

Student Handbook

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ATTENDANCE

Regular attendance to school is critical for student success. Make this a priority for your family. Per School Board Policy 4.16, the following applies to student absences:

Absences

Excused Absences - Students must be in school unless the absence has been permitted or excused for one of the reasons listed below:

- Illness of the Student
- Illness of an immediate family member
- Death in the immediate family
- Religious instruction or religious holidays
- An appointment scheduled to receive a therapy service provided by a licensed health care practitioner or behavior analyst certified for the treatment of autism spectrum disorder, including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.
- Required court appearance or subpoena.
- Special event: Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must request and receive permission from the principal/designee at least five days prior to the event.
- Scheduled medical or dental appointment.
- Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard.
- Students on field trips and students who attend alternative to suspension programs are not considered absent.

Make up Work

Excused Absences- Parents should call the school at 239-267-7177 whenever a child is absent and send a written excuse the first day the child returns. Failure to comply with this procedure will result in the absence being noted as “unexcused”.

Make-up work for credit and grade is allowed for all excused absences. Immediately upon return to school, the student will be given the number of days absent plus one additional day to make-up all work missed.

Unexcused Absences – Absences not excused as defined in the previous section, are considered unexcused.

- Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until this document is provided or a waiver is obtained. Absences due to non-compliance with immunization requirements shall be considered unexcused.
 - Students transferring to Lee County who are considered homeless, children of a military family or are under the care of the Division of Children and Families, have a 30-day waiver of both health examination and immunization requirements.
- Unexcused absence data shall be compiled at each Lee County School through an automated system and electronically transmitted to Information Systems (IS).

Patterns of Non-Attendance

- Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day.
- Three unexcused tardies or unexcused early sign-outs may, at the discretion of the school principal, be considered equal to one day of absence.
- Unless acceptable documentation is presented/submitted, an accumulation of daily unexcused absences or tardiness, or early sign-outs that equal five days in a calendar month or 10 days within a 90-calendar day period may be exhibiting a pattern of non-attendance as determined by the Child Study Team.
- If the student exhibits a pattern of nonattendance (excused or unexcused), principals may request documentation for subsequent absences. Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day.
- “Habitual truant” is defined as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student’s parent or guardian, and who is subject to compulsory school attendance.

Tardiness

Tardiness is defined as a student not being in the classroom when the class is scheduled to begin.

- Parents must follow the same process to excuse a tardy as they do to excuse an absence.
- Excessive tardiness shall be addressed on a case-by-case basis to determine if there is a pattern for non-attendance. On-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day.
- Tardiness to any class without documentation may be considered unexcused.
- Habitual tardiness is defined as six or more tardies to school or to an individual class per quarter.
- Principals have the discretion to excuse tardiness for extenuating circumstances.
- Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences.

Early Sign-Outs – Early sign-outs are defined as a parent or guardian signing out a child before the end of the school day.

- No student shall be released within the final 30 minutes of the school day unless the principal/designee determines it is an emergency.
- All schools shall establish procedures for early release that ensure that all students are treated consistently.
- Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.
- Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences.

Interventions

- The primary teacher of a student exhibiting a pattern of non-attendance shall notify the principal. The principal shall refer the student to the Child Study Team (CST) to develop an intervention plan to improve the student's attendance. The CST will schedule a meeting with parents or legal guardian and the assigned school social worker. If appropriate, a contract will be developed and signed by the participating parties.
- After nine absences in a course, credit may be withheld. The Child Study Team must develop a contract with the student and parent(s) that includes a plan to restore the credit withheld.
- Non-compliance with the contract may result in referrals to the Truancy Intervention Program, the Truancy Ungovernable Runaway Network or the State Attorney's Office.
- The school shall provide written notice to parents after three tardies or three early sign-outs within 30 calendar days. Additional tardies or early sign-outs shall result in two of the following interventions:
 1. A mandatory parent conference with the principal/designee.
 2. A mandatory student conference with the principal/designee.
 3. Other appropriate penalties such as after-hours detention, in accordance with the *Code of Conduct for Students*.
 4. A referral to the Child Study Team or Attendance Review Committee.
 5. A referral to the School Social Worker.

Students shall not be treated differently with regard to attendance on the basis of their race, color, sex, age, disability, sexual orientation, national origin, or religion.

STATUTORY AUTHORITY: 1000.36, 1001.41, 1001.42, 1001.43, 1003.02 (1) (b), 227 1003.21, 1003.26, 1003.27, 1003.52 F.S. 22

ADDRESS and PHONE CHANGES

Please make sure your contact information is up-to-date in FOCUS at all times. It is the responsibility of each parent to inform the teacher and office of a change of address and/or phone number immediately, and update any new information in their FOCUS Parent Portal. Please call the school office for the required documentation. Bus routes will be scheduled based on the address on file. Having accurate information facilitates communication between school and home and is absolutely essential in times of an emergency.

ARRIVAL PROCEDURE

Car Riders:



- The designated drop off area is in the front of the building near the main office entry.
- Children may be dropped off no earlier than 7:25 AM.
 - Students needing to arrive earlier should be registered for the Kids Care Program, which runs from 6:30 AM. - 7:30 AM.
- Parents will drive carefully around the loop, stopping at a cone to drop off the student.
- Use the right lane, pulling all the way forward, leaving no empty spaces in front of you.
- Students should exit on the passenger side **ONLY**, never on the passing lane side.
- If your child is able to open the door without assistance, allow them to do so.
- The Tardy Bell rings at 7:55 AM.; students must be in their classroom by this time.

Bikers/Walkers:

- Bike riders and walkers should arrive no earlier than 7:25 AM.
- Students and parents should always use sidewalks when available and walk all the way to the Crossing Guard on Lee Road at the main entry to our campus.
- Bicycles must be walked when on campus and parked in the fenced bike racks provided and secured with a lock. The school is not responsible for lost, stolen, or damaged bicycles or helmets.
- Helmets are required by law and may be kept in the student's backpack or kept with his/her other belongings in the classroom. Please label with your student's first and last name.

Breakfast:

- Breakfast is served from 7:30 AM – 7:50 AM and is free for all students.
- Students who choose breakfast are required to go directly to the cafeteria upon arrival prior to going to class.

Lee County District Schools provide supervision of students on premises 30 minutes before and after the school day and school activities the student is authorized to participate in. Parents should not rely on school supervision beyond these times. (F.S. 232.25)

ARTICLES PROHIBITED IN SCHOOL

If any of the following items are brought to school, they will be confiscated, and parents will be notified. These items will be returned to the parent ONLY.

- Weapons of any kind, including sharp objects which may potentially harm others.
- Fireworks, lighters, matches, or any potentially hazardous material or device.
- Playthings such as any toys, fidget spinners, trading cards, or gaming devices.
- Athletic equipment such as hard balls, basketballs, bats, footballs, etc.
- Controlled substances and medicine of any kind, including over the counter medication.
- Glass containers or objects.
- Gum or candy.
- Any additional items that are listed as prohibited in the *Code of Conduct for Students*.

ASSEMBLIES

At San Carlos Park Elementary, we expect students to be on their best behavior that is refined and courteous. We are proud to have performances on campus and we want to show our complete support by being a respectful audience. Whether any guests are present or not, each student is personally responsible for the impression made by the school as a whole. Classroom teachers will make their expectations clear to all students before each assembly, so students will understand how to behave. Students who choose not to follow acceptable and expected standards of behavior may be excluded from future performances. We encourage you to be a good role model for your child at performances.

BACKPACKS

We encourage all students to carry a backpack to transport items to and from school. Backpacks with wheels are not permitted due to safety reasons. If you have extenuating circumstances, please contact the school principal. Parents are encouraged to check backpacks nightly for important papers and student work, and again in the morning before school to make sure students have only supplies needed for school.

