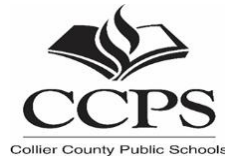


Sea Gate Elementary

Parent Handbook



2026-2027



www.collierschools.com

Dr. Leslie Ricciardelli
Superintendent of Schools

THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY

Stephanie Lucarelli, Chair
Erick Carter, Vice Chair
Kelly Mason, Member
Tim Moshier, Member
Jerry Rutherford, Member

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
SEA GATE ELEMENTARY
650 SEAGATE DRIVE
NAPLES, FLORIDA 34103

Report Number:

07/22/2026

Coordinated by:

Ms. Meredith R. Kirby/Principal

CCPS VISION STATEMENT

Inspire students to achieve academic excellence.

School Board Policies 2266, 3362, and 5517 – Prohibits discrimination or harassment 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.

For additional information or to report Title IX or any other discrimination/harassment concerns, contact Ms. Valerie Wenrich, Chief Human Resources Officer/ Title IX Coordinator, at (239) 377-0351, wenriv@collierschools.com or at 5775 Osceola Trail, Naples, Florida 34109.

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REFERENCE INFORMATION

IMPORTANT PHONE NUMBERS

School 239-377-8300
School Fax 239-377-8301
MLK Admin Center 239-377-0001
Transportation 239-377-0600
Sheriff's Office 239-252-9300
(nonemergency line)

SCHOOL HOURS

Arrival 7:45 A.M.
Tardy 8:25 A.M.
Dismissal 2:55 P.M.
Supervision Available 7:45 A.M. to 3:10 P.M.
School Office Hours 7:30 A.M. to 3:30 P.M.

- **Drop-off is prohibited before 7:45 A.M. and students must be picked up by 3:10 P.M. If you need childcare before or after these times, please plan for before or after-school care.**

SCHOOL WEBSITES

District: www.collierschools.com
SGE: www.collierschools.com/sge
Lunch Menu & School Bucks: www.collierschools.com/nutrition

SAFE AND SECURE CAMPUS

For the safety and security of our students and staff, our front office doors will be locked. All visitors will need to ring the doorbell next to the door to gain entry. When the front office staff answers, visitors will be asked their name, the child's name, and the reason for the visit. *All visitors are required to show a valid U.S. government issued photo ID before gaining entry to the building (physical ID, not a picture of the ID).*

Visitors will be provided with a visitor's pass through our visitor management system.

NUTRITION SERVICES

Breakfast No Cost
Lunch \$2.75

- To see if your child may qualify for a free or reduced lunch, complete the meal application here:
<https://www.collierschools.com/nutrition>
 - **Families must reapply every school year, as eligibility doesn't automatically carry over**

SGE SCHOOL MISSION

Our mission at Sea Gate Elementary School is to encourage a caring and collaborative community of problem solvers who achieve their fullest potential as life-long learners.

SGE SCHOOL VISION

Our vision at Sea Gate Elementary is to achieve excellence through high expectations and positive attitudes.

SGE BELIEFS

Our beliefs at Sea Gate Elementary School are:

- Students are the number one priority.
- Students' learning needs should be the ultimate focus of all decisions.
- All students can learn, however, in different ways and at different rates and depths.
- All students should be provided with the opportunity to achieve their maximum potential.
- Learning occurs most effectively in an emotionally and physically safe environment.
- The district's commitment to continuous improvement and the highest of standards is imperative for all students to become confident, self-directed, lifelong learners.
- Students, families, teachers, administrators, and the community share responsibility for the improvement of the educational process.
- All students and employees should have respect for self and others in order to maintain individual dignity and worth.
- Diversity and respect for it, is essential for the full development of the individual and society.

SCHOOL POLICIES AND PROCEDURES

ARRIVAL PROCEDURES

1. Children may arrive on campus at 7:45 AM. Student drop off is at the front entrance of the school. The bus loop is reserved for official CCPS bus use only. Children must be supervised by an authorized parent/guardian until the student enters the building at 7:45. Students can then eat breakfast or go to their grade level assigned area.
2. Students may ride bikes to school, but they must be kept in the bike rack. Specific bike information can be found on page 10.
3. The final tardy bell rings at 8:25 AM. Students who are not in class by 8:25 will be marked tardy. **Remember – students must be in their classroom by 8:25, not entering the school doors by 8:25.**

Please honor the following guidelines for the parking lot, which ensure the safety of our children:

- Cars must be parked in a parking space; not the drop-off or pick-up area. Cars should never be left running when the driver is not in the car.
- Students may not walk from the parking lot to the main entrance alone. A parent must escort the child to the entrance if parked.
- Once pick up person has been verified by the front office staff, your student will be called down for dismissal and brought to the front doors. Please remember that a valid picture ID is required. Parents are not allowed to go directly to the classroom.

