

TABLE OF CONTENTS

Behavioral Expectations	2	School Food Program	9	Academics	14
Discipline Philosophy		Breakfast / Lunch Program		Homework	
Character Traits		Patio Dining		Progress Reports	
Zero Tolerance Policy				Lost / Damaged Books	
		Health & Safety Procedures	9		
Safety Update	3	Communicable Diseases		Parent / Community Involvement	14
		Emergency Information		Partners in Education	
School Policies & Procedures	3	Head Lice	10	Parent Teacher Organization (PTO)	15
School Attendance		Illness		School Advisory Council (SAC)	
Absence		Medication		School Improvement Plan	
Tardiness	4	Insurance		Volunteers	
Arrival and Dismissal					
Early Pick-Up		Transportation – IMPORTANT	11		
Visitors		Transportation Changes			
Telephone Guidelines	5	Rainy Days			
Change of Address		Bike Riders / Walkers			
Release of Records		Car Riders			
Withdrawal		Important Safety Concern	12		
		Bus Riders			
General Procedures	5				
School Uniforms		Parent Communication	13		
Inappropriate Items	6	School Messenger			
Lost and Found		TWITTER and FACEBOOK			
School and Birthday Parties	6	Website			
Food and Refreshments		Parent Conference			
Lost and Found		Thursday Envelope			
Pets		Teacher Voicemail			
Teacher Requests	8				

STUDENT BEHAVIORAL EXPECTATIONS
COLLIER COUNTY CODE OF CONDUCT

DISCIPLINE PHILOSOPHY

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

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

COLLIER COUNTY CHARACTER EDUCATION TRAITS

We believe that teaching and modeling **good character** is a function of the educational environment. This is the cornerstone of the Calusa Park's school community and will be emphasized *daily* at school, in all interactions around the campus. The Character Education Traits are as follows:

- | | | | |
|---------------------------------|------------------|------------|----------------|
| ◆ Respect/Tolerance/Cooperation | ◆ Responsibility | ◆ Kindness | ◆ Perseverance |
| ◆ Integrity | ◆ Honesty | ◆ Fairness | ◆ Caring |
| ◆ Patriotism/Citizenship | ◆ Forgiveness | ◆ Courage | ◆ Self-control |

ZERO TOLERANCE POLICY

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

COLLIER COUNTY PUBLIC SCHOOLS SAFETY UPDATE

All CCPS Schools will be locking the front doors during the day as an additional layer of security. This is an enhancement to the existing visitor screening procedures currently in place.

- Guests arriving on campus will request access using the access control device next to the school front door.
- When the front office staff answers, the guest will be asked for their name, and the reason for their visit, which may include their child's name.
- All visitors will be asked to display photo identification to the camera. Without a photo I.D. access will not be granted.
- Once approved and granted access, if our guests have a scheduled appointment or conference-they will again present photo identification and will receive a visitor's pass using the existing visitor screening system.
- When leaving the campus, exit through the front office and check-out by scanning your visitor's pass.

SCHOOL POLICIES AND PROCEDURES

COMPULSORY SCHOOL ATTENDANCE

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

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

ABSENCE

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

TARDINESS

Prompt arrival at school is expected of all children. Students are to be in the classroom by 8:25 a.m. Late arrival disrupts class and causes loss of instructional time. Any child who arrives in their classroom after 8:25 a.m. is considered tardy and must report to the office, with their parent, for a late pass. This also applies to children coming in late from the doctor or dentist. The only exceptions are students on late buses or those on safety patrol duty. All situations of habitual tardiness will be investigated and may result in loss of recess, to make up the academic time lost, and a possible parent conference with an administrator.

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

ARRIVAL -- Important Information

For the safety of all students our policy is that no child should arrive prior to 7:45 a.m. Supervision for students begins at 7:45 a.m. Students cannot be left outside the front office or sent to the office to wait until 7:45am. Parents must wait with their children in the car line. Also, with the added security measures, parents are no longer allowed to walk their student to class.

DISMISSAL – Important Information

All children should be off school grounds immediately following dismissal and will not be allowed back to a classroom for any reason. Children are not allowed on the playground before or after school hours unless they are participating in the Club Calusa Before~After School program. Any student left in the car rider line, after 3:15pm, will be brought into the office for parent check-out.

