

Manatee Cove Elementary School



Parent/Student Handbook 2026-2027

Ms. Alicia Douglas, Principal

Mrs. Chelsea Cinkosky, Assistant Principal

Manatee Cove Elementary

**734 W. Ohio Avenue
(386) 968-0004**

Orange City, Florida 32713



<https://www.facebook.com/ManateeCoveVCS>



[@VCSManateeCove](https://twitter.com/VCSManateeCove)

Directory			
Name	Position	Extension	Email
Douglas, Alicia	Principal	45414	Addougla@volusia.k12.fl.us
Cinkosky, Chelsea	Assistant Principal	45412	Clcinkos@volusia.k12.fl.us
Figueroa, Sharline	Behavior Support	45417	sfiguero@volusia.k12.fl.us
Winkler, Elizabeth	Administrative Dean	45421	Etwinkle@volusia.k12.fl.us
Hart, Karen	Principal's Secretary	45416	Kmhart@volusia.k12.fl.us
Skelton, Kelly	Cafeteria Manager	45499	Kaskelto@volusia.k12.fl.us
Ray, Dena	Parent Liaison	45456	Dray@volusia.k12.fl.us
Culver, Kalie	Bookkeeper	45410	Krculver@volusia.k12.fl.us
TBD	Nurse	45498	TBD
Galarza, Joma	Attendance Clerk/Front Desk	45400	Jgalarza@volusia.k12.fl.us
Shank, Aimee	MTSS/504/Intervention	45426	Aeshank@volusia.k12.fl.us
Conway, Dakota	School Counselor	45496	Djconway@volusia.k12.fl.us
Williams, Lillie	Registrar	45408	Lawilli2@volusia.k12.fl.us
Rodriguez, Lizbeth	EDEP Site Facilitator	45436	Lirodrig@volusia.k12.fl.us

TABLE OF CONTENTS:

Academics	3	Dress Code/Uniform	9
After Hours Emergencies	3	Expectations for Students	11
Animals	3	Extended Day Enrichment Program (EDEP)	10
Arrival and Dismissal Procedures	3-5	Field Studies	10
Attendance	5	Homework Policy	10
Bell Schedule	5	Leaving School Grounds	10
Bikes	6	Monies Owed	10
Bully Proofing	6	Parent Portal	10
Bus Rules and Regulations	7	PTA	11
Campus Safety for Visitors	6	School Advisory Council (SAC)	11
Celebrations	6	School Way Café	11
Cell Phones (Students)	7	Security	11
Child Abuse	7	Student Clubs	11
Clinic	7	Student Achievement/Testing	12
Communication	8	Visitors	12
Conduct	8		
Counseling Services	9		

It is possible that information in this handbook may change due to new or additional school, district, or state policies.



ACADEMICS:

The goal of Volusia County Schools is for all students to achieve academic success. This assures high levels of learning for all students. For all students to learn, there are four components:

1. Highly effective core instruction
2. Systematic identification of each student's level of success during instruction
3. A multi-tiered system of supports to ensure that all students learn
4. Accurate and meaningful reporting of student achievement

Student will have clear expectations of the course standards as defined in the Volusia County Schools' curriculum maps and Florida course descriptions located at <https://www.fldoe.org/academics/courses/course-descriptions.stml>.

- Instruction is scaffolded to develop learning to achieve the targeted outcomes at a proficient level
- Assignments and assessments are aligned with the rigor of the standards

ELA Literacy	Mathematics
Practice with complex text and its academic language	Focus strongly on Standards
Read/Write/Speak in a manner that is grounded in evidence from text	Think across grades, and link within major topics within the grade
Build knowledge by using complex-rich nonfiction	Pursue with equal intensity conceptual understanding , procedural skills and fluency , and application

AFTER HOUR EMERGENCIES:

If you have an emergency involving school and must contact the school after it is closed, please call Communications and Monitoring at 386-734-7190 X20051. They will assist you in getting in touch with administration. Main Office hours are 7:00 am to 3:30 pm during the school year.

