

**MULHALL-ORLANDO
ELEMENTARY SCHOOL**



STUDENT HANDBOOK

WELCOME TO MULHALL-ORLANDO ELEMENTARY SCHOOL

The policies and procedures contained in this handbook are designed to help the school run smoothly so that you will have a successful year at Mulhall-Orlando Elementary School.

Your teachers are eager to help you prepare for a successful school life, so **STUDY HARD**. Remember that your success is directly related to your efforts.

Mulhall-Orlando Elementary School
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MOTTO

**PREPARING YOUNG MINDS FOR THE CHALLENGE
OF A CHANGING WORLD**

**MASCOT – Panther
COLORS – Black and Gold**

The Mulhall-Orlando School District does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap or veteran status.

STATEMENT OF RIGHTS (FERPA)

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy.

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's education record.
3. The right to seek to correct the student's education record; in a hearing if necessary.
4. The right to report violation of the FERPA to the Department of Health, Education, and Welfare.
5. The right to be informed about FERPA rights.
6. The right to request a translator if necessary.

All rights and protection given parents under FERPA and this policy transfer to the student when he/she reaches 18 or enrolls in a post secondary school. The student then becomes an "eligible student".

PROFICIENCY TESTING

A student may be promoted in grades one through eight, or earn a high school credit in grades nine through twelve upon sufficient demonstrated proficiency. A student or the student's parent may request to demonstrate such proficiency by exam. Contact the building principal or the school counselor for questions regarding this process, or to obtain an application.

PROMOTION AND RETENTION OF ELEMENTARY STUDENTS

The intention of this policy is for students to be placed at the most appropriate grade level. This determination is based upon documented evidence of the student's ability, level of academic achievement, social maturity and emotional characteristics. Students normally spend one year in each grade.

Most deficiencies in achievement of students can be overcome with immediate and thoughtful corrective action. However, there may be those few students who for unidentifiable reasons refuse to perform at a level consistent with their ability or due to excessive absences. These particular students would benefit by repeating a grade.

This measure should be employed as a last resort only. Factors to be considered are: (1) academic achievement; (2) chronological age; (3) social maturity; (4) physical development; (5) work and study habits; (6) attendance record.

Notwithstanding the foregoing, pursuant to 70 O.S. Section 1210.508C (H), beginning with students entering the first grade in the 2011-2012 school year, if the reading deficiency of a student, as identified based on assessments administered as provided for by the state and pursuant to statute, is not remedied by the end of third grade, as

demonstrated by scoring at the unsatisfactory level on the reading portion of the third-grade criterion-referenced test administered pursuant to state law, the student shall be retained in the third grade. Parents of children who may be subject to retention under this section of the law will be notified in writing of same, and of their options for remediation to avoid mandatory retention, as per statute.

ARRIVALS AND DEPARTURES

The school building will be open **only at the front door** for students at 7:50 a.m. Breakfast is served from 7:50-8:10 a.m. Supervision is not provided prior to that time. Upon arriving at school students should go directly to the cafeteria for breakfast.

Students are not to leave the school grounds for any reason during the school day without the teacher's permission. Students may only check out of school with **written or phone** permission from their parents or guardian. All visitors entering the building are asked to report through the office before proceeding to a classroom or the playground.

PERSONAL APPEARANCE

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress contrary to good hygiene or disruptive in appearance and detrimental to the purpose of school will not be permitted. Specifically, the wearing of the following items or apparel is prohibited:

1. Shirts or pants with vulgar writings, signs, or slogans
2. Advertisements or writings promoting alcohol, tobacco or drugs on clothing or caps.
3. Tops designed to reveal a portion of the front, back or middle will not be allowed.
4. No bandannas or other types of clothing depicting gang or cult activities, or clothing that interferes with the education of students will be allowed.
5. For the grades 3-6 dresses, skirts, or shorts should be no shorter than 3 inches above the kneecap. Close fitting biker shorts and tank tops are not appropriate.

