

Bear Creek Elementary Parent & Student Handbook



www.collierschools.com

Dr. Leslie C. Ricciardelli
Superintendent of Schools

THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY

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The District School Board of Collier County
Dr. Martin Luther King, Jr. Administrative Center
5775 Osceola Trail
Naples, Florida 34109-0919

VISION STATEMENT

By providing exceptional educational opportunities that motivate and engage each student, all students will complete school prepared for ongoing learning as well as community and global responsibilities.

The District School Board of Collier County does not discriminate on the basis of race, color, national origin, sex, 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: Educational Equity Act, Title IX, Section 504 (Rehabilitation Act) or the Americans with Disabilities Act, contact Valerie Wenrich, Executive Director, Human Resources and Deputy Title IX Coordinator for Employees, (239) 377-0351, The District School Board of Collier County, 5775 Osceola Trail, Naples, Florida 34109.

Students: Educational Equity Act, Title IX, or the Age Discrimination Act of 1975, contact Stephen McFadden, Coordinator, School Counseling K-8, and Deputy Title IX Coordinator for Students, (239) 377-0517, The District School Board of Collier County, 5775 Osceola Trail, Naples, Florida 34109

Section 504 (Rehabilitation Act) and the Americans with Disabilities Act, contact Dr. Dena Landry, Coordinator, Psychological Services, (239) 377-0521, The District School Board of Collier County, 5775 Osceola Trail, Naples, Florida, 34109.

Quick Reference Guide

Important Phone Numbers

Front Office..... 239-377-9300
Fax239-377-9301
Address.....2400 Cub Court, Naples, FL 34120

School Hours

Arrival K-5.....7:45am
Arrival Pre-K.....7:45am
Tardy Bell..... 8:25am
Last Transportation Change..... 2:15pm
Last Early Pick-Up.....2:30pm
Dismissal..... 2:50pm
Front Office Hours.....7:30am-3:30pm

Website/Social Media

District.....www.collierschools.com
School.....www.collierschools.com/BCR
FacebookFollow us at Bear Creek Elementary School

Important School Information

Arrival Information

- Students may arrive on campus beginning at 7:45 unless enrolled in the early morning program.
- Students must be dropped off in the front entrance of the school.
- Unless conducting a parent meeting or visiting the office, parents are not allowed to enter campus.
- Students have from 7:45-8:15 to eat breakfast or spend time in the grade level holding areas.
- The final tardy bell will ring at 8:25. Students not inside the building at that time will be counted tardy. Students arriving after this time must be escorted to the office.
- Visitors must properly park their vehicle in a parking spot to enter the campus. Please do not leave your vehicle parked in the loop, running, or in the bus loop to visit the office. This is a safety concern.

Dismissal Information

- If students need to leave campus early, the adult will need to show government issued ID and be on the approved pick up list in Focus.
- Students will not be individually dismissed past 2:30pm each day.
- Students will not be called down to the office until the adult arrives.
- Any change in transportation must be called into the office prior to 2:15pm. Please do not contact the teacher directly, the change must be made in the front office.

- To ensure the safety of all students, every car must have a current year, car rider sign displayed from their rearview mirror. Any car without a sign will be asked to park, present ID, and be issued a new sign.
- Students in car rider line will not be dismissed to anyone not in a vehicle.



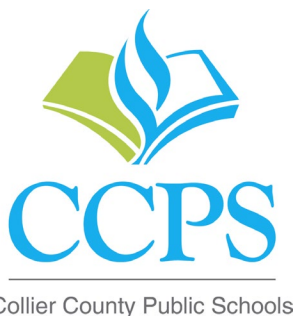
Attendance and Tardies

Being in school is critical for academic success!

- Types of Absences:
 - Excused- Doctor's note provided for the days missed, religious holiday, court subpoena.
 - Validated- Brief illness not requiring doctor visit. Please call the office or provide a written note if your child is absent. This will validate but not excuse the absence.
 - Unexcused- Absence not excused or validated. Students who are habitually absent will be reported to the CCPS Attendance Officer.
- If a student is absent, they are provided with one school day for each day absent to make up work without academic penalty.

