

Lavern Gaynor Elementary



2025-2026

Student and Parent Handbook

Spanish: para traducción llama al

Creole: Pou tradiksyon rele nan

239-377-6800



Collier County Public Schools

www.collierschools.com

Dr. Leslie C. Ricciardelli
Superintendent of Schools

THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY

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This report has been prepared by The District School Board of Collier County.
Additional copies, if available, may be obtained by writing:

Collier County Public Schools
Lavern Gaynor Elementary
2965 44th Terrace SW
Naples, FL 34116

Report Number:

0811251

Coordinated by:

Lavern Gaynor Elementary

VISION STATEMENT

Inspire students to achieve academic excellence.

The District School Board of Collier County does not discriminate on the basis of race, color, religion, national origin, sex (including sexual orientation and/or gender identity), disability, or age in the provision of educational opportunities or employment opportunities and benefits. The District School Board does not discriminate on the basis of sex or disability in the education programs and activities that it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. The right not to be discriminated against extends to both employees and students of the District and shall include equal access to designated youth organizations in conformity with the Boy Scouts of America Equal Access Act. The following personnel should be contacted for inquiries about their rights or to learn how to file a complaint regarding discrimination.

Employees: For matters involving Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Age Discrimination in Employment Act, Title VII, and Florida's Educational Equity Act, contact Ms. Valerie Wenrich, Chief Human Resources Officer, at (239) 377-0351, or at 5775 Osceola Trail, Naples, Florida 34109.

Students: For matters involving (a) Florida's Education Act and Federal Title VI (race, religion, national origin issues), contact Ms. Rhoderica Washington, Director, Teaching and Learning, at (239) 377-0100, or at 5775 Osceola Trail, Naples, Florida 34109; and (b) Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, contact Ms. Jana Csenger, Coordinator of Psychological Services, at (239) 377-0521, or at 5775 Osceola Trail, Naples, Florida, 34109.

Title IX: For all Title IX related matters, whether involving employees and/or students, contact Ms. Valerie Wenrich, the District's Title IX Coordinator and Chief Human Resources Officer, at (239) 377-0351, or at 5775 Osceola Trail, Naples, Florida 34109.



Welcome to Lavern Gaynor Elementary!

Spanish: para traducción llama al Creole: Pou tradiksyon rele nan 239-377-6800

School Hours – 8:10 am – 3:05 pm

Students should be in classrooms to unpack at 8:00 AM

School Phone – 239-377-6800

Welcome to our 2025-2026 school year at Lavern Gaynor Elementary School! This will be a wonderful school year filled with learning opportunities and exciting adventures.

Our students begin their learning day at 8:10 am. This means students are unpacked, seated and finished with morning announcements by 8:10 am. To ensure this happens please have your student to school by 7:55 am. Breakfast opens at 7:30 am. Our student dismissal is 3:05 pm.

I am very proud to share that our school has once again received the A+ rating from the Florida Department of Education for the 2024-2025 school year. This success is a team effort involving our students, staff, teachers, community, and awesome business partners like you.

As a Leader in Me School, we work hard to incorporate the habits, skills and strategies that promote the development of the unique leadership abilities of each of our students. Our LGE Sea Turtles will grow both academically and personally as they set and work towards their Wildly Important Goals (WIGS). With the understanding that the partnership between home and school results in students who are prepared for both life and learning, please partner with us at LGE and take advantage of the opportunities we are eager to provide including our *School Advisory Council (SAC)*, *Parent Teacher Organization (PTO)*, and our *Family Literacy and STEAM (Science, Technology, Engineering, Arts, and Mathematics) events*.

Please feel free to contact us at 377-6800 should you have any questions or concerns. Mrs. Fragola and I would be happy to talk to you on the phone or schedule a conference to best meet your needs. We are enthusiastically committed to connecting with our students, parents, and school community.

Dr. Susan Jordan
Dr. Susan Jordan
Principal

Mrs. Megan Fragola
Mrs. Megan Fragola
Assistant Principal of Curriculum

Vision: Where We Want to Be

Through high quality education and leadership opportunities, the students of Lavern Gaynor Elementary will create a splash as they learn, lead, and serve in school and their community.

Mission - How We Get There

At LGE

We belong, we learn,

we grow, we lead.

Together we succeed.