BEFORE AND AFTER SCHOOL PROGRAM: SCPE Kids Care Program

At San Carlos Park Elementary Center for the Arts, the Kids Care Program provides our students with a safe and enriching environment before school, after school and on select non-school days.

The Kids Care Program is a fee-based program for students in kindergarten through fifth grade who are currently enrolled students at San Carlos Park Elementary. Students must be able to function in a group with a supervision ratio of 15:1 and be self-sufficient in bathroom procedures. Proper student conduct is essential for the enjoyment of all and for the program success.

The Kids Care Program does employ school staff; however, its operation is not supported by regular school funds. The program operation costs, including the wages of the Kids Care staff are generated from the Kids Care Tuition, collected on a pre-pay basis for each week prior to attendance. **Because we must maintain a specific student to staff ratio, family discounts are not available*.*

Payment is due prior to participation.

Children will **NOT** be accepted into Kids Care with a past due balance, or with a balance that has not been pre-paid for the upcoming week. Any student account with a negative balance must resolve the debt in order for the student to continue with program attendance and attend extra-curricular school activities or events. This includes: school clubs, field trips, end of year trips and special school events.

**According to Florida Constitution Article VII, Section 10, Pledging Credit, "Neither the state nor any county, school district, municipality, special district or agency of them, shall become a joint owner with, or stockholder of, or give, lend or use its taxing power or credit to aid any corporation, association, partnership or person."*

KIDS CARE HOURS OF OPERATION:		KIDS CARE TUITION RATES: (Payment due prior to participation)	
Morning Care: After Care:	6:30 AM - 7:30 AM Dismissal - 6:00 PM	Weekly flat rate Weekly flat rate	\$20 \$50
Registration Fee:	\$25/ \$40 per family (one time non-refundable)	Last Week of School:	Please verify account balance. Last week is non-refundable.

Kids Care CAMP DAYS: TBA

Kids Care Handbook: A copy of the Kids Care Handbook will be provided upon registration or in the school's main office. Refer to this handbook for Program Policies and Procedures, Student Conduct Expectations, Specific Dates of Operation and Additional Information specific to the program.

BICYCLES

Bicycles must be walked on campus. Bicycles must be parked in the bike racks provided in the fenced area. Students should use a lock with their bicycles. The school is not responsible for lost, stolen, or damaged bicycles or helmets. Helmets should be clearly labeled with the student's first and last name on the inside of the helmet. The helmet may be kept in the student's backpack or kept with his/her other belongings in the classroom.

Bicycles should be checked periodically by the parent to make sure all parts are in working order and bolts are secure.

FLORIDA BICYCLE LAW: (S. 316.2065, F.S.) *All bicycle riders and passengers under the age of 16 must wear a bicycle helmet. The law specifies that a bicycle rider or passenger who is under 16 years of age "must wear a bicycle helmet that is properly fitted and is fastened securely upon the passenger's head by a strap, and that meets the standards of the American Standards Institute (ANSI Z 90.4 Bicycle Helmet Standards), the standards of the Snell Memorial Foundation (1984 Standard for Protective Headgear for Use in Cycling), or any other nationally recognized standards for bicycle helmets adopted by the department."*

BUS TRANSPORTATION

Bus transportation is provided as a courtesy for students living more than a two-mile radius of the school. At times buses run late due to unforeseen circumstances. Monitor your child's bus stop for safety. Riding the bus is a privilege which may be revoked. Discuss bus stop and riding safety with your child. Access bus information at:

<https://mapnet.leeschools.net/Mapnet/Public>

BUS CHANGE REQUESTS

Students are assigned to a bus according to the area in which they live and their official address. Bus stop locations are used by multiple schools in our Zone; therefore, several buses may stop at your child's stop. Have your child recognize and memorize his/her bus number, school name, bus stop location, address and phone number. Make sure student's backpacks are clearly marked with his/her name, bus number, bus stop location and parent contact information. Keep this information current all year.

Before your child rides the bus for the first time, visit the stop location pointing out landmarks for your child to recognize. Take time to instruct your child on the importance of not playing at the bus stop, to stay alert watching for cars and stand away from the street for safety. Reflective tape on the backpack helps keep students visible to cars when it's dark. Parents should make arrangements to monitor students at the bus stop.

Students are not permitted to ride a bus other than the one that is assigned to their permanent address on file with the school. Students who live at two residences will only be granted bus transportation to the **ONE (1)** residence which is on record at the school as the permanent residence. Requests to change a student's bus will not be approved without the proper proof of address information provided by the parent.

Students are required to get on and off at the stop assigned. Requests to change a bus stop must be submitted to the school in writing, signed by a parent/guardian and will be submitted to the district transportation safety department for approval and routing. Permission is only granted for an emergency situation or stop safety concern.

If the student only rides the bus on certain days, parents must send in a written schedule with the days the student is to ride. The student should give this schedule to their teacher or office first thing in the morning. This will be the permanent schedule to ride. If a change arises, the change must be provided in writing. Per School District Policy, and for your child's safety, **NO bus changes will be granted over the phone.**

BUS RULES AND REGULATIONS

The mission of the Transportation Department is to provide the service of transporting students to and from school in a safe, caring, and disciplined environment, with students understanding the acceptable standards of conduct. Please review the expectations below with your child:

Bus drivers are required to instruct all transported students twice a year on the following school bus rules and safety practices:

- Occupy the seat **assigned by the driver** and remain seated while the bus is in motion.
- Student voices should be kept to a low level and have a calm and courteous conversation with the person in the same seat only.
- The driver is in full charge of the bus. Students must obey the driver without disrespect.
- Unnecessary conversation with the driver while the bus is in motion is distracting and dangerous.
- Students should warn the driver of any danger(s) on or off the bus when observed.
- Students must be at the bus stop, ready to board the bus **15 minutes before** their scheduled arrival time. The bus cannot wait. Parents of students that meet in the bus in the PM must be at the stop when the bus arrives.
- Students must stay off the roadway at all times while waiting for a bus. Students will exhibit appropriate behavior at the bus stop location.
- Students must wait until the bus comes to a complete stop before leaving their seat to get off of the bus.
- Leave the bus only with the consent of the driver.
- Cross the highway, if necessary, after leaving the bus in the following manner:
 1. Wait at the side of the road 10 feet in front of the bus.
 2. Look both to the right and left and proceed across the highway **upon the signal from the driver.**
- Keep head and arms inside the bus window at all times.
- Absolute silence is required when approaching or crossing a railroad.
- Leave the bus by the emergency door ONLY when told to do so by the driver, or in case of an emergency involving the bus.
- Students may not enter the bus without the driver present or sit in the driver's seat.
- Students may only ride the bus assigned and cannot board or depart at any stop other than an assigned stop. Emergency changes must be requested by the parent and approved by the Principal or designee.
- It is a felony to throw any items out of a bus window. Parents and students will be held responsible.
- No signs will be displayed from the bus windows.
- Parents and students will be held responsible for all vandalism and restitution will be required.
- Eating, drinking, using tobacco or chewing gum is not permitted while on the bus.
- All cell phones must be turned off.
- Parents are not permitted to board the bus.

Anything that interferes with student safety while on the bus will not be allowed: arguing, fighting, profanity, abusive language, bullying, teasing, illegal drugs, tobacco, alcohol, large or sharp objects, fireworks, balls, bats, animals, glass, standing/out of seat, laying on the seat or in the aisle, toys of any kind, electronics and phones.

