

# ESTATES ELEMENTARY SCHOOL

2018-2019

PARENT/STUDENT HANDBOOK & AGENDA



**Mrs. Jill Rexford**

Principal

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Assistant Principal

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This handbook/agenda belongs to:

Name: \_\_\_\_\_



August 15, 2018

Dear Parents:

It is our pleasure to welcome you to Estates Elementary School for the 2018-2019 school year. We are extremely proud of our “A” school and committed to the success of every student. We work hard to ensure that our students are successful in an environment based upon our “PAWS” expectations. These expectations are P-Prepared, A-Act Safely, W-Welcome and Celebrate Differences, and S-Stop and Think. We are proud to use Positive Behavior Support and to be a PBS model school at Estates Elementary School.

This year our theme is *Find Your F.I.R.E.* for Learning. F.I.R.E. stands for **F**ocused, **I**nnovative, **R**esilient, and **E**steemed. We are so proud of our school and community and cannot wait to see our students ignite their love of learning this year. We invite you to use the hashtag #FindYourFIRE on Twitter to share your child’s accomplishments. Don’t forget to tag us @EESPanthers! We look forward to forming and continuing positive, lasting relationships with our families and other community members, and welcome your active participation in the education of your children. We hope that you will consider serving on our School Advisory Council, in our Parent Teacher Organization, or volunteering to help at school and on field trips. We have included our important dates in this handbook for you to make arrangements to be in attendance at our informative, educational, and engaging events throughout the school year.

We are pleased to have a number of security features in place for the safety of your children and our staff. Some of these features have been enhanced district wide this year. Security cameras are positioned at various locations throughout the building and enable us to monitor school entrances. When arriving at the main entrance, you will have to ring the buzzer for entrance. An office staff member will ask you for your name, your child’s name, and the reason you are visiting campus today. You will need to show a picture ID while outside of the front office door. If you are here for a meeting, you will need to have an appointment. Once cleared for entry, the office staff will allow you into the school lobby. To expedite the screening process, please have your I.D. ready for screening/approval upon entering. Once inside, you will then continue on to the normal screening process utilizing our visitor management system. You must wear your visitor’s pass in a prominent place throughout your visit. Please make sure to sign out when leaving campus.

Please review the contents of this handbook (including the dates of our events) to familiarize yourself with school policies and procedures. Do not hesitate to contact us with any questions, concerns, or great ideas that you may have. Again, welcome to Estates Elementary!

Warm Regards,

*Mrs. Jill Rexford*

Principal

*Mrs. Margaux Horne*

Assistant Principal

## **ACADEMICS**

### **GRADING**

Grades are earned, not given. Therefore, it is important that students complete and turn in all work that is assigned. Report cards will be sent home on October 19<sup>th</sup>, January 8<sup>th</sup>, March 22<sup>nd</sup> and final report card will be mailed by the district.

### **GRADING POLICY**

Estates Elementary implements the Standards-Based Progress Reports in grades K-5, as do the remaining elementary schools in the district. Please refer to the district website for more information.

### **HOMEWORK POLICY**

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. As a general rule, children will have homework Monday through Thursday nights. The amount of time required to complete the assignments will normally be 20-30 minutes for primary students and 45-60 minutes for intermediate students. Homework demands will vary according to grade level. For more specific information regarding homework, please contact your child's teacher.

### **TEXTBOOKS/SCHOOL RESOURCES**

Textbooks are furnished to students by the State of Florida. Pupils will be charged for resources issued to them that have been lost or damaged through negligence. When students check resources out through the Media Center, the responsibility for loss and/or damage is theirs.

### **Planners/Agendas**

Each student in grades 3-5 will be given a student planner to use for the year. It is the responsibility of the student to write down assignments and return the planner to school each day. Lost or damaged planners can be replaced for a cost of \$5.00, if available.

# ARRIVAL-DISMISSAL PROCEDURES

## **ARRIVALS**

A child's school day should begin no earlier than necessary. Students eating breakfast at school may arrive at 7:45 AM, and others should time their arrival for 8:10 AM. Children should not arrive at school before 7:45 AM due to the absence of adult supervision. If parents are dropping students off and it is prior to 7:45 AM, please have your child supervised by you and remain in the vehicle until school doors open at 7:45 AM. Alternatively, you may choose to enroll your child in before school care (fee-based) here at Estates Elementary, provided by Sports Club. Upon arrival, all students are to enter designated areas where supervision is provided. Parent cooperation with respect to student arrival time supports your child's safety and is appreciated.

