

2020-2021

Eustis Elementary



PANTHER CUBS

Student Handbook

714 E Citrus Ave

Eustis, FL 32726

(352) 357-2779

<https://eel.lake.k12.fl.us/>

Corrie Voytko/Principal
Principal

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Eustis Elementary is a destination school, a place where:

- Every student wants to learn.
- Every parent wants their child to attend.
- Every teacher wants to work.
- Every leader wants to lead.

Mission:

Every student, every day, achieves high levels of learning.

Vision:

A safe, inclusive, and collaborative school community that has high expectations for all students, and supports, engages, and celebrates learners

Accidents: Parents will be notified by the school nurse if their child is involved in a serious accident that requires medical treatment. Classroom teachers will notify parents of injuries of a minor nature. Please provide current home, cell, work and emergency telephone numbers for our school files. Accidents covered under school insurance should be reported to the school office promptly in order to obtain a claim form.

Arrival on Campus: Supervision of students will be provided between 8:00 AM and 3:30 PM. Students should not be on campus before 8:00 AM unless they are enrolled in our Extended Learning Program (ELC). The morning bell rings at 8:20 AM for students to go to class and the tardy bell rings at 8:30 AM.

Please adhere to the following arrival procedures:

1. **Bus Riders:** Students arriving on regular and daycare buses will be dropped off at the bus loop and supervised by school staff until the 8:20 bell rings. This includes daycare buses.
2. **Car Riders:** Students arriving by car will be dropped off on the car rider side of the campus, which is located on Salem Street, no earlier than 8:00 AM. They will be supervised by school staff until the 8:20 bell rings. **To ensure safety, do not drop your child off to any other location than the car rider drop-off area on Salem Street. Supervision at that area will help the line move steadily and help keep your child safe. Do not unload your child on Citrus Ave. or Prescott St.**

3. **Walkers and Bike Riders:** Students walking or riding bikes to school will go to the car rider area until 8:20 AM or go directly to breakfast at 8:00 AM.
 - a. *While Co-vid 19 precautions are in place, walkers and bike riders will report directly to the cafeteria at 8:00 AM or directly to the classroom if not eating breakfast at school.*
4. Students eating school breakfast will go directly to the cafeteria. Breakfast is served at 8:00-8:30 AM. If your child is eating breakfast, please make sure he/she arrives before 8:20 AM to have enough time to eat before the tardy bell rings.

Attendance: Consistent attendance is vital to satisfactory progress. State law (Florida Statute 232.141) requires that the school marks a child absent if he/she is not present in the classroom when attendance is taken.

Late arrivals (tardies) and early pick-ups hinder academic efforts, as do absences. When children arrive late or are picked up early, they not only miss valuable instruction time, but they also disrupt the education of other children in their class. The intent of the following policy is to minimize classroom disruptions:

1. Students are allowed a combination of two tardies or early pick-ups each nine weeks without penalty. Three tardies will constitute an unexcused absence. The tardy bell rings at 8:30 AM.
2. Students arriving late must check in at the front office before going to class. Late students will be issued a tardy slip.
3. Parents must report directly to the front office to request early pick-up of their child. There will be no early pick-up of students the last 30 minutes of the day, except for EXTREME emergencies. **Parents are asked not to pick up students after 2:30 PM Monday - Thursday and 1:30 PM on Wednesdays.**

Behavior Management: At Eustis Elementary School, we believe all students are capable of interacting positively with teachers, staff, and peers. To help guide positive behavior, we have implemented a system called CHAMPS Positive Behavior Support. The following steps will help students find success during all activities throughout the school day:

Conversation: What is the appropriate level of conversation permitted? What voice level is appropriate for the task?

Help: How do students get questions answered or support with a task?

Activity: What is the end product of this activity? (objective)

Movement: Can students get out of their seats during this activity? What movement is permitted?

Participation: What behaviors show that students are participating fully and responsibly?

Success!!: Students will find success by following these steps.

CHAMPS also provides specific guidelines for successful behavior called Guidelines for Success. These guidelines are broad and noble ideas that encourage attitudes and actions that will help students succeed in class, in the future, and in life in general. The following guidelines for successful behavior are used and referred to frequently on a schoolwide basis and said daily on the morning announcements:

Guidelines for Success

I am a Panther! I choose to have a:

Positive Attitude

Act Responsibly

Never Give Up

Take Responsibility for My Actions

Have Pride in My Work

Encourage Others

Respect Everyone &

Set a Good Example



Attention Signal:

Teachers/Staff: Say “PAW Pride” while raising one hand in the air.