ANIMALS:

Due to student's allergies, possible biting or scratching, the extra cleaning that may be needed, and animals escaping, **administration requests that no LIVE animals be brought or kept on campus.**

ARRIVAL AND DISMISSAL PROCEDURES

Safety and security dictates students may **not** be dropped off before 7:15 am as there is no adult supervision until 7:15 am in the Parent Loop. **Students dropped off before 7:15 AM WILL NOT BE SUPERVISED.**

Students planning to eat breakfast should be in the cafeteria by 7:15 am as breakfast ends at 7:45 am. Instruction begins at 7:50 am. **Students who arrive after 7:50 am are considered late!**

If a child arrives from 7:50 am and beyond, the parent and child must check in with the Main Office for a late slip before reporting to class.

Students may not wander around campus; they are to line up in their designated area between 7:15 am and the beginning of the school day. The line-up areas are as follows:

Kindergarten – Music Room 125
1st Grade - Media Center Room 118
2nd Grade – Courtyard (Rainy Day- Cafeteria)
3rd Grade – Courtyard (Rainy Day-Cafeteria)
4th/5th Grade – Building 700

Students eating breakfast report to cafeteria from 7:15-7:40. They will go through the line to get their breakfast and then eat. After finishing breakfast, they will go to their designated holding area. If student has eaten breakfast, they go immediately to their designated holding area upon arrival.

Unless you have sent written permission or called the Main Office prior to 1:30 pm (12:30 pm on Early Release Days), students will be expected to go home the usual way. Students may not ride an alternate bus as there are no bus passes.

A change in dismissal will not occur on a student's word. It must be initiated by a parent note to the teacher or phone call to the office **before 1:30 pm, so that teachers can be given the changes by 2:00 pm.** There are state and county regulations that must be followed for the safety of all students. Please contact the Main Office if an emergency arises.

When a student must be released during the school day, the parent must report to the Main Office. Students will not be called to the office to wait for parents – they will be called once parents arrive. Parents may not go to the classroom to pick up students unless they are cleared through the Main Office. Parents picking up students will be asked to provide identification. This helps to guarantee the safety of the child. If for any reason, you are unable to pick up your child from school, please make alternate arrangements and contact the school. **School personnel are unable to supervise students beyond the normal school day (2:45 pm) as the school day ends at 2:30 pm.**

AM Arrival

- Students may not be dropped off before 7:15 am.
- Only students arriving in a yellow school bus, are enrolled in Pre-K, VPK, Mild K-2, or a Multi class will arrive via the bus loop which is closest to the Main Office. Parents that are dropping off a VPK, Pre-K, Mild K-2, or Multi student **must be wearing their pass.** Students from the bus loop area will move to the cafeteria for breakfast or to their designated holding area. Teachers and staff will be on duty to assist beginning at 7:15.
The drop-off location is the Parent Loop for cars. Parents of Pre-K, VPK, and Multi may park in the bus loop by a colored parking block and walk their student to class but may not for any reason drop their child off in the front of the school or side street.
- **Parents/Guardians must not drop off students the street** as these pose safety issues according to the Volusia County Schools' Safety Department and the Volusia County Sheriff's Office. If this occurs the Sheriff's Office will be contacted.
- All students who are dropped off by families in vehicles should be dropped off in the Parent Loop from 7:15 am until 7:45 am. Students from the Parent Loop area will move to the cafeteria for breakfast or to their designated holding area. Teachers and staff will be on duty to assist beginning at 7:15 am.
- All students who ride a bike or walk to school (without a parent), will access the sidewalk in the Parent Loop or the sidewalk by the bus loop to go to the cafeteria for breakfast or to their designated holding area. Teachers and staff will be on duty to assist beginning at 7:15 am.

PM Departure:

- Yellow school buses and day care buses will leave campus via the bus loop. Cars cannot go through the bus loop unless they are picking up a Pre-K, VPK, Mild K-2 or a Multi student.
- All students who are picked up by families in vehicles will be picked up in the Parent Loop from 2:30 pm until 2:45 pm (except on early release Wednesdays when the times will be 1:30 pm until 1:45 pm).

