



Pelican Marsh Elementary School Student-Parent Handbook 2022-2023



“Proud to be an “A” School”

Pelican Marsh Elementary

9480 Airport Pulling Rd. N

Naples, FL 34109

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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. Krystal Kovis, Assistant Principal	377-7902
Office Manager	Ms. Christina Bode	377-7903
School Counselor	Mrs. Julie Ward	377-7906
Attendance/Student Records	Mrs. Kassandra Jackson, Data Entry	377-7905
ESE Program Specialist	Mrs. Allie White	377-7911
Reading Coach	Mrs. Robyn Cassilly	377-7737
Cafeteria/Nutrition Services	Mrs. Cassie Lucio, Food Services Manager	377-7912
Youth Relations Deputy	Corporal Robert Reu	377-6142

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 to Pelican Marsh Elementary School!

As the proud principal of PME, I am excited to be part of a well-established school where academic excellence thrives and all students are challenged to reach their maximum potential through a foundation of rigorous instruction and shared practices, enabling them to become successful, life-long learners.

Success at school starts with a strong partnership between all stakeholders including students, parents, teachers, administration, and community members. Here at PME, our school family and student families play an essential role in the academic success of our students.

As school begins, be sure to stay in touch with school news and events through our active Parent/Teacher Organization, School Advisory Council, bi-weekly Pelican Scoop Parent Newsletter, parent emails from Administration, and Wednesday Communication folders.

If you are interested in being a part of on-campus life or volunteering in our classrooms, please be sure to call the front office. You can also follow us on Twitter @pmepelicans and Facebook. Be sure to LIKE Pelican Marsh Elementary School to capture all the fantastic events happening on campus.

Welcome again to the Home of the PME Pelicans, where our students are ON THE ROAD TO SUCCESS, WHERE LEADERS FINISH FIRST! I look forward to an amazing 2022-23 school year!

*Dr. Rebecca Merhar
Principal*

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

Arrival	7:45-8:20 a.m.
Final Bell/Tardy	*8:25 a.m.
Dismissal	2:50 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 east 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 zone 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.

Early Dismissal Procedures

Students are dismissed at 11:50 and led by teachers to their respective destinations: bus loop, car rider pick-up, or after school program (cafeteria). Follow all regular dismissal procedures.

Rainy Day Procedures

Follow regular procedures unless otherwise directed by administration. If there is a lightning delay, walkers will be held in the media center until the weather clears. Phone calls will be made to inform parents that we are holding students for their safety. Parents will be able to come to the front office or car line and pick up their child. Please be prepared to provide proper identification.

Transportation Changes

All transportation changes must be called in to the main office (239-377-7900) or be written by the parent or legal guardian and given to the front office. No changes in transportation will be made based on the student's word. All transportation changes should be received by 2:00 PM on the day of the change to ensure there is time to communicate the change to the necessary staff.

Attendance

Parents/Guardians are responsible for their child's attendance. Arriving to school every day, on time, and remaining all day is important for academic success. 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 Pupil Services. Chapter 232.10, Florida Law, states, "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 evident of a violation of the school Law".

Absences

If your child will be absent from school, we ask that parents call our school office (239-377-7900) before 8:45 AM, to notify us that he/she will not be in school. Parents should give the child's name, teacher's name, and reason for the absence. If a child is absent with no parent/guardian notification, the school will activate an automatic phone call informing the parent of the absence from school.

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/email order to qualify for an excused or validated absence. Below are the types of absences:

- Excused Absence – Student is absent, and a doctor's note is provided
- Validated Absence – Student is absent, and parent/guardian contacts the front office to inform the school (this call should take place each day a child is out of school)
- Unexcused Absence – Student is absent, and the school is not notified of the absence

Attendance Communication:

If a student is absent with no parent notification, the school will activate an automatic phone call informing the parent of the absence from school. Parents will be contacted via telephone after five absences per semester. A letter will be sent home after both 7- and 10-days documenting absences.