Students: Respond by raising one hand, going to voice level zero, and putting eyes on the speaker.

Voice Levels:

Voice Level	Expectation
0	No Talking
1	Whisper Voice
2	Table Talk
3	Strong Speaker Voice
4	Outside Voice

Bicycles: Bicycle riding is not permitted on school grounds. Bike riders are to dismount and push their bike to and from the bicycle rack and across the street before mounting. The school is not responsible for any lost or damaged bicycles. Please discuss bike safety with your child.

Birthday Celebrations: Students may celebrate birthdays at school. Students may bring in store bought cupcakes, cookies, or any other snack that can be conveniently handed out by a staff member in the cafeteria. For security reasons, parents are not allowed to pass out birthday snacks or eat lunch in the cafeteria. **Please let your child's teacher know if you would like your child to opt out of receiving items sent in from other families.**

Breakfast: Students may arrive on campus for breakfast beginning at 8:00 AM and no later than 8:20 AM. The breakfast line will close at 8:30 AM.

Bus Regulations: Only students authorized by the school board to be transported will be allowed to ride the school bus. When a bus rider is not to ride the bus home, a note from the parent or guardian is required; otherwise, the child will be required to ride the bus. Bus riders must comply with bus safety rules at all times. Failure to comply with these rules may result in suspension from riding the bus; however, the child will still be expected to attend school.

Non-bus students may not ride the bus home with bus-riders.

The bus is an extension of the school campus. Section 1006.10 (1-7), Florida Statutes gives school bus drivers the authority to monitor and control behavior of students any time they are being transported to and from school or school functions at public expense.

Clubs:

Art Club - Art Club will be meeting after school once a week and is available for 1st-5th grade students.

Bucket Band - Bucket Band will be meeting after school once a week and is available for 3rd-5th grade students.

Chorus- Third, Fourth and Fifth Grade students may join the Eustis Elementary School Chorus. If your child enjoys singing and performing, the chorus performs throughout the year including at The Night of the Arts and 5th Grade Promotion. The group rehearses weekly after school.

Modern Music Band - Modern Music Band will be meeting after school once a week and is available for 4th & 5th grade students.

Robotics - Robotics will be meeting after school and is available for 5th grade students.

Safety Patrol- The Safety Patrol Organization provides assistance with daily operations around campus. Fifth graders who have been recommended by their teacher may be chosen as safety

patrol members. This job is extremely important to the safety of all children. Students chosen as safety patrol members must exhibit responsible behavior both on their posts and during the school day.

Responsibilities include:

- Raising, lowering, and folding the United States and State of Florida flags
- Monitoring and correcting appropriate school behavior in the morning and afternoon
- Protecting students at two major crosswalks to and from school
- Assisting assigned teachers with bus transportation in the morning and afternoon
- Assisting the P.E. coach with daily class preparation

Prospective Safety Patrol students are recommended by their fourth grade teacher each year in the spring. Recommendations are based on grades, absences, overall leadership skills, and citizenship.

Scrabble Club - Scrabble Club will be meeting after school once a week and is available for 4th & 5th grade students.

STEAM Club- Students in Grades 3-5 will be invited to join the STEAM Club in September of each school year. Students will be chosen based on Math and Science grades, teamwork, engineering ability, and teacher recommendation.

**During Co-vid 19, clubs will be postponed or offered virtually if social distancing (6 feet) is not feasible.*

Discipline: All students are responsible for knowing their rights and responsibilities as stated in the Code of Student Conduct and Policy Guide issued by the School Board of Lake County. Discipline will be administered when any individual's actions interfere with any teacher's right to teach and any student's right to learn. Any staff member at EES has the right and responsibility to correct unacceptable behavior during the school day or school functions.

The following are **some** examples of student behavior that violate school rules:

1. Disrespect or insubordination
2. Improper language
3. Bullying
4. Fighting
5. Inappropriate behavior such as, running, pushing, shoving, yelling
6. Leaving a classroom or school without permission
7. Vandalizing, damaging, or stealing school or private property
8. Threatening, intimidating, or causing bodily harm to any person

A copy of the Code of Student Conduct & Policy Guide can be found on the district's website: <https://www.lake.k12.fl.us/> and EES school website: <https://eel.lake.k12.fl.us/>.