- All students who ride a bike or walk to school (without a parent), will leave the campus via the sidewalk in the Parent Loop or via the sidewalk by the bus loop walker gate. Teachers and staff will be on duty to assist. Walkers (without a parent) and bike riders will turn right out of the Parent Loop and go to the crossing guards.

Other Concerns:

- It is encouraged that all parents stay in their car to pick-up and drop-off their student. This provides a safer and more effective parent loop.
- Cars will line up on Scholars Path to enter the Parent Loop in the afternoons. The gate will be opened around 2:20 each afternoon (1:20 on early release days).
- Cars will enter the Parent Loop via Scholars Path. There are 2 lanes within the Parent Loop. Students will only be allowed to load from the curb. Kindergarten students load after the bend and once picked up, the inside lane will allow parents to pick up students from the teachers.
- The outside lane will be a passing lane. Once students are loaded into the vehicle, the driver may move into the left (or passing) lane to exit the Parent Loop.
- Drivers must turn right onto Ohio Avenue when exiting the Parent Loop. Cars may not enter through the exit gate.

ATTENDANCE:

Under Florida's compulsory school attendance law, each parent of a child within the compulsory attendance age is responsible for such child's school attendance. **All students who have attained the age of six years, on, or before September 1st of the school year are required to attend school regularly during the entire school term.** "Attendance" means being present at school or away from school on a school day and engaged in an educational activity which constitutes a part of the school-approved instructional program for the student.

Parents/Guardians have the responsibility to report any non-attendance. This can be done through a note to your student's teacher or by calling the **Attendance Line at 386-968-0004 Extension 45404**

Reminders:

- **Students with 10 or more absences or tardies are reported to the School Social Worker. After 15 absences (unexcused or excused), students are reported to the School Social Worker and a doctor's excuse is required for all subsequent absences.** Doctor's excuse must show that the student's condition justifies the absence. A new doctor's note is needed each time a student is absent once the 15 excused or unexcused absences occur. Tardies and early dismissals count toward absences (5 tardies or early dismissals= 1 day absent).
- ABSENCE – EXCUSED – Parent notifies schools of date and reason for absence.
- ABSENCE – UNEXCUSED - Absence without notification of school officials by the parent/guardian is considered an unexcused absence. It should be noted that vacations taken during the school year are not excused. For emergency situations requiring the family to be out of town, the parent/guardian must meet with an administrator before or after the situation, depending on the cause. Each case will be handled on an individual basis.
- After 7:50 am parents/guardians are asked to report to the main office to check their child into school.
- If a student needs to leave school during the school day, the parent/guardian or designated adult must report to the main office to check the student out of school. Please be prepared to show identification at the time of check-out. ONLY adults designated by the parent/guardian on the student's emergency card will be allowed to check out the student. PLEASE keep student contact information updated in ParentPortal with any changes in telephone numbers, address and/or authorized adults that may act in place of the parent/guardian.

BELL SCHEDULE:

The regular elementary instructional school day will be 7:50AM – 2:30PM. Early release Wednesday hours are 7:50 AM to 1:30 PM with the morning bell schedule staying the same. Teacher hours are 7:30 AM to 3:00 PM, except on meeting days.

Students CANNOT be dropped off at school before 7:15 am as there is no one to supervise them.

- 7:00 AM – Main Office is open for business.
- 7:45 AM bell indicates that students should be moving towards the classrooms.
- 7:50 AM bell – Class begins (Student is tardy if not in class)
- 2:30 PM – Indicates end of school day. (1:30 PM for Early Release Wednesdays) Parent pick-up, bus riders, and walkers are dismissed. No students are to be out of class prior to 2:30 without an authorized adult.

BIKES:

Riding bikes is permitted by students to and from school. Bikes may not be ridden on campus. Students must walk their bikes to the bike rack within the Parent Loop. Students will park and lock their bikes in assigned bike racks. All students must wear a helmet as required by law. Please make the school counselor or PE teachers aware of any student who does not own a bike helmet. Other riding choices such as skateboards, skate shoes, razor boards, trikes, minibikes, etc. are not allowed on campus.