Please refer to the school district's *Code of Conduct for Students* at: https://www.leeschools.net/our_schools/code_of_conduct

School bus drivers will follow the consequences below for any student violating a bus safety rule:

- 1st offense: Verbal warning/driver-student conference/first parent notification
- 2nd offense: Change seat assignment/second parent notification
- 3rd offense: Contact by principal, assistant principal, or designee, either verbally and/or a written referral notice to parent or guardian. Bus suspension possible.
- 4th offense: Fourth (4th) minor offense becomes a serious offense. Bus suspension probable.
- Serious offense: Immediate referral to school administration. Suspended bus privilege.

Any student who repeatedly fails to follow the bus rules, may be denied the privilege of riding the school bus. Students who damage

any part of the bus will receive an invoice equal to the cost of repairing the bus from the Transportation Department. Parents will be asked to pay the Finance Department for the Lee County School District as restitution for the damages.

RIDING THE BUS IS A PRIVILEGE. DO NOT ABUSE IT.

CAFETERIA

All school breakfast and lunch meals are free for all students. The menu is available at:

<https://schools.mealviewer.com/school/SanCarlosElementary>

Breakfast is served from 7:30-7:55 AM and is eaten in the classroom. Lunch is at a designated 25-minute time frame during the school day and is eaten in the cafeteria, which is monitored by school staff.

Lunches brought from home should be nutritious and well-balanced. Well-balanced meals help students stay attentive and help to provide them with the concentration needed to learn during instructional time. **NO candy, gum, excessive sugar or snacks, glass or knives packed in lunches, or carbonated soda/drinks should be brought to school due to the explosive nature of the beverage.** All food must be stored in a sealed container or zip-lock type bag in order to contain spills and leakage. Include ice packs for items that spoil so lunch can stay at a safe temperature until your child's lunch time. Packed lunches are kept in the classroom without refrigeration. Instruct your child on items that should not be saved if he/she does not finish lunch. Due to the high incidence of food allergies, students are not permitted to share meals and snacks. Please sanitize your child's lunch box from time to time.

Parents may choose an alternative to cow's milk from the cafeteria by sending a letter to our cafeteria manager. Please include in your letter your child's name, student ID number and the type of milk you would prefer they drink. We have rice milk, soy milk and coconut milk available. Any other special dietary needs must be sent in writing with supporting documentation from a Physician.

The school cafeteria is an excellent place to demonstrate manners. Please discuss with your child table manners, which are expected to be displayed outside of the home. Students are expected to remain seated in their assigned seat, use a low-level voice, eat - don't play with food, and clean up their trash and area. Class student leaders are chosen to help sweep the area and wipe tables after the class is finished. Students who consistently disrupt the cafeteria or fail to use good manners will be removed from their table and required to eat in isolation.

CELEBRATIONS and BIRTHDAYS

Classroom celebrations for meeting class goals will be planned by the teacher. Birthday treats must be prearranged with the teacher and must be prepackaged single serving items (cupcakes, chips, etc.) from a store or business. Please ask the teacher of any food allergies of students in the class and plan accordingly for an alternate treat. It is **never** appropriate to send balloons, party decorations and/or gift bags to school as this is distracting from the learning environment.

CLINIC

The clinic has a full-time Clinic Assistant who works with a school nurse (R.N.) one day per week. Students who are ill before school or had a fever of 100.1 within the past 24 hours, should be kept at home for the day. The clinic is not able to hold or keep sick or injured students for long periods of time. If students become ill during the school day, the nurse or clinic assistant will call a parent who will be required to pick up their child or designate someone to do so. Students will not be permitted to stay at school. Be sure to have a back-up plan in place. In order to provide a safe and healthy environment for all students and staff members, please abide by the following:

- Please cooperate by picking up your child promptly.
- Please do not send students to school requesting medical diagnosis or treatment.
- A health care plan must be developed for children with specific medical needs. Contact the school nurse (R.N.).
- Keep phone numbers current in FOCUS and designate alternate emergency contacts.

The guidelines below are followed when calling for a parent(s) to pick up their student from school:

- A temperature over 100 degrees
- Vomiting and/or diarrhea
- Head injury
- A communicable disease
- An injury requiring more than first aid
- Mucus or discharge, which cannot be contained
- Live lice or nits. Students must be re-checked in the clinic with the parent present before returning to school.

Medication

For students who must take medication during the school day, the Parent Permission for Medication Form (MIS 398) is available from the School Nurse, and must be filled out. Medication must be brought to school fully labeled in the original container from the pharmacy. Parents must personally bring the medication to school to ensure the safety of all students. If any medication is needed for more than a 2-week period, the Doctor's Permission for Medication Form (MIS 401) must also be completed. All medication is dispensed only by the proper authority (School Nurse, School Clinic Assistant or School Health Aide). **Students may not bring or keep any medication with them, including over-the-counter medication, to take while on campus. This includes cough drops and children's aspirin or Tylenol.**

Health Screenings

As part of the School Health Services Program, students will receive a Vision and Hearing Screening in grades Pre-K - 5. The ability to learn can be affected by vision, hearing, or general health. Health screening tests are not diagnostic, but are designed to identify students who may have a problem, for which they are not aware of, and would require further evaluation by a doctor or other licensed health care professional.

CONFERENCES

Teachers are available during their planning time and during their contract time before and after school for conferences. If requesting to meet with your student's teacher, please schedule a day and time directly with them. Upon your arrival to school, the front office staff will confirm that the conference was pre-scheduled, so that all necessary attendees are available. All conferences are held in the school's office. If a scheduled conference cannot be kept, please notify the front office so the teacher, and all other attendees, can be rescheduled as soon as possible.

Conference requests for the Principal or an Assistant Principal are also scheduled with advanced notice. Please provide the office with your topic of concern, so that additional attendees can be notified when necessary. In most cases, it is best practice to meet with the teacher first if a concern arises.

DISCIPLINE and POSITIVE BEHAVIOR SUPPORT

The Lee County School District's Discipline policy, or *Code of Conduct for Students*, is available online to all students in the Lee County school system. You can access this document at: https://www.leeschools.net/our_schools/code_of_conduct

We believe that all students can behave in school and model leadership skills throughout the day. An orderly atmosphere must exist in order for maximum learning to take place. All students have a responsibility to help create an environment conducive to teaching and learning.

Each grade level has developed an age-appropriate discipline plan that includes the school rules, logical consequences for misbehavior, and recognition for appropriate behavior. Teachers will send a copy of the grade level discipline plan home with your student during the first week of their enrollment. You may request additional copies at any time. Please take time to familiarize yourself, and your child, with the behavioral expectations and consequences for their grade level. Feel free to contact your student's teacher, school counselor, or an administrator if you have any questions or concerns regarding how discipline is handled at our school.

Our school discipline policies are aligned with the Lee County School District's *Code of Conduct for Students*. Take time to review proper behavioral expectations with your child that are necessary to be successful in a school setting. **The standard of behavior**

should be one that exhibits leadership, pride, politeness and responsibility. Explain to your child examples of showing **respect** for adults and others, being **safe** and remaining in the teacher's care and authority at all times, accepting **responsibility** when mistakes are made, and taking **ownership** for his/her learning by participating without disruption or distractions, such as:

- discussing that how your child reacts to a conflict with a sibling at home or a friend in the neighborhood may not be an appropriate reaction while at school,
- following directions the first time without showing dislike for the request,
- the expectation of using self-control without causing a disruption,
- the expectation of using kind actions and words so everyone feels safe and accepted, and
- the expectation to respect school and other people's property.

DISMISSAL PROCEDURES

San Carlos Park Elementary uses an on-line program, **School Dismissal Manager**, to determine how students are dismissed from school at the end of the school day. A parent or legal guardian must sign up on-line to register for access to the program at the beginning of the school year to ensure their student gets home from school appropriately. **IT IS VERY IMPORTANT THAT PARENTS OR LEGAL GUARDIANS REGISTER FOR SCHOOL DISMISSAL MANAGER AND SET-UP HOW THEIR CHILD GETS HOME EVERY DAY IN THE PROGRAM!!** In addition, any change as to how a student will get home, even if for one day only, must be done in **School Dismissal Manager** as an exception for the day by the person who is registered in the program.