Tardies

Student tardiness is a concern that must be addressed in order to provide the best education for all our students. Prompt arrival at school is expected of all children. Students should be in the classroom by 8:20 AM. Late arrival disrupts the class and causes loss of instructional time. Any child who arrives at school after 8:25 AM is considered tardy and must come to the office for a pass to enter class. This also applies to children coming in late from an appointment (doctor or dentist). The only exceptions are children arriving on late buses, those on safety patrol duty, and news crew participants. It is the parent's responsibility to bring the tardy student to the front office for check-in.

Habitual absences and/or tardiness have a negative impact on student achievement and development. Any situations of habitual absences and/or tardiness will be investigated requiring a parent conference to address attendance concerns. Please help your child develop responsible habits. Develop a morning routine that will get your child to school on time.

Make-Up Work

If a student is absent from school, it is the student's responsibility to make-up work missed during this time period. If a student misses more than two days for sickness, a parent may contact the school to

collect information about assignments missed. Teachers must be given 24 hours to prepare make-up work and materials. 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.

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.

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 (PBIS) 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

Cafeteria Program

Menus for breakfast and lunch are published in advance on the Collier County School's website. It is recommended that meals be paid for in advance on Monday mornings.

CCPS is excited to offer MySchoolBucks®! This online payment service provides a quick and easy way to add money to your student's meal account using a credit/debit card or electronic check. Go to www.MySchoolBucks.com or download the mobile app and register for a free account.

Breakfast – Is served daily from 7:45 AM to 8:15 AM. Students who need to eat breakfast must go to the cafeteria first upon their arrival at school. Students choosing to eat breakfast at school will not be charged.

Lunch - Hot lunch will be served daily. Families may pay for lunches with cash, checks, or utilizing the online pay option. If paying by check please make checks payable to "School Food Services" and place the check in an envelope marked with your child's name, student number, teacher, date, and amount.

Bag Lunch - If students elect to bring lunches from home, they should try to include all necessary items (spoons, napkins, etc.). Milk and water may be purchased in the cafeteria. Glass containers are not allowed. "Snap top" cans are often difficult for youngsters to open and are dangerous. Therefore, please use plastic containers for drinks and or food. Please help us to help our students make healthy choices in their lunches and do not include soda or candy in their lunch boxes.

Lunch with your Child

Parents are welcome to enjoy lunch with their child. Please follow our sign-in procedures by entering through the main office. For security reasons, parents may only eat with their child at the family table, in the café or outside in the picnic area. Food items are not permitted to be brought to share with other.

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 or email 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 Counselor

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.

1. Safe footwear shall be worn at all times. No rubber flip-flops or bedroom slippers shall be worn.
2. 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 in 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.
3. 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.
4. 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 to reflect immodesty or too large

so as to appear to be falling off the body. Transparent, mesh, or see-through clothing may not be worn without other appropriate clothing underneath.

5. Clothing shall be free of inflammatory, suggestive, or other inappropriate writing, advertisement, or artwork.

6. The wearing or display of flags on our campuses has historically and currently caused dissension, along with a 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 at the discretion of the Principal.

7. 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.

8. 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.

9. Costumes, sleepwear, or other clothing/adornment that creates a distraction is not permitted.

10. Shorts/pants must be fitted or cinched so as not to slip.

11. Gang clothing, symbols, or other items associated with gangs may not be worn, displayed, or carried.

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. No animals are allowed 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 say 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 in Parent Portal:** Parents must complete 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. **New this year, parents must acknowledge if their child can receive health services on the Emergency Form found in the Parent Portal.**
- **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.

Immunization & Health Certificate

Florida law requires all students enrolled in school to have on file evidence of a physical examination conducted within the twelve-(12) month period immediately preceding enrollment and an immunization certificate. The updated immunization certificate should be provided prior to the start of school each year. The Collier County HRS Public Health Unit will give free immunizations to all children. Please check with our office staff to find the nearest location that can assist you in this area.

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.