## **DISMISSALS**

**Any change in a child's usual manner of departing school grounds at dismissal requires a note signed by the parent or a phone call to the office prior to 2:15PM.** Early dismissal of students during school hours is handled in the office. Children who have dental appointments, doctor appointments, etc. will be called to the office **upon the arrival** of the parent/guardian. Parents who do not arrive prior to 2:15 for early dismissal will be required to wait for their child to be dismissed at dismissal time, 2:50PM. Upon presentation of a photo ID, the parent, or authorized adult, will sign the student out on the Student Early Dismissal sheet in the office.

## **DISMISSAL DURING HAZARDOUS WEATHER CONDITIONS**

When hazardous weather conditions exist at dismissal, students will remain in holding areas inside the building. Buses will be loaded when the weather clears. Those picking up car riders are to park in the parking lot and go to the front lobby with photo identification. Students will then be called to the lobby for dismissal.

## **EARLY RELEASE DAYS**

The Collier County School Board has provided early release days (August 31<sup>st</sup>, October 16<sup>th</sup>, February 12<sup>th</sup>, May 24<sup>th</sup> and May 30<sup>th</sup>) to engage in school improvement activities. The students are dismissed at **11:50 AM** on early release days.

# ATTENDANCE

Florida School Law requires regular school attendance. Parents/guardians are required to notify the school when their child is absent within 24 hours by telephone or in writing. The school will notify a parent, in writing, when a student has accumulated 7, 10, and then 15 excused or unexcused absences, or days tardy. The school will schedule a parent conference to discuss cumulative absences or number of days tardy as needed. Students with excessive absences will be referred to Student Services for truancy. Absences of 3 or more consecutive days must be documented with a doctor's excuse.

## **ABSENCES**

In order to qualify for validated absence the parent must notify the school of the child's absence within twenty-four (24) hours of the date of the absence. A phone call on the date of the absence prior to 10:00 a.m. is preferable. If it is not possible for the school to be contacted by phone, then the parent is to send a note with the student on the day s/he returns to school explaining the absence.

## **EXCUSED ABSENCES**

1. An illness of the student documented by a doctor's statement or a documented medical/dental appointment
2. An observance of an established religious holiday or for pre-arranged religious instruction as defined in F.S. 1003.21. (documentation of the religious affiliation of the student may be required by school officials)
3. A court subpoena, a required court appearance, or placement in detention at a juvenile center in which the student continues his/her education.

## **VALIDATED ABSENCES**

Brief illness, appointments, and family business are considered absences for purposes of meeting attendance policy requirements. Absences must be documented by written notes from parents.

## **TARDINESS**

It is extremely important that your child be in the classroom before the tardy bell rings at 8:25 AM. It is equally important that students remain at school for the entire day, avoiding early dismissals for all but emergencies. A child who is late to class or dismissed early is at a serious disadvantage, loses precious organizational and instructional time, and causes disruption to the instructional program of the other students. Excessive tardiness/early dismissals may result in further disciplinary action including, but not limited to: Calls home, parent conferences, academic make-up time provided during recess, mandatory meeting with District Attendance Office, or other interventions, as warranted.

# ATTIRE

## **DRESS CODE – UNIFORM POLICY**

Estates Elementary School has adopted a school uniform policy based on the results of a parent survey conducted in the spring of 2006, and approved by the School Board. The School Advisory Council made modifications in 2016. School uniforms consist of the following:

**SHIRTS:** Collared polo style shirts in any solid color (no decorations, designs or insignias- small brand name logos are acceptable.) Short or long sleeved shirts are appropriate. Shirts must fall 3 inches below the waistband or be tucked in. Undershirts should be white or match the color of the polo shirt. Undershirts must be tucked in. \* **Spirit shirts may be worn on Friday's only.**

**PANTS:** Navy blue, khaki, or black slacks or denim pants, shorts, skorts. (No rips, washed out denim, holes, or décor on denim pants.) Belts are strongly encouraged.

**SKIRTS/JUMPERS:** White or matching shorts or leggings must be worn underneath skirts or jumpers.

**SHOES:** Athletic shoes. Shoes with wheels are not allowed. (Heelys)

Hair shall be cleaned and neatly groomed. No mohawks or faux hawks permitted.

Hats or caps shall not be worn in the school building except for approved areas identified by the principal.

Adornment which is attached (pierced) to exposed body parts other than the ears is not acceptable.

**\* Heelys are not permitted.**

For further description, please refer to your Collier County Code of Student Conduct.

# COMMUNICATIONS

Estates Elementary School is proud to be a green school, and will communicate via email and telephone as often as possible. Please contact the office if your telephone number or email address changes.

