

The Conservatory School

@ North Palm Beach PK-8

Principal's Message

Dear Parents/Guardians and Students,

It is with great pleasure that we take this opportunity to welcome you to The Conservatory School @ North Palm Beach. We are extremely proud of our well trained, caring, highly qualified teachers and staff as well as the programs that are offered to our students. We encourage you to visit the school and learn more about us!

Please read the pages of this handbook with your children and review the important information regarding school policies and procedures. If there are any questions that you have please feel free to call the school office. We know that an open and clear line of communication between school and home is important to the success of your child's educational program.

The Conservatory School @ North Palm Beach (TCS) agenda/planner was designed to assist your child with organization on a daily and weekly basis. It was also designed as a means of communication between parent and teacher. In addition, K-2 students will have home/school folders. Be sure to check this folder or agenda nightly!

Your participation and support is welcome during the school year! We hope that you will become a member of the P.T.O. and will actively participate on our School Advisory Council monthly meetings. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Warmly,
Teresa Stoupas
Principal

Derek Schuemann
Assistant Principal

Pour tradikson tanpri rele Madam Moreau
Para la traducción, lame a la Señora Schmidt
(56) 494-1800

MISSION STATEMENT

We inspire our school community through continuous inquiry, empowering all who join us with the skills, courage, optimism, and integrity to pursue their dreams. We seek to empower a diverse range of scholars, artists, and leaders through a unique and rigorous academic and music education. This is a place where the arts are valued and pursued, where children learn to draw, dance, and create music; where ideas are sought and explored. We gather here

for the purpose of expanding our young people's notions of justice, broadening their visions of the possible, and creating a culture and habit of perseverance. Ours is a place of play, passion, and purpose.

Our Mantra:

Play.Passion.Purpose

PHILOSOPHY AND OBJECTIVES

The staff of TCS considers it their responsibility and privilege to maintain and foster continuous growth for all learners through an educational program emphasizing personal, social and intellectual development.

We believe that the expertise and talents of the school personnel and members of the community serve as valuable resources for the children to explore new concepts, reaffirm learning and provide an opportunity to experiment with creative ideas, thereby establishing the individual child's sense of pride. Our school's Triple Crown Behavior Expectations are *Respect, Responsibility & Service*; behaviors that we reflect and reinforce with positive feedback for all community members.

Where to Turn:

Main Office Number:	
494-1800	
Admin.Assistant to Principal, Ms. DiGangi	494-1804
Assistant Principal: Mr. Schuemann	494-1805
MS Admin: Ms. Charlot	494-1835
Counselor K-5: Dr. Lexande	494-1840
Counselor 6-8: Ms. Gallagher	494-1843
Behavioral Health: Mr. Tatis	494-1827
Bookkeeper: Ms. Rios	494-1806
Clinic: Ms. McNett	494-1820
Data Processor: Mrs. Cyran	494-1803
ESE Contact: Ms. Marchica	494-1832
Aftercare Ms. Wilke	494-1830

SCHOOL HOURS 8:00 A.M. to 2:00 P.M. PK-5
8:00 A.M. to 3:00P.M. 6-8

Students should not arrive before 7:30 A.M. No supervision is provided until that time. See: *Florida Statute 1003.31*

Students who arrive late to school miss out on the morning routines and **important content instruction**. Plan your mornings so that students arrive to school on time each day – **7:50 is nifty, 8:00 is late.** ☺

Students arriving after 8:05 A.M. must report to the office for a "Tardy – Admit to Class" slip.

SCHOOL SAFETY

It is the desire of the staff at TCS to provide a safe and secure environment for learning. Students may not, under any circumstances, bring *any type* of knives or weapons, including **toys**, of any size or description on campus or to any school sponsored activity. (This includes toy guns, look-alike weapons, and pocket knives.) **The discovery of such items will be reported immediately to the school district police and will lead to disciplinary action, which may include out of school suspension or expulsion.**

DISMISSAL PROCEDURES

Dismissing hundreds of students from school requires patience and consideration for others. Our first priority is keeping your child safe. Our dismissal procedures insure a smooth, safe dismissal for all students.

- At 2:03 Bus riders and Day Care Van riders are dismissed to the cafeteria.
- At 2:05 Parent Pick-up and TCS Encore After-care students are dismissed to those locations.
Parent Pick-up students are dismissed by number. **Families are asked to display this number in their vehicle.**

At the start of the year, parents will be required to complete a form describing how their child will be dismissed. If there is any change in the dismissal, parents **MUST write a note of explanation to the teacher.** *For safety reasons, these changes must be written communication from the parent not relayed through the child.*

All students will be provided with a **dismissal number.** This will include students who ride a bus. This number should not be shared with anyone! Using the number allows us to quickly and safely dismiss your child to you in the afternoon.

Cards with the dismissal number will be provided for you to display in your vehicle in the car pick up line. These cards should be displayed on the right side of the windshield (passenger side). As you pull your vehicle up, the staff working dismissal duty will announce your child's number and grade level. All children in one family will be provided with the same number.