ATTENDANCE

Mulhall-Orlando Public School believes that a student must attend school on a regular and punctual basis in order to benefit appropriately from the educational opportunities available. A student must be absent no more than 10 days a semester in order to earn a passing grade in any subject. The school is required to report excessive absences to DHS and the District Attorney's offices. Regardless of the reasons, absences are charged against the student when you are not in attendance at school except when excused to represent the school in a school activity. If your child is absent **FOR ANY REASON PLEASE NOTIFY THE SCHOOL OFFICE CONCERNING THE CAUSE OF THE ABSENCE**. That notification should be by telephone or in person at the beginning of the school day in which the absence is to occur. Work missed because of absences must be made up. A student shall have the same number of days to make up work he/she missed not counting the day the students return to school. It is the students (grades 4-6) responsibility to go to the teacher to determine what is necessary for make-up. If the

work is not made up in the specified time a zero shall be recorded in the teacher's grade book. Tests announced during the student's presence in class or which are regularly scheduled, that are missed because of an absence, shall be made upon the day the student returns to class. If the test is given on the day the student returns to class, he/she shall be obligated to take the test on that day. Should a student be absent at the time the test is announced and it is not regularly scheduled the test shall be administered to him/her one day following his/her return to class. **Remember 3 tardies equals 1 absence.**

REPORT CARDS

Each nine weeks, report cards are issued in order to keep the parents in touch with the work students are doing in school. Parents are requested to examine the cards.

Each 4 ½ weeks, reports of unsatisfactory progress are sent to parents of students along with a reason for the unsatisfactory work. This is to acquaint the parents with the student's unsatisfactory work performance, so they can assist the student in satisfactorily completing school work and perhaps prevent that student from failing the course.

With parents, students, and teachers working together, the number of failures will be cut to the absolute minimum and student scholastic achievement will be improved.

PARENT-TEACHER CONFERENCES

Parent-Teacher conference days are an excellent opportunity to review your student's progress. (See school calendar for scheduled dates.) Schedules will be sent to all parents with the hope that every parent or guardian will attend.

SUPERINTENDENT'S HONOR ROLL

A student must receive a grade of A in all courses or subjects for the nine week grading period.

PRINCIPAL'S HONOR ROLL

A student must not receive a grade below an A or B in all courses or subjects for the nine week grading period.

MONEY SENT TO SCHOOL

Please send the appropriate amount of book order money with each student. If you pay by check please make it out to your student's teacher. Please send candy/pop money separate from all lunch money or book order money. When it is combined it makes it difficult for the teachers to keep up with it. It is best to seal all money in separate envelopes with a note on the outside telling the teacher exactly what the money is for. All money should be sent to your student's teacher or to the office. **THANK YOU** for sending all money in correct amounts and in separate envelopes.

ELECTRONIC COMMUNICATON DEVICES

Electronic communication devices are not to be used, or turned on during school hours from 8:00 am-3:30 pm or while attending school sponsored activities. Students are NOT allowed to leave their electronic communication devices on silent mode. All electronic communication devices must be turned off. The school recognizes that parents may want their children to have electronic communication devices for personal safety reasons and convenience. Therefore, students may have electronic communication device in their pocket, backpack, purse, etc., but they must be turned off at all times during school. Students may turn on electronic communication devices after school hours to call home or check messages. If parents need to contact their children during the school day, they may call the grade school office at (405) 649-2000. The principal or secretary may grant permission to students to use their electronic communication device in the office if they deem necessary.

If a student violates the cell phone policy, the following consequences will apply:

First Offense: The electronic communication device will be confiscated for 1 day. Parents should contact the school to arrange an appointment to pick up the electronic communication device from the principal.

Subsequent Offense(s) Students may lose the privilege of carrying or possessing an electronic communication device for the remainder of the school year or be suspended from school. Parents should contact the school to arrange an appointment to pick up the electronic communication device from the principal.

The student, by bringing the phone on school property, forfeits their expectation to privacy. School officials have the right to check call records on the phone.

Personal Music players (iPods, MP3s, CDs, etc.) will not be used outside the classroom. Students will be required to turn over the device. The device may be returned to a parent at the end of the day. Multiple offenses will result in disciplinary action.

Use of electronic communication devices at activities away from school must be with the sponsor's permission. For example: calling to let a parent know when a student will arrive at the school from a trip. Any use of the electronic communication device on trips without sponsor's permission will result in the device being taken. Pagers are not allowed at school.