EARLY PICK-UP

Whenever possible, please schedule your child's appointments outside of school hours. ***Parents who need to pick up their child during the school day must report to the office, present identification and sign the child out of school.*** Students will be dismissed from the office ONLY. At no time should a parent or guardian report to a classroom to remove their child as this violates our safety policies. Please inform the teacher by note if you are planning to pick up your child early, or notify the office before **1:30 p.m.** on the day early pick-up is necessary. ***Due to disruption in dismissal, children will not be dismissed between 2:15 p.m. and dismissal time.*** Please plan accordingly. If a child is to be picked up by someone other than a parent, advance arrangements must be made with the office. ***Photo identification is always required.*** Parents who routinely pick-up their children early may be asked to meet with an administrator to discuss the situation.

EARLY DISMISSAL DAYS:

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

VISITORS

Due to Covid-19 No Visitors will be allowed on campus

TELEPHONE GUIDELINES

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

CHANGE OF ADDRESS

It is very important, for emergency and administrative reasons, that every child maintains an **up-to-date address record** at the school office. Notify the school immediately if you have a change of address or phone number during the school year. Your child's records include their Student Portal which will also require updating.

RELEASE OF RECORDS

All student records are now digitally recorded at the District Administration Office. Information included in these records may not be released without written parental consent. To request your student's record you must contact Student Relations 377-0203 or send an email to records@collierschools.com.

WITHDRAWAL

If it is necessary to withdraw your child from school, please notify the office at least two days in advance by note or telephone. Textbooks and library books must be accounted for, and the appropriate transfer forms must be completed.

GENERAL PROCEDURES

Calusa Park Elementary Uniform Guidelines (Revised August 14, 2020)

Due to Covid-19, students are required to wear a mask or face covering while on campus. The Collier County School District will be providing two masks and one buff for every student. The District is also providing goggles as optional protective eye wear.

A water bottle is highly recommended for each student to bring to school. The water fountains will not be available but the water bottle filling stations will be available throughout the school day.

Calusa Park has a mandatory uniform policy which has been approved by the DSBC. Parents are responsible for purchasing and maintaining their child's uniform clothing items. Uniform clothing items are stocked at Wal-Mart, Target and Uniforms Unlimited and are relatively inexpensive. Parents will be notified if their child's clothing does not meet the following guidelines:

Shirts:

All students are to wear a solid color **polo style shirt** with a collar. Any number of buttons are allowed. Shirts should not have any logo's larger than a square inch. Midribs or undergarments cannot be exposed at any time. All oversized shirts must be tucked in. Shirts should not be more than one size larger than the student's

actual size. No stripes or designs of any sort will be allowed. Shirts should not be tied up.

Boys Bottoms:

Boys will be required to wear solid-colored (no logos) Khaki (tan), navy blue or black pants or Bermuda style shorts. The shorts must have a minimum of a 6” inseam. Cargo pockets are acceptable. No sweat pants or athletic shorts. Inappropriately oversized garments will not be accepted.

Girls bottoms: Girls are required to wear solid-colored (no logos) Khaki (tan), navy blue or black pants, Bermuda style shorts, skorts, skirts, capris or jumpers. Jumpers and skirts may be no less than 3 inches above the knee and skorts and shorts must fall 2 inches below fingertips when arms are extended at the side. Lengths of skirts, skorts, jumpers, and shorts will be strictly enforced. Solid Color leggings/tights may be worn under appropriate length skirts or jumpers, but cannot be worn on their own. No “skinny” pants, sweat pants or athletic shorts.

Shoes:

All students are required to wear athletic style sneakers that are laced and tied or have Velcro closures on P.E. days. No zipper shoes are allowed. Sneakers that go up to the knee are not allowed. Sneakers must be completely closed toed with an enclosed back. On days that a student does NOT have P.E. they may wear shoes that are closed toed with an enclosed back and rubber sole such as a Mary Jane or Dockside style. Shoes that now include games and/or music are not allowed. Students may not wear sandals, cleats, dress shoes or boots.

Hairstyles:

All students must be in compliance with Collier County District Guidelines. Distracting styles and colors are not allowed.