BULLYPROOFING:

Manatee Cove is a caring community and has a **zero tolerance for bullying**. Our school has a curriculum used by teachers and our School Counselor to assist students with bullying. They learn the facts about bullying, key elements of bullying, types of bullying and, most importantly, strategies they can use if confronted by a bully. We ask that students and parents report any incidents they believe involve bullying to the Main Office so it can be handled immediately by administration and/or guidance. There are brochures available in the Main Office if parents are interested in learning more. There are also on-line brochures on our school's website.

Bullying, as described in VCS Code of Conduct, is **aggressive** behavior that is **repeated** and is **intentionally harmful** and occurs with **no provocation**. "Bullying" includes systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to teasing, calling names, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious or racial harassment, public humiliation and destruction of property as well as spreading rumors and influencing others to do the same. The term "bullying" includes cyber-bullying where technology and cyberspace are used for any of the above behaviors and acts. (See also School Board Policy 525 – Policy Against Bullying and Harassment.)

BUS RULES AND REGULATIONS:

By authority of the School Board of Volusia County, your student is eligible to ride a school bus if you live more than 2 miles from the school. Due to budgetary reasons, transportation has streamlined bus routes. Bus stops have been consolidated to serve the same area within the State mandate 1.5-mile range within a subdivision.

Students are expected to follow all bus rules. Please remind your student to enter and exit in an orderly manner, remain seated, talk only to his/her seat partner and to respectfully follow adult instructions for the safety of all. If a student misbehaves on the bus, a consequence will occur, which can include suspension of bus privileges. Students suspended from the bus are expected to attend school. Acceptable behavior is expected at all bus stops.

CAMPUS SAFETY FOR VISITORS

Visitors must sign in at the Main Office. Visitors are not to enter classrooms without prior arrangement, teacher consent, and without signing in at the Main Office.

Parents may not enter the campus during the late afternoon dismissal process unless there is a parent/teacher conference, scheduled meeting, scheduled appointment, etc. If a parent needs to meet with a teacher before the dismissal bell, then he/she must sign in at the Main Office with teacher consent, and the visitor must wear a visitor's badge that is visible to all. In order to sign in at the front office you will need a valid Driver's License.

CELEBRATIONS

The School Health Advisory Committee appointed by the Superintendent has recommended that birthday party celebrations be limited to one a month in each classroom. This means that all students with birthdays in a specific month will be celebrated at the same time during one party. As part of Volusia County's wellness policy, we are making an effort to reduce the number of unhealthy foods our students consume. Please consider sending in a healthy snack or non-food treat for the class, after checking with your student's teacher. The designated birthday party day will be the last Friday of each month. Parents must contact their child's teacher the Monday before the last Friday of the month. The teacher will coordinate with the parents to avoid duplication and limit the number of

sweets served to the students. **Students are not allowed to pass out invitations for parties outside of school.**

CELL PHONES (STUDENTS):

Volusia County recognizes the right of all students to possess a cell phone or other wireless communication devices while on a school campus or while riding district student transportation. However, to prevent the disruption of school and instructional activities Volusia County Schools restricts the use of cell phones and other wireless communication devices by students, as follows:

- Students at elementary schools may possess a cell phone, electronic pager, or other wireless communication device while on a school campus or while riding district student transportation, **but at all times, are required to keep the cell phone or other wireless communication device out of view in the backpack and turned off. Students are not permitted to use the cell phone or other wireless communication device in any manner without the express permission of an administrator, teacher, or bus operator. All devices are to be turned off and kept in the backpack until they leave school.**
- If a parent has a need to communicate with his or her child during the school day, the parent should contact the main office. The school will see to it that messages from parents/guardians are communicated to the student.
- Should a situation become habitual with a student being insubordinate administration may hold the phone until a conversation with the parent occurs. Consequences can be given according to the Code of Conduct.