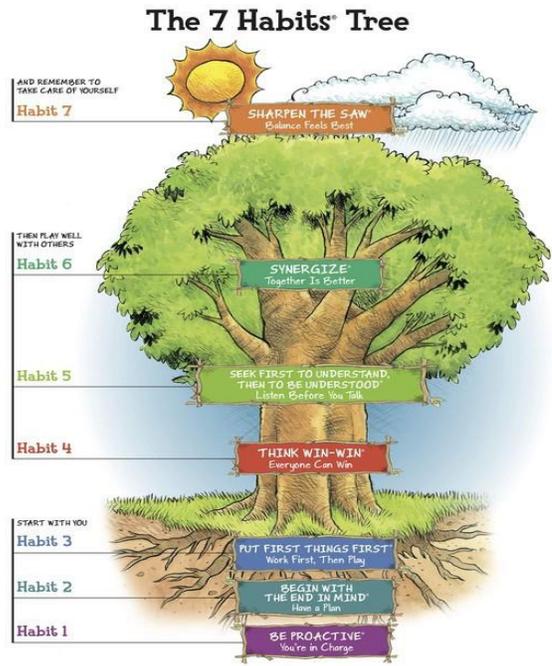
At the end of each grading period, all unclaimed items will be donated to a charitable organization.

Leader in Me

We believe that every student at PME should be provided with the opportunity to shine in a "Leadership Role" within their classroom and throughout the school environment. Our school's vision of "On the Road to Success, Leaders Finish First" is the heart of our school's mission of ensuring high levels of performance for all students. It is our job as the developers of leaders to find what each child at PME is passionate about and to help them showcase that passion in the form of leadership. This commitment is not just for those students that perform well academically, complete their homework, or behave in school, it is intended for every student in our school. We believe that children do not earn the right to a leadership role, but rather they are entitled to it simply because they are a student in our school.

PBIS & LEADER IN ME!

Habit	All Settings	Hallways	Restrooms	Cafeteria	Playground	Bus
	*Follow area rules *Use appropriate language and gestures *Keep environment safe	Walk quietly on right side	Go, flush, wash, leave silently	*Eat first, talk later 	Play without causing injury	Learn and follow bus rules
	*Set Goals, follow through *Prepare for Transitions	Have all needed materials with you	Plan ahead 	Get extra items and comments while in line	Keep playground clean	Watch for your stop
	*Be Prepared for class *Complete all assignments	Line up in designated areas	Go when given the opportunity	Give lunch number and money to Karen	Eat snack, then play	Go to and stay in your seat
	*Take care of area 	Show successful behavior	Leave bathroom clean and orderly	Respect all lunchroom personnel	Throw all trash in garbage cans	Respect the driver
	*Listen to others *Follow directions *Be kind and caring 	Stay quiet so others can learn	Avoid spreading germs	*Use good table manners *Ask a peer for help before raising hand for adult help	*Share anti-bullying rules	Use quiet voices
	Allow for personal space	Walk as a group	*Stay quiet *Single file *Wait your turn	Walk in a quiet, single file group while entering and exiting	*Play Nice *Work together to keep a clean environment	Wait your turn



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. 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.

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. and will be picked up no earlier than 3:05 p.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

Technology

Collier Connect- One-to-One Devices for Students

PRE-KINDERGARTEN AND KINDERGARTEN

- Students will be assigned an iPad
- The iPad will be available for students to take home

GRADES 1-5

- Students will be assigned a laptop
- The laptop will be available for students to take home

As laptops and iPads travel from home to school, please make sure they are kept in a protective case or bag. This will ensure that all devices remain free from damage.

Advances in technology have fundamentally altered the ways in which information is accessed and communicated in our world. These changes have created new tools to enhance teaching and learning. Our students are digital natives and live in a world where information creation and consumption is constantly occurring. We feel that access to the tools and resources is imperative in each student's education. We envision a learning environment where technology is a part of us, not apart from us.

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.

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 appreciates volunteers and all that they do for our students, teachers, and school Community. In order to volunteer, one must complete the online volunteer application on the district website below. Parents and community members are encouraged to share their many talents by helping students and teachers in a variety of ways. Volunteers can perform a wide variety of services such as helping in the classroom, the media center, or in the cafeteria. Parents who wish to volunteer in the classroom or chaperone on any field trip must complete the online application. Parents and community volunteers may be asked to work in a variety of classroom settings to better serve the needs of our students and teachers. You will be graciously rewarded with many smiles and much appreciation. All volunteers must follow the visitor procedures outlined above. Contact the front office with any questions.

