

Central Elementary School

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Clewiston, Florida 33440
(863) 983-1550

Committed to Excellence for Success

Principal: Melissa Carter
Assistant Principal: Alexis Marquez
Guidance Counselor: Meredith Kane

2023-2024 Student Handbook

Welcome to Central Elementary School!

Welcome to Central Elementary School! The entire staff is committed to making CES a positive experience for each student. In order to be successful, it will take a commitment by you as a student, the CES faculty and staff, as well as by your parents or guardians. With all of us working together, we will provide the best education possible in a school setting that is caring and orderly. Parents please review all of the information in this handbook with your child to ensure understanding to provide the necessary direction for making this a great year.

SCHOOL HOURS

7:30 AM School Office opens
Student supervision begins
Students may arrive on campus
Students report to cafeteria
8:00 AM Students are dismissed from cafeteria

8:15 AM Late bell/ Classes begin
2:30 PM No student check-out or dismissal
changes after this time
3:00 PM Dismissal procedures begin
3:30 PM Student supervision ends

*Please do not drop off students before 7:30.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office. Please provide the office with phone numbers so that we may contact parents in the event of an emergency, including home, work, and cell numbers as well as the numbers of a second emergency contact person. **School insurance information is available at the beginning of each school year.** Please check the Hendry County Schools website for more information.

AFTERNOON DISMISSAL

Bus Riding the school bus is a *privilege* that may be denied due to improper conduct on the bus. Please remember that you are expected to obey the driver and respect the driver's authority at all times. Remain seated in your assigned seat and face front when the bus is in motion, keep noise at a minimum, leave all food and drink off the bus, and behave in a manner that will help ensure you and your friends are transported safely. Remember that all students need to be silent while crossing railroad tracks so that the driver can look and listen for oncoming trains. By following these guidelines, it will help to ensure your safety.

What if I need to ride a different bus than the bus I am registered to ride? If a situation arises that you need to ride a different bus than you usually ride, your parent or guardian must write a note with the changes that you will need to take to the office to get a bus note. **NO CHANGES WILL BE MADE OVER THE PHONE.**

What if I need to leave school early? A parent, guardian, or person on your checkout sheet must check you out from the main office. They will be **required to show a picture ID** each time if the front office. You may not leave early without permission from the office. **No students can be checked out after 2:30.** Students are not permitted to call parents to check them out on their cell phones without permission from their teacher.

What if my parent chooses to pick me up every day? If your parent chooses to pick you up on a daily basis, it is best if your parent writes a note that you will take to the front office. Students who are driven to school need to be dropped off and picked up in the circle in the front of the school. Vehicles should not be left unattended in the student loading zone. If parents have business in the school, vehicles should be parked in the designated spaces in the front parking lot.

What if I usually ride the bus but I have a different obligation and my parent or guardian wants to pick me up and not have to check me out from the office? If your parent or guardian needs to change your method of transportation for a particular day, please have them write a note with the changes that you will need to take to the office. **No changes will be accepted over the phone. All changes need to be done prior to 2:30.**

Students are not permitted to change their method of getting home without permission from the office.

AGENDAS

The school has provided you with an agenda, which we expect you to use to record your assignments, class activities, important dates, and other information throughout the year. It is an important communication tool between parents and school officials. Please keep the following in mind as you use your agenda:

1. **Students** should be writing **SOMETHING** in your content area boxes every day. This can be homework, the objective, learning goals, etc. Please make sure your child is using the planner to keep learning organized.
2. **Care of Planner:** You will be expected to treat your planner like school property. Consequences may follow for deliberate defacement of school property. *We will replace your planner for a \$2.00 fee, one time only, so please take care of it!*
3. **Parent signatures:** Your planner is also a tool to enable communication between home and school. *A parent or guardian is encouraged to sign the agenda each evening as needed.*

ATTENDANCE

It is necessary that you attend school every day! Being in school each day is the first step to being successful, both in school and in life. Your student needs to be in school **ALL** day **EVERYDAY** to be able to learn!

Absences due to the following reasons will be excused:

- Illness (A student continually ill and repeatedly absent must be under the supervision of a physician to receive an excused absence.
- Death in family
- Religious holiday
- Subpoena
- Other justifiable reasons with **PRIOR** approval by administration

Unexcused absences are any absence that is not excused for one of the verified reasons listed as an excused absence.

What do you do if your child is absent? The parent or guardian will need to write a note giving the reason for the student's absence. The student will give the note to their teacher or take the note directly to the front office. An unexcused absence will be given without a note. Multiple absences could possibly lead to a referral to the Truancy Intervention Program (TIPS).