## **BACKPACK /WEDNESDAY ENVELOPES**

Students are encouraged to have a backpack at school every day. (Please no rolling backpacks). Information about classroom happenings and assignments is communicated in a variety of ways, such as **BEE** Books, and student planners, which are specific to each grade level. School-wide information will be sent home to families on Wednesdays, and may contain such things as student work, information about the class, the school, the community, special events, etc. Parents should review the material within the packet and return requested signatures and/or information promptly.

## **EMERGENCY INFORMATION**

Parents are asked to notify the office immediately, and then follow-up in writing, if there is a change in phone, address, or emergency contact person.

## **PARENT CONFERENCES**

Communication is encouraged between school and home. A spirit of understanding, cooperation, and progress is what makes a school and community a better place in which to live and learn. To ensure the availability of the staff, please schedule an appointment with your child's teacher.

## **COMPUTER USE POLICY**

The Collier County Public Schools (CCPS) Network Service as adopted by the School Board should be observed by students and staff at all times. The following points should be considered when utilizing our networks and the Internet:

- Use of our networks, workstations, and the Internet is for the sole purpose of instruction, study, and research related to the curriculum or our job responsibilities. It is important for all CCPS employees and students to strictly adhere to this policy (Network Services Use Policy) at all times.
- Access to the Internet should be limited to specific objectives and never accessed indiscriminately.
- Breaking of copyright laws (loading software onto servers or workstations without adequate licenses or copying copyrighted information from our servers, workstations or from the Internet) is strictly prohibited. Anyone caught may be liable for up to \$250,000 in fines plus a prison sentence.

## FOOD SERVICE

**PROGRAM** The Estates cafeteria will serve two meals each day: breakfast and lunch.

### **BREAKFAST**

During the 2018– 2019 school year all Collier County school students will be offered breakfast at no charge. Menus for breakfast are published in advance and usually consist of breakfast cereal or hot entrée, juice or fruit and milk. Breakfast will be served from 7:45 – 8:20 AM.

### **LUNCH**

School lunches consist of a multiple choice buffet style menu with two hot entrees and a variety of fruits and salads. Peanut butter and jelly sandwiches are offered each day. Milk is included as a choice. Menus will be posted on the school and district websites.

### **MEAL COSTS**

Children may pay for their lunches on a daily, weekly or monthly basis. Each student has an account on a computerized cash register system in the cafeteria. When sending your child to school with lunch money, please place it in an envelope or plastic bag and include your child's name, student number and teacher's name.

Breakfast - No Charge Lunch – Full pay: \$2.00/day or \$10.00/week; Reduced: District subsidized; no cost. Milk/Juice \$ .50 (a la carte) Adult breakfasts are \$1.50, and lunches are \$3.00 per day, lunch includes iced tea or lemonade with a drink refill. (Prices are subject to change.) Since the cafeteria is required by law to balance the books daily, there are no provisions for students to charge lunches. Paying by a check, weekly or monthly, will help to avoid this problem. Online payment is also available at <http://www.paypams.com>. Families are encouraged to apply for free or reduced price lunch. Please see the secretaries in the office for assistance. Only one application needs to be completed per family, even if your children are in different schools.

### **SNACKS**

The cafeteria will offer healthy snacks at an additional cost of \$.50 - \$1.25 per item. The students must eat their lunch before being allowed to purchase a snack. Money will **not** be withdrawn from the daily lunch account to pay for snacks without parent authorization.

## HEALTH AND SAFETY

Health services are an important part of a student's total school program. School health staff promote academic success by helping to ensure that students are healthy and ready to learn. School nurses and school health assistants help students manage chronic health conditions, identify and follow-up on suspected health problems, manage illnesses and injuries, monitor immunization and physical examination documentation, and serve as a resource for health and wellness information. If a serious illness or injury occurs, the parent will be notified immediately. The Emergency Medical Services (EMS) may be called to render medical assistance, if deemed advisable. To help protect and promote the health of all students, parents are asked to follow the guidelines below.