CHILD ABUSE:

F.S. 415.504, Mandatory Reports of Child Abuse or Neglect, requires that if you know of actual child abuse or child neglect or have reasonable cause to suspect that a child is abused or neglected, you must report your knowledge or suspicion to Department of Children and Families (DCF) without delay. Abuse is defined to include neglect, malnutrition, severe physical injury, inflicted other than by accidental means, and failure to provide sustenance, clothing, shelter, or medical attention.

Failure to report known or suspected child abuse is a misdemeanor of the second degree. Failure to report may subject a teacher to prosecution. The requirement to report known or suspected cases of child abuse or neglect applies to cases of known or suspected child abuse occurring both at school board facility or an outside facility, including the student's home or day care center. Reporting your knowledge or suspicion to your supervisor or other school board employee does not comply with the law.

Florida Statute mandates teachers and staff report child abuse or neglect to DCF 800-96 ABUSE. Please provide courtesy notification to an administrator and the Guidance Counselor when there is a need to file a report.

CLINIC:

Our health clinic is open daily during school hours. Students who feel ill are sent to the clinic, at the teacher's judgement. TLC and the necessary medical attention are provided. The health technician will call the parent/guardian any time their child is sent to the clinic. **Please make sure that all telephone numbers are current on your student's emergency card.**

Students may not carry medication, including over the counter medication (such as cough drops, aspirin, etc.), on the school campus. If a student must take medication during school hours, a doctor must complete a ***Request for Medication to be Administered by School Personnel*** form. This form is available in the Main Office.

Please notify the Main Office if your student has any illness, such as asthma, diabetes; a physical condition such as heart murmur, visual, speech, or hearing problem; or any allergies. It is possible that we may need an ***Emergency Care Form*** if problems are chronic or severe.

Students, faculty & staff must report all accidents or injuries that take place on the school grounds to the administrators. Parents will be notified.

Pediculosis (Head Lice)- As with any contagious condition prevention is key. Keep your child's hair pulled back if it's long; discourage head-to-head contact and sharing of brushes, combs, or head gear.

Please check your child for head lice during routine grooming. I encourage you to be proactive. The signs of head lice are scratching at the back of the neck and behind the ears. Nits appear like dandruff flakes but are glued near the base of the hair shaft. There are many over the counter treatments. Check with your child's doctor for recommendations or you may pick up the flyer from your school, "Guide for Head Lice Treatment."

If your child has head lice, please notify the school nurse. If your child is found to have live bugs during school hours, you will be asked to come pick your child up for early dismissal. Please have updated phone numbers on the emergency card at school. Should you have any questions, please contact the clinic, or go to the School Health page on the school website for more information.

COMMUNICATIONS - SCHOOL TO HOME AND HOME TO SCHOOL

The faculty and staff believe that communication with families is vital, and we do our best to be sure that families are notified of any events. We have several ways to communicate with families:

- **Principal's Newsletter** – Every Month the principal will post to the school's website and social media accounts a newsletter containing important information on upcoming events/meetings, student recognition and opportunities for our school shareholders to become involved in all aspects of the educating of those who attend Manatee Cove Elementary.
- Students in grades K-2 will be provided a "**Nicky's Folder**" to be used as the school to home/home to school communication tool.
- **Social Media** - Manatee Cove Elementary will post and monitor one official Facebook Page, one official Twitter account and one official Instagram account.
- Facebook = <https://www.facebook.com/ManateeCoveVCS/>
- X = @VCSManateeCove
- **School website:** Go to www.myvolusiaschools.org Click on Schools tab, Elementary Schools, Manatee Cove Elementary <https://manateecove.vcsedu.org/>
- **Teacher Email** addresses: Go to www.myvolusiaschools.org CLICK on Parents, Click on General Information, scroll down to Phone/Email Directory.
- **Parent Square** will be used to communicate important school information via phone call, email, or text.
- Parent communication regarding students should be done in a parent conference, Parent Square, and/or Volusia County email.

