



# Pelican Marsh Elementary School Student-Parent Handbook 2023-2024



**“Proud to be an “A” School”**



## Pelican Marsh Elementary

9480 Airport Pulling Rd. N

Naples, FL 34109

Phone: (239) 377-7900

Fax: (239) 377-7901

School website: <https://collierschools.com/PME>

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## Pelican Marsh Elementary School Contact Information

	Staff Member	Contact
General Information Attendance Line	Main Office	377-7900  <i>Fax # 377-7901</i>
Administration	Dr. Rebecca Merhar, Principal	377-7904
	Mrs. Stacey Lehner, Assistant Principal	377-7902
Office Manager	Mrs. Kassandra Jackson	377-7903
School Counselor	Mrs. Julie Ward	377-7906
Attendance/Student Records	Mrs. Valerie Taggart, Data Entry	377-7905
ESE Program Specialist	Mrs. Allie White	377-7911
Reading Coach	Mrs. Robyn Cassilly	377-7737
Cafeteria/Nutrition Services	Mrs. Cassie Luccio, Food Services Manager	377-7912
Youth Relations Deputy	Corporal Robert Reu	377-79
Discipline/Testing	Mrs. Stacey Lehner, Assistant Principal	377-7902

**PME Web Page - <https://www.collierschools.com/PME>**

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This handbook is provided to give each Pelican Marsh Elementary School family information regarding the policies and procedures that have been established in an effort to create a safe learning environment for our students. Please take a few minutes to read this handbook with your children to ensure they understand all school policies and procedures.

# **Welcome**

## **Mission Statement**

Pelican Marsh Elementary School provides a positive, nurturing environment committed to achieving excellence. All students are challenged to reach their maximum potential through a strong foundation of rigorous instruction and shared practices, enabling them to become successful life-long learners.

## **Vision**

Pelican Marsh Elementary is a community that honors all learners and works in partnership with parents and community members ensuring students' success.

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## **School Hours**

The child's school day is:

Arrival:	8:20 a.m.
Final Bell/Tardy	8:25 a.m. *
Dismissal	2:50 p.m.
Supervision available:	7:45 a.m. - 3:05 p.m.
School office hours:	7:30 a.m. – 3:30 p.m.

**\*Children should be in their seats and ready to learn at the final bell.**

## **Before/After School Program**

Pelican Marsh has chosen Sports Club as the vendor for the Before and After school program. They can be reached at 239-594-3046.

## **Arrival-Dismissal Procedures**

For the safety of all boys and girls, we encourage children to arrive at school no earlier than 7:45 a.m. Children must be in the classrooms and seated with the 8:25 a.m. bell rings. Students not in the classroom by the 8:25 bell are considered tardy.

In the event that parents need to pick up their children during the school day, it is necessary that you report to the office and sign them out. For your child's safety, the office staff will request identification then send for the student. No child will be dismissed from the classroom. The end of the school day is a very busy time. Therefore, we ask that you not pick up your child between 2:30 and 2:50 p.m.

All students should be off the school grounds immediately following dismissal unless they are participating in the after school program. Students are expected to return home in the same way they arrive, unless a note is sent requesting a change or phoned in the main office prior to 2:00 p.m. Any changes must be approved in the office prior to dismissal.

## **Bicycle Riders**

All bicycle riders should obey directions of the safety patrol and the crossing guards. Students are to walk their bikes on the school property. Riders must park their bicycles in the racks on the north side of the building. All bicycle riders are required to use a lock on their bicycles while being parked at school. ***Florida law requires all bicycle riders to wear safety helmets when riding to and from school.*** The privilege of riding a bicycle to school may be restricted if safety rules are not followed.

### Walkers

Students who walk to school should always use the sidewalk. They are to cross at the designated area on Airport Pulling Road where the crossing guard is stationed.

### Rainy Days

If it is raining hard or there is lightening at dismissal time, children who normally ride bicycles or walk may not leave the school unless parents pick them up or the weather subsides. Parents may choose to pick up their children up in the event of rain, contacting the office through usual procedures.

### Bus Riders

Students who are eligible are provided school bus transportation. Any student missing his assigned bus after school shall promptly go to the office and report to the secretary. Parents will be called immediately to arrange transportation. If a student needs to ride a different bus, arrangements must be made in advance. A bus pass will be issued to the student whose parents have sent in a written request. The request should include student's name, teacher, reason, and bus number along with name of the student they will be riding home with. This request should be given to the front office first thing in the morning. Bus passes are only issued to students who are assigned to ride a CCPS school bus.