During the first day of school, we will document and establish each child's "going home" routine. This is done by noting how the child arrives at school and then we will assume that he/she will go home the same way, unless we are specifically informed otherwise. For example, a child arriving on Bus 123, will be put on Bus 123 in the afternoon and dropped off at their assigned stop, unless the parent has provided a written request for the afternoon routine to be different from the morning one. Students are provided with backpack tags documenting the method for which they go home and includes parent contact information, and their bus number and bus stop, if applicable. Please see that this remains on your child's backpack all year and that the information is kept current.

Changes to your child's "going home" routine must be done in **School Dismissal Manager**. Please do not email teachers with changes. If it is an **emergency**, you may fax your written request prior to 1:30 PM to the school. If faxing a document is not available in an emergency, please call the front office with plenty of notice for us to verify your identity in another manner.

Changes requesting a student ride the school bus, even if he/she is a current bus rider, must be made in writing and will never be granted over the phone, per School District Policy.

Limiting changes, whenever possible, will help prevent errors and confusion and will help us to maintain our safety plan. Please plan to have a consistent daily going home routine.

We ask for your cooperation at dismissal to ensure a safe, quick and efficient dismissal process. Please be courteous and alert when arriving on campus. We ask parents to remain in their cars during dismissal. Students who walk home will be walked off campus by a staff member. If you are not comfortable with your child walking home without supervision, we ask that you pick your child up using the car rider procedure.

Please do not make arrangements with your child that goes against school procedures, such as asking your child to walk off campus to meet up at your car waiting at a side street. Please be considerate of our neighbors and do not park in their driveways or on their lawns. The bus ramp entrance and the parking lot next to this entrance is restricted for use by school staff and school buses only.

Car Rider Pick-Up Procedure

Car riders will be dismissed to the front of the school only when a person authorized to pick up the student scans into **School Dismissal Manager** using their cell phone once on campus. Please follow the following process when picking up your student in the car rider line:

- Display the school issued car tag in the front window of your vehicle to identify the student being picked up.
- Enter the Main (North) driveway entrance to the school.
- Scan the posted **School Dismissal Manager** QR code using your cell phone as you proceed through the parent line. This will alert your child's teacher that you are here to pick up your child, who will in turn send your student to the parent pick-up area.
- Proceed through the posted parent pick-up zone.
- Drive up all the way to the numbered space that is shown to you as you pull up.
- Remain in your car at all times. Your child will meet you at the numbered space.
- **Once your student is loaded, please stay in line and wait for the line to move forward.**

- **TURN RIGHT** onto Lee Road as you exit the campus. This will allow traffic to flow more quickly and safely for everyone!

**For the safety of our children, those without the current year car tag will be asked to park and report to the front office to show proper I.D.

Walker/Biker Pick-Up Procedure

Student Walkers/Bikers/Caloosa Trace & Kid Care students will report to their assigned areas.

- Once all buses have left campus, students will be escorted off campus.
- For safety reasons, walkers/bike riders will then follow the walker/biker exit route, using our sidewalk to the Crossing Guard stationed at our **Main (North) driveway entrance**. For your child's safety, refrain from picking up students at the Crossing Guard locations. If you are not comfortable with your child walking home, please use the car rider procedure.

Rainy Days

When there is inclement weather, students will be dismissed as usual, unless we receive a lighting warning (*See Lightning Delay*). Students riding buses may be delayed slightly as we load buses using our covered area. Be aware that even in rain, students will be expected to exit the bus at their assigned bus stop. Have a plan in place for your student if lightning occurs after leaving their bus and ensure your student knows what to do.

Lighting Delay

A lighting warning may occur in beautiful sunny weather. The automated School Messenger program will send out a notification to you using the phone number we have on file in FOCUS. Please be aware of the following:

- We are unable to release student bikers/walkers during a lighting warning in the area. Bikers/Walkers will be held until the lighting warning is lifted if a parent does not arrive during the dismissal time frame.
- If you wish to pick up your student instead, you must come to the front office with your license, and we will release your child to you for dismissal.
- Car riders will be dismissed from the parent pick-up/drop-off loop in the front of the school.

Please develop a severe weather plan with your child. Knowing your schedule and what you would do if severe weather threatens at dismissal time helps children remain calm in stormy weather. Plan ahead for any changes in your routine when the forecast calls for unfavorable weather conditions and make your child aware if you plan to change this routine.

EMERGENCY and HEALTH INFORMATION

All students are required to have up-to-date emergency/health information on file with the school in FOCUS. It is **essential** to provide current telephone numbers for parents/guardians and alternate contact(s) in the event of an emergency. Accurate telephone numbers are extremely important in maintaining the most efficient parent communication. If any information changes during the school year, notify the front office as soon as possible with the correct information.

EQUIPMENT AND FACILITIES

Each student assumes responsibility for the care of school property. Malicious damage must be repaired or replaced at the student's expense and disciplinary action will be taken. [This policy includes school buses and all Lee County School District property.](#)

For more information, please refer to the Lee County School District's *Code of Conduct for Students* for more information at: https://www.leeschools.net/our_schools/code_of_conduct

FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES

Participation in school-sponsored extracurricular activities or field trips is a privilege. The standard of behavior should be one that exhibits leadership, pride, politeness, and responsibility. All students participating in extracurricular activities and field trips must comply with the conduct required by our school-wide expectations, grade-level expectations, Lee County School District Board Policy, and the *Code of Conduct for Students*.

FIELD TRIP CHAPERONES

Parents play a vital role in the success of the field trip experience when they serve as chaperones. The number one job of a chaperone is to assist with the supervision and safety of all students on the trip. No pre-school children, babies, or other family members may ride school buses to accompany any chaperone. Chaperones must be over the age of 21 and are required to remain with the assigned group at all times. ALL chaperones are **REQUIRED** to have a current volunteer application on file with the school, obtain administrative approval and attend a Volunteer Orientation. All chaperone names are searched in the FDLE's Sex Offender Database prior to being allowed to chaperone. On the day of a field trip, all approved chaperones for the specific trip are required to sign-in at the front office to register his/her attendance.

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the Lee County School District. If you believe this policy has been violated, please contact the school-based Equity Coordinator or the Director of Equity at (239) 337-8330.

Field trips are an extension of the classroom. All students participating in any field trip must comply with the conduct required by Lee County School Board Policy and the School District's *Code of Conduct for Students*. Student expectations:

- Students show leadership.
- Students show respect for authority.
- Students work together as team members and avoid aggression and disruption.

- Student actions are safe at all times. If there are any safety situations, medical or otherwise, the Principal will contact the parent.

In certain cases, a field trip may be planned as a reward or celebration, such as a Fifth Grade Field Trip. This trip must be earned by a student and specific criteria for the reward will be explained to students and parents in advance. Any student who chooses to conduct himself inappropriately during the field trip will either be sent home at the parents' expense, or not be allowed to attend the next field trip. The Principal, or designee, will make the final decision on any child's participation in a field trip. Students who miss a field trip because of inappropriate behavior may earn the right to attend the next field trip by demonstrating the correct behavior.

HAZARDOUS WEATHER/HURRICANES

The School District of Lee County will always consider student and staff safety of primary importance when deciding to close schools when severe weather threatens. The decision to close schools will be announced on local media channels including NBC-2, WINK, ABC-7, via NOAA Weather Alert Radio and through School Messenger. Parents and staff should listen to the local media channels beginning at 5:00 AM for the latest information pertaining to school closings.