Lavern Gaynor Elementary School

School Uniform Policy



School Uniform Policy

Please review the Lavern Gaynor Uniform Dress Code Policy for the 2025-2026 school year. All students are expected to wear uniforms beginning the first day of school. School uniforms for the school year will consist of:

TOPS

- Tops must be any solid color polo style shirt with a collar. Tops can have short or long sleeves.

BOTTOMS

- Uniform style pants, jumpers, skorts, skirts and capris are allowable. Colors must be khaki, tan, navy, grey or black. Solid colors only.
- No sports wear, leggings, jogging pants, jeans or yoga pants.
- Full length jeans without rips or tears may be worn on select spirit days with advance notice by the school.
- Leggings, shorts or tights worn under jumpers or skirts is highly recommended.

FOOTWEAR

- Socks may be any length up to the knee and any design or color.

TOPS



BOTTOMS



FOOTWEAR



JACKETS



🎶 School-wide Expectations 🎶

The **Leader In Me**

helps me to:

Show respect

Work responsibly

Include & Connect

Make safe choices

And to

🎶 **Make a Splash** 🎶

At LGE!

Lavern Gaynor Elementary School is a Title I School

Copies of our School Improvement Plan, Parent Involvement Plan, Title I Use of Funds and SPAR report are available for review in the front office.

Copias de el Plan de Mejoramiento de la escuela, Plan de involucrar a los padres, Fondos de Título 1, y reporte SPAR estan disponibles en la oficina principal para ser leídos.

Kopi Plan Ameliorasyon Lekòl lan, Plan inplikasyon Pawan, Tit I itilize fon avèk rapò SPAR disponib pou ou li nan biwo.

SCHOOL HOURS

School Start Time.....8:10 AM

School End Time.....3:05 PM

Early Release End Time.....11:50AM

IMPORTANT PHONE NUMBERS

School (239) 377-6800

School Fax (239) 377-6801

MLK Admin. Center (239) 377-0001

Transportation (239) 377-1025

IMPORTANT WEBSITES

- <https://www.collierschools.com/LGE>
- <https://twitter.com/lgeseaturtles>
- <https://www.collierschools.com/parents>
- <https://www.wheresthebus.com/>
- <https://www.collierschools.com/BUS>

ARRIVALS

A child's school day should begin no earlier than necessary. Students may begin to arrive at 7:30 AM.

Students will have the opportunity to eat breakfast before the school day begins. Children should not arrive at school before 7:30 AM due to the absence of adult supervision. Upon arrival, all students are to enter designated areas where supervision is provided.

DISMISSALS

Any change in a child's usual manner of departing school grounds at dismissal requires a note signed by the parent or a phone call to the office prior to 2:30 PM. Early dismissal of students during school hours is handled in the office. Children who have dental appointments, doctor appointments, etc. will be called to the office **upon the arrival** of the parent/guardian. Upon presentation of a photo ID, the parent, or authorized adult, will sign the student out on the Student Early Dismissal sheet in the office.

DISMISSAL DURING INCLEMENT WEATHER CONDITIONS

When inclement or hazardous weather conditions exist at dismissal, students will remain in holding areas inside the building. Dismissal will begin when the weather clears. In inclement weather, walkers will be delayed and cars will be loaded later than usual. Please plan on picking up your walking student if it is raining or lightening.

EARLY DISMISSAL

Early dismissal time for students will be 3 hours earlier than normal dismissal time. Students will be dismissed at 11:50 AM. on **Early Dismissal Days**.

ARRIVAL AND DISMISSAL

CHANGE OF TRANSPORTATION

Any student requiring a change of transportation will receive a written notification from the front office. Parents must notify the front office of any changes prior to 2:15 PM in order to ensure the office has the proper amount of time to provide the student and teacher with the change of transportation notification.

BIKE RIDERS

It is required by state law that all children under the age of 16 wear helmets when riding bicycles or scooters. For security, bike riders must use locks for their bikes and/or scooter while parked at school. Each child's bike should have its own lock. Children are required to walk bicycles/scooters on school grounds and sidewalks surrounding the school to help prevent accidents.

CAR RIDER DISMISSAL PROCEDURES

Our car rider procedures have been created to maintain student safety. Please work with us to ensure the safety of all students by following the procedures below.