How do you get make-up work following an absence? Make up work is allowed for excused absences only. Students are responsible for work missed and should take the initiative to gather any work from the day(s) absent. Students are allowed two (2) days to complete make up work for each day absent. Failure to complete make-up work will result in a zero (0).

What if you are late to school? All students are expected to be to class on time! If a student arrives late (after 8:15) to school he/she will need to report to the front office with a note from his/her parent stating the reason for their tardiness.

Where do you go when dropped off at school? The **ONLY** place for student drop off is in the circle in front of the school. Students cannot be dropped off in any other area.

What do I do if my family has a situation that I will be out of school? There are situations where families have obligations that need to be met. If this should occur, you will need to have your parent or guardian come to the school and meet with administration to get permission for an extended leave.

BOOKBAGS/BACKPACKS

Students are permitted to carry book bags/backpacks to school unless specifically notified by administration. Girls' purses must be a standard purse.

BREAKFAST

Breakfast is served daily from 7:30-8:00. All students will continue to have the opportunity to eat a FREE breakfast here at the school. All students need to report to the cafeteria if it is before 8:00.

BULLYING/ HARASSMENT

Bullying and harassment will **NOT** be tolerated at Central Elementary School and strict consequences are in place for those who violate the policies. Bullying and harassment is defined as unwanted and **continual** verbal comments and non-verbal gestures from one or more students to another **and** is one-sided.

What do I do if I feel I am being bullied or harassed? The student needs to tell an adult. The first place to start would be with his/her teacher if it is happening at school or your bus driver if it is occurring on the bus. If the situation continues, you will need to bring it to the attention of school administration. We will do everything possible to remedy the situation. **No student should ever be afraid to come to school!**

CAFETERIA

A well-balanced lunch is available daily for ALL students. We would appreciate it if students would help keep the cafeteria a quiet, clean, comfortable place to eat by following these school-wide cafeteria expectations:

1. Walk in a single file line when entering and exiting the cafeteria.
2. Wait your turn and keep your hands and feet to themselves.
3. Talk quietly.
4. Students are not allowed to share their food.
5. Clean up your area prior to leaving the cafeteria.
6. Remain in your seat.

Students are permitted to bring lunch with them. Please send items that do not need to be heated as the cafeteria is not equipped to warm lunch box items. The school menu is available on the county website, in the classroom, and copies are available in the office. Occasionally, the menu might differ from what is published. Parents will not be permitted to bring any kind of food to the office for the students during the school day. Students are not allowed to "skip" lunch without a note from their parents or doctor.

Birthdays: Students may bring store bought cupcakes with them to share with the class at lunch with the teacher's permission.

NURSE'S CLINIC

The clinic is open from 7:30 – 3:15 on school days. Students must have a pass from a teacher in order to visit the clinic. If the student is ill, the clinic staff will call home to the parent. Please make sure the office/clinic has the correct emergency contact information (address, phone numbers, emergency contact) at all times. A rest area is available for emergencies only.

What if you have to take medicine at school? If a student has a prescribed medicine which is to be taken during school hours, the medicine **MUST** be kept in the Nurse's Clinic and administered by the Nurse or a UAP (Unlicensed Assistive Personnel). Medication **MUST** be in the original prescription container and the following information must be on the label:

1. Student's Name
2. Name of medication
3. Directions concerning dosage
4. Time of day to be given
5. Doctor's Name
6. Date of prescription

Medication to be given at school **MUST** be dropped off in the office by a parent or guardian. Students may not transport medication to or from school. The parent or guardian **MUST** sign a form provided by the school before any medication can be administered. Prescription medicine **MUST** be prescribed by a doctor.

CODE OF STUDENT CONDUCT

In accordance with Florida Statutes 1006.07, the Hendry County School Board has adopted a Code of Student Conduct prescribing the rules and regulations for the control, discipline, suspension and expulsion of students. These rules and regulations are intended to promote an atmosphere within the school which is conducive to learning as well as to insure the protection of the rights of students. Inherent to a democratic society is the fact that rights entail responsibilities. Self-respect and respect for others are major goals of the Code. Students have the right to avail themselves of a free public education, however, students have a responsibility not to interfere with the education of other

students. The Code of Student Conduct enumerates rights, responsibilities, and consequences for students attending Hendry County Schools specifying very strict consequences for drugs, alcohol, tobacco, weapons, violence, and vandalism. The Code of Student Conduct will be available on the District's website and a form will be sent home to sign. If you need a hard copy, please see Mrs. Carter. **It is important that you and your child read and become familiar with the rules and policies conveyed in this document.**