DISMISSAL PROCEDURES

1. For an early dismissal, students will not be called down to the office until parents arrive at the school. **Students will not be dismissed after 2:30.**
2. **Any change in arrangements for dismissal must be made before 2:05 P.M, by calling the front office.**
Please do not email, message, or call your child's teacher. All changes **must** go through the front office.
3. To ensure the safety of our students, every car in the car line should have an SGE car sign with the names of students clearly displayed in the right front car window. For cars without the sign, parents will be directed to park and go to the office for a sign and have their ID checked to ensure they are approved to pick up the child.
4. All children must be picked up by 3:10 P.M. Adult supervision is not available after 3:10 P.M.

SCHOOL POLICIES AND PROCEDURES

ATTENDANCE

Being in school and arriving on time are important components for academic success.

STUDENT ABSENCE NOTIFICATION

Parents/Guardians are required to notify the school at 239- 377- 8300 when their child is absent and inform the school of the reason for the absence within twenty-four (24) hours by a telephone call or written note. A phone call on the date of the absence prior to 10:00 a.m. is preferable.

MAKE-UP WORK

Students are to be provided with one (1) school day for each school day absent to make up work missed without academic penalty. It is the responsibility of the student to arrange such make-up work. Work not made up within the specified time will not receive a score. Students will not be provided with work in advance for any absences. Work can be made up upon return to school.

EARLY ARRIVAL

Students are not to be on campus prior to 7:45 A.M. unless they are enrolled in the SACC Before-School Program. SGE does not have staff available to supervise students prior to 7:45 A.M. After 7:45 A.M., students must report to the playground or breakfast.

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.
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 validated absences for purposes of meeting attendance policy requirements. Absences must be documented by written notes from parents upon your child returning to school. Validated absences are not excused absences.

COMPULSORY SCHOOL ATTENDANCE

5 unexcused/validated absences within a calendar month, or 15 unexcused/validated absences within 90 calendar days, with or without the knowledge or consent of the student's parent (F.S. 1003.1(8) Definition – Habitual truant). The MTSS attendance team will meet with the parents to determine intervention strategies. Additionally, the next attendance violation after an attendance meeting is held could result of Out- of- Zone or School Choice rescinded.

SCHOOL POLICIES AND PROCEDURES

TARDY AND EARLY DISMISSAL POLICY

Your child must be in the classroom before the second bell rings at 8:25 A.M. The SGE Morning News begins at 8:25 A.M. School announcements are made, and the day begins. Students arriving to class after 8:25 will be marked tardy.

It is equally important that students remain at school for the entire day, avoiding early dismissals for all but emergency reasons.

If a student is coming to school late or leaving early due to a medical appointment that could not be scheduled outside of the school day, you must provide the medical note for the tardy or early dismissal to count as excused.

Any student arriving at school after 8:25am or leaving school before 2:55pm must have an authorized contact checking them in or out of the school office. The authorized contact will need to show identification and ring the doorbell to admit or dismiss a student.

Students are not permitted to arrive or leave school without an authorized pick up standing at the doorbell. Authorized pick ups can be added and deleted on the parent portal. The changes take effect in real time. Authorized pick ups must show physical US issued identification (pictures of identification will not be accepted).

A student who is habitually late to school and/or chronically dismissed early shall be subject to disciplinary action by the school administration, including, but not limited to a required parent conference, referral to Truancy Court, and/or revoked out of zone request.



SCHOOL POLICIES AND PROCEDURES

Sea Gate Elementary's Car Line Procedures:

MORNING CAR ARRIVAL

After 7:45am, enter the Sea Gate driveway from Seagate Drive. Use the two lanes as designed to merge into **one lane** prior to approaching the overhang. The front visitors parking lot will be closed off from 7:40am -8:25am. Students must arrive through the front entrance only. Late arrival students and an adult will need to ring the buzzer at the front entrance to gain entry to the building. When dropping off children, pull all the way forward to the loading and unloading area. Students must report directly to the playground or cafeteria for breakfast.

AFTERNOON CAR DEPARTURE

Enter the Sea Gate driveway from Seagate Drive. Use the two lanes as designed to merge into **one lane** prior to approaching the overhang. The parking lot will be blocked after 2:30 P.M. to secure the dismissal process. Parents are not permitted to park and pick-up their children after 2:30 P.M. Students will not be dismissed to the parking lot. **All cars/golf carts must use the car line and have their SGE assigned car tag with the child's name, grade level, and teacher's name prominently displayed in the front window.** This ensures a safe pick-up for your child. Parents can park in the St. Williams' Church parking lot on Seagate Drive and pick up their child from the park and pick up area near West Blvd. See next page on park and pick up dismissal. Please do not get out of your car or use your cell phones in the car line. Your child will be called over the microphone and escorted to your car.



SCHOOL POLICIES AND PROCEDURES

Sea Gate Elementary's Bike/Park & Pick Up Procedures

MORNING WALKER ARRIVAL

After 7:45 A.M., walkers will enter from West Blvd and Seagate Drive through the biker/park and pick up holding area. Students riding their bike must lock their bike to the bike rack. SGE is not responsible for stolen or damaged property. Students must report directly to the cafeteria for breakfast or their morning holding areas. For the safety and security of our students, parents may not proceed to these areas. When crossing the street, please use the crossing guard at the corner.