Dismissal Procedure: In order to maintain a safe and orderly process for dismissing students in the car rider area, parents are to remain in their car and pick up their child through the car rider line on Salem St. Please do not park in the church parking lot or one of the neighboring streets and walk over to the car rider area. Parents/Guardians should prepare to pick up their students at following locations and times.

Time	Means of Transportation	Dismissal Location
2:55 PM (1:55 PM on Wednesdays)	Daycares and Bus Riders	Bus Loop
3:00 PM (2:00 PM on Wednesdays)	Car Riders	Pavilion/Classrooms
3:00 PM (2:00 PM on Wednesdays)	Walkers	Front Porch (KG) Front of the School (Grade 1-5)
3:00 PM (2:00 PM on Wednesdays)	Bike Riders	Bike Ramp/Walk bikes through bus loop doors. Walk bikes all the way off campus
3:00 PM (2:00 PM on Wednesdays)	ELC	Walk to the designated ELC locations

Dress Code: Eustis School students should follow the guidelines of the Code of Student Conduct & Policy Guide. Clothes shall be worn as they are designed: pants secured at the waist, belts buckled, and no exposed underwear. Students will wear adequate, modest clothing. Shoes shall be worn at all times. Shower shoes, flip flops, shoes with wheels or cleats, halter tops, strapless tops, or backless tops are not acceptable. Pants must fit and be worn at the waist. Clothing with controversial pictures or words shall not be worn. The minimum length for skirts, shorts, skorts, and similar attire is no shorter than the middle of the upper leg observed while the student is standing with normal posture.

Emergency Telephone Number: Please keep an updated phone number and emergency contact numbers on file in the front office. It is important this information is on file in case we have to contact parents during an emergency situation.

Extended Learning Center (ELC): An Extended Learning Center (ELC) is provided at a minimal cost to all interested EES families. For information about ELC, contact the front office at (352) 357-2779.

Field Trips: Eustis Elementary encourages the use of organized off-campus trips, which will fulfill the educational mission and goals of the district. Such activities must advance legitimate educational goals and must be effectively supervised in a manner to protect the students and the programs.

The Field Trip Manual offers plenty of helpful information for parents. Chaperone responsibilities are outlined in the manual as well as form requirements, administrator responsibilities, etc. Please click the active link, below, to read the Field Trip Manual in its entirety.

- Field Trip Manual
- Field Trip Packet
- Field Trip Permission Form - Spanish

Grading: Students in grades K-5 will receive letter grades on Report Cards each quarter (approximately every nine weeks). Progress reports will also be issued midterm (halfway through each quarter or grading period). Students grades can be viewed online using Skyward Student/Family Access. Registration forms for Skyward Access are available on both the school and district websites. Forms are also in the front office. Once registered, parents may login using the following website: <https://sky-smsweb.lake.k12.fl.us/>

Grade Level(s)	Graded Subject Areas	Grading Scale
PreK	N/A Goals are used to determine social and academic progress.	A= 90-100 B= 80-80 C= 70-79 D= 60-69 F= 0-59
K-2	ELA Math	
3	ELA Math Science	
4 & 5	ELA Math Science Social Studies	

*ELA= English & Language Arts

Homework: Homework is provided at the discretion of the teacher and is not graded.

Lost and Found: Please label all sweaters, jackets, and caps with your child's name. All found items will be placed on our lost and found rack, outside of the cafeteria, or turned into the front office.

Lunch and Breakfast: Lake County Schools currently offers free breakfast and lunch to every child attending a school in the district. Students may bring their own lunches and money to purchase additional snacks. Please remind your child to give snack money to his/her teacher at the beginning of the day, so it can be sent to the cafeteria. Students are not to bring money through the lunch line. Make sure they know their lunch numbers, as well. Lunch numbers are required to receive breakfast, lunch, and to purchase snack items.

Cafeteria Expectations:

1. Remain quiet and orderly in line.
2. Talk softly at tables. (Voice Level 1 or 2)
3. Raise hands for assistance.
4. Keep feet under tables.
5. Observe appropriate table manners.