- PLEASE DO NOT PARK AND WALK TO THE HOLDING AREA FOR YOUR CHILD. ALL PARENTS MUST PROCEED THROUGH THE CAR LINE.
- No students will be dismissed from school between 2:30 and 3:00. The only exception requiring the need to park is if the parent has an appointment or conference scheduled with school staff.
- Every vehicle that comes through the car rider line is required to display the provided sign with the child's first and last name in the windshield. Parents should have the student's name written in bold letters on the sign. Additional signs may be obtained in the front office after showing your identification.
- A staff member will open the car door for the student to enter the vehicle. **Parents should not get out of their vehicle while in the car rider line.** If your child is not in the holding area, parents will be asked to pull into the parking lot while their child is located. Once the child is located, a staff member will walk the child across the cross walk to the waiting vehicle.
- Remember to **Buckle Up. Seat Belts On. Cell Phones Down.**
- Students remaining after car line will be brought to the office for pick up and must be signed out with an ID or car sign. The front office closes promptly at 3:30 pm.

WALKERS

Students should walk directly home as soon as school is dismissed. Kindergarten students are to be picked up by an adult at the walker door with the walker card provided by the office. No exceptions will be made to this process. First grade students are to be picked up by an adult or older walker buddy.

ATTENTION FAMILIES—DISMISSAL SAFETY

PLEASE JOIN OUR FAMILIES AND USE THE CAR LINE!

We need your help. Our neighbors do not want cars parking on their grass.

They have filed a complaint with the school and the Collier County Sherriff Office.

Please do not park on the side of any road close to the school. This is private property.

If you drive a car you must call the office to change your child's dismissal to car line.

The No Parking Zone will be enforced by Collier County Sherriff Office

Necesitamos tu ayuda. Nuestros vecinos no quieren que los coches se estacionen en su césped.

Han presentado una denuncia ante la escuela y la Oficina del Sheriff del Condado de Collier.

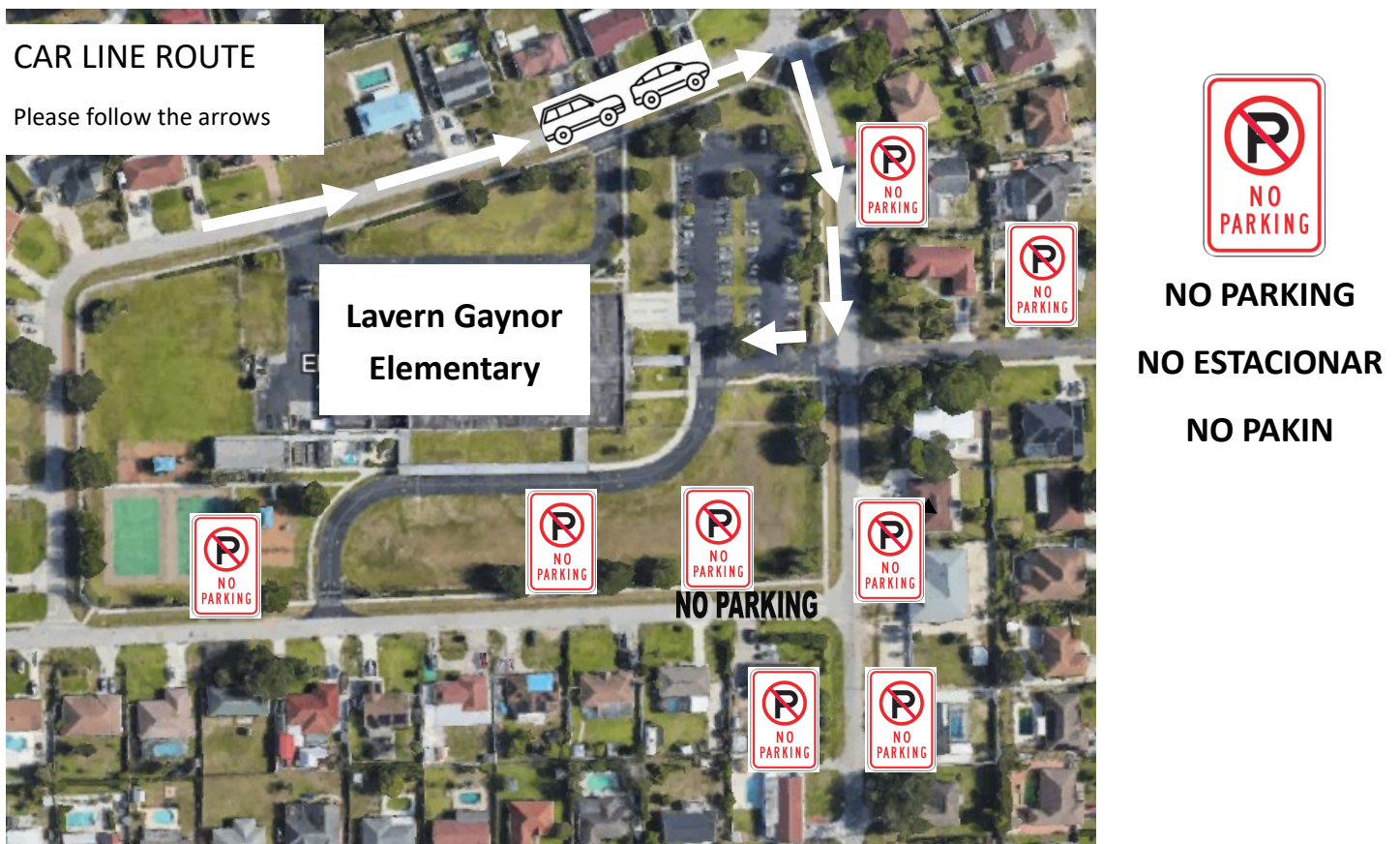
Por favor no se estacione al costado de ninguna calle cerca de la escuela. Esta es propiedad privada.