It is important that students realize that the same high standards of conduct are expected on the bus as in all other aspects of school life. Students are asked to sit, face the front of the bus, and talk quietly. Students receiving bus referrals will be disciplined. Repeated referrals will result in detentions or suspensions from the bus.

### Car Riders

Please drop off and pick up students on the west side (front) of the building according to established school procedures. No cars are allowed in the north bus loop/parking area during morning drop off and afternoon pick up. Parking on the north side of the building is limited to staff members only. **For the safety of our students and staff, please do not use cell phones while in the car rider line.**

Arrival – Morning car line is single file in the lane closest to the sidewalk. Please pull forward as far as possible to allow for the other cars to unload. If you are coming onto the campus for any reason, please park your vehicle and wait to be waved across the designated crosswalk by the crossing guard. Please sign into the office as a visitor or volunteer.

Dismissal – A double line of cars is used to facilitate the dismissal process. Parents must remain in their car in the car rider line. Parents of car riders will be provided with a sign that must be displayed in the vehicle's right windshield. Included on the sign are first/last names and grade levels of their children written on it. All parents must display a PME sign in their vehicle or will be required to show identification and sign out students in the office. Students will be called to the flag nearest their car and dismissed to cars by the staff in charge once all cars have come to a complete stop. Once all cars in the front of the line are loaded, the process is repeated. **Please do not leave your car to pick up your child.** This procedure allows staff to better monitor the security of all students.

### **Attendance**

Parents/Guardians are required to notify the school when their child is absent and inform the school of the reason for the absence within twenty-four (24) hours by a telephone call or written note in order to qualify for an excused or validated absence. It is requested that parents call the office at 239-377-7900 no later than 9:00 a.m. on the day of the absence. You may report an absence on our message line.

Parents will be contacted via telephone after 5 absences per semester. A letter will be sent home after both 7 and 10 days documenting absences.

Students are expected to come to school on time (8:25 a.m.) and remain in school until the final bell (2:50 p.m.). Tardies and early dismissals are recorded as incomplete days.

### **Behavior**

We are proud of the fine behavior of the children at Pelican Marsh Elementary. A school-wide behavior support program exists for all students to blossom and grow. Rules and expectations are taught, modeled, and coached by the entire faculty. These rules are consistently and ethically enforced.

**Pelican Marsh is a state recognized Model Positive Behavior Support (PBS) School.**

School-wide Expectations for Pelican Marsh include:

- Be Safe
- Be Responsible
- Be Respectful

Families should refer to the Collier County Code of Student Conduct for a more complete understanding of student's responsibilities and rights.

[www.collierschools.com](http://www.collierschools.com)

### **Cellular Phones**

School Board policy states that student possession of cellular phones and other electronic devices on school grounds and school buses is a privilege for communication with parents/guardians, law enforcement, or under the direction of the teacher as part of the BYOD initiative. Electronic devices include but are not limited to the following: cell phones, computers, portable gaming units, other mechanisms that enable users to communicate electronically person-to-person or through social networking sites. In order to preserve the proper educational environment and prevent disturbances, cellular phones and electronic devices are to be turned off and concealed from view from the time the school day officially begins until dismissal.

### **Checking Students Out of School During the School Day**

When enrolling children in school, parents must indicate contact information on the district enrollment form. This includes the following: name of parent/guardian; emergency contact (name/relationship); home/cell/work telephone numbers for all listed; persons authorized to pick up the student; and whether or not they have legal custody of the child. A valid driver's license or state identification card must be shown by the person picking up the student. Students are not to be checked out of school between 2:30 and 2:50 p.m.

### **Conferences**

#### **Teacher**

We encourage communication between home and school. If you have any questions, concerns or wish to discuss your child's progress, please call the voicemail of your child's teacher. For your convenience, be sure to schedule meetings in advance to ensure the availability of your child's teacher. Teachers' work hours are from 7:35 a.m. to 3:05 p.m. Student arrival and dismissal times require our teachers' full attention. They are unable to adequately meet with you at these times.

#### **School Counselors**

Pelican Marsh is staffed with a professional school counselor. The focus is to support academic achievement. Our counselor is available to work with all students through



classroom guidance units. In addition, individual counseling and small group activities will be available. Any questions or concerns regarding your child's individual program should be directed to the counselor

## **Dress Code**

Pelican Marsh Elementary follows the dress code as outlined in the Parent Guide and Code of Student Conduct manual. The policy printed in its entirety is as follows:

### **Rule 11. Dress and Grooming Code**

The following dress and grooming requirements are to be followed by all students. The Principal shall be the arbiter of student dress and grooming in his/her building. Individual Principals in consultation with their School Advisory Council (SAC) may make other requirements to avoid disruption of the educational process. The requirements listed in this Code are considered the minimal requirement for each school.