TELEPHONES

The school phones are business phones and are to be used only with the permission of a school official. Use of the phone is a privilege, not a right. Students should have a note from their teacher to use the phone during the school day. Students **WILL NOT BE ALLOWED** to use the phone to see if they can go home with a friend after school. Please communicate with your child before he/she leaves for school so that you both

know what he/she is to do when school is out for the day. Students will not be called to the phone except for emergencies. Messages will be delivered to the students.

LIBRARY

Mulhall-Orlando is very proud of its library. The books and educational materials are there for the student's educational growth. Students will check out all books with the librarian or assistant. Fees will be assessed for damaged and lost books at a reimbursable cost to the school. Students may be liable for failure to return library materials and report cards may have a hold placed on them until all books and materials are returned or restitution is made. In the event that you pay for a lost book, and later find the book, your money will not be refunded.

PARTIES

Classroom parties are allowed on Halloween, Christmas, Valentine's Day and Easter. Private birthday invitations to parties should not be given at school unless the entire class is invited.

PERSONAL ITEMS

Please LABEL ALL students' coats, hats and personal items with a permanent marker. Hats or caps worn to school should be removed in the building.

MEDICAL TREATMENT

School personnel will administer basic first aid in case of injury. Minor cuts and abrasions are cleaned and covered with a Band-Aid. In case of serious illness or injury to a student while at school, we will attempt to locate the parents and immediately refer the student to the family physician listed on the Medical emergency form.

If a student develops an illness after arriving at school, the parents will be notified to call for the student as soon as possible. A student will be sent home if he/she has any of the following:

1. An above normal temperature
2. Discharge from the nose or eyes
3. Sore throat or chronic cough
4. Skin eruptions or rashes
5. Nausea or vomiting
6. Head Lice (proof of treatment required to return to school)
7. Communicable Diseases

Employees of Mulhall-Orlando Schools are permitted to administer oral medicines including aspirin to a student only after the parent has completed the appropriate form. A note from home is not appropriate. We have permission forms in the office. If your student takes aspirin on a regular basis please send some to school. Prescription

medicine must be in the prescription container that indicates patient's name, strength, name of medication, dosage, directions for administration, name of doctor, date, and name of pharmacy. Medications will only be kept in the office.

GYM

Students are not allowed in the gym unless school personnel or a parent is present. Any student or person who damages the gym will be responsible for the damages. Please provide proper gym shoes for your child to participate in basketball in the gym. Cleats will not be allowed in either gym.

EMERGENCY PROCEDURES

Severe Storm – Short beeps, students should follow procedure given by their teacher in prior drills.

Fire – A series of short beeps with lightning flashing. Students exit building following the escape route closest to them. Their teacher will direct them.

CAFETERIA

Parents are always welcome to eat with their children. Please let us know early in the morning if you plan to do so. The cost of adult meals: Breakfast- \$1.70, Lunch- \$3.50. Parents desiring to apply for the breakfast and lunch Federal Assistance may do so by inquiring in the principal's office. Breakfast is served daily from 7:45 a.m. – 8:10 a.m. Student breakfast price is \$.1.50 full price or \$.30 reduced. Student lunch price is \$2.51 full price or \$.40 reduced. The school does not keep money on hand. We cannot break bills or checks for the students. Lunch bills should be paid on Tuesday. Please prepay by the week or by the month. If a child prefers they may bring their lunch, but please keep in mind that the refrigerators are usually full, so pack nonperishable items or an ice pack to keep it cool. Remember, carbonated drinks are not allowed in their lunch packs.

The microwaves are not for student use so please send ready to eat foods, as the cooks do not have time to heat the student's food.

Student Cafeteria Rules:

1. Food may not be removed from the cafeteria.
2. Do not trade food from your tray.
3. Food brought from home may not be shared
4. Stand quietly in line.
5. Carry your plate with both hands.
6. Once seated, do not change seats.
7. Saving seats is not allowed.
8. Do not throw food on or under tables, or in the air.
9. Use a quiet voice when speaking and or speak loudly across the room.
10. Use good table manners. Close your mouth when chewing.
11. Report spills to the teacher on duty.

