

Calusa Park Elementary School



PARENT & STUDENT HANDBOOK

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SECTION I: STUDENT BEHAVIORAL EXPECTATIONS: CODE OF STUDENT CONDUCT

DISCIPLINE PHILOSOPHY

Our teachers believe that all children can behave appropriately. No student will be permitted to interrupt teachers from teaching or other students from learning. An attitude of mutual respect will be fostered at all times. Students will understand the behavioral expectations or rules, the rewards they may gain by following those rules and the consequences for rule infractions. In view of this belief and commitment, we will continue with our Positive Behavior Intervention Support (PBIS) program. Expectations for every facet of school life will be defined and children will be recognized for exhibiting positive behavior.

If a student's behavior is inappropriate, the parents will be contacted. Your concern and assistance in resolving the problem is requested. Open communication between parents and staff is necessary if we are to be successful in correcting small problems before they become big ones. The handling of severe or continued disciplinary problems is guided by School Board Policy and the Collier County Code of Student Conduct.

Access to the Collier County Public School Code of Student Conduct is available in English, Spanish, and Creole at on the district website: www.collierschools.com

Progression of Discipline for Minor Office Referrals

Calusa Park Elementary follows the Collier County Public Schools Code of Student Conduct. Serious offenses, zero-tolerance incidents, and SESIR-related incidents may result in consequences outside of this progression.

For minor office referrals, the following progression may be used

- Referrals 1–3: Lunch Detention(s)
- Referrals 4–6: Time-Out: Less than one day
- Referrals 7–9: In-School Suspension and Behavior Agreement
- Referrals 10–12: Out-of-School Suspension
- Referrals 13–15: Multi-Day Out-of-School Suspension
- Referral 16+: Extended ISS/OSS and Administrative Review for possible alternative placement

Parent contact may occur at any step, and administrative discretion may be used based on the severity, frequency, and circumstances of the behavior.

ZERO TOLERANCE POLICY

The District School Board of Collier County (DSBCC) believes it is essential that schools provide a safe and orderly environment that fosters learning and high academic achievement. Therefore, a Zero Tolerance Policy was implemented against certain offenses. These offenses include, but are not limited to: discrimination, harassment, bullying, possession of weapons and physical or verbal abuse. Inappropriate behaviors should be reported immediately whether the student is the victim or observes another child being victimized. Procedures and guidelines have been established to deal with such behaviors. Please contact the school administration, 377-6400, if you should need any further information regarding such issues.

SECTION II: COLLIER COUNTY PUBLIC SCHOOLS SAFETY UP

All CCPS Schools will be locking the front doors during the day as an additional layer of security. Guests arriving on campus will request access using the access control device next to the school front door. When the front office staff answers, the guest will be asked for their name, and the reason for their visit, which may include their child's name. All visitors will be asked to display photo identification to the camera. Without a photo I.D. access will not be granted.

Once approved and granted access, if our guests have a scheduled appointment or conference they will again present photo identification and will receive a visitor's pass using the existing visitor screening system.

When leaving the campus, exit through the front office and check-out by scanning your visitor's pass.

SECTION III: SCHOOL POLICIES AND PROCEDURES

COMPULSORY SCHOOL ATTENDANCE

Regular attendance is essential to a child's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a child and is regarded as a very serious problem. Please be advised that excessive or unexplained absences will result in an inquiry by the Department of Student Services.

Chapter 232.10, Florida Law, states that, "Each parent of a child within the compulsory attendance age shall be responsible for such child's school attendance as required under the provision of the Florida School Law. The absence of a child from the school shall be prima facie evidence of a violation of the law". The District School Board of Collier County elementary attendance policy will be distributed to all families under separate cover.

ABSENCES

It is the parent's responsibility to call our school office (377-6400) before 8:45 a.m. if a child is not able to attend school for the day. Parents should state the reason for the absence, child's name and the teacher's name. If a call is not made to the office our automated dialer system (Parent Link) will place a call to the homes of students who were absent that day.