CONDUCT:

Parents/guardians will view our District Code of Student Conduct handbook on the Volusia County Schools website and receive a copy our school compact to sign at the beginning of the school year. Our expectations and consequences are explained in these documents. Compliance with rules is required to maintain a safe and orderly environment in which all students can learn. We appreciate your support in ensuring that Manatee Cove Elementary is a learning place where only those items and behaviors that promote a positive learning environment are acceptable.

The School Board recognizes that the education of children is a process that involves a partnership between student, parents, teachers, school administrators, and other school-based and district personnel. For this educational process and partnership to be successful, it is necessary for all individuals to conduct themselves in an appropriate and orderly manner, demonstrating mutual respect for others. In order to promote the success of the educational process and the partnership between students, parents and staff the school board adopts the following standards for conduct at schools and during school activities:

1. Students shall abide by the standards of conduct established in the code of student conduct and discipline out in school board policy number 208
2. Students shall abide by the rules established by the school administrators and classroom teachers

3. Parents, guardians, visitors, and others will always conduct themselves in an appropriate manner and will refrain from becoming rude, discourteous, disruptive, threatening, or disrespectful (Code of Civility).
4. When communicating with school-based personnel whether in person, by e-mail or by telephone, parents and other individuals involved, will treat teachers, school administrators and other school district employees with courtesy and respect which includes:
 - a. Refraining from using profanity
 - b. Speaking in a calm tone of voice
 - c. Listening
 - d. Working cooperatively with school and district staff
5. Failure to comply with these expectations may result in ending the meeting and/or removal from school board property

COUNSELING SERVICES:

The school counselor is trained to provide numerous services to our students and their parents. These services include, but not limited to:

- small group counseling
- individualized counseling
- academic counseling
- grief/lost counseling
- parent/teacher conferences
- Red Ribbon Week

DRESS CODE/UNIFORM:

Responsibility for the dress and appearance of students enrolled in the School District of Volusia County primarily rests with parents and the students. Some student apparel, however, may not be appropriate to wear to school even though that same apparel may be appropriate to wear in other settings. To assist parents and students in making appropriate fashion and grooming decisions for school, the School Board has established the minimal guidelines for the appearance and dress of students. The dress code policy can be found online at:

<https://www.vcsedu.org/students/dress-code>

Spirit Day: Friday's

EXPECTATIONS FOR STUDENTS

The Manatee Cove school-wide discipline/PBIS (Positive Behavior, Intervention, and Support) plan is based on simple school-wide expectations designed to maximize instructional time and minimize disruptions. These expectations are posted, monitored by all staff in all settings, and clearly understood by all.

Rules and standards are consistent with the Volusia County Schools Code of Conduct.



EXTENDED DAY ENRICHMENT PROGRAM (EDEP):

EDEP services are provided through our county school system and are a part of the Manatee Cove School family. Please contact the EDEP Facilitator for information. The EDEP students may not be used for after school assistance unless this is cleared by the EDEP Facilitator and not a parent or a fellow teacher. Teachers/staff may not take a student from the EDEP area unless the Facilitator is asked, and permission is granted. EDEP Facilitator is M. Lizbeth Rodriguez and her office is in the Café.

FIELD STUDIES:

Educational field studies are planned as part of the school program. Policies and procedures that apply to transported students and to the school day are applicable to field study trips. Permission slips must be signed and returned to school prior to each trip. Teachers will inform parents of lunch arrangements. Parents chaperoning field studies may not bring younger children or other family members on the trip. ***Please remember that all chaperones must have an approved volunteer (VIPS) application prior to the day of the trip.***

HOMEWORK POLICY:

The faculty and administration at Manatee Cove Elementary believe that homework is an important extension of the classroom. It provides a vital link between home and school. Homework should reinforce and enhance student learning. We have chosen not to impose a school-wide homework policy but use a grade level homework policy. We use the following guidelines to assist teachers and parents:

1. Homework should not be assigned unless the concept has been well explained and understood by the students. Assignments should be specific, and students should know what is expected of them.
2. Homework assignments should be reasonable in length. In most cases, homework should not exceed one-half hour in primary levels (K – 3rd) and one hour at the intermediate levels (4th & 5th). If it takes your child longer to complete homework assignments, please contact the classroom teacher.
3. Homework should be an integral part of classroom activities; it should never be busy work nor construed as punishment.
4. Homework should be corrected, discussed, and / or returned to the students.
5. Although teachers usually do not assign homework on Friday nights, parents who wish their students to have the consistency of nightly homework could assign them something to read. Reading practice is always needed.
6. Make-Up Work - A reasonable time will be allowed for a student to complete make-up work.