12. Do not bring anything with you to breakfast or lunch.
13. Do not mess with another student's tray.
14. Place eating utensils in proper place and pick up napkins, or items you drop.
15. Use ketchup, honey, mustard, mayonnaise, barbecue sauce, salt and pepper appropriately or you will lose the privilege of using condiments.
16. Eat at least two items that consist of meat, vegetables, or fruit (not just desserts) before getting salad bar items.
17. Do not leave your seat before your table has been dismissed.
18. Inappropriate behavior will not be tolerated in the cafeteria.

PLAYGROUND RULES

The playground is for the use and enjoyment of students. To insure the safety of all students the following rules must be followed:

1. Toys, tap or CD players, paging devices, radios, or other items from home are not allowed, unless your teacher has authorized them, such as for show and tell day.
2. Do not throw objects such as rocks, dirt, sticks, etc.
3. Students may not stand on or chicken fight on monkey bars or big toys, or jump off the monkey bars/ or out of swings.
4. Students may not grab other people's clothes, spit, fight, wrestle, build pyramids, or dog pile.
5. Students may not carry anyone on their shoulders or back, climb fences, trees, or poles.
6. Students may not leave the playground without permission or go into the road for a ball.
7. Students may not walk up the slide or go down backwards. (Feet first, sitting up)
8. Students may not karate kick each other.
9. Students should keep litter picked up, especially glass.
10. When a teacher blows the whistle, all students should line up to leave the playground. Students will be going outside everyday during recess unless it is raining or the wind-chill is extremely low. Students need outside physical activity. If your student has been ill and you feel that he/she needs to stay indoors, please send a note. Please dress your student with warm clothing during cold weather and mark their coats with identification. In case of bad weather an alternative place for recess will be provided.

HOMEWORK

Homework is an extension of the regular school program and a responsibility that the student undertakes independently, whether at home or outside of class periods in the school. Whenever homework exists in our school system, it should be to supplement, complement, reinforce classroom teaching and learning.

The assignment of homework is an individual instructional responsibility of the teacher in our school system. Certain classes will require more frequent homework than others, but students should make specific preparations for completing homework assignments.

All students are expected to complete all assignments. When work is not turned in when it is due, students will continue to be assigned study hall until all assignments are completed.

Students will be allowed a minimum of a “day-for-a-day” to turn in homework when the student has been absent from school. (example: a student that is absent for two days has two days to turn in assignments for the classes missed.) Suspended students will receive a grade of zero for missed class assignments, including homework, (unless the principal, looking into each individual case, determines differently.)

MULHALL-ORLANDO ELEMENTARY DISCIPLINE POLICY

Mulhall-Orlando Elementary School’s purpose is to create a healthy learning and social environment for students. Students will learn to accept responsibility for their actions. To do this, students must understand that misbehaviors have consequences and that they can control and change their own inappropriate behavior. Each child is an individual with different abilities and needs, and as such, discipline will be handled on an individual basis.

Maintaining order necessitates relations relating to school discipline. This policy contains disciplinary actions and examples of specific behavior, which are deemed unacceptable. We reserve the right to delete, change, or add to any of our discipline procedures due to special or unforeseen circumstances.

The principal, teacher, or other school personnel may use any of the following disciplinary actions appropriate to a specific case.

1. In-School suspension (ISS)
2. Time-out (classroom or principal’s office)
3. Disciplinary Action Report
4. Contracts
5. Parental Conference
6. Corporate Punishment (Principal only)
7. Suspension (Principal only)
8. Expulsion (Principal only)
9. Reflective Writing
10. After School Detention

The following are specific examples of unacceptable behavior requiring disciplinary action:

1. Open or persistent defiance of authority.
2. Physical defiance of authority.
3. Creating, or attempting to create, a disturbance.
4. Willful disobedience.
5. Profanity, vulgarity, or obscenity.
6. Stealing

7. Fighting
8. Cheating on Papers/Tests.
9. Intimidation, bullying, threats, or harassment directed toward other students will not be tolerated.