HOMEWORK

Homework is considered to be an important part of learning. It reinforces skills learned in class, prepares students for upcoming class lessons, teaches students to work independently, aids in evaluating student progress and provides a daily opportunity for parents to encourage their children to succeed in school. While homework is usually in the form of written assignments, it may take many forms: a listening activity, reading a story, doing research, playing an educational game, and/or extending classwork or routine studying. Homework assignments also stimulate thinking and allow young people to make discoveries leading to creative and challenging experiences.

IMMUNIZATION

All students must present signed documentation of immunization against Diphtheria-Tetanus-Pertussis (DTaP), Polio, Hepatitis B (Hep B), and Measles-Mumps-Rubella (MMR) on forms provided by the Florida Department of Health. The Immunization Certificate can be secured at the Lee County Health Department, one of its satellite clinics, or at a private physician's office.

INSURANCE

Sometimes accidents happen at school that require medical attention. Costs related to these injuries are the responsibility of the parents. A student insurance plan is available to all students by a reputable insurance company. This provides, at a nominal cost, medical care for injuries sustained while participating in school activities. Purchase of this plan is optional. The school receives no financial support from this service.

Healthy Kids Insurance is also available for those families who qualify. This coverage is provided through Health Option, Inc. Please call Healthy Kids toll-free at 1-888-FLA-KIDS for further information.

LAUNCHPAD

LaunchPad is an online portal for students to access academic resources. Student apps, textbooks, Google Classroom, Google Drive, Accelerated Reader and the FOCUS Student Portal are all available using your student's credentials. For specific information about use of these programs, please contact your student's teacher. Access the LaunchPad at: <https://launchpad.leeschools.net>

LOST AND FOUND

Parents are requested to label all items such as sweaters, jackets, lunch boxes, backpacks, and any other item your child might misplace. Students should check first with their teacher, then in the cafeteria, and finally, in the front office for lost items. Any item with the students first and last name clearly marked on the item will be returned immediately upon being found. All unclaimed, unlabeled clothing articles are kept in the schools lost and found area until the end of each semester. Items then will be donated to local charities.

MEDIA CENTER

The San Carlos Park Elementary Center for the Arts Media Center serves all members of our school by providing access to a wide variety of books and audio-visual materials. The media center is available for student use on an open basis, as well as for teacher-scheduled media class time. Students are encouraged to return books on or before the due date as a courtesy to all borrowers. Students are responsible for lost, destroyed, or unnecessarily damaged books. Florida Statute [F.S. 1006.28(3b)] charges school principals with the duty and responsibility to collect money from the student or student's parent(s) for these books. The law further states: "The failure to collect such sum upon reasonable effort by the principal may result in the suspension of the pupil from participation in extracurricular activities or by satisfaction of the debt by the pupil through community service activities at the school site as determined by the principal." We appreciate your cooperation in following the rules of the media center so we can keep books in the hands of all students.

MTSS – Multi-Tiered System of Support

If a student experiences academic, attendance, behavior, social/emotional, medical and/or other difficulties, our MTSS Team is organized to meet and address these concerns. Generally, the student's teacher initiates the referral, but parents and other staff members may also request a meeting. The student's teacher, parents, the Intervention Support Specialist and the School Counselor will attend the meetings. Depending upon the individual needs of each student referred, additional members may be invited to attend and can include: the School Social Worker, ESE teachers, the ESOL Contact or a District Specialist, the School Psychologist, School Nurse, Speech Pathologist, Equity Coordinator and an Administrator(s). Parents may contact the MTSS Coordinator for more information. MTSS Team meetings are scheduled on an as-needed basis and last approximately thirty (30) minutes. Invitations to attend meetings are sent home with students.

NEWSLETTER

The *San Carlos Park Elementary Center for the Arts Newsletter* will be published once a month. It is very important that you read the newsletter because important information and upcoming events, calendars, and student recognition(s) are shared. The newsletter is available on the school website at: sac.leeschools.net

NON-DISCRIMINATION POLICY STATEMENT

It is the policy of the Lee County School District not to discriminate on the basis of sex, race, color, age, religion, national origin, handicap or marital status in its educational programs, activities or employment policies as required by Title IX*, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973. Established grievance procedures and appropriate discrimination complaint forms are available from the Equity Coordinator. Complaints/inquiries regarding compliance with these regulations, may also be directed to the schools Equity Coordinator, or by contacting the following:

- Director, Educational Equity and School Boundary Assignments, Lee County School District, 2855 Colonial Boulevard, Fort Myers, FL 33966,

- Director of the Office of Civil Rights, Department of Health, Education and Welfare, Atlanta, Georgia 30323. Title IX Regulation is kept on file at the library in each school.

NOTIFICATION OF PARENTAL RIGHTS

FEDERAL AND STATE LAW PROVIDE THE FOLLOWING RIGHTS TO PARENTS/GUARDIANS:

- The right to inspect their children’s instructional material, including teacher’s manuals, films, tapes, or other supplementary material used in connection with any survey or evaluation as part of any applicable program (Source: 20 United States Code 1232h).
- The right to give prior written consent anytime their emancipated minor child is asked to submit to a survey, analysis or evaluation that reveals information concerning the following areas:
 1. political affiliations;
 2. mental and psychological problems potentially embarrassing to the student or his or her family;
 3. sexual behavior and attitudes;
 4. illegal, antisocial, self-incriminating, and demeaning behavior;
 5. critical appraisals of other individuals with whom respondent have close family relationships;
 6. legally recognized privileged or family relationships, such as those of lawyers, physicians and ministers; or
 7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) (Source: 20 United States Code 1232h),
 8. religious practices, affiliations, or beliefs of the student or student’s parent.

On behalf of their children,

- The right to obtain an exemption from the teaching of disease, its symptoms, development, and treatment (including the use of instructional aids and materials concerning such subjects and/or the viewing of pictures of motion pictures that teach about disease). An exemption may be claimed if the above matter conflicts with the religious beliefs of the student, or that of his or her parent/guardian, and/or conflicts with the teachings of the child’s religious institution. Schools shall provide written notice to parents in advance of said activities and shall advise parents of their right to claim an exemption. Children for whom exemptions are requested shall be given an alternate assignment and shall not be penalized. (Source: Section 1003.46 and 1003.42, Florida Statutes.)
- The right to obtain an exemption from reproductive health or AIDS instructional activities. Schools shall provide written notice to parents in advance of said activities and shall advise parents of their right to claim an exemption. Children for whom exemptions are requested shall be given an alternate assignment and shall not be penalized. (Source: Section 1003.46 and 1003.42, Florida Statutes.)

UPON REQUEST, YOUR CHILD’S SCHOOL WILL PROVIDE TO YOU A FORM WHICH, WHEN COMPLETED AND RETURNED TO THE SCHOOL, WILL ASSIST YOU IN THE EXERCISE OF THESE RIGHTS.

PARENTS/VISITORS/VOLUNTEERS

Parents/Visitors/Volunteers are required to show a valid picture ID to enter the building. Although the office staff may know who you are, always have your photo ID with you when entering the front office for meetings, to sign-in or out your student and for volunteering. The following process must be followed to ensure a safe environment for students and staff members at all times:

- Parents may escort/walk students to their classroom door from 7:30 AM to 7:50 AM during the first day of school only.
- Parents and visitors must have a specific and approved purpose to be on campus and are not permitted to walk around the building unescorted.
- Parents who wish to discuss concerns or information with their student’s teacher must request a conference with at least a 24-hour advanced notice. Please do not ask to interrupt the teacher during instructional time.
- Parents who have restricted or specific time-sharing of a child must provide current court documents outlining school-related matters, including access to the child or child’s information.
- Volunteers must have a completed application on file with the schools Volunteer Coordinator and be approved by the Principal before volunteering. All applicants are searched in the FDLE Sex Offender Database prior to being allowed to volunteer. Once approved, volunteers will be assigned to a teacher/area and will be permitted to volunteer during the agreed upon schedule. It is important that our staff expects you and has planned for your arrival to make the best use of your time. Volunteers must sign-in upon arrival at school and wear the proper volunteer name badge at all times while on campus.