Assignments are not required to be given to students prior to an absence.

- It is critical that students are in class the entire school day. While we recognize that it is not always possible, we encourage you to schedule doctor and dental appointments on non-school days or outside of the school day.



Bus Information

We encourage all students who qualify for bus services to utilize bus services. When students are bus riders, please note the following policies and procedures.

- The bus driver is responsible for the safety of the bus and the students onboard.
- All students must comply with CCPS Code of Conduct while riding the bus and at bus stops. Failure to do so will result in disciplinary action and possible removal from the bus.
- Parents are encouraged to download and monitor bus routes through www.wheresthebus.com. This will give you up to date information about late buses and locations. You can also monitor the district website for any district transportation disruptions.
- If students miss the bus leaving school, parents will be responsible for picking up their student from school.

Car Rider Line

Student safety during arrival and dismissal is the priority of Collier County Public Schools. We kindly ask you follow all directions and

signals given to you from the school YRD and school staff.

- Students should enter and exit the car on the passenger side of the car.
- Staff loading students will not buckle students into vehicles or car seats. Parents should pull over past car rider arrival to secure students.

Arrival

- Cars will use one line.
- Parents will be directed to pull as far forward as possible to unload.
- When the line comes to a stop, all students should unload. Do not wait to being at the front of the line or for staff to open the door to unload
- Cars are not to use the second lane to pass or pull out of the area.
- Parents are not to exit the vehicle to open doors or say goodbye to students.
- Parents wishing to walk their student to the door or with business in the office, are to park and walk across the traffic with their students.
- Students are not allowed to walk from the parking lot unescorted by family.
- The bus exit crosses over the car rider line, cars are not to block this intersection for any reason.

Dismissal

- Families are asked not to line up prior to 2:30 each day. This will help prevent a backup on Immokalee Road.
- Cars are to use the right lane for dismissal and will line up in a single line allowing parking cars to enter into the parking lot. Please do not block the left lane.
- Once the dismissal process has begun, all cars must have their car rider tag displayed from the driver side visor. No child will be dismissed into a car without a tag.
- Two lines will be created in front of the loading areas. The inside lane, or lane closes to the sidewalk will be dismissed first, then the outside line. All cars are to observe directions from staff regarding moving cars.
- Parents will be asked to park in the front spaces if students miss their loading time. Staff will bring the student to the car.
- Please be aware what lane you select depending on the direction you are traveling on

Immokalee Road. There are dedicated right and left turn lanes, please use the exit drive to ensure you are in the correct lane.

Contact Information

- If you need to update your phone number or email address, please log into the parent portal at www.collierschools.com/portal
- You can also log on to the portal to update permissions for pick up as well.
- Changes in address must be done in the office with the following information:

ONE (1) of the following	And TWO (2) of the following showing name and service address:
<ul style="list-style-type: none">• Current Collier County Homestead Exemption Card (considered family's primary residence)• Current Collier County Property Tax Notice (may require additional verification)• Home Purchase Contract in Collier County, specified closing date<ul style="list-style-type: none">◦ A copy of the deed to be provided within 30 days of closing date• Copy of a Collier County Manifestation of Domicile filed by the parent• A current rental or lease agreement	<ul style="list-style-type: none">• Current Florida driver license or Florida Identification Card• Automobile insurance (last two statements)• Current electric billing statement, water bill, cable bill or landline phone bill (last two statements)

Cafeteria

The lunch time for students can be a fun, social and exciting time for students, but it is also a very short amount of time to eat. Staff will monitor students to ensure that students are safe and focused on their most important task, eating. If bringing a lunch from home, please be sure to pack containers that students can open and close independently. Additionally, consider preopening twist top water or juice containers for ease of open.

