to be taken.
10. Any medication to be administered in school to an elementary student must be delivered to the school by a parent or other responsible adult.

TELEPHONE

No child or teacher will be called to the telephone except in case of emergency, but messages will be delivered to them. Teachers may answer calls at their earliest convenience. Children will not be permitted to use the telephone except in case of emergency, and all calls must first be approved by the principal, teacher, or office staff.

WITHDRAWALS

Parents should notify school in advance if they are going to withdraw pupils, so that records can be made out correctly prior to the student's leaving.

SANFORD GRAMMAR SCHOOL

DRESS CODE

1978-1979

Grooming and dress which prevent the student from doing his best work because of blocked vision or restricted movement shall be discouraged as shall dress styles that are likely to create a disruption of classroom order. (see Code of Conduct, pg. 2)

All children shall be encouraged to come to school neat, clean and properly dressed.

All students must wear shoes at all times.

Slacks are encouraged for girls.

Girls may wear shorts under dresses or skirts.

No long skirts and granny dresses may be worn because of the tendency to trip and possible resulting injury to the child.

Halter tops may not be worn.

SANFORD GRAMMAR SCHOOL
PERSONNEL DIRECTORY
1978-79

Carroll, Clay C.	Principal
Dates, Edna A. (Mrs.)	Assistant Principal
Becker, Jacqueline (Mrs.)	Compensatory Education
Bose, Linda (Mrs.)	Primary
Burdett, Judy (Mrs.)	Compensatory Education
Caskey, Elsa (Miss)	Primary
Chapman, Mabel (Miss)	Primary
Copeland, Diane (Mrs.)	Compensatory Education
Fields, Willie Agnes (Mrs.)	Primary
Fondren, Phyllis (Mrs.)	Primary
Fox, Robert T.	Media Specialist
Freeman, Nancy (Mrs.)	Intermediate
Hawkins, Howard	Physical Education
Kaleel, Frances (Mrs.)	Primary
Medland, Julie (Mrs.)	Speech Therapist
Miller, Phyllis (Mrs.)	Primary
Rauth, Karen (Mrs.)	Guidance Counselor
Scott, Carnell (Mrs.)	Kindergarten
Tisdale, Eva (Mrs.)	Intermediate
Armstrong, Gloria	Clinic Aide
Cook, Mary L. (Mrs.)	FTE Clerk
Fillmore, Bernice (Mrs.)	Compensatory Aide
Hardy, Pamela A. (Mrs.)	Migrant Aide
Jeffords, Allean (Mrs.)	Aide
Parish, Frances (Mrs.)	Compensatory Aide
Warren, Hazel	Clerical/Technical Aide
 <u>Custodians</u>	
Martin, Marie (Mrs.)	
Martin, Derek	