ISS

Parents will be notified prior to ISS. There will be a record of cause, date and time served written by the teacher. The student will be placed in the detention room under adult supervision. A privacy screen will be used to minimize distractions. The student will not participate in recess or free time. Lunch will be brought to the detention room for the student. Thirty minutes of detention will be added each time the student removes the privacy screen, marks on the screen, talks without permission, causes a disruption, or for any reason an adult feels the student needs to serve additional time. The teacher and/or principal will determine the length of ISS based on the student's age and behavior, however, ISS may not exceed TWO consecutive school days.

CORPORAL PUNISHMENT

Corporal punishment will be used only as a last resort after other corrective measures have been used without success. Corporal punishment must be administered by the principal, with a witness present. At no time shall more than three swats be administered to the student. If you do not wish to have your student spanked, you should fill out the appropriate form.

When possible, the parent will be contacted prior to the use of corporal punishment.

Documentation will identify the student and set forth the behavior necessitating the punishment, the person who administered the punishment, and the name of the witness.

SUSPENSION OR EXPULSION

Only the principal shall suspend the student in the following manner:

1. Attempt to orally notify his/her parents or guardian stating the reason for this suspension, the term of the suspension, and the right of a hearing before the principal.
2. In writing, notify his/her parents or guardian, by mail stating the hearing before the principal.

STEALING OR THEFT

As well as disciplinary action taken, students may be asked to make restitution of the property that was stolen.

AFTER SCHOOL DETENTION

Students may be assigned after school detention by the principal only, and detention will be on an individualized, as needed basis. Parents will be notified ahead of time, and must provide a way home for the student.

TIME-OUT

Classroom time-out will be utilized when possible. A student is placed either behind a privacy screen or seated away from classmates and interaction with others will not be allowed. Instruction and classroom work will continue. When necessary, a time-out session outside of the classroom will be in the detention room with work provided. The teacher will consider the student's age and behavior in determining the length of time-out. Time-out will be supervised by staff member and a disciplinary action report sent to parents.

DISCIPLINARY ACTION REPORT

The parent will be notified of a student's offense and the corrective effort and action taken by the school.

CONTRACT

Students fill out a contract form stating the problem, causes, alternative behaviors she/he could have used, and how to improve the outcome should the situation arise in the future.

PARENTAL CONFERENCE

The parent may be contacted by phone or asked to attend a meeting. A cooperative plan will be developed employing consequences and rewards from both the school and parent.

REFLECTIVE WRITING

During recess, the student will either copy or compose a narrative, which includes the problem, and how their behavior affects others, and ways for them to improve their behavior in the future.

CHEATING

The students will be given a zero grade for all work resulting from cheating for the student and any student who assisted the student to cheat.

NO BULLYING POLICY

Mulhall-Orlando Public Schools will not tolerate bullying of any kind. Intimidation, bullying, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, school activities and other

extracurricular activities. If bullying persists, consequences will become increasingly severe.

ELEMENTARY SPORTS ELGIBILITY

All students that are passing for the current semester are eligible to participate in extra curricular activities (parents may request stiffer standards).

If a student's grade falls below failure (70% or less) for the current semester, they will be placed on probation. Grades are cumulative throughout the semester.

When a student is placed on probation the teacher will give each student the criteria they must meet or accomplish to be eligible the next week. What the student is asked to accomplish must be an attainable goal.

If the student's semester average returns to a passing level the student is removed from the ineligible and probation list.

Students should be a part of their regular scheduled PE class as much as possible. However, from time to time it may be necessary for a student to be held out of PE class due to disciplinary or a school work/grade reason. The removal from PE classes for these reasons will not exceed 2 times a week and up to 4 times a month without parent or administration approval. (Grades upon which these decisions are based should be maintained for later inspection).

BUS RULES

Rules that are not followed on the bus may result in disciplinary action as outlined in the discipline policy.

TRANSPORTATION PROVISION:

The School District, when practicable will provide transportation of students to school activities and on field trips which have been approved by the administration. The activity, field trip and other transportation is only a second priority to the regular school route transportation.

All activity trips and field trips must be requisitioned to the administration in advance to allow time to obtain transportation units and needed drivers. An approved sponsor or sponsors will be present during the transportation requirement.