Students are welcome to purchase a full lunch or milk if they wish. Snacks will also be available for purchase. Any student wishing to purchase a snack should go through the line prior to sitting down. Lunch and snack may be purchased using cash (added to lunch account prior to lunch time) or by prepaying using the www.myschoolbucks.com program. The school will not accept door dash or uber eats orders for students.

Parents are welcome to eat lunch with their student beginning after the first four weeks of school. This way, we ensure students know the procedures and expectations prior to visitors







joining. The Cub Café has a designated parent section. Only the student of the visitor will be allowed to join the adult in that area. Friends cannot join for lunch.

Clinic

Our clinic is here to ensure the health needs of our students are met. If you have any specific concerns or needs for your student, please contact the front office to arrange a meeting with school administrators and clinic staff. The following information is for general clinic information and not specific to any individual student.

- Medication
 - Medication that is required to be administered at school must be in original container with the proper label.
 - Medication Authorization Form must be filled out and signed by the health care provider prior to distribution.
 - Students may not transport medication.
- Head Lice
 - If a student is experiencing lice or nits, they must be rechecked, with the parent, prior to returning to class.
- Clinic Visits
 - Parents must give their students permission to access clinic care. This can be done in the parent portal each year.
 - If a student makes a clinic visit, contact with the parent will be made to describe the nature of the visit.

Sick Kids: When to Stay Home from School

FEVER A temperature of 100° or higher	COUGHING THAT WON'T STOP Or other problems with breathing	DIARRHEA OR VOMITING Within the past 24 hours	RASH Body rash with itching and/or fever	HEAD LICE Itchy head, active head lice	EYE INFECTION Eye is red and oozing a yellow or green discharge
					
When to Return to School					
Fever free for 24 hours without the use of fever reducing medication such as ibuprofen or acetaminophen	Cough is mild and infrequent and evaluated by doctor if needed	Free from diarrhea and/or vomiting for at least 24 hours and evaluated by doctor if needed	Free from rash, itching or fever and evaluated by doctor if needed	After first head lice treatment	24 hours after starting antibiotic eye drops or ointment

Code of Conduct

All students are expected to follow the Code of Conduct. The information regarding code of conduct can be found at

<https://www.collierschools.com/Page/284>

Communication

The parent newsletter, The Cub Chronicle, will be emailed and posted to the Bear Creek Website monthly. Please be sure your email address is up to date to receive these important updates!

- Conferences are an important part of the home to school connection. In order to ensure the proper amount of time to discuss student progress, please schedule conferences with the requested staff.
- Please do not “drop by” to meet with staff.
- Teachers are also not permitted to conduct conferences, respond to emails or accept phone calls while with students. Please respect the instructional time of students.

Classroom Celebrations and Birthdays

Birthday celebrations are special for all students and each teacher acknowledges a student's birthday in various ways. If you wish to send in an item for your child's birthday, you may send in a non-food item that will be distributed at the end of the school day. Suggestions include pencils, eraser tops,

stickers, or small novelty items. Food items sent or brought in will be returned with your child. Distributing party invitations at school is permitted only if there is an invitation for all the students in the classroom.

Classrooms will celebrate specific days in the school year. On these days, families may contribute store bought, pre-packaged items to the class to enjoy. This makes distribution much easier. Classrooms that contain students with documented allergies may have additional restrictions. Classroom celebrations will take place the day before winter break, Friendship Day (on or around February 14th) and the last day of school. If you would **not** like your student to participate in any of these activities, please be sure to inform the teacher days prior to the event so alternative plans may be arranged. Deliveries from third party vendors (flowers, balloons) of any kind to students will not be accepted.

Dress Code

Bear Creek Elementary will follow the CCPS dress code. Please refer to the dress code in the student code of conduct for details, but noted are some important highlights:

- Tennis shoes or closed toed shoes are recommended daily for PE and recess. Flip Flops and Crocs are not to be worn. Shoes modified for uses other than walking or running are not permitted.
- Shoulder coverings must be two inches in width. Shorts or skirts must be below the student's fingertips when arms are straight at the sides.
- Hats shall not be worn inside unless designated by the principal.
- Student ID badges must be worn at all times. Badges that are lost may be purchased in the front office for a cash fee.
- Labeling personal items such as jackets, sweaters and lunchboxes with name, and

grade level, will help lost items return to their owner.