Students will earn consequences for inappropriate behavior, including (but not limited to) warnings, conferences, time-outs, Responsible Thinking Classroom, out of school suspensions. Students have a responsibility to themselves and to others to conduct themselves appropriately throughout the school day

Self-Discipline

Self-Discipline is being responsible for your choices and thinking about the consequences of those choices before taking action. We expect you to be responsible and make proper choices for yourself by:

- accepting consequences for your actions
- accepting the authority of your family & teachers
- accepting your **RESPONSIBILITIES** as well as your rights
- concentrating on your work and developing good study habits
- following rules and law
- ignoring, asking them to stop, or telling an adult when someone acts or speaks unkindly
- knowing that you get out of life (or school, or relationships, or *anything*) exactly what you put into it
- learning to **LISTEN** when others are talking
- learning to show emotions in acceptable ways
- minding your own business (instead of trying to mind your neighbor's business)
- realizing you are not perfect and that you do make mistakes that need correcting
- setting realistic goals and striving to reach them
- showing respect for people of all ages
- using self-control at all times

DRESS CODE

We believe that appropriate dress is essential to an orderly and productive school atmosphere. How you dress is a reflection of how you feel about yourself and how others see you. Students are expected to come to school well-groomed and neatly dressed.

It is the joint responsibility of every student, parent, or guardian, teacher, and administrator to see that the dress of the student is appropriate and does not interfere with the teaching/learning process. Any time missed due to dress will be unexcused.

Appropriate Dress for CES Students is:

Shirts/Blouses:

- Any color shirt with a collar and sleeves. It may have stripes (vertical or horizontal). **The emblem has to be smaller than a quarter.** No graphic design or pictures.
- A School t-shirt may be worn on any school day.
- Shirts and blouses **MUST** be tucked in at all times; please make sure garments are long enough to be tucked in.
- A sport shirt of the team that your child is associated with may be worn on Fridays only during the season of that particular sport. For example, if your children are associated with football, cheerleading, soccer, baseball, softball, etc., they may wear their jersey for that sport on Fridays during the season of that given sport.
- THURSDAYS – will wear your favorite college shirt day.

Slacks, Shorts, Jumpers, Dresses, and Skirts:

- Any solid color or consistent pattern bottoms may be worn. This includes plaid, polka dots, stars, etc. No designs that are inconsistent are permitted. For example, a pair of pants with a design down the leg is not permitted.
- Any color jeans may be worn.
- No overalls (short or long), no sweatpants, no leggings, yoga/workout pants, **and no holes/rips in jeans.**
- **Pants MUST fit at the waist** – NO baggy styles or drop pants; belts are recommended.
- Elastic waistbands are recommended for younger students.

- Shorts **MUST** be of appropriate length. An appropriate length would be shorts passed their finger length when their arm is held straight down.

Shoes:

- Sneakers are recommended, but any shoes with closed toe and closed heel are acceptable. **CROCS are NOT allowed!**

Please Remember. . .

- If there is a question on appropriate dress, the final decision will be made by the administration.
- If the student does not meet the dress code, he/she will be sent to the office, where a parent or guardian will be contacted to correct the dress code violation. If no one can be reached, the student will be expected to wear a substitute from the school's collection. Students will return to class when properly dressed.
- Repeat dress code offenses could result in more severe consequences.

EMERGENCY DRILLS

Several safety drills will be conducted during the school year for the safety of our students. These drills will include; fire drills, hazardous weather drills, lock-down drills, and intruder drills. Each time a new drill is introduced, teacher(s) will give the students detailed explanations of what is expected of them, what they can expect, and the procedures they will need to follow. Once the initial type of drill is completed, additional drills will not have warnings. Drills are opportunities to practice what to do in case of an emergency.

We understand, as parents, that it is uncomfortable to hear that these types of drills need to be addressed. However, we are living in a different time and we want to prepare our students here at Central Elementary School should any such situation arise. We also understand, as parents, you would like to be notified of such drills. However, that defeats the purpose of a drill. We promise you that if an emergency situation should ever arise, that the Superintendent or designee will contact parents via the call-out/ e-mail system in place. Please make sure that you keep the office updated with any changes in contact information.

Please note that during drills or if a situation would ever occur and we would have to go into a lock-down situation, parents would not be permitted to check students out of school until law enforcement has the situation under control and grants us permission to do so.

Please know that our staff at Central Elementary puts the safety of your child first and if there was a real emergency we would do a call out to all parents.