PROTECTION FROM THE SUN

To help prevent students from over-exposure to the sun, caps and sunglasses are approved to be included in school attire during outdoor activities only. When students come indoors, these articles must be removed and placed in the student's own backpack or other designated storage area, which keeps these items separated. Hats and sunglasses should be clearly labeled with the student's name. Sunscreen should not be sent to school, but may be applied at home.

REGISTRATION: STUDENT ASSIGNMENT

If your child is entering Kindergarten, 6th grade, 9th grade, or is new to the Florida Public School System, you must first register her/him at the Student Assignment Office, 2855 Colonial Blvd., Ft. Myers (Metro Parkway, behind McDonalds). The phone number is (239) 337-8247. If there is an older sibling that is already attending a school in your Zone, let the representative at the Parent Information Center know.

REPORT CARDS AND STUDENT PROGRESS REPORTS

Parents are informed of student progress through the following:

- the FOCUS Parent Portal*,
- a weekly Communicator Folder, used to inform parents of student progress in grades K-5, which will include work samples and important memos. The folder will be sent home every Friday. Please check this folder weekly for items to be signed and returned.
- report cards, at the end of each nine (9) week period. Attendance and personal development will also be included on the report card. Please schedule a parent/teacher conference with your child's teacher if you need more information.

*You must first register and create an account in the FOCUS Parent Portal to gain access. You can do so at:

<https://lee.focusschoolsoftware.com/focus/auth/>

All elementary schools in the Lee County school system have implemented a grading scale that reflects how a student is performing on grade level and is as follows:

A	90 - 100	Exceeds Grade Level Standard
B	80 - 89	Meets Grade Level Standard
C	70 - 79	Meets Grade Level Standard
N	60 - 69	Needs Improvement -Minimally Below
U	59 - below	Unsatisfactory- Substantially Below

Grades 3-5:

A	= 90 – 100
B	= 80 - 89
C	= 70 - 79
N	= 60 - 69
U	= 59 & below

Grades K-2 (Language Arts and Math):

A	= 90 – 100
B	= 80 - 89
C	= 70 - 79
N	= 60 - 69
U	= 59 & below

Grades K-2 (Social Studies and Science):

S	= Satisfactory
N	= Needs Improvement
U	= Unsatisfactory

Personal Development and Special Areas grades are as follows: S, N, or U

SAFETY DRILLS

Safety drills (lockdown drill, active shooter drill, bomb drill, fire drill & tornado drill) are held regularly throughout the school year. Instructions are posted in each classroom when leaving the building in case of emergency. Students are asked to remember these basic rules:

- Listen to your teacher's directions.
- Move quickly to your designated area.
- Remain silent at all times

SAFETY PATROL

Boys and girls from the fourth and fifth grades may apply for the Safety Patrol. No experience is necessary; on-the-job training is provided! Safety Patrol members are required to have satisfactory grades in academics and personal development and be of good character and citizenship in school. Safety Patrol students work before school during arrival and after school during dismissal monitoring the halls and helping younger students move around campus safely. They also report safety violations to adults in the building.

SCHOOL COUNSELING PROGRAM

The purpose of the School Counselor and the counseling program is to support academic achievement, college/career readiness and the social/emotional development of all students. The school counseling program consists of whole group curriculum, small group lessons and individual interventions, as needed, to promote student success. The school counseling program at San Carlos Park Elementary is a collaborative effort between the school counselor, school staff, and parents. The school counselor does not provide therapeutic counseling, but can provide you with resources, should you need them.

SCHOOL MESSENGER

School Messenger is a system designed to improve communication between the school and home. Information may be sent out from the school district, the school, and/or teacher(s). Information may be in the form of an email or phone call; therefore, it is important that the school has your correct information. Messages often include important reminders, late bus updates, lightning alerts and emergency notifications.

Please register for School Messenger using the email address on file with the school at: <https://go.schoolmessenger.com/>

SCOOTERS, SKATES, SKATEBOARDS AND SKATE SHOES

Scooters, skates, skateboards and skate shoes may not be ridden on campus. Students using these items to and from school or the bus must wear a helmet and pack these items in a backpack during the day. Razor type scooters, or any other form, are not permitted on the school bus if they are unable to be stored in the student's backpack. For those students who ride a scooter or skateboard to school, it can be parked in the bike rack during the school day; otherwise, it must be stored in the student's backpack. It is recommended that it be locked. The school is not responsible for lost or stolen items.

SECURITY ON CAMPUS

Student security is a high priority at San Carlos Park Elementary Center for the Arts. All students, parents and visitors/volunteers on campus are subject to security measures. We wish to create a welcoming environment for parents and volunteers while providing a safe and secure school for our students. Student safety, however, must be our first priority.

SIGN-OUT PROCEDURES OF STUDENTS

Written parental permission should be sent to the student's teacher stating the date, time and the reason for the early sign-out. Medical appointments or illness are acceptable reasons and will be considered excused. A phone call may be made to the parent to verify the written instructions. No student will be released within 30-minutes of dismissal unless approved by the Principal. The legal parent/guardian should report to the school office with proper ID. Students will remain with the teacher until called for dismissal by the front office. Please be patient while we check your child's file when you are signing your child out.

Students may not leave the building during the day unless accompanied by the custodial adult or by those who have been designated, in writing, to do so by the custodial parent.

Students will be released to either parent unless current and specific court documents outlining the parent time-sharing plan

restricts either parent from picking the student up.

Students who are consistently signed-out early miss important instructional time. Excessive or unexcused early dismissals will be referred to the Principal and School Social Worker.

SCHOOL ADVISORY COUNCIL (SAC)

The purpose of the School Advisory Council (SAC) is to promote communication and understanding among the school's administration, faculty, students, parents, and the community as a whole; to promote the interest and involvement of citizens, in a meaningful way, in educational affairs and operational problems and needs of individual schools and the school system; and to promote the utilization of valuable human resources within the community for the purpose of improving upon the effectiveness and efficiency of individual schools, school programs and the school system as a whole. Membership on the School Advisory Council is open to all parents and interested citizens in the attendance area of the school. Meetings are held on the 4th Thursday of each month with the purpose of providing input to the principal regarding school affairs. The functions of the School Advisory Council (SAC) may include, but are not limited to:

- participating in the decision-making process by advising in and assisting with educational needs, establishing priorities, planning the educational program, defining goals, and evaluating the school and its academic effectiveness,
- facilitating communication among school, parents and community members,
- informing and advising school staff of community conditions,
- assisting in providing support to parents, teachers, students and community for school programs,
- participation in the preparation of the Annual Report of School Progress,
- advising of the impact of property development and zoning changes in the vicinity of the school on the safety, welfare, and educational opportunities of student,
- defining problems or issues and participating in dialogue with the principal,
- developing a speakers' bureau of parents, students and school staff, etc. to operate community events.

SPECIALS

A goal at San Carlos Park Elementary Center for the Arts is to provide a positive, successful, and enjoyable learning environment that provides all students with opportunities to learn and grow in the Creative and Expressive Arts. We are proud to offer **Art, Dance, Drama and Music Education**, in addition to **Physical Education**. These "Specials" as we call them, enhance students' academic, physical, mental, social and emotional growth.