Si conduce un automóvil, debe llamar a la oficina para cambiar la salida de su hijo a la línea de automóvil.

La Oficina del Sheriff del Condado de Collier hará cumplir la Zona de No Estacionamiento

Nou bezwen èd ou. Vwazen nou yo pa vle machin pakin sou zèb yo.

Yo te depoze yon plent ak lekòl la ak Biwo Sherriff Collier County a.



ATTENDANCE

Florida School Law requires regular school attendance. Parents/guardians are required to notify the school when their child is absent within 24 hours by telephone or in writing. The school will notify a parent when a student has accumulated 5, 10 and then 15 excused or unexcused absences, or days tardy. The school will schedule a parent conference to discuss cumulative absences or number of days tardy as needed. Students with excessive absences will be referred to Student Services for truancy. Absences of 3 or more consecutive days must be documented with a doctor's excuse.

ABSENCES

In order to qualify for an excused or validated absence the parent must notify the school of the child's absence within twenty-four (24) hours of the date of the absence. A phone call on the date of the absence prior to 10:00 a.m. is preferable. If it is not possible for the school to be contacted by phone, then the parent is to send a note with the student on the day s/he returns to school explaining the absence. Please visit the district website for further attendance information at: www.collierschools.com

EXCUSED ABSENCES

1. An illness of the student documented by a doctor's statement or a documented medical/dental appointment
2. An observance of an established religious holiday or for pre-arranged religious instruction as defined in F.S. 1003.21. (documentation of the religious affiliation of the student may be required by school officials)
3. A court subpoena, a required court appearance, or placement in detention at a juvenile center in which the student continues his/her education.

VALIDATED ABSENCES

Brief illness, appointments, and family business are considered absences for purposes of meeting attendance policy requirements. Absences must be documented by written notes from parents.

TARDINESS

It is extremely important that your child be in the classroom before the tardy bell rings at 8:10 AM. It is equally important that students remain at school for the entire day, avoiding early dismissals if at all possible. A child who is late to class or dismissed early is at a serious disadvantage, loses precious organizational and instructional time, and causes disruption to the instructional program of the other students. Excessive tardiness/early dismissals may result in further disciplinary action including, but not limited to: Calls home, parent conferences, academic make-up time provided during recess, names reported to the District Attendance Office for further investigation, or other interventions, as warranted.

ELECTRONIC COMMUNICATION POLICY

In all cases, student and employee use of the District Internet Service, e-mail, computer systems and software, networks or similar technology are governed by District School Board Policy. Access to these electronic communications systems is provided solely for educational and operational purposes. All other use is prohibited. We cite some of the provisions of Board Policy that show the intent and extent of their concern.

The District electronic communications systems are the property of the District School Board. The district reserves the right to monitor and disclose all electronic communications activities of any employee, student, or other user. This includes sent and received e-mail messages, web sites visited, and files stored. There are no personal privacy rights in the use of these systems.