TARDINESS

All students are expected to arrive to school in a timely manner. Any student who is not in the building by 8:25 is considered tardy to class. All tardies to school are unexcused except those which consist of pre-arranged tardies for religious instruction, holidays or tardies for sickness or injury that is attested to by written statement from a licensed practicing physician. Note: Car problems and oversleeping are not excused tardies to school.

Tardy Policy

Students AND their parent/guardian must report to the front office whenever tardy to receive a pass for admission to class. Tardy consequences start over after the semester break. Those consequences include:

- 1-4 Warning
- 5-12 Lunch Detention
- 13+ Multiple Lunch Detentions, ISS, OSS, Attendance Agreement, Parent Conference

IT IS THE PARENT'S RESPONSIBILITY TO BRING THE TARDY STUDENT INTO THE FRONT OFFICE FOR CHECK-IN.

ARRIVAL — Important Information

Students should arrive to campus between 7:45 and 8:15 a.m. No student should be dropped off prior to 7:45 a.m.

DISMISSAL — Important Information

All children should be off school grounds immediately following dismissal and will not be allowed back to a classroom for any reason. Any student left in the car rider line after 3:10 p.m. will be brought into the office for parent sign-out.

EARLY PICK-UP

Whenever possible, please schedule your child's appointments outside of school hours. *Parents who need to pick up their child during the school day must report to the office, present identification and sign the child out of school.*

Please notify the front office the day of early pick up if your child will be leaving early for an appointment. *Due to disruption in dismissal, children will not be dismissed between 2:15 p.m. and dismissal time.* Please plan accordingly. If a child is to be picked up by someone other than a parent, advance arrangements must be made with the office. *Photo identification is always required.* Parents who routinely pick-up their children early may be asked to meet with an administrator to discuss the situation.

EARLY DISMISSAL DAYS

At the elementary level your child will be dismissed at 11:50 a.m. It is vitally important that you make necessary arrangements for your students on these days.

TELEPHONE GUIDELINES

Office and classroom telephones are for business purposes and are not to be used by children except in an emergency. Children will not be allowed to use the phone to make personal arrangements (i.e., requesting permission to go home with another child or to have homework brought to school).

ADDRESS CHANGES

It is very important, for emergency and administrative reasons, that every child maintains an up-to-date address record at the school office. Notify the school immediately if you have a change of address or phone number during the school year. The Parent Portal, also part of your child's records, should be updated by parents with current information as needed. Your Parent Portal can be accessed through the District website at www.collierschools.com and then click on Parent Portal at the top of the page.

RECORDS RELEASE

All student records are now digitally recorded at the District Administration Office. Information included in these records may not be released without written parental consent. To request your student's record you must call the District at 377-0507 or send an email to records@collierschools.com.

WITHDRAWAL

If it is necessary to withdraw your child from school, please call the school office at 377-6400 at least two days in advance. Textbooks, library books, and laptops must be accounted for.

SECTION IV: GENERAL PROCEDURES

DRESS CODE/UNIFORM POLICY

All students in grades K – 5 must follow the CPE dress code every day.

Calusa Park has a mandatory uniform policy which has been approved by the DSBCC. Parents are responsible for purchasing and maintaining their child's uniform clothing items. Uniform clothing items are available at local stores such as Wal-Mart, Target and online. Parents will be notified if their child's clothing does not meet the following guidelines:

TOPS	Tops must be any <u>solid color polo-style</u> shirt with a collar. Tops may have short or long sleeves. Calusa Park Elementary spirit shirts are also acceptable any day of the week.
BOTTOMS	<u>Uniform style, solid color</u> pants, shorts, jumpers, skorts, skirts and capris are permitted. Any color bottom is permitted. Jeans, jeggings, athletic style bottoms, sweatpants and yoga pants are NOT permitted. Solid color leggings or tights may be worn under appropriate skirts or jumpers, but cannot be worn on their own.
FOOTWEAR	Sneakers or tennis shoes must be worn <u>daily</u> due to recess and/or PE. Socks must be worn and should not rise above the knee. Any color or appropriate design is permitted.
JACKETS/OUTERWEAR	<u>Outerwear</u> must be <u>solid color</u> and may have a small logo. No other printing, graphics, or designs are permitted.
GENERAL	No oversized/undersized clothing permitted. Hats, beanies, buffs, and other headgear are permitted only on special approved days. Bandanas are never permitted. Special School Spirit Days: Parents will be notified in advance of any special dress days. Once provided by the school, Student ID Badges must be worn while on campus. CCPS Student Dress Code link: https://www.collierschools.com/Page/776 Collier County Public School Dress Code addresses general Dress Code expectations on dress down days or at any school-related function.

ACCEPTABLE TOPS/BOTTOMS ANY SOLID COLOR	NOT ACCEPTABLE
	
	
	
	
	

INAPPROPRIATE ITEMS

Children should bring to school only those items that support the educational program. Items such as rolling backpacks, toys, games, balls, bats, make-up, gum, candy, soda, and sharp objects must remain at home. Items of value such as jewelry, electronics and money must also remain at home. Balloons and flowers are not permitted to be delivered to students. Likewise, children may not bring any of these items on the bus. Roller blades, Heelys, skateboards, scooters and similar items are prohibited on campus.

LOST AND FOUND

To ensure that your child's belongings are returned to them we recommend you write their name in all coats, hats, sweaters, lunchboxes and other items for identification. All lost clothing items will be placed in the Lost & Found Closet located in the cafeteria. Money, jewelry, glasses or other articles of value will be turned in to the office. Children may claim their lost items after proper identification of the item.

BIRTHDAY CELEBRATIONS

Birthday celebrations are special for all students and each classroom teacher acknowledges a student's birthday in various ways. In all cases, children are recognized on their special day. 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 or brought in by parents/guardians will not be allowed and will be returned with your child. Distributing party invitations at school will only be permitted if there is an invitation for all students in the classroom, or all girls, or all boys.

Also, to avoid disruption of the school environment, having flowers or balloons delivered to your child at school is prohibited. These items cannot be transported by bus nor delivered to the classroom during school hours.

FOOD AND REFRESHMENTS

Homemade food items are not allowed at any time. If refreshments are needed for the class, the teacher or designee will make the arrangements. All food items served to students will follow the DSBCC Wellness Policy and model a healthy lifestyle. Without prior arrangements or approval from the teacher, all food items for the classroom will be turned away at the front office.

PETS

Pets may not be brought to school or on school grounds.

SAFETY PATROLS

Responsible 5th grade students are selected to serve as School Safety Patrols. A designated staff member facilitates the training of the children chosen for this duty.

TEACHER REQUESTS

Many factors must be considered when constructing classes including class size, boy/girl ratio, academic level, behavioral interactions, and enrollment in Exceptional Student Education programs.

We appreciate your support and understanding and ask that parents not make requests for specific teachers. Our entire staff is committed to each child being successful and continually strives for excellence. However, if you feel that your child has special needs that should be considered, you may write a letter to school administration regarding his/her needs. Please state your child's strengths and weaknesses and then

describe the teacher qualities that will best address your child's needs.

SECTION V: SCHOOL FOOD PROGRAM

BREAKFAST/LUNCH PROGRAM

Breakfast and lunch will be provided for all students at NO COST from 7:45 - 8:10 a.m.. If you would like your child to participate in breakfast, please be sure to drop him/her off by 8:00 a.m. to allow time to eat prior to going to class. Soft drinks/soda, candy and gum should not be included in your child's lunch. Also, please do not send any food or drink items in glass containers.