FIELDTRIPS

All grades will have an end of the year fieldtrip for all of the students; remember going on a fieldtrip is a privilege. **Fieldtrips may be taken away from students who have excessive absences, misconduct, and/or academic failure.** If parents would like to chaperone the trips they will have to chaperone more than just their child and there are Chaperone rules that must be followed. Before each fieldtrip a chaperone must bring in their ID each time they attend a fieldtrip and must bring a Driver's License a week before the Fieldtrip. Id's will not be accepted the day before or the day of the fieldtrip. Money for fieldtrips will not be reimbursed unless the fieldtrip is cancelled completely.

HEAD LICE

All students are subject to head lice checks. In the event a student is found to have head lice, a notice will be sent home. The student may not return until the school nurse or UAP has confirmed that the child is free of head lice. A parent or guardian must bring the child back into the office to be rechecked before returning to the classroom.

HOMEBOUND

In the event that a student must be absent for an extended period of time (ten or more days) due to medical reasons, the school should be notified so the student can be placed in the Homebound Program. A teacher will bring work assignments to the student so that the student doesn't fall behind. There are necessary forms that must be completed by the parent before the student may begin receiving homebound services. These forms shall be requested from the Guidance Counselor.

ID BADGES

Do I have to wear an ID badge? Yes. There are two reasons for all students and faculty members to wear an ID badge that must be visible. The first reason is for the safety of everyone on campus. School officials and SRO officers are constantly monitoring the campus and a visible ID badge helps in this process. The second reason is our campus is becoming more computerized. You will need the bar code to check out books, get your lunch, and other procedures during the school day. The cost to replace an ID badge is \$3.00.

INSURANCE

The school has no accident insurance. Students are offered inexpensive insurance at the beginning of the school year. All students should be covered on some insurance policy. The Florida Kid Care Program also offers health insurance to those who qualify. Information on insurance is available on the Hendry County Schools website.

LOST AND FOUND

Students are encouraged to write their names on items brought to school. This will help in the return of the lost or misplaced items to the rightful owner. Lost items are brought to the office. Sweaters and cold weather gear are stored in the cafeteria. If a student loses an item, please check these locations. Due to the lack of storage space, items not claimed in a reasonable amount of time will be given to a charitable organization.

PARENT/TEACHER CONFERENCES

Hendry County encourages parents to meet with their child's teacher. Parent/Teacher Conferences will be scheduled after the progress reports are distributed. This is an important meeting to attend especially since there is time to improve grades before report cards are distributed. You can find the dates of the conferences on our web-site or a call out will be made regarding the dates a few days prior. Other conferences during the school year should be arranged and scheduled with the teacher. Teachers can communicate with parents by note, telephone, or email. Phone calls during the school day will NOT be transferred to your child's teacher unless it is the teacher's planning time.

PROHIBITED ITEMS

Items such as knives, guns (toy or real), ammunition of any kind, fireworks, or any other dangerous items that could be used as a weapon are NOT allowed at school.

Toys, games, iPods, video games, and other electronics are not to be brought to school unless specifically requested by the teacher.

Pets such as hamsters, fish, dogs, cats, rabbits, turtles, birds, etc. are not allowed on campus unless requested by the teacher and approved by an administrator. Animals are **NEVER** allowed on the school bus.

Valuables and large sums of money should not be brought to school; however, if it becomes necessary to bring such items, they should be left with a teacher or brought to the office.

REPORT CARDS/PROGRESS REPORTS

Report cards are distributed at the end of each nine weeks grading period. They need to be signed by a parent or guardian and **returned to school the next day**. Report cards contain academic grades as well as attendance data. Scholastic or academic grades will be given according to the following scale: A= 90-100, B= 80-89, C=70-79, D=60-69, F=0-59. Progress Reports are issued 4 ½ weeks after the beginning of each nine weeks. Teachers will expect parents to **sign and return progress reports**.

SCHOOL STORE

The school store will be open before school each day. Students may purchase paper, pencils, notebooks, erasers, and other school related items at the store.

TECHNOLOGY/TEXTBOOKS

Teachers assign textbooks and a chrome book to students and students check out library books. Students are responsible for lost or damaged chrome books, textbooks, and library books assigned to their care. Pupils will be charged for lost or damaged books and technology. When charges such as these are incurred, the obligations should be paid as soon as possible. If a student loses or damages a book or computer, a new one will not be issued until the obligation is met.

TITLE I

Central Elementary School is a Title I school. All students receive supplemental services through staff, materials, and supplies supported with Title I funds. The purpose of Title I is to help ensure that all children have the opportunity to obtain a high-quality education and reach proficiency on challenging state academic standards and assessments.

VANDALISM

Each student is encouraged to have pride and assume responsibility for the care of school property. Vandalism of any nature will not be tolerated.