Winter Wardrobe:

If students wish to wear long sleeves or sweaters **in** the classrooms they must follow these guidelines: Students may elect to wear:

- Long sleeve solid color polo shirts
- Turtle necks or shirts worn under polo shirts must be solid in color, no patterns.
- Solid sweatshirts (pullover or zipper) or sweaters (no logos), etc...
- **Jackets or sweaters not meeting these guidelines cannot be worn inside the classroom.**

Additional Info:

- CPE spirit T-Shirts can be worn with uniform bottoms on Fridays.
- **Uniforms must fit appropriately – they cannot be oversized or too small/tight.**
- Uniforms must be worn on all field trips unless it is stated otherwise on the permission slip.
- **No Visible tattoos.**
- Parents will be notified of all dress down days in advance.
- Unless you’re given written notification, assume your child should be in uniform, even on picture days.
- On cold mornings students will be expected to be in uniform. (No jeans or boots allowed)

- Ripped, torn or dirty clothing will not be allowed.
- **Undergarments should not be visible.**
- No “Heelies” are to be worn.
- **Socks:** Must be worn. No graphics or words allowed.
- **Belts:** Not required
- **Jewelry:** Excessive jewelry is not allowed. Earrings should not be larger or longer than a quarter.
- **Headwear:** Ball caps **worn appropriately** are encouraged when PE is held on the field or basketball court. Otherwise, no hats, scarves or bandanas allowed. Hoods on jackets may not be worn in the classroom.

Dress Code Violations

First Offense - Verbal warning

2nd Offense - Student receives a minor infraction.

Subsequent Offenses – Student receives minor infractions, is sent to office, and phone call home will be made. The 4th minor infraction will generate a referral.

INAPPROPRIATE ITEMS

Children should **bring to school only those items that support the educational program**. Items such as toys, games, radios, skates, balls, bats, gum, candy and sharp objects must remain at home. Items of value such as jewelry, heirlooms, electronics and money must also remain at home. Balloons and flowers are not permitted to be delivered to students. Likewise, **children may not bring any of these items on the bus.** Roller blades, Heelies, skateboards, scooters and the like are prohibited at all times on campus.

LOST AND FOUND

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

SCHOOL AND BIRTHDAY PARTIES

Four classroom parties may be held yearly, determined only by the classroom teacher. **BIRTHDAYS MAY NOT BE CELEBRATED AT SCHOOL. There are many reasons for this: hurt feelings, loss of educational time, disruptions in the Dining Hall. Please plan your child’s birthday party as an off-site, after school event. Distributing party invitations at school also creates a weakness in the classroom cohesiveness so we ask that you refrain from handing them out at school.** Also, to avoid disruption of the school environment, having flowers or balloons delivered to your child at school is prohibited. These items cannot be transported by bus **nor delivered to the classroom during school hours.**

We do believe that a child’s birthday is a special event and in all cases the child will be recognized, in some way, by their classroom teacher.

FOOD AND REFRESHMENTS

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

PETS

Pets may not be brought to school. Exceptions may be made for a clear educational purpose but must be approved in advance by administration. In the case of an approved exception, a parent must transport and remain in control of the pet at all times.

SAFETY PATROL

Responsible 5th grade students are selected to serve as School Safety Patrols. A designated staff member, along with the Youth Relations Deputy, facilitate the training of the children chosen to do this duty. All children are expected to follow the directions of the patrol members while moving on the sidewalks, along the ramps, and other areas of the campus.

TEACHER REQUESTS

A challenge that all schools face each year is creating **balanced classrooms** for children and their educational programs. A commitment to balanced classrooms is based on educational research that supports class unity, cooperation, and blending learners. Children learn from others and must share their skills and be prepared to demonstrate their best effort.

Factors that must be considered when constructing classes are: class size, boy/girl ratio, academic level, behavioral interactions, and enrollment in exceptional student education programs such as gifted, SLD, 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 Calusa Park's enrollment exceeds projections 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 entire staff is committed to each child being successful and continually strives for excellence. However, if you feel that your child has special needs that should be considered, you may write a letter to Mrs. Walcott regarding his/her needs. Please state your child's strengths and weaknesses and then describe the teacher qualities that will best address your child's needs.

SCHOOL FOOD PROGRAM

BREAKFAST/LUNCH PROGRAM

School meals are attractive and nutritionally adequate. Breakfast is FREE for all children. Breakfast will be served daily from 7:50-8:10a.m. Children arriving in the dining hall after 8:10a.m. (except in cases of late bus arrival) will not be served. The price of **lunch** with milk is \$2.00 daily. If possible we encourage you to pay for the week, month, or longer if preferred so that your child will have a balance to debit their meal from. If lunch is brought from home, milk can be

purchased for \$.50 a carton. (Prices subject to change due to federal guidelines). Soft drinks and any food item in a glass container may not be brought to the dining hall.