AFTERNOON PARK AND PICK UP DEPARTURE

Students dismissed as Park and Pick Up (formally walkers) will be escorted to the brick enclosed area. Parents will enter and exit through the Seagate Drive entrance. Parents should wait in the grassy area until students arrive. Parents must show their Park and Pick Up sign with their child's name for safe dismissal. Parents form a line on the sidewalk parallel to the school and wait for their child to be called. Once parents receive their child, please exit on Seagate Drive. **DO not allow children to climb trees and play near the road.** When crossing the street, please use the crossing guard. **Parents in golf carts must go through the car line.** Parents without a Park and Pick Up sign must go to the end of the line and have their physical ID ready.



CAMPUS PROCEDURE REMINDERS

Parents of students who are dismissed as Park and Pick Up may not park in the school's parking lot at the front of the school or in the bus loop. Crossing this area during the 2:45 P.M.-3:15 P.M. dismissal time is strictly prohibited. The parking lots will be closed from 2:30 P.M - 3:15 P.M. daily to increase our level of safety during dismissal. Please use the church parking lot (not community center) across Seagate Drive.

SCHOOL POLICIES AND PROCEDURES

BIKE RIDERS

Children may choose to ride their bikes to and from school and should abide by the following rules:

1. Use bicycle paths where provided, follow the directions of the crossing guard, and follow the signals of the crosswalks.
2. Bicycles are to be locked in the bicycle enclosure. The school is not responsible for the security of unlocked bicycles.
3. Students riding bicycles must walk their bikes on the front sidewalks and into the covered holding area.
4. By law, all bikers are required to wear a safety helmet.
5. For a rainy-day dismissal students will remain indoors until the weather passes, unless the parents have called to change transportation to car line.
6. At dismissal, each student must immediately leave school grounds unless they participate in an organized after-school activity.

*Parents and guardians: Please familiarize yourself and your children with the newly approved Collier County Ordinance regarding the operation of bicycles on sidewalks, crosswalks, and intersections:

<https://colliercofl.portal.civicclerk.com/event/89/files/attachment/7266>

<https://www.colliersheriff.org/my-ccso/operations-department/special-operations/traffic-safety/e-bike-safety>

<https://www.facebook.com/colliersheriff/videos/e-bikes-are-a-popular-mode-of-transportation-this-video-which-features-sheriff-r/1784273489139739/>

CHANGE OF ADDRESS / PHONE NUMBERS

We must have an up-to-date accurate emergency contact for each student. If parents need to change their phone number or email address, simply log into the parent portal at www.collierschools.com/portal. **You can also add relatives, neighbors, or friends that have your permission to pick up your child from school (dismissal or due to illness). Children will not be released unless the contact is listed. This change takes effect immediately as it updates in real time.** If you have a change of address, contact the school office for further directions and proof of residency. Need help logging in to your portal? Contact the help desk at 239-377-0445

SCHOOL POLICIES AND PROCEDURES

BUS TRANSPORTATION

<https://www.collierschools.com/support-services/transportation>

Safety is our main concern on buses. A student is to ride the bus to which he/she has been assigned. The bus driver always oversees the bus and the occupants. Students riding the bus must comply with rules designated by transportation and the CCPS Code of Student Conduct. Administration works closely with drivers to provide discipline on our buses. When a student cannot follow the rules on the bus, or at the bus stop, administration has the right to suspend him/her from riding the bus.

Bus rules are applicable from the time a student leaves home until he or she arrives at school. Since there is generally no supervision at the bus stop, it is the responsibility of each parent to monitor his/her own child's behavior.

WHERE'S THE BUS?

CCPS offers "Where's the Bus" app to provide parents and students with timely information about the location of your child's bus. Using GPS technology, this app will show you and your child how many more miles your bus is from the bus stop.

The "Where's the Bus" app is free to CCPS families whose children ride the bus. The app is available on all devices with internet access (smartphone, tablet, iPad, personal computer, etc.) and takes less than five (5) minutes to install. This app allows you to know if the bus is on time or late and it projects how long it is from your stop. Sign up for the "Where's the Bus" app or go online at

<https://wheresthebus.com/>

SCHOOL POLICIES AND PROCEDURES

DRESS CODE

The CCPS Dress Codes governs the way students should be dressed for school. The district dress code in its entirety can be found at:

<https://www.collierschools.com/students-families/studentconduct/student-dress-code>

- Appropriate shoes are to be worn at all times. For safety, tennis shoes and/or closed toe shoes must be worn for Physical Education class and daily recess. Closed toe and closed heel shoes are required (**crocs are not permitted**). Light up shoes create a distraction to the learning environment and are also not permitted.
- Halter tops, tank tops, tube tops and short shorts shall not be worn to school. Shoulder coverings must be at least two inches in width. Shorts and skirts must be below the student's fingertips when the arms are held straight at the sides or mid-thigh.
- Hair shall be clean and neatly groomed. Hats shall not be worn in the school building but are encouraged for recess and Physical Education.
- Intentionally altered clothing or unbuttoned and ill-fitting garments are not acceptable. Pants or shorts must be worn at the waistline. Clothing or personal belongings shall be free of suggestive or other inappropriate writing, advertisement, or artwork.
- Student ID badges must be worn by all students. ID and lanyards are provided to all students at the beginning of the year. A new ID can be purchased at the front office every Tuesday and Thursday for \$3.00, cash. Lanyards must be break-away. Replacements are \$2.00.
- Make up is not permitted to be worn for any student. Any perfumes, lotions, colognes, etc. should not be used in classrooms or on campus. Excessive use of anything fragrant (that smells) is offensive and irritating and will be considered a disruption to the learning environment.