- Safe footwear shall be worn at all times. No rubber flip flops or bedroom slippers shall be worn. PME strongly encourages students to wear closed toe footwear to prevent possible injury.
- Halter tops, tube tops, short shorts, muscle shirts, midriff or backless shirts and blouses shall not be worn. Shoulder coverings must be at least two inches in width. Tops must be three inches below the waistband or remain tucked so that the midriff area is not exposed. No bare skin should be exposed at the waist or abdomen area. Clothing must cover the chest area to ensure that cleavage is not exposed.
- Hair shall be clean and neatly groomed. Hair color and style shall not interfere with the educational process in the reasonable discretion of the Principal or Designee.
- Hats, hoods, or other head coverings shall not be worn in the school building except for approved areas identified by the Principal. Exceptions may be made by the Principal for head coverings worn for religious purposes.
- Intentionally altered clothing or unbuttoned and ill-fitted garments are not acceptable. Ill-fitted garments include but are not limited to garments that are too small so as to reflect immodesty or too large so as to appear to be falling off the body. Clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment is prohibited. Mesh or see through clothing may not be worn without other appropriate clothing underneath. (FS1006.07 (2)(d))
- Clothing shall be free of inflammatory, suggestive, or other inappropriate writing, advertisement, or artwork.
- The wearing or display of flags on our campuses has historically and currently caused dissension along with our potentially unsafe and hostile learning

environment for our students. In an effort to provide safe schools and prevent potential disruption, the following flags are the only ones that may be displayed and/or worn on Collier County Public Schools campuses and at off campus school-related activities: (1) the United States and POW/MIA flags; (2) the State of Florida flag; and (3) official school flags. In addition, any related symbols may not be displayed or worn on campus and at off campus school-related activities. Exceptions to this rule may be made for national flags on special occasions or in designated areas consistent with the learning objectives of the District and the discretion of the Principal.

- Body adornment (i.e., adornments which pierce flesh) in any visible body part other than the ears shall not be displayed if such display presents a health or safety issue or if such adornment interferes with the educational process in the reasonable discretion of the Principal or Designee.
- Items that may be used to do harm are prohibited. (i.e. large belt buckles, finger rings that cover two or more fingers, etc.)
- The length of skirts/dresses and shorts shall reflect modesty and good taste and be monitored by regulations enforced at each school. If a student's fingertips touch skin when the arms are held straight at the sides, then the clothing item is too short and may not be worn.
- Costumes, sleepwear or other clothing/adornment that creates a distraction is not permitted.
- Shorts/pants must be fitted or cinched so as not to slip, thereby showing undergarments.
- Gang clothing, symbols, or other items associated with gangs may not be worn, displayed or carried.
- At schools with uniform dress codes, Principals have the discretion to relax the uniform dress code due to the inclement weather.

**NOTE:** Please refer to the Parent Guide and Code of Student Conduct for Additional Language for Rule 11, Dress and Grooming Code, specifically as it relates to how schools apply to the School Board to implement a dress code that requires a uniform.

### **Good Things to Leave at Home**

Toys, games, radios, skateboards, rollerblades, balls, bats, cards and sharp objects are not allowed at school. Items of value such as jewelry, heirlooms and money should also remain at home. Permission from the administration is required before an animal may be brought on campus. Loss or theft of personal items at school or on the bus is not the responsibility of the school or district.

## **Homework**

Homework demands will vary according to grade level. For more specific information, please contact your child's teacher. You should also contact the teacher if your child seems to spend an inordinate amount of time on homework.

## **Health Information**

Parents are requested to notify the school of any child's absence by calling the school on the day of the absence at 239-377-7900 before 9:00 a.m. Facilities for emergency care in school are very limited. Arrangements for taking your child home should be made promptly. Regarding communicable disease, only a physician or a nurse from the Collier County Health Department can certify that a child is free of a communicable disease. We can only call the parent and request that the child be kept home until an official clearance in writing has been obtained. We appreciate your cooperation in this matter. If a serious illness or injury occurs, the parent will be notified immediately, and the Principal may call Emergency Medical Services or take the student to an emergency care facility. Medical treatment will require parental permission. In a case where the legal guardian cannot be reached, the Principal may make any emergency medical decisions if the injury is life threatening.

Health services are an important part of a student's total school program. School health staff promotes 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. To help protect 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.