****Children may not charge meals when an account has a negative balance exceeding \$4.00. The child will be provided a cheese sandwich and milk but may not purchase a meal until the balance is cleared. Parents must apply online for meal benefits www.collierschools.com/foodservice.** Applying online allows us to process eligible students for meal benefits within 48 hours.

Due to Covid-19 parents will not be allowed to eat lunch with their student.

HEALTH AND SAFETY

COMMUNICABLE DISEASES

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

Beginning August 31st, any child showing symptoms of a virus will be seen by our school nurse and if deemed necessary will be put in our isolation room and await parent pick-up

EMERGENCY INFORMATION

Each child is required to have an emergency card on file at the school office with the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and current address
3. Home phone, parent(s) work phone, cell phone or pager number
4. Emergency phone number of friend or relative
5. Physician's name and phone number
6. Medical alert information

HEAD LICE

Head lice occur everywhere there are large numbers of children. We try to keep the problem controlled in our school by not allowing any child who has live lice in school. Children may not return to school until a head lice treatment is used, and it is preferable that **ALL NITS ARE REMOVED FROM THE HAIR**. Up

return to school, children must be examined in the clinic prior to returning to the classroom. Parents must accompany the child and remain until the hair is checked and the child is cleared to return to class.

ILLNESS

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

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

MEDICATION

According to DSBCC policy, the parent must provide the school administration with a written statement granting permission to assist in the administration of each medication. If it is necessary for a child to receive medication while in school, **parents must report to the office, complete the medication permission form and bring in the medication. Students are not permitted to carry medications of any form to or from school.**

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

1. Be clearly identified as to the name, type and dosage of medication.
2. Be in the original container.
3. Carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name and prescription date.
4. Be accompanied with a dated note signed by the parent stating the medication, child's name, dosage amount, specific dosage times, and other instructions if necessary.
5. Indicate if refrigeration is required.

It is the child's responsibility to come to the clinic at the appropriate time to get the required medication at which time he/she will be assisted by designated school personnel.

TRANSPORTATION

TRANSPORTATION CHANGES

For the safety of your child, it is vitally important that you inform us of any changes you may have in your child's transportation. It is recommended that you send a note to the teacher **and required** that a call to the front office (377-6400) be made to ensure all parties are notified of the change. Keep in mind that without

notice from a parent/guardian the child will go home as normal. **Additionally, consistency in dismissal procedures is critical to the safety of your child. With over 600 students, it becomes very difficult, with the number of changes to transportation received during the day, to ensure every child is in the right place. Help us keep your children safe by following a daily routine as much as possible and limiting the number of times you have to change their transportation.**

RAINY DAYS

If the Thor Guard alert system issues a warning for an electrical storm at dismissal time, children who normally ride bicycles or walk will not leave the school until parents pick them up or the warning has cleared. As a rule, if you hear thunder and/or see lightning we will NOT release your child to walk or ride their bicycle home. Also, if there is a storm or heavy rain car riders will be dismissed from the office one by one to their identified vehicle. This will cause a back-up in traffic so we ask everyone remain patient as we do what is necessary to keep the students and our staff safe. Feel free to contact our office if ever in doubt (239)377-6400.

BIKE RIDERS / WALKERS

A fenced bike rack area is provided for the use of students who wish to ride bikes to school. **Each biker should provide a lock** for securing the bike in the bike rack, as the school is not responsible for the security of bikes. Bikers and walkers must stay on the sidewalk, out of the woods, off the street, and otherwise follow acceptable rules of bike and pedestrian safety. Bike helmets are to be worn in compliance with the bike helmet law. All bikers are to walk bikes once they are on the bike path on school grounds.