Electronic Devices

Electronic devices (cell phones, smart watches and glasses) are to be powered off, in the student backpack and not used while at school or on the bus unless authorized by the principal or bus driver. Improper use of electronic devices will result in discipline in accordance with the CCPS code of conduct. Please refer to the code of conduct for additional information.

Student laptops will be issued to each student and returned at the end of the school year or upon withdrawal. Laptops will not be taken home unless determined by a significant weather event. Please refer to the code of conduct for additional information.

Homework

Homework can be a useful tool for families to stay involved with school learning activities. Teachers may choose to assign homework to students. The following outlines the time these assignments should be taking a student to complete.

Grade Level	Homework Minutes
Kindergarten	10
Grade 1	20-30
Grade 2	30
Grade 3	30-45
Grade 4	45-60
Grade 5	45-60

If you and your student are struggling to complete homework, please reach out to your child’s teacher.

Hazard Weather

Weather in Florida can change quickly! Adjustments to recess schedules will take place when students are unable to go outside due to extreme heat or rain. At times this may also disrupt dismissal. When this happens,

safety precautions will be taken to keep students indoors and under covered walkways. This will require car rider line to be reduced from two lanes to one. Please follow all traffic signals from the adult in the area to ensure that traffic runs smoothly and students are safe.

Leader in Me/PBIS

Bear Creek is a Leader in Me school. We will focus on developing leadership in all of our students. As we grow as a school, we will be adding new and exciting leadership opportunities for students, parents and our community. Stay tuned as we grow our Cubs to be lifelong leaders!

In partnership with Leader in Me, students will have the opportunity to be rewarded with “Cub Bucks”. Students can spend those “Cub Bucks” in our school wide PBIS store. Positive referrals will also be written and celebrated on the news!



Media Center

The Media Center is the hub of our school. Students will visit the media center with their class and individually as determined by the grade level. Students are responsible for the books and items they check out from the media center. Fines for any lost or misplaced books must be paid before students will be able to continue to check out materials. Notifications will be sent home and parent contact will be made to assist in fine collection.

Permission Slips/Participation Forms

When students have the opportunity to participate in school wide or grade level activities, permission must be granted by parents or guardians. Forms will be sent at the beginning of the year and as new opportunities or field trips are scheduled. Please sign and return these permission slips in a timely manner.

PTO

Bear Creek has a Parent Teacher Organization. The purpose of this organization is to work with the school to benefit all students at Bear Creek. If you are interested in being a part of this organization, please visit the Bear Creek PTO website

<https://www.bearcreekcubspto.com/>

SAC

The School Advisory Council or SAC is designed to work with school administration in the development of school academic focus. The membership will consist of parents, faculty, business and community members. Information about meetings and agendas are located on the Bear Creek Website.

Teacher Requests

Teams and administrators take significant time and effort in creating balanced classrooms. We work hard to ensure that students have similar classroom experiences no matter what classroom they are placed in. We appreciate your understanding and ask that specific teacher requests not be made. If you feel your student has some specific educational needs, please submit these in writing to the principal at the end of the school term for the following year. Requests that include specific teachers will not be accepted.

Volunteer Program

Are you interested in volunteering for classroom help, field trips, school events? Please contact our Volunteer Coordinator, Patricia Calderon.

Visitors

All visitors must report to the front office to be checked in by office staff. If you are visiting the office, cafeteria, or a chaperone on a field trip, you must visit the office first. Government issued photo ID is required.

There are times during the year when campus is closed for all visitors. These are during our state testing windows. The specific dates will be published in The Cub Chronicle and posted on the signage at the front office.