RULES AND REGULATIONS RELATIVE TO PUPIL TRANSPORTATION

Transportation unit safety and student safety is the most important consideration. All vehicles are safety checked and route bus divers check buses on a daily basis. Route students have a required safety conduct emergency drill during the first three weeks of each semester. All passengers are required to follow the passenger safety conduct code at

all times. Disciplinary action will be taken against students who violate the passenger safety code.

Except in a case of emergency, anyone who operates a school bus as a driver in the school district shall complete a course of instruction pertaining to the operation of a school bus. The course is to be approved by the State Department of Education and the local district. The driver shall possess a valid Oklahoma Chauffeur's license and CDL. Drivers of all other district owned vehicles, other than buses, shall be an approved adult that possess a valid State of Oklahoma driver's license.

School district bus and vehicle drivers shall observe all state and local traffic laws, rules, and regulations. Safety violations can be a willful neglect of duty and possible grounds for job suspension.

RULES AND REGULATIONS

Buses and local school vehicles are off limits to all students at any and all times unless accompanied by the driver, faculty members, or other responsible person.

The privilege of being transported to and from school implies conduct, which contributes to safety. Students whose conduct threatens the safety of others may lose their privilege of riding in a local school transportation bus and other school vehicles.

Oklahoma State Board of Education regulations restricts the use of district owned school buses for certain out-of-state activity trips. The following uses of school buses are prohibited:

1. Out-of-State excursions.
2. Transportation for nonparticipating pupils to and from contest, athletic games or other school functions.

Out-of-state trips in district owned school buses must be confined to educational field trips and extracurricular activities under the direct auspices of the local board of education.

The school bus driver has a great responsibility. Each day he carries a "precious cargo" and his only concern should be to see that all of his passengers are transported to and from school safely. Unfortunately, there are times when children (young and old) do things that cause the driver to be distracted from his job. This is dangerous and cannot be allowed. It is necessary therefore, that rules and regulations be enforced and that they be followed without question. Each parent must see that his or her child understands the importance of good behavior while riding a bus. Riding a school bus is not a right, but a privilege; granted to those who are eligible and are to abide by the rules and regulations. It is not right that a student be allowed to ride a school bus when he continues to jeopardize the safety of others. The board of education realizes that a hardship may result in having to take a child to and from school but it is sometimes necessary.

The bus driver accepts the responsibility of getting the child to and from school safely, therefore, what he observes and reports to the principal is final. The driver is not there to determine the right or wrong of one student in a dispute with another. Any student who is involved in damage to a school bus will be required to pay for the damage.

BUS RIDER'S GUIDE

The following published bus rider's guide is approved by the state and local district.

Previous to loading students should:

1. Be on time at the designated school bus stops (keep the bus on schedule.)
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Respect people and property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus students should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as if the items were valuable furniture in a person's own home. Damage to seats, etc. must be paid for by the offender.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Do not throw objects in or out of the bus.
11. Remain in the seat while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow students, the bus driver, and the patrol officers or driver's assistant.
14. Remain quiet when approaching a railroad-crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to safety.

After leaving the bus students should:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for the bus driver's signal, then cross the road.
2. Go home immediately staying clear of traffic.
3. Help look after the safety of small children.

PRE-K POLICY

Mulhall-Orlando Public School offers a non-state mandated, full-day pre-kindergarten program for four year old children in the Mulhall-Orlando School District. All four year olds are eligible to apply for the program; however, enrollment is limited because of funding. The pre-kindergarten program is strictly for youngsters who turn four by September 1.

Children, who attend the Mulhall-Orlando Pre-K program, must be self-sufficient in the use of the bathroom. The teacher and the assistant are not responsible for helping children in the bathroom. Please purchase clothing that your child can manage independently. Children who are not potty trained are not eligible to attend the Pre-K Program.

Please send a change of clothes (underwear, uniform and socks) in a zip lock bag with your child's name on it. Accidents can happen at school even if your child doesn't have them at home. Children who urinate in their clothing will be directed to the restroom to change. If children defecate, parents will be called to pick their child up for the day. Children who urinate or defecate in their clothing more than three times in a one week period will be un-enrolled from the program for the remainder of the year.

Final decisions regarding enrollment and un-enrollment will be made by the elementary principal. Special circumstances or appeals can be made in writing to the elementary principal if unforeseen circumstances arise.