VISITORS

All visitors on campus must check in and obtain passes from the office. Passes must be visible at all times while on campus. Visitors will be expected to produce a driver's license or other form of identification. Students are not allowed to bring guests to school during regular school hours. No visitors will be allowed in the cafeteria during lunch time.

VOLUNTEERS

Volunteers are welcomed at Central Elementary School. If you are interested in volunteering please call the front office at 983-1550 and speak with Mrs. Carter. We have several opportunities for parents and guardians to get involved.

2023-2024 IMPORTANT DATES:

1ST NINE WEEKS: AUGUST 10—OCTOBER 12

Sep. 19 Progress Reports
Sep. 26 CES Parent/Teacher Conferences 4:00-5:30
Oct. 17 Report Cards

2ND NINE WEEKS: OCTOBER 13—DECEMBER 21

Nov. 10 Progress Reports
Nov. 14 CES Parent/Teacher Conferences 4:00-5:30
Jan. 12 Report Cards

3RD NINE WEEKS: JANUARY 8—MARCH 13

Feb. 13 Progress Reports/Academic Concern Letters
Feb. 20 CES Parent/Teacher Conferences 4:00-5:30
Apr. 2 Report Cards

4TH NINE WEEKS: MARCH 14—MAY 24

Apr. 23 Progress Reports/Final Retention Letters
Apr. 30 Parent/Teacher Conferences by request
May 24 Report Cards

SCHOOL WIDE BEHAVIOR PROCEDURES:

Positive Behavior Support:

All teachers will work with their students to establish procedures to promote good behavior. These procedures will be explained and practiced throughout the school year. Encouraging good conduct is just as important as stopping poor behavior. The faculty and staff at Central Elementary believe together with parents we can create a positive school environment where all students are safe and able to learn.

PROCEDURES:

Individual classroom teachers may have additional rules and procedures for their specific classrooms.

Classroom Procedures:

1. Listen and follow directions.
2. Focus and complete all assignment tasks.
3. Raise your hand.
4. Respect others.
5. Treat property with respect.

Restroom Procedures:

1. Wait patiently for your turn.
2. Stay quiet.
3. Flush the toilet.
4. Wash your hands.
5. Keep water off the floor.

Playground Procedures:

1. Be respectful to others.
2. Keep your hands and feet to yourself.
3. Handle conflicts responsibly.
4. Be safe.
5. Care for the equipment and the environment.

Cafeteria Procedures:

1. Enter and exit the cafeteria properly.
2. Keep your hands and feet to yourself.
3. Use a quiet voice.
4. Respect others.
5. Keep all areas clean.

Hallway Procedures:

1. Walk in the hallway.
2. Keep your hands and feet to yourself.
3. Use a quiet voice.
4. Stay to the right side of the hallway.
5. Be prompt.

Computer Lab Procedures:

1. Enter and exit quietly.
2. Stay at your assigned computer station.
3. Work quietly.
4. Leave computer settings alone.
5. Organize before you leave your assigned area.

DISCIPLINE FOR BEHAVIOR:

If a student's conduct be of such nature that disciplinary action is deemed necessary, the following actions may be taken:

- **Counsel and Direction** – Students involved in misconduct may be given counsel and direction in a conference with the administration in which the misconduct is discussed and future expectations outlined.
- **Verbal Correction** – Any member of the school staff or school system employee is authorized by the principal to verbally correct a student for misconduct in the classroom, hallways, on school grounds, or going to or from school.
- **Responsible Thinking Classroom** – Students who are disruptive in their classroom and are sent to the office may spend time in this classroom to be able to do his/her assignments and receive counseling.
- **Parent Conference** – In cases of student misconduct, a conference may be held between school personnel and the parent or guardian to discuss student behavior.
- **Work Detail** – Students may be required to serve on work detail at the school for misconduct.
- **Payment for Damages** – Students destroying school property or the property of others may be responsible for payment of damages to the property destroyed.
- **Suspension** – A principal may suspend a student from school for up to 10 days for persistent disobedience and/or gross misconduct. The principal takes this action when she has exhausted other disciplinary strategies, or when she has at least considered alternatives and rejected them as inappropriate in a given situation.
- **Expulsion** – A principal may submit a request to the Superintendent to recommend the expulsion of a student. This is the most serious disciplinary step available; it denies the student attendance in any and all programs in the Hendry County Public School system for a period not to exceed the limitations as prescribed by the Florida Statutes.

Please cut on this line and return the bottom portion once you have read and understand the information presented in this handbook.

We have read and understand the information presented in this handbook.

Student Name _____

Student Signature _____

Grade _____ Teacher _____

Parent Name _____

Parent Signature _____