CAR RIDERS

- Car riders may be dropped off and picked up in the driveway on the north side of campus.
- AM car riders; form a double lane, pull forward as directed, wait for a staff member or a safety patrol to unload your child from the vehicle.
- Car riders are to arrive by 8:15am but **no earlier than 7:45am**. If your child is to eat breakfast they must arrive prior to 8:00 a.m.
- PM car riders; Vehicles will form a double line, show the staff member the required pick-up sign and the child will be escorted to a numbered station ready for pick up.
- To expedite the loading process, parents are asked to remain in their vehicle at all times and patiently wait for a staff member to load/unload your child.
 - **DO NOT PARK YOUR VEHICLE AND ATTEMPT TO REMOVE YOUR CHILD FROM THE HOLDING AREA AS THIS CREATES SAFETY ISSUES AND IS UNFAIR TO THOSE WHO ARE FOLLOWING OUR POLICY AND WAITING IN THE CAR LINE.**
 - **IF YOU DO NOT HAVE THE PROVIDED PICK-UP CARD YOU WILL BE REQUIRED TO PARK YOUR VEHICLE AND PROVIDE THE FRONT OFFICE WITH PROPER IDENTIFICATION. NO EXCEPTIONS.**
 - **AFTER THE OFFICE STAFF HAS VERIFIED YOUR IDENTIFICATION, THE CHILD MAY BE RELEASED TO YOU. THESE RULES ARE FOR THE SAFETY OF ALL CALUSA PARK STUDENTS.**
- All children who consistently arrive before 7:45 a.m. or remain after 3:15 p.m. will be held in the office of the Principal or Assistant Principal and the parents will need to meet with them to discuss the situation.
- As always, special needs may be addressed with the principal.

IMPORTANT SAFETY CONCERN:

- **The use of cell phones while driving or waiting in our car line has become an increasingly dangerous occurrence. When you are on your phone you are not 100% focused on the movement of the other vehicles, the movement of other people and any other situation during that time. Because of this reason, cell phone usage in our car line is completely prohibited.**
- **YOU MUST TURN OFF YOUR CELL PHONES IN THE CAR RIDER LINE FOR THE SAFETY OF THE CHILDREN AND OUR EMPLOYEES!! THE LINE WILL BE HELD UNTIL COMPLIANCE IS ACHIEVED.**

BUS RIDERS

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

To maintain safety, the following rules will be followed:

1. Students must get on and off the bus at your assigned stop.
2. Students are to remain seated until their stop is reached.
3. No part of the body is to be outside the bus window.
4. Nothing should be thrown in, at, or from the bus.
5. Physical contact will not be allowed (hitting, kicking, etc.).
6. Food and drinks are not to be consumed on the bus.
7. Profanity or vulgar behavior is not allowed.
8. Damage to the interior or exterior of the bus will be considered vandalism, and a fee will be assessed to cover the cost of repair.
9. Drivers' instructions will be followed at all times.

10. **Due to Covid-19 Students must wear a mask while riding the bus**

Bus drivers are normally able to deal with problems that arise. However, if the problem is serious, the child will be given an official report of school bus violation. The following steps will normally be followed:

- ***First violation report:** Student will see Principal or Assistant Principal.
Parents will be notified in writing.
- ***Second violation report:** Student will be suspended from the bus for one day.
Parents will be notified in writing and by phone.

***Third violation report:** Suspension from bus for two to ten days at the discretion of the Principal.
Parents will be notified in writing and by phone.

In cases of continued unsafe behavior, a student may be permanently removed from the bus. If you would like to discuss your child's bus behavior with the driver, you can establish contact by calling the route manager at the transportation office 377-1022.

PARENT COMMUNICATIONS

SCHOOL MESSENGER (Blackboard)

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

TWITTER and FACEBOOK

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

WEBSITE

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

PARENT CONFERENCE

As we work together to educate our children, effective communication is vitally important. If you should have questions, concerns, or need to discuss your child's progress, please call the office or send a note, and your child's teacher will call and schedule an appointment. Unless there is an emergency situation, please give the teacher at least one day's notice. Teachers' work hours are 7:40 a.m. to 3:10 p.m.

TEACHER VOICEMAIL

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

ACADEMICS

HOMEWORK

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

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

STANDARDS BASED PROGRESS REPORTS

Progress Reports will be distributed following the closing of each grading period on October 19, January 8, March 22 and final progress reports mailed home at the end of the school year. **Progress Report envelopes need to be signed by the parent and returned** to school as soon as possible. Academic progress shall be according to the DSBCC's adopted schedule of grading and rating, as printed on the card. Interim progress reports will be sent home during the second and third quarters on December 1 and February 14.