LOST AND FOUND

Please be sure your child's name is on his or her personal items, coat, sweater, lunchbox, etc. Many articles are lost and unclaimed. Unclaimed items will be set up in the cafeteria for students to check daily. At the end of each quarter, all unclaimed items are donated. Parents are permitted to come into the school to check the lost and found as needed, with valid ID.

SCHOOL POLICIES AND PROCEDURES

DISCIPLINE

<https://www.collierschools.com/students-families/studentconduct>

All Collier County Schools follow the *Code of Student Conduct*. Education requires good order and discipline, free from distractions and disturbances that hinder students, classes, or schools from functioning effectively. *The Code of Conduct* also covers students coming to and from school on district issued transportation as well as field trips.

Students who receive three (3) minor classroom discipline referrals for the same low-level infraction from the same teacher will be addressed at the classroom level. The fourth (4th) occurrence of the same infraction with the same teacher will result in a Major Office Discipline Referral (ODR) and will be subject to progressive discipline interventions.

Referrals 1-4	Lunch Detention
Referral 5	Behavior agreement
Referral 6-9	Time out (time will increase)
Referral 10-14	Time out less than day (time will increase)
Referral 15+	ISS
Referral 20+	OSS

Office Discipline Referrals that do not result from repeated minor infractions will be addressed according to the CCPS Discipline Matrix.

The following consequences for behavior may also occur: Loss of classroom and/or school privileges (examples: recess, field trips, assemblies, PBIS celebrations, a class/schedule change if applicable and/or end-of-year celebrations); Out-of-Zone or School Choice rescinded, and/or an Administrative Review to discuss possible alternative placement.

FLORIDA HARM PREVENTION AND THREAT MANAGEMENT MODEL

A required process for all K–12 public and charter schools that uses multidisciplinary Threat Management Teams to assess concerning behavior, assign a risk level (Low, Medium, or High), and provide support. Medium and high-risk cases require a formal Student Support Management Plan and ongoing monitoring.

HEALTH AND SAFETY PROCEDURES

<https://www.collierschools.com/students-families/health-services>

MEDICATION

If a student requires daily or emergency medication during the school day, a District Medication Authorization Form must be completed and signed by the health care provider each school year. The parents must bring all medications to the school with the completed medication authorization form. Medications must be in the original container and labels must match the health care provider's order. **Students may not transport any medication.** It is the student's responsibility to come to the school clinic at the appropriate time to get the required medication

NURSING PROCEDURES AT SCHOOL

Please inform the school nurse if your child requires any special nursing procedures such as diabetes care, tube feeding, catheterization, etc. Please have the appropriate form completed by your child's healthcare provider and bring it to school with any supplies that are needed for the procedure.

COMMUNICABLE DISEASE

Children with any evidence of a communicable disease must stay out of school until there is no danger of infections to other children. If all visible signs have disappeared, the child may return. In case of disease such as chicken pox, where the lesions remain visible after the communicable stage, it may be necessary to have a physician or the County Health Department certify that it is permissible for the child to return.

HEAD LICE

Mandatory attendance laws require all children to be in school. Therefore, it is expected that if your child has been sent home with lice/nits, he or she will be treated and will return lice-free the next school day. A parent must accompany the child upon return to school. Before readmission to school, a clinic member will re-check your child for lice.

HEALTH SCREENINGS

Students in grades K,1,3 will have the chance for health screenings. Parents who do not want their child to be screened can complete an opt-out form. The form will be sent out to parents with the dates and types of screenings throughout the school year.

INSURANCE

Insurance information is made available for parent consideration at the beginning of the school year. The insurance is relatively low cost and is recommended for children not covered by other insurance plans. Information is available at: <https://www.collierschools.com/students-families/health-services>

HEALTH AND SAFETY PROCEDURES

FEVER

Most children's temperatures normally run 98.6F orally or 99.6F rectally when they are not sick. If you think your child has a fever, always use a thermometer. If your child truly has a fever, you may choose or be directed by a health care professional to use fever reducing medications such as Tylenol. When your child is taking these medications and their temperature returns to normal, they should not come back to school immediately. Their temperature should be normal without any fever-reducing medications for at least 24 hours before they return to school. For example, if your child had a fever during the night, they should not go to school the next morning, even when their temperature is normal in the morning.

ACCIDENT 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. 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. As a reminder, students who are sent home sick from the clinic must remain symptom free for 24 hours before returning. It will be notated in Focus that the child was sent home from the clinic the previous day, for validation purposes.

When is sick *too sick* for school?



OK for school if...

- ▶ Clear runny nose but no other symptoms
- ▶ 24 hours since vomiting or diarrhea
- ▶ No fever or fever reducing medicine for 24 hours



Call the doctor if...