SECTION VI: HEALTH AND SAFETY

COMMUNICABLE DISEASES

Only a physician or a Collier County Health Department nurse can certify that a child is free of communicable disease. School personnel cannot decide if a child with a fever, rash or sores has a communicable disease. We can only call the parent and request that the child be kept home until an official written clearance from their physician or the Health Department has been obtained. We appreciate your cooperation in this matter. For more information you may view the Health Services page on the District website at: <https://www.collierschools.com/healthservices>.

EMERGENCY INFORMATION

Each child is required to have emergency information on file in FOCUS which can be updated through the Parent Portal.

HEAD LICE

Head lice can occur anywhere there are large numbers of children. We try to keep the problem controlled in our school by not allowing any child who has live lice in school. Children may not return to school until a head lice treatment is used, and it is preferable that ALL NITS ARE REMOVED FROM THE HAIR. Upon return to school, children must be examined in the clinic prior to returning to the classroom. Parents must accompany the child and remain until the hair is checked and the child is cleared to return to class.

ILLNESS

The health and physical well-being of all children is a matter of great concern to us. Children who are ill should be kept home, as their ability to perform in school will be diminished if they are not feeling well. *For the sake of your child and other children in the classroom, your child should not be sent to school if he/she is suffering from nausea, fever, headache, diarrhea, or open sores. If your child has a fever they may not return unless they are fever-free for 24 hours, without medication.* For further clarification, it is recommended that you speak with clinic staff assigned to our school (239)377-6409.

When a child becomes too ill to remain in class, the parents will be notified. For this reason, it is important that we are notified immediately if a telephone number or address has changed, and that emergency contact information always remain current. We ask that you pick up your child immediately upon notification because space in the clinic is limited, and other children may need to be served.

MEDICATION

According to DSBCC policy, the parent must provide the school administration with a written statement granting permission to assist in the administration of each medication. If it is necessary for a child to receive

medication while in school, parents must report to the office, complete the medication permission form and bring in the medication. Students are not permitted to carry prescription or over-the-counter medications of any form to or from school. Please refer to the Student Code of Conduct for more information on over-the-counter medication.

When bringing prescribed medication to the school for your child the medication must:

- Be clearly identified as to the name, type and dosage of medication.
- Be in the original container.
- Carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name and prescription date.
- Be accompanied with a dated note signed by the parent stating the medication, child's name, dosage amount, specific dosage times, and other instructions if necessary.
- Indicate if refrigeration is required.
- It is the child's responsibility to come to the clinic at the appropriate time to get the required medication at which time he/she will be assisted by designated school personnel.
- No deviation from the prescription is permitted.

SECTION VII: TRANSPORTATION

TRANSPORTATION CHANGES

For the safety of your child, it is vitally important that you inform us of any changes you may have in your child's transportation. It is required that you call the front office (377-6400) by 2:00pm with any change in your child's normal dismissal in order for the change to occur. Keep in mind that without notice from a parent/guardian the child will go home as normal. Additionally, consistency in dismissal procedures is critical to the safety of your child. With over 600 students, it becomes very difficult, with the number of changes to transportation received during the day, to ensure every child is in the right place. Help us keep your children safe by following a daily routine as much as possible and limiting the number of times you have to change their transportation.

RAINY DAYS

If the Thor Guard alert system issues a warning for an electrical storm at dismissal time, children who normally ride bicycles or walk will not leave the school until parents pick them up or the warning has cleared. As a rule, if you hear thunder and/or see lightning we will NOT release your child to walk or ride their bicycle home. Also, if there is a storm or heavy rain car riders will be dismissed from the office one by one to their identified vehicle. This will cause a back-up in traffic so we ask everyone remain patient as we do what is necessary to keep the students and our staff safe. Feel free to contact our office at 377-6400 (239) if you have any questions. Please download the CCPS App from the App Store to access bus stop information, your CCPS Parent Portal, District calendars, the lunch menu, employment opportunities, as well as weather information including our Thor Guard system. From this app, you can see if our school is under a lightning dismissal.