**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 website or is available from the school nurse. If your child has a health

condition that requires medication or treatment, please contact the school nurse. Additionally, all medication must be in the original pharmacy/prescription container.

**Emergency Information:** Parents must complete and sign a Student Emergency Information Form 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 of Disease Control (CDC).

- If a student has signs or symptoms of head lice, the school nurse or trained school staff will check the student's hair and scalp to determine if live lice or nits are present
- 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.
- Students who have nits only may return to class and will be rechecked daily until they are nit free. If a student still has nits after seven days, the child will then be sent home again and the parent will need to retreat the student. Upon returning to school the student will be rechecked daily until clear. Should the student have nits again for seven consecutive days the student will then be sent home and not permitted to return to school until they are nit free – A referral to the Collier County Health Department will also be made at this time. Once clear the student will be rechecked in 8-10 days and if clear they will be checked again at 2-3 weeks and if clear at that time the student's case will be closed.
- The parents must accompany the child to school after treatment. Students who continue to have live lice upon recheck may not return to class and will be rechecked according to a specific protocol.
- Please check your young child frequently and notify the school nurse if lice and/or nits found.
- For more information, please contact your school nurse.

### **Lost and Found**

Please be sure your child's name is in his/her wallet, purse, coat, sweater, lunchbox, raincoat, etc. Many such articles are lost and unclaimed. There is an area in the cafeteria for lost and found items. **At the end of each grading period, all unclaimed items will be donated to a charitable organization.**

## **Lunch/Breakfast Program**

Breakfast and lunch will be no cost to students for the 20223-2024 school year. If your student chooses to purchase a snack, you may send a check for the week, month, or longer if you prefer or you may pay online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Checks should be made payable to PME Dept. of Nutrition with the student number and the student's first and last name in the memo line of the check. If lunch is brought from home, milk can be purchased for \$.50 a carton. Prices are subject to change due to federal guidelines. Parents are welcome to lunch with their children. Parents eating lunch with their children must ensure that they report back to class on time. The price for an adult breakfast is \$1.50 and adult lunch is \$3.00. Any questions please call our Café Manager at 239-377-7912.

## **Make-Up Work**

Parents are asked to notify teachers in advance for make-up work. This work will be provided to the student upon their return to school. It will be the student's responsibility to complete make-up work. Students shall be given a reasonable amount of time in which to make-up any work assignments, which were missed during an excused absence. At least one (1) day shall be allowed for each day of missed work. A student or teacher may agree on an alternate schedule of make-up work when the length of time for make-up work needs to be modified.

## **Parent-Teacher Organization**

The Pelican Marsh Parent-Teacher Organization is an association for communicating among parents, teachers, and administration. Membership is open to all families, and parents are encouraged to attend monthly meetings. In an effort to meet the needs of our parents, the PTO will hold varied daytime and evening meetings. Evening meetings will combine business meetings with information or entertaining programs and special student and parent activities.

We extend an invitation to you to be active in our PTO. Your involvement will make the year a rewarding and meaningful experience for you and your children. Monthly meeting dates and times are indicated in the school calendar.

## PTO Board of Directors 2023-2024

President		
Vice President		
Secretary		
Treasurer		
Enrichment		
Fundraising		
Hospitality		
School Liaison		
Volunteers		

### Parties

**Birthdays:** Birthday celebrations are special for all students, and each individual classroom teacher acknowledges a student's birthday in various ways. In all cases, children are recognized at school on their special day. If you wish to send in an item for your child's birthday, you may send in a non-food item that will be passed out at the end of the school day. Suggested items include: a colorful pencil, eraser top, stickers, bookmarks, or a small novelty item. Food items sent or brought in by parents/guardians will not be allowed and will be returned with your child. Distributing party invitations at school will only be permitted if there is an invitation for all students in the classroom, or all girls, or all boys.

**Classroom Celebrations:** Collier County School District's Wellness Policy 8510 guides our four, yearly classroom celebrations, which are: Fall Festival, Winter Holiday, Valentine's Day, and End of the Year Celebration. Parents wishing to provide holiday party food/drink are asked to coordinate with the classroom teacher and/or the classroom parent prior to the event. Classrooms that contain students with documented allergies may have additional restrictions regarding the types of foods permitted. The health and safety of all students is our top priority.

### Pledge of Allegiance

In accordance with law, students shall recite the Pledge of Allegiance at the beginning of each school day. However, a student has the right not to participate in reciting the Pledge and must be excused from it upon written request from his or her parent(s). This shall include not requiring the student to stand and place the right hand over his or

her heart. Students who have not been excused are expected to show full respect to the flag by standing at attention with the right hand over the heart and reciting the Pledge.