- ▶ Temperature higher than 100°, vomiting, or diarrhea for more than two days
- ▶ Sniffles for more than a week, and they are not getting better
- ▶ Still have asthma symptoms after using asthma medicine
- ▶ New cough that does not get better after two (2) days

Keep home if...

- ▶ Temperature is higher than 100°
- ▶ Vomiting or diarrhea
- ▶ Undiagnosed cough
- ▶ Pink/crusty eyes



Call 911 if...

- ▶ If there is trouble breathing
- ▶ A severe allergic reaction—no emergency medication available

HEALTH AND SAFETY PROCEDURES

<https://www.collierschools.com/quick-links1/weather-updates>

HAZARDOUS WEATHER CONDITIONS

All schools are equipped with weather monitoring systems. We conduct weather related drills twice per school year. In the event of a hazardous weather situation, all movement around campus is stopped and emergency procedures are followed.

When hazardous weather conditions exist at dismissal, students will remain in holding areas or classrooms inside the building until the warning system is clear and it is safe to do so.

BE PREPARED: MOBILE RESOURCES

In case of weather-related emergencies, information regarding school operations coming directly from the school district office may be available from:

- School District Website
- Social media - Join us Facebook and X for updates
- ParentLink Blackboard— parents and staff can expect to receive an automated phone message and/or text message containing vital information.

PM Hazardous Weather Dismissal (Lightning Alerts, Heavy Rain, Tornado Alerts, etc.)

Students will be dismissed by grade level to their indoor holding areas for a safe, secure dismissal.

- Students riding the bus will be dismissed first over the loudspeaker and load one bus at a time. If a bus is not present or the weather is too dangerous to depart, students will remain indoors until we are able to dismiss safely.
- Car riders will be seated by grade level and called by name to be escorted to their car by a teacher. Parents are asked to please have their car tag displayed to ensure the process is safe and smooth for all. Students walking to their cars will follow a safe path, avoiding the elements and weather. Please note that all 6 loading spots may not be used during this time.
- Park and Pick Up students will remain indoors and will be escorted to the covered bike area as their names are called when safe. Your Park and Pick Up tag will need to be visible to ensure the process is safe and smooth for all. Students who walk or bike to school will remain indoors until the weather passes.

HEALTH AND SAFETY PROCEDURES

KEEP COLLIER SAFE

<https://www.collierschools.com/exploreccps/school-safety>

All students should have an educational setting that is safe, secure, and free from bullying & harassment. Students and parents are encouraged to report any act that may be a violation of safety.

KEEPCOLLIERSAFE

DON'T SPREAD IT • REPORT IT

ALL THREATS ARE TAKEN SERIOUSLY
REPORT SUSPICIOUS ACTIVITY **IMMEDIATELY**
DO NOT SPREAD SUSPICIOUS IMAGES/POSTS ON SOCIAL MEDIA

**REPORT ON
FORTIFYFL**

Download the FortifyFL App to report suspicious activity.
www.GetFortifyFL.com
Available on the App Store and Google Play



**REPORT ON
SWFL CRIME STOPPERS**

ANONYMOUS - CASH REWARDS

1-800-780-TIPS (8477)
OR Crime Stoppers App (P3 Tips)
Available on the App Store and Google Play



**NOTIFY
CCSO**

Collier County Sheriff's Office
239-252-9300
OR click "REPORT IT" at
collierschools.com/KeepCollierSafe



**TALK TO AN
ADULT**

Tell a school administrator, teacher, YRB Deputy, coach, counselor, parent, or any adult with whom you feel comfortable talking.





Definitions

Someone is a **BULLY** when he or she **repeatedly** targets you **on purpose** and makes you feel **powerless**.

If someone is **MEAN**, they are being hurtful on purpose, but it may only happen once or twice.

If someone is **RUDE**, they are being inconsiderate, but it may **NOT** be on purpose.



Types of Bullying

Verbal: using hurtful words to bully
Physical: inflicting harm to the body
Social: gossiping, spreading rumors
Cyberbullying: bullying on computers, phones, or social media

Tell an Adult

Adults **WILL** listen and they **CAN** help!

If you are being bullied, talk to a parent, teacher, counselor, or other adult and **ask for help**.

If you know someone else who is being bullied, **say something about it** and ask an adult for help.



ANONYMOUS REPORTING

- Text DNTH8 to 274637 (C-R-I-M-E-S)
- Call Student Crime Stoppers at 1-800-780-8477
- Submit a "Bullying Incident Form" found on the school district's Bullying Resources webpage at www.collierschools.com

HEALTH AND SAFETY PROCEDURES

VISITORS

All visitors to the campus must report to the front office and present **a valid U.S. government issued photo ID** to gain admittance through our Raptor system. A picture of the U.S. government issued photo ID will **not** be accepted. This procedure will be strictly enforced. An appointment is necessary to visit your child's classroom.

Parents are welcome to join their child(ren) at lunch in the cafeteria. Parents can only sit with their child(ren) at the designated family tables. This is for the safety and security of all students. Please make sure to get your child's lunch time from your teacher.