BIKE RIDERS/WALKERS

A fenced bike rack area is provided for the use of students who wish to ride bikes to school. Each biker should provide a lock for securing the bike in the bike rack, as the school is not responsible for the security of bikes. Bikers and walkers must stay on the sidewalk and follow acceptable rules of bike and pedestrian safety including proper use of the crosswalk. Bike helmets are to be worn in compliance with the bike helmet law.

CAR RIDERS

Car riders may be dropped off and picked up in the driveway on the north side of campus.

Morning car riders should form a single lane, pull forward as directed, wait for a staff member or a safety patrol to unload your child from the vehicle.

Car riders are to arrive between 7:45 and 8:15 a.m. If your child is to eat breakfast they must arrive prior to 8:10 a.m.

Afternoon car riders will be loaded in a double line. Please place your required car rider sign in the front window of your car on the side that the adult is calling names from, and your child will be escorted to your car.

To expedite the loading process, parents are asked to stay in their vehicle and patiently wait for a staff member to load/unload your child.

Important notes:

- All pick up must happen through car line. You may not park your vehicle and then walk up to retrieve your child.
- If you do not have a car rider sign, you will be directed to the front office prior to your child being released. Proper identification is required.
- All children should be picked up no later than 3:10 p.m. Failure to pick up your child in a timely manner, will result in a parent/administrator conference.
- Cell phone usage is NOT permitted while in the car line.
- All vehicles should be placed in "PARK" while children are loading or unloading.

BUS RIDERS

Any student who lives within the school zone more than two miles from the school is eligible to ride a school bus. We wish to provide this service as efficiently and as safely as possible. It is important to remember that a child misbehaving on the bus not only endangers him/herself but also endangers other students. Therefore, bus rules are monitored and enforced.

To maintain safety, the following rules will be enforced:

- Students must get on and off the bus at their assigned stop.
- Students are to remain seated while the bus is in motion.
- No part of the body is to be outside the bus window.
- Nothing should be thrown in, at, or from the bus.
- Physical contact will not be allowed (hitting, kicking, etc.).
- Food and drinks are not to be consumed on the bus.
- Profanity or vulgar behavior is not allowed.
- Damage to the interior or exterior of the bus is considered vandalism and the consequences, in accordance with the Student Code of Conduct, will apply.
- Bus driver's instructions must be followed at all times.
- Students should wear their school lanyard to expedite boarding.

Bus drivers are normally able to deal with problems that arise. However, if the problem is serious, the child will be given an official report of school bus violation and administration will be notified. Consequences in accordance with the Student Code of Conduct will apply.

In cases of continued unsafe behavior, a student may be permanently suspended from the bus. If you would like to discuss your child's bus behavior with the driver, you can establish contact by calling the route manager at the transportation office 377-0600.

SECTION VIII: PARENT COMMUNICATION

SCHOOL MESSENGER (Blackboard)

Blackboard is a notification service used by the nation's leading school systems to connect with parents, students and staff through voice, SMS text, email, and social media. Calusa Park frequently uses this resource to notify you of upcoming events such as early release days, no school days, picture days, testing dates, etc. We find this is the most effective and efficient way to ensure the message reaches everyone without the consumption of resources such as paper and ink. Calusa Park will send these messages via your cell phone number for texting or your email address. Be sure to keep our records up to date with any changes so you can continue to get the most current information regarding our school.

TWITTER and FACEBOOK

Calusa Park uses social media to keep parents informed and share important announcements (such as rainy day dismissal). Please follow us on Twitter @blackbearsroar or like us on Facebook at [Facebook.com/ccpscpe/](https://www.facebook.com/ccpscpe/).

WEBSITE

We encourage parents to look at the District website for a variety of information www.collierschools.com. Calusa Park also has a website that is updated on a regular basis to keep our parents up to date with all the latest information and dates for our students. Check us out at www.collierschools/cpe.