LEAVING SCHOOL GROUNDS

No student may leave school grounds during school hours without the approval of the principal or her designee. No student may be permitted to leave school grounds prior to dismissal except by permission of parents/guardians, unless in the company of a school employee designated by the principal. All students leaving the school grounds during the school day must be signed out through the Main Office. Children cannot ever be dismissed to parents/guardians through the classrooms or other locations. The parent must be notified when students leave the school grounds without permission.

MONIES OWED:

Students are responsible for all material checked out or assigned to him/her. A monetary value will be assigned to all damaged or lost school property and the student, to whom the property was assigned, is responsible for payment.

PARENTPORTAL:

ParentPortal is an on-line tool designed to enhance the communication and involvement of parents in their student's education in Volusia County Schools. The ParentPortal will allow you to monitor your child's progress in school by providing Internet access to grades, attendance, discipline, academic history, graduation verification, and standardized test results in a secure password protected environment. Log onto www.myvolusiaschools.org select PARENTS, then select ParentPortal and then "create a new account".

ParentPortal is the platform in which you complete the Back-to-School Forms for the 2026-2027 school year. You will complete the Contact Update Forms, Library Access Form, School Information Consent Form, Student Device Parent Acknowledgement, Media Release, and Affidavit of Residency Form in Parent Portal.

PTA:

The PTA (Parent Teacher Association) is made up of volunteer parents and staff members. Our PTA sponsors events and fundraisers to provide opportunities for our students to extend their learning beyond the classroom. PTA sign-ups will take place during Open House, for more information please contact the front office at 386-968-0004.

SCHOOL ADVISORY COUNCIL (SAC):

The School Advisory Council (SAC) is vital in researching, planning and implementing goals and objectives for our strategic plan to improve student performance. If you are interested in becoming a SAC member, sign-ups will occur during Open House.

SCHOOL WAY CAFE:

School Way Café is a partially funded federal program designed to provide nourishing meals to students in public school. Anyone who has any inquiries about the School Way Café should contact the manager.

Reminders:

- Prices - Students' breakfasts and lunches are at NO COST for the 2026-2027 School Year.
- Students are required to pre-pay for extra items. Students bringing cash for extra items should bring their money in a labeled and sealed envelope to the cafeteria in the morning before 7:45. This envelope should include the student's full name, lunch number, and teacher.
- Parents may now pre-pay by credit or with debit cards for student extra items by visiting <https://www.myschoolbucks.com/ver2/getmain?requestAction=home>. For parents to create an account on myLunchMoney.com they must know their student's ten-digit customer ID number. Parents can retrieve the ID number from a tab located on Parent Portal. *Please note: These is \$1.95 fee charged per transaction.*
- Doors open for breakfast at 7:15 AM and students are not permitted to enter the cafeteria after the 7:45 AM bell.
- Students are given the right to choose on the serving line. The cafeteria server will assist in serving food items. All food items are to be consumed in the cafeteria area. Students should not leave the cafeteria with breakfast or lunch items to consume later.
- You can visit <https://schools.mealviewer.com/school/ManateeCoveElementary> to view school menus.

Due to Safety & Security parents and other adults are not able to eat breakfast or lunch with their students.

SECURITY

Manatee Cove Elementary has a standard response protocol which details our security plan as well as security drills. This standard response protocol is available for review in the Main Office. Mrs. Chelsea Cinkosky, Assistant Principal, is our security contact if you have specific questions. Student safety and security is a primary goal which is why there are many procedures in place all to keep our students safe. If you are concerned about any areas of security or safety regarding your child and Manatee Cove Elementary, please contact Mrs. Cinkosky or inquire at the Main Office. Any time you visit our campus you must provide a valid ID and sign into our Raptor System.