SMOKE AND TOBACCO FREE ENVIRONMENT

The School Board is committed to providing students, staff, and visitors with a smoke and tobacco-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with secondhand smoke, are well established.

Tobacco usage or possession shall include, but not be limited to, cigars, cigarettes, electronic/disposable/artificial cigarettes/vapes, pipes, chewing tobacco, snuff, and rolled items that contain tobacco.

Violations of this policy by members of the public who fail to cooperate will result in their removal from the property.

WEAPONS AND OTHER DESTRUCTIVE DEVICES

The School Board prohibits any person including those with concealed weapons permits, from possessing, carrying, handling, concealing, or storing a weapon or firearm or facsimile thereof or any other destructive device or weapons as defined by law on school property or at a school or District sponsored event. In addition, the Board waives the exception as stated in F.S. 790.115 and prohibits keeping any weapon or firearm in a private vehicle on school property, even if the firearm stays in the vehicle, is securely encased and is not readily accessible for immediate use.

Weapons and destructive devices include, but are not limited to, firearms, guns of any type, bombs, explosive, explosive devices, poison gas, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, or any other category of weapon and/or destructive device as set forth in F.S. 790.001 and incorporated by reference herein.

Additionally, no one may exhibit a firearm or weapon on school property, on a school bus, at a school bus stop, or within 1,000 feet of a school, during school hours or during any school-sanctioned activity.

PARENT INVOLVEMENT AND COMMUNICATION

PARENT—TEACHER ORGANIZATION

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

Our Parent Teacher Organization (PTO) is affiliated with the national and Florida PTO. We encourage you to join and attend our meetings, as the PTO greatly benefits the children of Sea Gate.

Our 2026-2027 PTO officers for this year are:

Stephanie Dixon, President

Jessica Lyell, Vice President

Erik Howe, Treasurer

Kaitlan Benedict, Secretary

PTO Email: seagatepto@gmail.com

VOLUNTEER PROGRAM

<https://www.collierschools.com/volunteer>

Sea Gate Elementary strives to have a very active volunteer program including parents and interested community members. Adults may work in the school during the day. If you are interested in volunteering, please follow the steps for becoming a volunteer listed on the CCPS website. If you do not have computer access, our volunteer coordinator can help with the application process.

After you have completed the online application, contact the SGE Volunteer Coordinator, Ashley Todd at 239-377-8300 to arrange placement. *The volunteer application does not roll over and must be completed each school year.*

SCHOOL ADVISORY COUNCIL

A School Advisory Council (SAC) is a legally mandated, school-based team in Florida that brings together parents, teachers, administrators, and community members. Established under Florida Statute 1001.452, SACs are designed to increase school-community communication and facilitate data-driven decision-making to boost student achievement. Elections may be held at the beginning of the school based on seat vacancies. All meeting dates, times, agendas, and minutes for this school year and years past can be found here:

<https://sge.collierschools.com/meet-the-sge-seahorses/school-advisory-council-sac>

PARENT INVOLVEMENT AND COMMUNICATION

SEA GATE SCOOP

A parent newsletter will be sent out by school leadership to all parent email addresses every Friday afternoon with general information for the upcoming week. Additionally, a monthly scoop will be sent out with detailed information for all SGE families particular to that month. If you are not receiving this email, you must update your email address in the Focus Parent Portal.

TEACHER REQUESTS

A challenge all schools face each year is creating well-balanced classrooms for children. Our entire staff is committed to each child being successful and continually striving for excellence. We appreciate your support and understanding and ask that parents do not make requests for specific teachers. If you feel your child has some specific educational needs, please email administration with your concerns, along with the teaching style you feel would best suit your child's needs and why.

CONFERENCES

We view parent-teacher conferences as an important part of the school program and encourage you to request a conference when you have a concern. We want to work with you to solve any problems which may be affecting your child's education. A spirit of understanding, cooperation, and progress is what makes a school and community a better place to live and learn.

To ensure efficient communication, we ask you to follow these guidelines:

- Please do not “drop in” to see a teacher before or after school without an appointment. The teacher's entire day is carefully scheduled to permit preparation for class work, team meetings, etc. All teachers will be happy to rearrange their schedule for a conference by appointment.
- Requests for an appointment should be made by emailing the teacher. The teacher will then arrange an appointment. If you wish to speak with a teacher by telephone, please call the office and leave your name and telephone number. The teacher will return your call at his/her earliest convenience.
- Communication Folders - A weekly communication packet will be sent home each week on Thursdays. Please go through these folders weekly with your child.

Please note: Teachers are not permitted to conduct conferences, answer emails, or accept calls during the times they are responsible for students or before/after contractual times.

PARENT INVOLVEMENT AND COMMUNICATION

HOMEWORK

Our purpose in assigning homework is to accomplish three things:

1. To provide additional practice to improve students' performance
2. To develop responsibilities in students
3. To allow parents to see what their children are doing and how well they handle the work.

Each grade level K-5 has a homework policy, and teachers will communicate that to parents at the beginning of the school year. In general, homework will be assigned each school day Monday through Thursday, except for holidays. The amount of time required to complete the assignment (s) will normally be 20 – 30 minutes for primary students and 40 – 50 minutes for intermediate students. Teachers will notify parents concerning the homework expectations for their individual class. If a student is absent, work may be made up when the student returns to school.