### **Progress Reports**

Progress reports will be given out following the closing of each grading period. Please review your child's progress report carefully noting all printed codes, notes, and explanations.

### **Safety Patrols**

Responsible fifth grade boys and girls are selected to serve on the School Safety Patrol. All students are expected to follow the directions of the patrol members while moving through the corridors, along the ramps, and other areas on or near the campus. Patrols are to arrive at school no earlier than 7:45 a.m.

### **School Advisory Council**

The School Advisory Council assists the principal each year in developing and implementing the School Improvement Plan. It also serves as a communication link between the school and the community. Membership on the committee includes parents, staff and community representation. Meetings are open to all interested parties. If you have a question or concern, please contact the principal and she will present your question/concern at the next regularly scheduled meeting. Copies of the operating procedures, minutes, agendas, School Improvement Plan, and membership lists are available online or by contacting the front office.

### **School Safety**

For the safety of our students and staff, all visitors entering the building must sign in at the front office and go through the Raptor system. All visitors will be required to present a driver's license or other valid photo identification. A visitor badge will be issued to wear while in the building.

When a visitor is unable to provide valid U.S. Government photo identification, their visit, during regular school hours, will be denied, except under the following circumstances:

1. The principal knows the visitor(s) has legitimate need to be on campus during regular school hours (i.e. Parent Organizations, school programs, Parent/Teacher meeting, etc.) and approves the visit.
2. If the principal or designee approves the visit



- a. The visitor(s) must sign-in,
- b. have their name, address, DOB and student name connected with at that school, recorded in the Raptor system.
- c. given a visitor badge that reads "Visitor", and
- d. visitor must be escorted by an adult employee the entire time they are allowed on campus.

### **Stranger Danger Procedures**

The single most effective prevention of danger from strangers is parents and concerned citizens monitoring all bus stops and routes children take to and from school. The Collier County Sheriff's Office and Naples Police Department will continue to maintain enhanced and specialized patrols along these routes and at bus stops.

### **All Emergencies: Call 911**

### **Students Should Follow These Safety Tips:**

- |         |  |
|---------|--|
| Rule #1 | Never Take Rides From Strangers            |
| Rule #2 | Always Go Straight Home After School       |
| Rule #3 | Always Get Help If There's Trouble         |
| Rule #4 | If Lost, Find An Area With Lots Of People  |
| Rule #5 | Always Let Your Parents Know Where You Are |
| Rule #6 | Never Take Gifts From Strangers            |
| Rule #7 | Never Open The Door To A Stranger          |
| Rule #8 | Have An Emergency Plan                     |

### **Textbooks**

The School Board furnishes textbooks. Please stress with your child the importance of respecting school materials and property. Students will be charged for lost books that have been issued to them and for damage to books through negligence.

### **Visitors**

Visitors are always welcome at Pelican Marsh Elementary. For the safety of all students, **VISITORS MUST STOP IN THE OFFICE AT ALL TIMES; sign in through the Raptor Security System. Teachers should not be interrupted during their instructional time with children.** School age visitors (from out of our district) are welcome to share lunch if accompanied by an adult.

***Smoking is prohibited anywhere on school grounds.***



## **Volunteer Program**

Pelican Marsh Elementary has a very active volunteer program, which includes adults working in the school during the day as well as volunteers working at home after school hours.

If you are interested in participating in our Volunteer Program, please contact the school office. Volunteers must sign in and out at the front office to log their hours.

## **Website**

You are welcome to log on to our website at [www.collierschools.com/pme](http://www.collierschools.com/pme) for interesting facts about our school.

**Pelican Marsh Elementary School  
9480 Airport Road N.  
Naples, FL 34109**

## **Important Telephone Numbers**

<u>Pelican Marsh Elementary</u>	<u>239-377-7900</u>
<u>School Fax</u>	<u>239-377-7901</u>
<u>Pelican Marsh Café</u>	<u>239-377-7912</u>
<u>Collier County School Administration Center</u>	<u>239-377-0001</u>
<u>Collier County Schools Transportation Department</u>	<u>239-377-0600</u>
<u>Emergency</u>	<u>911</u>
<u>Collier County Sheriff's Department</u>	<u>239-252-9300</u>
<u>PME Clinic</u>	<u>239-377-7909</u>

**BE BRAVE School Safety Hotline 1-877-723-2728  
(for the purpose of reporting drugs, weapons, etc.)**