Student access to electronic communications systems will be permitted only when access is an integral component of a specific educational program or authorized by the principal or his/her designee.

Filters are installed to attempt to restrict access to internet sites that are sexually oriented or otherwise objectionable. However, filters alone will not eliminate all possibility of access. Ultimately, each individual is responsible for his/her own conduct.

Discriminatory, harassing, slanderous and offensive materials and messages are considered cyber-stalking and bullying. This applies not only to messages sent on school computers but also material, messages and images sent by personal computers, texts, and images sent via cell phone. Such action is strictly prohibited. Abuse of electronic communications systems or failure to adhere to this policy will subject the user to disciplinary action, including denial of District electronic communications systems.

The consequences for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.

ITEMS TO LEAVE AT HOME:

- Any item that can be hazardous to children must not be brought to school. This includes knives and other sharp objects, guns (including toy guns), bullets, lasers, lighters, matches and other hazardous items. The district has a Zero Tolerance policy.
- Toys, unless prearranged with the teacher.
- Candy or sweet treats.
- Skateboards, roller blades, video games or any other electronic device.

EMERGENCY AND CLINIC INFORMATION

CHANGE OF INFORMATION

If there is a change in phone, address, or emergency contact person please update the CCPS Portal and notify the office immediately.

ACCIDENTS OR ILLNESS IN SCHOOL

The health and physical well-being of all students is a matter of great concern to us. A child who is sick with fever, headache, nausea, open sores, or similar illness should not be sent to school. When a child becomes ill at school, we will contact the parents to take him/her home, as there is limited space in the clinic. **A child may not return to school after an illness unless they have been fever free for 24 hours.** If a serious illness or injury occurs, the parent will be notified immediately. The Emergency Medical Services (EMS) may be called to render medical assistance, if deemed advisable.

MEDICATION

If medication must be given during the school day, a Medical Authorization Form must be completed by the parent. The prescribing health care provider must also complete the form for any prescription medications. All medications must be brought to school by the parent or guardian with the completed and signed medication authorization. Medications must be in the original container and labels must match the health care provider's order. **We do not supply, nor can we dispense aspirin/Tylenol without written communication from the parent.** Prescription medication, including inhalers, must be given to office personnel by an adult, not a child.

HEAD LICE

Head lice and nits (eggs) are not uncommon in any Florida elementary school. Staff members check for possible infestation on an as needed basis. Parents are called to take home those children who have evidence of lice. Upon return to school the student will need to be rechecked in our school clinic. This policy is necessary to avoid re-infestation.

FOOD PROGRAMS

BREAKFAST AND LUNCH

During the 2025-2026 school year all Title I Collier County school students will be offered breakfast and lunch at no charge. Breakfast will be served from 7:30 – 8:10 AM. Adult meals are \$4.75.

Our cafeteria serves both breakfast and lunch daily. Students may eat the school lunch or bring their own lunch from home; however they are responsible for their lunch until mealtime. No refrigeration is provided for lunches brought to school. Please refrain from packing candy or chocolate in lunchboxes.

STUDENT BIRTHDAYS

Birthday parties are not held at school. Students may bring in a small store purchased treat for the student to hand out in the cafeteria after lunch. Invitations to home parties may not be distributed at school, so as to not interfere with our academic program, or to cause hurt feelings. Please do not have flowers or balloons delivered to your child at school. They will not be delivered to the classroom. Additionally, items of this nature are not permitted on buses.

PARENT TEACHER ORGANIZATION

Our Parent Teacher Organization (PTO) is affiliated with the national and Florida PTO. We encourage you to attend our meetings. Meetings are noted on our Family Gaynor Gazette monthly newsletter. Please contact the office if you would like further information regarding our PTO.

PARENT CONFERENCES

We encourage communication between the school and the home. If you have any questions, concerns, or wish to check on your child's progress, feel free to call the school at 377-8000 to schedule an appointment with your child's teacher.

SCHOOL ADVISORY COUNCIL (SAC)

The School Advisory Council (SAC) was established by the Florida School Accountability Act. The purpose of SAC is to advise the principal and to develop an annual School Improvement Plan. The SAC membership consists of parents, faculty (instructional and non-instructional), business, and community members. Their representative groups elect members to the council. Community representatives are elected by the other members of the council. Meetings are notated on our Family Gaynor Gazette monthly newsletter. We hope you will consider being an active member of your child's SAC!