CCPS Volunteer Process and Application- <https://www.collierschools.com/volunteer>

Website

You are welcome to log on to our website at 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>

SEE IT? • SAY IT!

KEEP COLLIERS SAFE

DON'T SPREAD IT • REPORT IT

ALL THREATS ARE TAKEN SERIOUSLY
REPORT SUSPICIOUS ACTIVITY **IMMEDIATELY**
DO NOT SPREAD SUSPICIOUS IMAGES/POSTS ON SOCIAL MEDIA

TALK TO AN ADULT
Tell a school administrator, teacher, YRD Deputy, coach, counselor, parent, or any adult with whom you feel comfortable talking.

CALL TO REPORT
Collier County Sheriff's Office
239-252-9300
SWFL Crime Stoppers
1-800-780-TIPS (8477)

REPORT ONLINE
Go to:
collierschools.com/keepcolliersafe
Click the "REPORT IT" button to report suspicious activity or threats to the Collier County Sheriff's office.

USE THE APP
Download **FortifyFL** to report suspicious activity.
www.GetFortifyFL.com
Available on the App Store and Google Play

Click here to **REPORT IT**

Logos for CCPS, Collier County Sheriff's Office, and other local agencies.

Resources:

[CCPS Mobile App Information](#)

[Parent Organization Station Information](#)

[Collier County Public School Website](#)

[Breakfast and Lunch Menu](#)

[Nutrition Services Information](#)

[CCPS Safety Information](#)

[CCPS Transportation Information](#)

EDUCATIONAL FUNDING ACCOUNTABILITY ACT

Section 1010.215, F.S.

COLLIER COUNTY PUBLIC SCHOOLS

SCHOOL NUMBER 0431 PME

2020-2021 SCHOOL FINANCIAL REPORT

**PELICAN MARSH ELEMENTARY
SCHOOL**

REVENUES	Footnotes [1]	SCHOOL*	%	DISTRICT	%	STATE	%
Federal		\$ 737,275	9.15	\$ 68,039,923	12.91	\$ 4,821,886,313	16.69
State/Local (excludes Lottery)		7,316,998	90.84	457,346,391	86.80	24,038,732,681	83.20
Educational Enhancement (Lottery) Trust Fund		-	0.00	-	-	-	-
Private		1,000	0.01	1,504,530	0.29	32,093,696	0.11
Total		\$ 8,055,273	100.00	\$ 526,890,844	100.00	\$ 28,892,712,691	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)	\$ 7,485	\$ 6,229	\$ 5,424	\$ 4,857,474
Substitute Teachers (Salaries/Benefits)	Footnote [2]		Not Available from State Data Base	
Other Instructional Personnel ****	1,148	1,340	1,241	745,211
Contracted Instructional Services	221	320	253	143,159
School Administration	789	852	653	512,193
Materials/Supplies/Operating Capital Outlay	668	664	275	433,551
Food Service	475	548	506	308,156
Operation and Maintenance of Plant	1,196	1,214	1,096	776,324
Other School-Level Support Services	430	429	274	279,205
TOTAL SCHOOL COSTS **	\$ 12,412	\$ 11,596	\$ 9,722	\$ 8,055,273

** 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: \$38,903,387 or \$918 per FTE

[2] Costs of substitute teachers included in "Other School-Level Support Services" are: \$76,044

K-12 ADDITIONAL DETAILED INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT	STATE	
Teachers/Teachers Aides (Salaries/Benefits): Footnote [3]				
Basic Programs	\$ 6,353	\$ 5,239	\$ 4,517	\$ 2,940,715
ESOL	9,898	7,067	5,698	376,631
Exceptional Programs	10,406	9,155	8,436	1,540,128
Career Education Programs	-	3,601	4,385	-
Adult Programs Footnote [4]	-	-	-	-
Materials, Supplies, Operating Capital Outlay: Footnote [5]				
Textbooks				\$ 25,238
Computer Hardware & Software				255,327
Other Instructional Materials				59,741
Other Materials and Supplies				93,245
Library Media Materials:				\$ 4,023

[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.