Medication: Teachers are not allowed to administer medicine to students. Please do not send aspirin or over the counter medications to school (See Medication section of the Code of Student Conduct & Policy Guide). All medication that is to be taken during the school day is to be brought to the school nurse with the following information by the parents/guardians.

1. Name and purpose of medication.
2. Time medication should be given as per doctor's orders.
3. Specific instructions on the administration of the medicine by physician.
4. Approximate duration of medication.
5. Parent/Guardian signature granting permission to administer medication

The first dosage of any new medication will not be administered during school hours, because of the possibility of an allergic reaction.

Notes from Parents:

Please send a note for the following reasons:

1. Child returning to school after an absence - A signed note from parent/guardian is required in order for an absence to be considered an 'excused absence'.
2. There is a change in the way your child is going home.

3. Your child is unable to participate in PE.
4. There is a change in address, phone number, place of work, etc.
5. There is a major change in your child's normal routine, a death in the family, death of a pet, change in living arrangements, etc.

Parent-Teacher Conferences: Conferences with teachers will be held during Report Card Night, which is scheduled after the first grading period in October. Please send a note or call to schedule an appointment, if you would like to meet with your child's teacher at any other time throughout the school year. Teachers will return calls at their earliest convenience. Please keep in mind that teachers' schedules do not allow time for unscheduled conferences.

Progress Reports: Students will receive progress reports at the middle of each grading period to let parents know how they are progressing.

Releasing Students from School: Photo identification must be shown when checking students out from school. The person checking out the student must be a legal parent/guardian or on the child's emergency contact list.

Safety Rules for Students:

All students will:

- Walk on school grounds
- Stay on sidewalks
- Cross roads only at crosswalk and under supervision
- Keep hands and feet to self
- Observe safety precautions while on playground
- Always be polite and courteous to each other and all adults
- Keep hands away from fire alarm system

School Campus After Hours: Students are to leave school grounds immediately after school is dismissed, unless they are waiting to be picked up by parents. Students should be accompanied by an adult when attending any after school or evening events.

School Choice: Lake County residents can apply for their children to attend a school of their choice. Parents will be notified when the open window for applications will occur each school year. If the school has the capacity to accommodate the student, he/she may be enrolled. Parents may have to provide transportation if the school is out of their zone.

School Security: All gates will be closed and locked during the school day. Classroom doors will also be closed and locked. Access to the school will be through our single-point of entry, which

is through the front office gate. All visitors and guests are to sign in and be given a visitor's pass before being allowed to visit any area on campus.

Sick Students:

Students exhibiting symptoms of illness, including a fever, should be kept home. If students exhibit symptoms while on campus, the parent/guardian will be called to come pick up the child. The child will rest in a separate room while waiting to be checked out.

Telephones/Cell Phones: Only in an emergency will students be allowed to use telephones in the classroom or front office. **Students may bring cell phones to school, but they must be turned off or on silent and be put away, at all times.**

Cell Phone Policy:

If a student is caught with a cell phone out during the school day:

1st Offense: Teacher or staff member will confiscate the phone and return it to the student at the end of the day. Parents will be notified via note or phone. Parents will be informed that they will be responsible for picking up the phone should this occur again.

2nd Offense: Phone will be confiscated and held until a parent/guardian retrieves it.

Textbooks/Chromebooks: Each student will be responsible for issued textbooks and Chromebooks. Textbooks and Chromebooks will be checked out under students' names via Destiny. Lost, damaged, or, destroyed items may result in students being fined.

Transfer to Another School: If a child is transferring to another school, the parent/guardian should come to the front office and withdraw the child. Paperwork will be given to assist in enrolling your child at a new school.

Visitation During School Time: Parent/Guardian visitation is encouraged under the following guidelines:

- Per teacher contract, all visitors must have advance approval from the principal to observe in classrooms.

Volunteer Program: If any adult is interested in being a school volunteer, please fill out a volunteer form in the front office on our school website. You must be an approved volunteer in order to volunteer in the classroom or chaperone field trips. For more information please contact the front office at (352) 357-2779.

Weapons Prohibited: Knives, guns (including toy guns), and other items considered to be intended as weapons are prohibited on campus and on all daycare and school buses in accordance with School Board policy.

Website: Please visit our school <https://eel.lake.k12.fl.us/> and district <https://www.lake.k12.fl.us/> websites for more information.