**WHEN TO STAY HOME**- Children who have a temperature of 100 degrees or higher should be monitored at home for other signs or symptoms of illness. A child's ability to perform in school is diminished if he or she does not feel well. If your child has repeated episodes of diarrhea or vomiting, a rash or general weakness please consult with your health care provider and keep your child at home until the illness passes or your doctor recommends the child return to school. Health conditions such as conjunctivitis (pink eye) are highly contagious and must be properly treated before your child may return to school. **A child may not return to school after an illness unless they have been fever free for 24 hours.**

**MEDICATIONS**- Whenever possible, medications should be given at home. However, if it is necessary for your child to receive a medication at school, the parent must bring the medication to school in the original container and complete and sign a Medication Authorization Form. If a prescription medication is required at school, the prescribing doctor must also complete and sign the Authorization. This form is located on the District web-site or is available from the school nurse. Medications are kept in the school clinic. Students may not carry medications at school except in very specific situations which require the written approval of the physician, parent and school nurse. If your child has a health condition that requires medication or treatment, please contact the school nurse.

**EMERGENCY INFORMATION**-Parents must complete and sign a Student Emergency Information Card every school year. Please be sure you provide the school with accurate and current telephone numbers and contacts in case of emergency.

**HEAD LICE**- Head lice, often spread by direct head to head contact outside of school, are most commonly found in young children. Head lice and nits (eggs) do not transmit disease and are not a significant health hazard. The Collier County Public Schools' procedure regarding management of head lice is based on recommendations from the American Academy of Pediatrics, the National Association of School Nurses and the Centers for Disease Control (CDC). If live lice or nits, are present, the parent will be asked to pick up the child and will be given instructions for treatment and removal of the nits and/or lice. Siblings will also be checked.

- The parent must accompany the child to school after treatment. Students who continue to have live lice upon re-check may not return to class.
- Students who have nits only may return to class and will be re-checked according to a specific protocol.
- Please check your young child frequently and notify the school nurse if lice and/or nits are found.
- For more information, please contact your school nurse.

### **INSURANCE**

School insurance will be offered at the beginning of each school year. The cost is minimal compared to the potential cost of medical care. If you are interested, please contact the office for a form. The Healthy Kids Insurance program is also available to qualified students. If interested, please ask for a pamphlet in the main office.

### **SEXUAL MISCONDUCT**

It is the policy of the Board of Education to maintain an educational environment that is free from sexual misconduct. Sexual misconduct consists of sexual advances, requests for sexual favors or inappropriate verbal, written or physical contact or conduct of a sexual nature, which creates an intimidating, hostile, or offensive environment, or physically threatens an individual or which interferes with the right to get an education or to participate in a school activity. Any student who engages in sexual misconduct shall be subject to disciplinary action including, but not limited to, suspension or expulsion, in accordance with the Florida Statutes, the Florida Administrative Code, and the Code of Student Conduct. Any person who alleges sexual misconduct may file a complaint directly with an administrator or guidance counselor.

## **HOLIDAY AND BIRTHDAY CELEBRATIONS**

### **SCHOOL PARTIES**

School Board Policy on School Wellness states that all foods served or sold to students in schools during the school day, including school and classroom celebrations, classroom activities, vending machines, school stores, athletic events, or fundraising **should model a healthy lifestyle. This would preclude serving cake, cupcakes, etc.** Only nutritional snacks that are store bought and prepackaged may be served. Four (4) classroom parties may be held, as follows: **Fall Holiday –Winter Break –Valentine's Day – End of Year**

### **STUDENT BIRTHDAYS**

Birthday parties are **not** held at school. Classroom teachers will acknowledge a student's birthday in a variety of ways if family beliefs allow. Invitations for at home parties may not be distributed at school, so as to not interfere with our academic program, or to cause hurt feelings. Please do not have flowers or balloons delivered to your child at school. They will not be delivered to the classroom, as doing so would disrupt the academic focus of our work. Additionally, items of this nature are not permitted on buses. The Food Service staff will prepare birthday cookies for the class at a nominal charge. The cookies will be distributed at lunch. Please call the cafeteria at least 2 days prior to place an order, and may be reached at 377-6612.

# **PARENT/ COMMUNITY INVOLVEMENT**

## **PARENT TEACHER ORGANIZATION (PTO)**

The PTO brings parents, teachers, administrators and other staff together to work and communicate as partners in providing resources to enhance the quality of education at our school. All parents and school staff are members and are requested to be actively involved in the PTO sponsored activities. The proceeds of these activities will be utilized to purchase items or services needed by our school. Please visit our school website, and click on the link to the PTO website for more information.

## **SCHOOL ADVISORY COUNCIL (SAC)**

The Florida Accountability Act established School Advisory Councils at each school site, with the charge of writing and implementing a School Improvement Plan. The Council is comprised of teachers, parents, non-instructional representatives, community members, and the principal. Activities of the Council will be communicated to all parents, and parental input is vital to the Council's responsibilities. Parent representatives are elected by parents.