STUDENT CLUBS:

Manatee Cove Elementary recognizes that student participation in school clubs is a valuable part of the educational experience. Clubs are an extension of the school curriculum and will promote critical thinking, good citizenship and leadership skills, athletic skills, and service to the community.

Currently, we are planning on the following clubs for the 2026-2027 School Year: (Subject to change)

Art	Safety Patrols	Survivor Club
Music	Yearbook	Musical Manatees
Florida Future Educators of America (FFA)	NHS	Theatre
Running Club	Kindness Club	News Crew

STUDENT ACHIEVEMENT/TESTING:

Student achievement is measured throughout a student's educational career using a variety of testing instruments that include both norm-referenced and criterion-referenced assessments. The data derived from student achievement tests support several purposes that include school, district, and state accountability; instructional and program decision-making; student placement; and monitoring student progress. A summary is below:

- Computer-Based Testing (CBT): The CBT is a state-mandated test that measures the degree to which students are learning the Florida Standards in reading and math. The CBT is administered to students in kindergarten thru 5th Grade three times during the school year.
- Statewide Science Assessment is administered to 5th grade students in May.
- Our second-grade students are administered the SAT-10, a norm-referenced achievement test and the NNAT2 Test, a norm-referenced test which also gives us student achievement information.

VISITING OUR SCHOOL

It is our pleasure to serve your family this upcoming school year. We pride ourselves on our relationships with our families. When adhering to these procedures it is expected that you are respectful and patient with one another. All Volusia County School premises adhere to the Florida Statute 810.097 which allows the administrative team to Trespass families who become disruptive or those who continuously disobey our school policies and procedures. We need everyone to do their part so that we can have the best school year yet! Should you have concerns or questions regarding these policies, we are more than happy to discuss them with you individually.

Visitors to any campus must sign in with the receptionist in the office. **Photo identification is required.** Any individual considered a non-student must obtain administrative clearance prior to entering the building. The classroom teacher will be given advanced notice for parent classroom visits. A pass will be issued to those persons who have legitimate business with the school. Persons without a pass are subject to trespass violation and possible arrest. Students who are enrolled in any Volusia County Public School may not visit any other school without the permission of the administrative personnel at the visiting school. Any student found in violation of this policy will be subject to school disciplinary action. Visitors must receive approval from the principal in advance to observe in a classroom. Teachers cannot stop classroom activities to conduct parent conferences. Students cannot arrange for their friends or relatives from other schools to visit the school at any time. Any individual found on the campus without clearance from a member of the administrative staff may be arrested for trespassing.

Volusia County Public Schools uses the RAPTOR system to screen visitors to our campuses. This system checks each visitor against the Florida Department of Law Enforcement Sexual Offender/Predator Database. All people wishing to visit our campuses are required to be screened in RAPTOR.



Parental Involvement is crucial for your child's academic success. Engaging in your child's education can be achieved through various fun and educational activities.

School Activities:

- Attend Meet the Teacher and Open House
- Attend two parent-teacher conferences each school year
- Volunteer to attend your child's field trips (volunteer application required)
- Attend our family engagement nights

Home Activities:

- Read together daily
- Family journal
- Word games
- Baking/cooking
- Nature walks
- Family Game Nights

VOLUSIA COUNTY SCHOOLS

Volusia County School Board

Jamie M. Haynes- District 1
Krista Goodrich- District 2
Jessie Thompson- District 3
Donna Brosemer- District 4
Ruben Colon- District 5

Superintendent of Schools

Dr. Carmen Balgobin



District Vision Statement

Create life-long learners prepared for an ever-changing global society.

District Mission Statement

Volusia County Schools will ignite a passion for learning in all students to be productive citizens.

The information contained in this booklet is subject to change at any time due to changes in legislation and School Board policy.