We kindly ask that your child comes to school prepared for all classes by wearing the appropriate clothing. Please refer to the *Student Dress Code* to guide you. State requirements dictate that students are to participate in physical fitness and wellness education, which are provided through P.E. and Dance. If your child is unable to participate, or needs accommodations due to a medical reason, please provide documentation provided by a licensed physician to the School Nurse.

Students in grades K, 1, 2, and 3 attend all five specials within a two-week period. Students in grades 4 and 5 have the opportunity to participate in "Elective Specials" by choosing two of the five specials offered. These classes will be the two specials assigned to the student for the entire school year on an even/odd- alternating day schedule to further their skills in the areas they enjoy most. Students will make their elective choice on a selection form, which will be signed by the parent. Those students that do not choose P.E. as an elective must meet the criteria outside of school hours and a waiver must be signed by the parent and on file at the school.

We believe that establishing a love for the Arts and Physical Wellness early in a child's school journey provides the opportunity to develop positive self-expression, creativity and enhanced social cooperation beyond the core academic classroom. A showcase of students' skills is presented for the parent's enjoyment several times during the school year.

TECHNOLOGY

The Chromebook is a powerful tool that students will use to access assignments and information under the direction of the teacher. Students log on using a specific student ID and are connected to the Lee County School District servers. All student activity is trackable and if inappropriate, content is searched or accessed and administration is immediately notified, resulting in disciplinary action. At any time, the files in the student's Google Drive and browsing history are subject to search and review. The Chromebook's location is also trackable. Report any problems immediately to your student's teacher.

The following activities are considered acceptable use of a Chromebook:

- taking notes on Google Docs as directed by a teacher,
- looking up information to complete assignments,
- turning in work on Google Classroom,
- completing activities on textbook websites,
- conducting school-related research on the internet,
- teacher directed responder programs,

The following activities are NOT considered acceptable use of a Chromebook:

- **looking up social media sites**,
- accessing inappropriate content that contains any illegal subject, not age appropriate or suitable for the school, including but not limited to sex, weapons, drugs, alcohol, explicit images or language,
- accessing, transmitting, copying or creating mobile apps,
- listening to personal music of other multimedia that is not selected by the teacher,
- playing a web-based game that is not selected by the teacher,
- going to a web page other than what the teacher directed,
- using a Chromebook that is not assigned to you,
- using another person's credentials or password,
- other Code of Conduct violations pertaining to technology/electronic devices.

Students who violate the User Agreement will be subject to disciplinary action, which may include loss of the Chromebook for a particular time frame, and possible suspension from school. In addition, students may be charged for damages to Chromebooks. Students who do not pay for damages may not be able to participate in awards assemblies and/or additional extracurricular activities. For more information, access the *Code of Conduct for Students* at:

https://www.leeschools.net/our_schools/code_of_conduct

TELEPHONE/ CELL PHONE CALLS

Students may not use cell phones or smart devices for calls, texting, social media, apps, gaming or music for any purpose while on campus. All phones and smart devices, such as watches, are to be **turned off and stored in backpacks. Students who do not comply with the school policy may receive disciplinary consequences.** San Carlos Park Elementary is not responsible for any lost or stolen devices.

If you should have an emergency and/or urgent message for your child, please call the school office for assistance. If your child should need to reach you during the school day, a staff member will assist him/her if there is an appropriate reason.

Teachers will not take telephone calls during their instructional time. The front office can take a message, you may leave a message on the teacher's voicemail, or you may contact the teacher by email. Please allow 24 hours for a reply to all messages.

Email addresses are listed for all staff members on our school's website at: <https://sac.leeschools.net/>

TEXTBOOKS and ONLINE INSTRUCTIONAL APPS

Lost textbooks and library books must be returned to the media center or paid for by the student. The average cost of a hardbound student textbook is \$80.00. Students have access to textbooks and instructional APPS online. Students may access this information through the LaunchPad app. Specific log-on codes are provided by the classroom teacher.

Textbooks are assigned to each student at the beginning of the school year. Teachers keep records of each student and the textbook ID numbers assigned to them. It is the responsibility of each student to keep his/her books in good shape.

Florida Statute 1006.28(3b), charges *"school principals with the duty and responsibility for proper use of instructional materials and collecting money from each pupil, or the pupil's parent, for any instructional material that is lost, destroyed, or unnecessarily damaged, and to report and transmit such amounts so collected to the school superintendent."*

This law has been amended to include the following statement that all parents should be aware of: *"The failure to collect such sum upon reasonable effort by the principal may result in the suspension of the pupil from participation in extracurricular activities or by satisfaction of the debt by the pupil through community service activities at the school site as determined by the principal."* [F.S. 1006.28(3b)]

Students who owe for lost or damaged textbooks or materials must resolve the debt in order to attend extra-curricular school events.

TRANSFERS AND WITHDRAWALS

Students who transfer to another school within Lee County or withdraw from our school requires the custodial parent to show identification and sign the Consent to Withdraw Form in order for the student to be released from our school. The address and phone number of the new school must be provided to us. School records will be sent to the new school when an official request is received. Students who transfer to another school within the School District of Lee County must be assigned to do so by the Student Assignment Office. All fees owed including library books, textbooks, Chromebooks and Kids Care fees must be paid in full at the time of withdraw.

UNIFORM POLICY and DRESS CODE

San Carlos Park Elementary is a uniform school. Below are the uniform guidelines:

Shirts/Blouses:

- **ANY** solid color, knit polo.
- Short or long-sleeved, or oxford shirts for both boys and girls.
- NO LOGOS larger than a quarter.
- NO stripes, checks, patterns, or sleeveless shirts.
- All shirts must be tucked in.

Shorts-Pants-Capris-Jumpers-Skorts-Skirts-Dresses with Collars:

- **Solid Navy Blue or Khaki, regular fit, at the waist. Uniform brand/style.**
- Bottoms cannot be shorter than 4-inches above the knee.
- All bottoms must be worn at the waist and may not drag on the ground.
- All clothing with belt loops must be worn with a solid color belt.
- Nothing tight fitting, skinny style, or jean style- even if they are khaki or navy blue in color.
- NO leggings, jeggings, lycra, denim, spandex fabric, joggers, drawstring or cargo type bottoms.
- NO five (5) pocket-style bottoms with or without rivets are permitted.

Sweaters/Jackets/Sweatshirts must be:

- **SOLID NAVY BLUE** in color with a zipper or button front closure, with or without a school logo, is permitted to be worn inside the building and in while class.
- Hoodies, jackets or sweaters that are NOT SOLID NAVY BLUE cannot be worn while inside the building.
- Hats, gloves, mittens and coats are only permitted to be worn OUTSIDE on cold days.
- Layering long-sleeved shirts under short-sleeved polo shirts is NOT permitted.
- Outerwear may NOT be worn tied around the waist.

Shoes/ Socks/Tights:

- Shoes must be closed toe and no higher than ½ inch. Sneakers or leather shoes are best.
- NO boots, sandals or platform shoes permitted.

School Spirit T-Shirts:

- School t-shirts with the school logo and school club t-shirts, approved by administration, may be worn on Spirit Fridays with school uniform bottoms.

Additional items NOT appropriate for school include:

- Bandanas, triangle scarves, wide headbands or large hair accessories (i.e. metal cat ear headbands or floral headbands),
- Temporary tattoos or henna tattoos,
- Large, dangling earrings or necklaces, wristbands/bracelets,
- Long or fake fingernails, makeup, lipstick, eyeliner or mascara. *Clear lip balm is permitted.

In addition to the school-based Mandatory Uniform Policy, the Lee County School District's Student Dress Code outlined in the *Code of Conduct for Students* is also enforced. This dress code may be revised at any time during the year. The final decision as to whether an item is appropriate for school rests with the school administration.