## **STUDENT RECORDS**

Parents have the right to view their child's school records. If you would like to review these, you may set up an appointment with the school counselor by calling the front office.

## **VOLUNTEER PROGRAM**

At Estates Elementary School we strive to have a very active volunteer program including parents and interested community members. Adults may work in the school during the day, or at home, at their convenience. If you are interested in volunteering or chaperoning on a field trip, please complete the on-line volunteer application on the school district website, at <http://www.collier.k12.fl.us/about/communityinvolvement.asp> and contact our Volunteer Coordinator through the front office. The front office phone number is 239-377-6600.

## **VISITORS**

It is our pleasure to have visitors on campus to see our beautiful facility, our students and staff engaged in learning activities, to participate in school activities, and to volunteer. In order to maintain a safe and secure environment for all, all visitors are required to check in at the main office through our CONCIERGEpad by presenting a valid Driver's License or other valid United States issued photo identification and receive a visitor sticker. You will also be asked to leave your keys at the front desk until your visit is complete. When you leave, you are required to return to the front office to check out through the CONCIERGEpad. No student or staff person will permit anyone through the locked gates without a current CONCIERGEpad ID. This procedure is **strictly** enforced.

## **Florida Sheriffs Association – School Safety Hotline**

Report drugs, guns, weapons and other criminal activities in schools CALL TOLL FREE AND REMAIN ANONYMOUS TO: **1(877)723-2728**

## **TEACHER REQUESTS**

A challenge that all schools face each year is creating well-balanced classrooms for children and their educational program. A commitment to heterogeneous classrooms is based on educational research that supports class unity, cooperation, and blending learners. Children often learn from others, must share their skills, and be prepared to make their best effort. A variety of factors are considered when developing class lists such as: class size, boy/ girl ratio, cultural diversity, academic level, behavioral dynamics, and enrollment in exceptional student programs such as gifted, SLD, ELL, and speech/ language. The uniqueness of each student is considered as well as the newly formed collective working environment. These same factors are used when enrollment exceeds projection and a class is formed after the school year has started. We appreciate your support and understanding and ask that parents not make requests for specific teachers. Our whole staff is committed to each child being successful and to continually strive for excellence in our program. However, if you feel that your child has special needs that should be considered, you may write a letter to the Principal regarding his/ her needs. Please state your child's strengths and weaknesses, and then describe the teacher qualities that will address your child's needs.



# TRANSPORTATION

## **BUS RIDERS**

All students at Estates Elementary School are provided school bus transportation. If a child has never taken the bus to or from school, they will need a boarding pass to get on the bus. Boarding passes are available in the front office. A parent must send in written notification of any changes before a boarding pass will be provided. For transportation information after 3:30 please call the Transportation Department at 377-1024.

### **Bus Rules**

It is important to remember that a misbehaving bus rider not only endangers himself but also endangers many other students. To maintain safety the following rules will be enforced:

- 1 Students must get on and off the bus at assigned stops.
- 2 Students are to remain seated until their bus stops.
- 3 No part of the body is to be outside the bus window.
- 4 Nothing should be thrown from the windows.
- 5 Physical contact (hitting, kicking, etc.) will not be allowed.
- 6 Snacks/food may not be consumed on the bus.
- 7 Profanity or vulgar behavior is not allowed.
- 8 Driver's instructions must be followed.

Bus drivers are normally able to deal with issues that arise. However, if the problem is serious the child will be written up on an official report of school bus violation and will be referred to an administrator. The child may be reprimanded, suspended from the bus temporarily or suspended from the bus permanently, depending on the severity and/or frequency of the misbehavior.

## **CAR RIDERS**

**AM:** Parents are to use the car loop for dropping off and picking up students by car. Cars may not be in the bus loop, which is only for bus loading and unloading. Car riders should arrive by 8:20 AM. For the safety of children, traffic flow will be restricted to one lane at all times. Staff and safety patrol will assist students arriving by cars.

**PM:** Students designated as car riders will be loaded into their vehicles and dismissed through the car line. Please arrive at the school by 2:50 to pick up your child. Drivers are asked to display student's name(s) in the front windshield *on the form provided*. **Drivers who do not have this form properly displayed on their dashboard will be asked to park and walk to the office for an identification check.** Once identification has been established, the office will contact the car rider coordinator and your child will be called to meet you in the lobby. **PLEASE DO NOT PARK AND WALK TO THE HOLDING AREA FOR YOUR CHILD, UNLESS DIRECTED TO DO SO, AS STUDENTS WILL NOT BE RELEASED FROM THE CAR LINE.**

Financial Page from Mr. Stump