PARENT CONFERENCE

As we work together to educate our children, effective communication is vitally important. If you should have questions, concerns, or need to discuss your child's progress, please communicate with your child's teacher to request a conference. Teachers' work hours are 7:40 a.m. to 3:10 p.m.

TEACHER VOICEMAIL

Voicemail is accessible 24 hours a day. In order to maintain instructional classroom focus and avoid disruption, telephone calls to staff will be put through to the teacher's voicemail. Written messages will be delivered for emergency purposes only. All transportation issues should go directly through the front office and not to the teacher's voicemail. Each staff member has his/her own personalized extension number and you will be provided with this number at the beginning of the school year. Our voicemail system will automatically answer between the hours of 3:30 p.m. and 7:00 a.m.

SECTION IX: ACADEMICS

HOMEWORK

Homework is important as it is an extension of the learning that takes place in school. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Parents can help their children by arranging a quiet, comfortable place for their child to work and by seeing that assignments are completed. It is the child's responsibility to complete and return homework. Homework completion is assessed in the *Effort* rating on the progress report.

As a general rule, children will have homework Monday through Thursday nights. The amount of time required to complete the assignment(s) will normally be 20-30 minutes for primary students and 45-60 minutes for intermediate students. (K: 10 min; 1st: 20-30 min; 2nd: 30 min; 3rd: 30-45min; 4th & 5th: 45-60 min.)

PROGRESS REPORTS

Progress Reports will be distributed following the closing of each grading period. Student grades can also be accessed by logging into Focus. Please consider downloading the CCPS App from the App Store to access many benefits including access to your child's grades. Academic progress shall be according to the DSBCC's adopted schedule of grading and rating, as printed on the card. Interim progress reports will be sent home during the second and third quarters for all elementary students.

LOST OR DAMAGED BOOKS

Textbooks and library books are furnished by the DSBCC. Please stress with your child the importance of respecting school materials and property. Students will be charged for lost books which have been issued to them and books damaged due to negligence.

SECTION X: PARENT AND COMMUNITY INVOLVEMENT

PARTNERS IN EDUCATION

Calusa Park Elementary recognizes that it takes the involvement of all members of the community to educate our children. We encourage partnerships with our business community through the "Partners in Education" program of the Collier County Education Foundation. Through our business partners we are able to offer additional opportunities for our children, enrich educational experiences and extend ourselves to the business world as a resource which in turn benefits everyone. If you are interested in becoming a partner with Calusa Park, please call the office at 377-6400, to speak with the Office Manager.

PARENT TEACHER ORGANIZATION

The primary purpose of the Calusa Park Parent Teacher Organization is to provide support that will enhance the learning experiences of each child. This group of volunteering parents and teachers promotes parent education programs and conducts fund-raising activities for the benefit of the school. Your participation is highly encouraged. Please contact the school for additional information or email the PTO:

calusaparkpto@hotmail.com

SCHOOL ADVISORY COUNCIL (SAC)

This organization includes parents, staff and community members who meet monthly to discuss issues of concern to Calusa Park Elementary School. The School Advisory Council will make recommendations regarding educational priorities, assist in assessing school needs, identify local resources and assist in the preparation of the School Improvement Plan. This plan is designed to meet the state education goals and student performance standards. If you would like more information or are interested in membership on the SAC, please contact the school office. SAC members are elected by their peer groups.

SCHOOL IMPROVEMENT PLAN

A School Improvement Plan, based upon student achievement data and identified needs is drafted each year. Staff and the School Advisory Council will work collaboratively to develop, evaluate and revise this plan. The Plan is posted on the CPE website. Your input and participation in the planning process is welcome.

Please contact the office to express your interest.

VOLUNTEERS

Please contact our office manager at 377-6403 if you are interested in information regarding becoming a volunteer/field trip chaperone.