- Please follow directions given by the teachers/staff on duty so that dismissal can run smoothly and safely.
- Please be sure to use safety belts at all times. Do not leave your car in the car line to go into the building.
- Please do not park on any private property surrounding the school to come and get your child.

- Please respect our neighbors and our community by following all traffic laws and privately owned property.

Students will only be allowed to enter cars on the passenger side as there are moving vehicles in the driver's side lane.

Students should go directly home at dismissal time. **All K-5 students should be picked up by 2:15 P.M., secondary students by 3:00 P.M.** unless they are staying for an afterschool activity such as Encore After Care, Finale (middle school) or a club/athletics as indicated by the club/ athletics sponsor.

K-5 There is no provision for the supervision of students after 2:25 unless they are enrolled in TCS Encore Aftercare or participating in a school club. Florida Statute 1003.31

LATE PARENT PICK UP POLICY

For safety reasons, K-5 parents who pick up their children after the designated time (2:20 P.M.) will be required to come into the Main Office, show proper identification, and sign their child out.

The school understands that unforeseen events may cause a parent to be late in picking up a child, however if late pick-up occurs more than 2 times, a student may be removed from after-school activities. A parent may be charged for late pick up if it occurs more than 2 times. This policy is in effect for regular school dismissal, early release days, and all after school programs.

PERSONAL ITEMS

Toys, expensive jewelry, excessive amounts of money, electronic games, etc. are not to be brought to school. The school will not be responsible for the loss or theft of these items. ***Any fad or collectable item that causes a distraction to the learning process will not be allowed on our campus.***

The Conservatory School – K-8 DRESS CODE

Shirts/Tops:

- TCS t-shirts or other school shirts are preferred
- Shirts and tops that cover your body appropriately are required, no spaghetti straps or short shirts.
- All shirts /tops must have sleeves.
- There is an open policy in selecting colors and patterns, however students are never to wear clothing that contains slogans, graphics, or promotions that are not age

cough-drops. *What is fine for your child to take may be dangerous for another child!*

Any medication which is given during the school day must be prescribed by the physician and brought to the office by the parent in the original container, appropriately labeled by the pharmacy or physician.

Under no circumstances will any drugs be dispensed which have not been prescribed by a physician.

In order for the school to give medication, the following information must be on file in the office:

1. Physician's Authorization of Medication (form 1174) must be filled out and submitted to the Main Office.
2. Medication should be in prescribed bottles as given by the pharmacy with written instructions as to the amount and time the medication is to be given.



TEXTBOOKS AND LIBRARY BOOKS

Our school and School Board are committed to providing appropriate instructional materials in all core areas of study for each child. We are committed to ensuring your child has access to these materials to enhance his/her education and reading pleasure.

All textbooks and library books used by the students are on loan from the school. Please insure that reasonable care is taken when these materials go home with your child. *Parents are responsible for all items lost or damaged.*

Fees

It has always been the policy of the SDPBC that:

- No penalty of any type will be imposed against the student based on failure to pay.
- No student shall be denied the right to participate for failure to pay.
- The Principal may forgo a planned activity or use of a particular item based on the collection of insufficient funds to cover the cost of the activity or item.
- Requests for fees or donations are voluntary payments.

PARENT TEACHER ORGANIZATION (PTO)

The Parent Teacher Organization (PTO) at TCS supports the school's instructional program and enhances community and school relations. All parents are encouraged to join and participate in PTO.

SCHOOL ADVISORY COUNCIL (SAC)

The School Advisory Council represents all of the shareholders in the school: administration, faculty, staff, parents, and community representatives.

Working together, goals have been established and action plans developed to create our vision of school improvement and accountability at TCS.

The Encore AFTER-SCHOOL PROGRAM

TCS offers a well-rounded school child care program for our students. The After School Program provides a safe and fun environment on our school campus from 2:05 to 6:00 P.M. for information; please call the After School Program office during their office hours (10:30 A.M. to 6:00 P.M.) at 494-1830.

Middle Grades After-School Program – Finale'

TCS offers a Middle Grades Program Mon-Thurs. Please call 494-1800 for information.

Secondary students participating in after-school activities may take the 5:00 activity bus Monday-Friday. They must be a member of a sponsored activity.

REGISTRATION FORMS

Parents/guardians are required to complete a new registration form at the beginning of every school year. This information is necessary to ensure that the school office has correct emergency contact phone numbers and information. *Parents will also be asked to provide 2 proofs of address at that time.*

Any change of address or phone number must be reported to the Main Office within five days. Registration forms are available in the Main Office. Students who do not reside in TCS SAC area must have a current reassignment or have entered TCS through the Choice program.

Student Progression Plan:

www.palmbeachschools.org/studentprogression

PAYMENTS TO STUDENT ACCOUNTS

The school district will again this year be offering parents the option to pay for certain activities and items (cafeteria and After Care fees) on the internet using a credit or debit card. If you would like more information about this process, please contact the bookkeeper.

"Non-adherence to school rules will result in consequences as outlined in the student Code of Conduct"

Please read the Parent Student Handbook on the District webpage for a full description of all requirements: Located under the Parent Tab on the web landing page.