The following suggestions may be helpful to you and your child:

- Be excited about the fact that your child will be having homework. Your attitude will directly affect that of the student.
- Establish a time and a quiet place for homework. We suggest that a child be allowed a break when he/she first gets home. After the break, but before dinner, is often an appropriate time.
- Provide support when needed but expect the student to complete the homework independently.
- Be sure the work is completed and placed where it will be remembered the next morning.

ELECTRONIC DEVICES

House Bill 1105 restricts the use of cell phones in all Florida elementary public schools during the entire school day.

- Electronic devices are to be powered off and NOT to be used, including smart watches. An administrator may grant permission to use a cellular phone in the presence of an administrator for an emergency.
- The use of electronic devices while at school or on buses to record sound or visual images without the consent of the person being recorded or photographed is strictly prohibited and a violation of the code of conduct.
- The following will result in student discipline at school: refusal to turn off an electronic device when told to by a teacher, administrator, coach, counselor, or other school official; damaging an electronic device owned by the school; causing a disruption; using an electronic device to cheat, including getting and giving answers to tests and copying from the internet; using the electronic device to bully, threaten, harass, attack another student or school personnel whether or not communicated directly to that person; sending (or asking to receive) pictures or videos of people who are partially or completely undressed, or are pretending to or actually performing a sexual act.
- The school may impose consequences to students who misuse electronic devices away from school on their own

time if both of the following are true: The student's use of the electronic device causes significant disruption at school or serious emotional, physical, or psychological harm to the school, other students, or school personnel and the student knew, or should have known, that the harm would happen.

- ***All school issued devices are for educational and instructional purposes only.*** Students are responsible for their devices and the contents searched and stored on their devices. Inappropriate use is strictly prohibited.

LAPTOP POLICY

Students must assume full responsibility for the care of school property available to them, including electronic devices. These items are issued by school personnel and must be returned upon completion of the school year or withdrawal from school. Responsibility for the property rests with the student to whom the property is issued. Loss of items due to theft or other circumstances will not be accepted as an excuse for nonpayment or for not doing class assignments. If an item is lost and before another one is issued, the student will be required to pay full price for items less than one year old.

Replacement cost will depend on the original price and the age and condition of the items when issued. If the item is found and returned, a refund will be made to the student/parent.

MISCELLANEOUS

CLASSROOM PARTIES

Birthday celebrations are special for all students, and each classroom 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. Suggested items include: a colorful pencil, eraser top, stickers, bookmarks, or small novelty item. Food items sent must come in individually pre-packaged, sealed and store bought and will be distributed to students at the end of the school day to take home.

Food items sent or brought in by parents/guardians that are not individually store bought, pre-packaged and sealed will not be given out, this includes cake and cupcakes.

If it is necessary to distribute party invitations at school, there must be an invitation for every student in the class, or all girls, or all boys. This must have the approval of the classroom teacher. Class lists with student names will not be given, only total counts.

LOST BOOKS

Students will be charged for lost textbooks or for books damaged through negligence. Media center books checked out to a student becomes that student's responsibility.

WATER BOTTLES

Students are permitted to bring a water bottle from home. SGE does have refill stations throughout the school grounds, most notably at the PE Pavilion and cafeteria. Metal water bottles, such as Stanley brand, impede the instructional environment with the loud noises of when they fall over, as well as spilling out onto the ground. Please consider a quieter and more secure bottle.

ITEMS TO LEAVE AT HOME

- ❖ Toys & distractions (stuffed animals, trading cards, slime, balloons, sports/recess equipment, Pokémon cards etc.).
- ❖ Electronics & Technology (laser pointers, smartwatches, tablets or personal computers, video games, Bluetooth speakers, etc.)
- ❖ Valuables (Large amounts of money, expensive jewelry or accessories, personal collectibles, family heirlooms or other irreplaceable articles, etc.)
- ❖ Dangerous or Inappropriate Items (lasers, bullets, fireworks or poppers, weapons {including toy guns}, etc.)
- ❖ Pets or Animals
- ❖ Personal Grooming Items (make up, perfume, cologne, nail polish, etc.)

If your or your child is unsure about bringing an item to school, err on the side of caution and do not send it until you have talked with the classroom teacher, office or school administration.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT

Positive behavioral interventions and support (PBIS) is what SGE uses to promote school safety and good behavior. With PBIS, we teach kids about behavior expectations and strategies of being respectful, responsible, and safe.

Sea Gate Elementary School



Positive Behavior Interventions and Supports

What is Positive Behavior Interventions and Supports? PBIS is an evidence based, 3-tiered framework for improving and integrating all of the data, systems, and practices affecting student outcomes every day. It is a way to support everyone to create the kinds of schools where all students are successful. It is a commitment to addressing student behavior through systems change.

Hallway

Be Safe

Walk quietly to your destination.
Keep your hands, feet, and property to yourself.

Be Respectful

Always use inside voices.
Always use kind words.

Be Responsible

Move to your destination in a timely manner.

Assemblies

Be Safe

Stay seated until dismissed by an adult.