LOST OR DAMAGED BOOKS

Textbooks and library books are furnished by the DSBC. Please stress with your child the importance of respecting school materials and property. Students will be charged for lost books which have been issued to them and books damaged due to negligence. Individual guided reading books from the CPE Resource Room are also considered textbooks and must be paid for if damaged or lost.

PARENT/COMMUNITY INVOLVEMENT

PARTNERS IN EDUCATION

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

PARENT TEACHER ORGANIZATION

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

SCHOOL ADVISORY COUNCIL (SAC)

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

SCHOOL IMPROVEMENT PLAN

A School Improvement Plan, based upon data driven, identified needs, is in place, and updated annually. Staff and the School Advisory Council will work collaboratively to develop, evaluate and revise this plan. The Plan is posted on the both the CPE website and District website. Your input and participation in the planning process is welcome. Please contact the office to express your interest.

VOLUNTEERS

Due to Covid-19 No Volunteers will be allowed on campus

EDUCATIONAL FUNDING ACCOUNTABILITY ACT

**Section 1010.215, F.S.
COLLIER COUNTY PUBLIC SCHOOLS**

SCHOOL NUMBER 0461 CPE

2018-2019 SCHOOL FINANCIAL REPORT

**CALUSA PARK ELEMENTARY
SCHOOL**

REVENUES	Footnotes [1]	SCHOOL*	%	DISTRICT	%	STATE	%
Federal		\$ 978,421	13.83	\$ 64,390,080	12.75	\$ 3,531,298,510	13.38
State/Local (excludes Lottery)		6,090,286	86.05	439,894,837	87.09	22,820,063,633	86.49
Educational Enhancement (Lottery) Trust Fund		6,334	0.09	172,454	0.03	9,711,526	0.04
Private		2,000	0.03	651,049	0.13	23,411,811	0.09
Total		\$ 7,077,041	100.00	\$ 505,108,420	100.00	\$ 26,384,485,480	100.00

* School revenues based on costs.

[1] Total school revenues should agree with the total school costs in the subsequent section.

K-12 OPERATING COSTS**	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT***	STATE***	
Teachers/Teachers Aides (Salaries/Benefits)	\$ 6,209	\$ 5,519	\$ 4,895	\$ 4,026,230
Substitute Teachers (Salaries/Benefits)	Footnote [2]		Not Available from State Data Base	
Other Instructional Personnel****	976	1,166	1,064	632,655
Contracted Instructional Services	238	251	235	154,605
School Administration	667	730	599	432,619
Materials/Supplies/Operating Capital Outlay	600	583	240	388,781
Food Service	591	533	548	383,481
Operation and Maintenance of Plant	1,252	1,159	971	811,737
Other School-Level Support Services	381	421	236	246,933
TOTAL SCHOOL COSTS**	\$ 10,914	\$ 10,362	\$ 8,788	\$ 7,077,041

** Capital expenditures for new schools are not included.

*** Amounts reported for District and State reflect costs for all levels of students, not costs by school type.

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

District Costs: The amounts above represent only school-level costs. No district-level costs have been included.

District costs, such as transportation and administration for CCPS totaled: \$37,676,711 or 18

\$849 per FTE [2] Costs of substitute

teachers included in "Other School-Level Support Services" are \$88,348

K-12 ADDITIONAL DETAILED INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT	STATE	
Teachers/Teachers Aides (Salaries/Benefits): Footnote [3]				
Basic Programs	\$ 5,525	\$ 4,683	\$ 4,109	\$ 2,282,238
ESOL	7,192	6,223	5,016	1,011,092
Exceptional Programs	7,734	8,025	7,544	732,900
Career Education Programs	-	3,452	4,139	-
Adult Programs Footnote [4]	-	-	-	-

Materials, Supplies, Operating Capital Outlay:				
Footnote [5]				
Textbooks				\$ 69,391
Computer Hardware & Software				208,704
Other Instructional Materials				60,841
Other Materials and Supplies				49,845
Library Media Materials				\$ 62

[3] The total of "Teachers/Teachers Aides" by program should agree to "Teachers/Teachers Aides" reported in the previous section. [4] Not FEFP-Funded

[5] The total of "Materials, Supplies, Operating Capital Outlay" should agree to "Materials, Supplies, Operating Capital Outlay" reported in the previous section.