VISITORS

We appreciate having involved families, visitors and volunteers on our campus. In order to maintain a safe and secure environment for all, **all** visitors are required check in at the main office, present a Driver's License or other valid United States photo identification and receive a **FAST PASS** sticker. When you leave, you are required to return to the front office to check out through the FAST PASS system. No student or staff person will permit anyone through the locked gates without a current FAST PASS ID. This procedure is **strictly** enforced.

VOLUNTEER PROGRAM

We at Lavern Gaynor Elementary School strive to have a very active volunteer program including parents and interested community members. Adults may work in the school during the day, or at home, at their convenience. If you are interested in volunteering or chaperoning on a field trip, please complete the on-line volunteer application on the school district website, at <https://www.collierschools.com/volunteer> and contact our Volunteer Coordinators, Ms. Julie Evora and Ms. Kathy Nelson.

EDUCATIONAL FUNDING ACCOUNTABILITY ACT

Section 1010.215, F.S. COLLIER COUNTY PUBLIC SCHOOLS

SCHOOL NUMBER 0481 LGE

2023-2024 SCHOOL FINANCIAL REPORT

LAVERN GAYNOR ELEMENTARY

REVENUES	Footnotes [1]	SCHOOL*	%	DISTRICT	%	STATE	%
Federal		\$ 1,357,211	20.32	\$ 108,936,908	15.01	\$ 6,878,339,611	19.19
State/Local (excludes Lottery)		5,319,959	79.63	616,523,809	84.92	28,940,818,077	80.73
Educational Enhancement (Lottery) Trust Fund		215	0.00	-	-	-	-
Private		3,243	0.05	494,958	0.07	29,521,897	0.08
Total		\$ 6,680,628	100.00	\$ 725,955,675	100.00	\$ 35,848,679,585	100.00

* School revenues based on costs.

[1] Total school revenues should agree with the total school costs in the subsequent section.

K-12 OPERATING COSTS **	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT ***	STATE ***	
Teachers/Teachers Aides (Salaries/Benefits)	\$ 9,572	\$ 7,492	\$ 6,109	\$ 3,251,156
Substitute Teachers (Salaries/Benefits)	Footnote [2]		Not Available from State Data Base	
Other Instructional Personnel ****	2,219	1,660	1,531	753,543
Contracted Instructional Services	1,576	323	456	535,353
School Administration	1,616	1,002	761	548,787
Materials/Supplies/Operating Capital Outlay	800	651	372	271,829
Food Service	1,024	749	718	347,934
Operation and Maintenance of Plant	1,964	1,664	1,368	667,215
Other School-Level Support Services	897	637	327	304,811
TOTAL SCHOOL COSTS **	\$ 19,668	\$ 14,178	\$ 11,642	\$ 6,680,628

** Capital expenditures for new schools are not included.

*** Amounts reported for District and State reflect costs for all levels of students, not costs by school type.

**** Includes some non-personnel costs, such as teacher training materials.

District Costs: The amounts above represent only school-level costs. No district-level costs have been included.

District costs, such as transportation and administration for CCPS totaled: \$50,936,231 or \$1,172 per FTE

[2] Costs of substitute teachers included in "Other School-Level Support Services" are: \$94,976

K-12 ADDITIONAL DETAILED INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT	STATE	
Teachers/Teachers Aides (Salaries/Benefits): Footnote [3]				
Basic Programs	\$ 7,923	\$ 6,162	\$ 5,030	\$ 1,127,401
ESOL	8,622	7,735	5,989	1,084,880
Exceptional Programs	14,522	11,307	9,618	1,038,875
Career Education Programs	-	5,218	4,944	-
Adult Programs Footnote [4]	-	-	-	-
Materials, Supplies, Operating Capital Outlay: Footnote [5]				
Textbooks				\$ 30,091
Computer Hardware & Software				103,141
Other Instructional Materials				60,247
Other Materials and Supplies				78,350
Library Media Materials				\$ 3,291

[3] The total of "Teachers/Teachers Aides" by program should agree to "Teachers/Teachers Aides" reported in the previous section.

[4] Not FEFP-Funded

[5] The total of "Materials, Supplies, Operating Capital Outlay" should agree to "Materials, Supplies, Operating Capital Outlay" reported in the previous section.