NOTE: Students arriving to school out of uniform will be given a written notice to take home and a ONE-TIME courtesy loan from our

donated uniform supply. Each time thereafter, parents will be called to bring appropriate uniform clothing to school. Parents are asked to launder and return borrowed uniform items.

Póliza para Uniformes y Código de Vestimenta

Camisetas / Blusas:

- **Cualquier color sólido**, estilo polo de punto con cuello.
- Camisas de manga corta o larga, o de estilo Oxford para niños y niñas.
- Todas las camisas deben estar metidas por dentro.
- LOGOS no deben ser más grande que una moneda de 25¢.
- SIN rayas, cuadros, estampados, o camisetas sin mangas.

Pantalones / Pantalones Cortos / Falda Pantalón / Faldas / Jumper / Vestidos con Cuello / Capris:

- **Color Sólido Azul Marino o Caqui, que se ajusta holgadamente y se asegura con la cintura.**
- **Marca / estilo de uniforme.**
- Absolutamente NO ajustado, estilo flaco o estilo jean. Incluso si es el color correcto.
- No se permiten leggings, lycra, mezclilla, tela de spandex, pantalones de correr ni pantalones de tipo cargo.
- NO se permiten 5 bolsillos y remaches. Incluso si es el color correcto.
- NO se permite el estilo de cordón, elástico en el tobillo y cualquier otra versión que no sea del tipo uniforme.
- NO pueden ser más cortos de 4 pulgadas por encima de la rodilla.
- Se debe usar en la cintura y no se puede arrastrar al suelo.
- Toda la ropa con trabillas debe usarse con un cinturón de color sólido.

Suéteres/ Chaquetas/ Sudaderas:

- SOLO COLOR AZUL MARINO con cierre o botones, con o sin el logotipo de la escuela, se permite usar dentro del edificio y en clase.
- Las sudaderas, chaquetas o suéteres que no sean de color azul marino sólido deben quitarse al entrar al edificio.
- Sombreros, gorras, guantes, abrigos o cualquier otra prenda se pueden usar solamente en días de mucho frío y únicamente fuera del edificio.
- Camisas de manga larga, que vayan dentro de otra camiseta con manga corta no son permitida.
- Ninguna prenda puede ir colgada en la cintura.

Zapatos/ Calcetines

- Los zapatos deben ser cerrados y usados en todo momento. Deben ser seguros y apropiados para el entorno de aprendizaje.
- Sólo se pueden usar calcetines de color sólido en la longitud del tobillo. No se permiten leggings o medias sin pies.

Camiseta con el Logo de la Escuela

- Camisetas con el logo de la escuela y de clubs de la escuela, aprobadas por la administración, podrán usarse únicamente los viernes con la parte de abajo del uniforme escolar.

¡Qué no se debe usar!

- Ningún tipo de pañuelos, bufandas, diademas anchas (incluye orejas de gato y flores), moños o accesorios grandes para el pelo/cabeza.
- Ningún tipo de tatuaje. (incluye tatuajes temporales o tatuajes de henna)
- No se permiten pendientes grandes o collares.
- Ningún tipo exagerado de manillas o pulseras.
- No se permiten uñas largas o falsas.
- Sin maquillaje, pintalabios, delineador o rímel. El bálsamo labial claro está permitido.

Además de esta Políticas Para El Uso Obligatorio Del Uniforme, el Código de Vestido para Estudiantes de Distrito, en el Código de Conducto también es impuesto. La administración de la escuela tiene la decisión final sobre qué artículos pueden ser usados.

Nota: Los estudiantes que llegan a la escuela sin uniforme se le dará un aviso por escrito para llevar a la casa. De cortesía, la primera vez solamente, también se le prestara un uniforme de los que se han donado a la escuela. Si pasa de nuevo, llamaremos a los padres para que traigan el uniforme a la escuela. Pedimos que el uniforme prestado se lave y se devuelva a la escuela. Si esto se repitiera continuamente, la administración escolar llamará a los padres.

VISITORS

Students are not permitted to have visitors. Adults who have school-related business must have an appointment and are required to sign-in at the front office with a valid picture ID and obtain a visitor's badge. If you need to speak with your child's teacher or an administrator, please arrange an appointment in advance. Section 5.08 (Interruptions) of the teachers' contract stipulates that visitation to classrooms by non-employees shall be approved by the supervisor and the teacher notified in advance. Anyone on school property without permission is trespassing and is therefore breaking the law (Florida Law and School Board Policy). All approved visitors will be escorted by a staff member when in the building. We enjoy visitors and showing our school proudly, but at the same time we take the safety of our children very seriously. Our main focus during the school day is teaching and learning.

VOLUNTEERS

Volunteers are valuable to our educational programs. We welcome parents, grandparents, community members and older students to join our volunteer program. If you are interested in becoming one of our volunteers, please see our schools Volunteer Coordinator, your child's teacher, or an administrator.

All volunteers must complete an annual Volunteer Application, provide a valid ID, be screened against the FDLE Sex Offender Database and be approved by the Principal before volunteering. We provide a Volunteer Orientation prior to a volunteer assignment to orientate volunteers to school policies and procedures.

Once approved, volunteers will be assigned to a teacher/area and can volunteer at the agreed upon schedule. Volunteers may or may not be assigned to their student's classroom depending on the needs and comfort level of the classroom teacher and your student's ability to show independence.

Volunteers will present themselves neatly in modest and professional dress, suitable for an elementary school setting. Babies, toddlers and preschoolers may not accompany a volunteer. Volunteers must not distract the teacher from his/her duties, are expected to maintain confidentiality and not discuss students with others and may not discipline a student. Any volunteer who creates a disruption in the classroom or school will be asked to leave the school and be dismissed from any future volunteer service.

ZERO TOLERANCE

Students, staff, parents/guardians or any other person shall not make any verbal, written or electronically communicated (email/social media) threat, suggestion or prediction of violence against any person or group of persons, or to any district-owned facility. Violation of this policy shall result in immediate suspension or expulsion and referral to the appropriate law enforcement agency.

Please talk with your student and provide them with examples of situations that would go against the above policy to help him/her understand the seriousness of such actions and consequences. Please refer to the *Code of Conduct for Students* for more information about this topic at: https://www.leeschools.net/our_schools/code_of_conduct

We hope this handbook has provided you with useful information. Further information can be found at the following sites:

The School District of Lee County: [leeschools.net/parent_portal](https://www.leeschools.net/parent_portal)
SCPEs Newsletter: [sac.leeschools.net/our_families/newsletters](https://www.leeschools.net/our_families/newsletters)
School Website: [sac.leeschools.net/our_school](https://www.leeschools.net/our_school)
Twitter: [Twitter @SanCarlosPkEle](https://twitter.com/SanCarlosPkEle)
School Messenger: go.schoolmessenger.com/



Please acknowledge with your child your commitment to our partnership in educating your child and providing a positive experience by completing the following:

ACKNOWLEDGEMENT

I have read the 2023- 2024 San Carlos Park Elementary Center for the Arts Student/Parent Handbook. I understand that this handbook contains many of the common policies and procedures for the school and district, but it is not all-inclusive. I have read and discussed the Lee County School District's *Code of Conduct for Students* with my child, including the Attendance Policy, and will make every effort to ensure that my student is at school, on time, daily.

As a student, I will set goals and do my best to reach them, asking for help when I need it. As a parent/legal guardian, I will keep my contact information current with the school, and I will stay in communication with my child's teacher in order to be a partner for my child's success. We look forward to a great school year!

Student Signature: _____

Date: _____

Parent/Legal Guardian Signature: _____

Date: _____

Teacher's name: _____

Grade Level: _____