Be Respectful

Eyes on the speaker.
Appropriate clapping is permitted.
Sit quietly during the assembly.

Be Responsible

Use self-control.
Follow your teacher when exiting.

Bus

Be Safe

Load from the back to front.
Use caution while waiting for the bus.

Be Respectful

Use kind words, helping hands, and walking feet.
Wait quietly in your bus line.

Be Responsible

Do not eat or drink on the bus.
Remember your belongings.
Stay in your assigned seat.

Playground

Be Safe

Use equipment properly.
Keep your hands and feet to yourself.

Be Respectful

Be a friend.
Always use kind words.

Be Responsible

Clean up playground equipment.
Line up when it is time to leave.
Look for an adult with any concerns.

Office

Be Safe

Use self-control.
Use walking feet.

Be Respectful

Quietly wait your turn.
Talk to adults in a polite manner.

Be Responsible

Remember your pass for the office.

Car Rider

Be Safe

Walk to your grade level area.
Stand behind the yellow line when waiting for your car.

Be Respectful

Listen for your name.
Use self-control.

Be Responsible

Remember your belongings.
Wait patiently.

Cafeteria

Be Safe

Keep your area neat.
Keep your hands, feet, and property to yourself.
Sit appropriately at the table.

Be Respectful

Always use inside voices.
Always use kind words.

Be Responsible

Know your lunch number.
Make your choice before getting in line.
Clean up neatly after eating.

Media Center

Be Safe

Use walking feet.
Sit appropriately in chairs and on rug.

Be Respectful

Always use inside voices.
Always use kind words.

Be Responsible

Return books on time.
Use your time efficiently.

Bathroom

Be Safe

Use walking feet.
Wash your hands.

Be Respectful

Wait your turn.
Knock first and respect privacy of others.

Be Responsible

Leave the area clean.
Report messes.

2024 – 2025 SCHOOL FINANCIAL REPORT

EDUCATIONAL FUNDING ACCOUNTABILITY ACT

Section 1010.215, F.S.
COLLIER COUNTY PUBLIC SCHOOLS

SCHOOL NUMBER 0171 SGE

2024-2025 SCHOOL FINANCIAL REPORT

SEA GATE ELEMENTARY SCHOOL

REVENUES	SCHOOL [1]	%	DISTRICT	%	STATE	%
Federal	\$ 725,596	7.05	\$ 78,330,703	10.97	\$ 5,215,084,332	14.89
State/Local (excludes Lottery)	9,564,918	92.91	634,567,258	88.91	29,774,485,597	85.03
Educational Enhancement (Lottery) Trust Fund	3,627	0.04	-	-	-	-
Private	-	0.00	864,838	0.12	29,468,091	0.08
Total	\$ 10,294,141	100.00	\$ 713,762,799	100.00	\$ 35,019,038,020	100.00

[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/Teacher Assistants (Salaries/Benefits):	\$ 9,216	\$ 8,106	\$ 6,199	\$ 6,145,177
Substitute Teachers (Salaries/Benefits)	Footnote [****]		Not Available from State Data Base	
Other Instructional Personnel *****	1,265	1,729	1,531	843,548
Contracted Instructional Services	220	311	484	146,927
School Administration	840	1,033	785	560,123
Materials/Supplies/Operating Capital Outlay	749	777	349	499,506
Food Service	665	747	752	443,333
Operation and Maintenance of Plant	1,811	1,728	1,442	1,207,815
Other School-Level Support Services	671	742	350	447,712
TOTAL SCHOOL COSTS **	\$ 15,437	\$ 15,173	\$ 11,892	\$ 10,294,141

** Capital expenditures for new schools are not included.

*** Amounts reported for district and state reflect total school costs (direct and school-level indirect costs) for all levels of students, not costs by school type.

District-level costs, such as costs for transportation and administration, for CCPS school district, totaled

\$56,508,463

or

\$1,301 per FTE

**** The cost of substitute teachers included in teachers' salaries and benefits, and/or other school-level support services, totaled

\$111,398

or

\$167 per FTE

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

K-12 ADDITIONAL DETAILED INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS [2]
	SCHOOL	DISTRICT	STATE	
Teachers/Teacher Assistants (Salaries/Benefits):				
Basic Programs	\$ 7,560	\$ 6,467	\$ 5,017	\$ 3,235,365
English for Speakers of Other Languages (ESOL)	9,595	8,402	6,101	783,622
Exceptional Programs	13,529	12,564	9,916	2,126,190
Career Education Programs	-	5,146	5,085	-
Adult Programs [3]	-	-	-	-
Materials, Supplies, Operating Capital Outlay: [4]				
Textbooks				\$ 119,097
Computer Hardware & Software				160,252
Other Instructional Materials				50,452
Other Materials and Supplies				169,705
Library Media Materials				\$ 3,967

[2] The sum of teachers/teacher assistants' salaries and benefits for the programs in this section should agree with the total teachers/teacher assistants' salaries and benefits reported in the previous section.

[3] FTE is unavailable.

[4] The total cost of materials, supplies, and operating capital outlay should agree with materials, supplies, and operating capital outlay reported in the previous section.