EDEN PARK ELEMENTARY SCHOOL

Mark Frehe, Principal
Maryann Caseres, Assistant Principal
Elena Ruiz, Assistant Principal
Diane Betancourt, ESE Program Specialist
Marta Doherty, Reading Coach
Jori Mason, Math Coach
Emily Parlier, Science Coach
Jennifer Hendry, Counselor

BELIEFS

- Students are our first priority and the driving force behind all decision-making.
- Emotionally and physically safe learning environments founded on respect for self and others optimize learning opportunities.
- Varied instructional approaches and engaging learning opportunities will highlight students’ strengths and accommodate students’ learning styles.
- The success of our school mission is a responsibility shared between students, teachers, administrators, students’ families and our community.
- The most important factor in student achievement is the quality of instruction in the classroom.

VISION

To inspire a passion for learning and a value for education to be responsible citizens, lifelong learners, and leaders.

MISSION

Eden Park Elementary School is focused upon developing students’ individual talents and critical thinking skills through an engaging process of learning. Continuous commitment to improvement ensures that students are well-rounded, self-directed, lifelong learners. By maintaining a safe learning environment, we provide the opportunity for students to be successful. Promoting high standards and expectations, teachers, administrators, parents, and the community share the responsibility for advancing the school’s mission.
Dear Parents and Guardians,

It’s hard to believe but it’s that time of year again — the start of a new school year. While you aren’t part of the Eden Park staff, you are just as important to the success of your child’s education as we are.

Research shows your child receives the best education when you and our teachers work as a team. Your enthusiasm, support and involvement encourage students to do their best while we teach what they need to learn utilizing interesting exciting methods. Together we can achieve great things!

There’s a lot of excitement and work ahead of us. I look forward to you sharing in those exciting yet challenging times. Thank you for your commitment to education.

______________________________________________________________

Estimados padres,

Es difícil de creer pero es esa época del año otra vez, el inicio de un nuevo año escolar. Mientras que no es parte del staff de Eden Park, es tan importante para el éxito de la educación de sus hijos como nosotros. La investigación demuestra que su hijo recibe la mejor educación cuando trabajamos con ustedes como un equipo. Su entusiasmo, apoyo y participación a los estudiantes a hacer su mejor mientras que enseñamos lo que necesitan para aprender utilizando métodos emocionantes e interesantes. Juntos podemos lograr grandes cosas!

Hay un montón de ilusión y trabajo por delante. Espero que trabajemos juntos durantes esos tiempos también. Gracias por su compromiso con la educación.

Mark Frehe, Principal
Eden Park Elementary
(239) 377-9200
## SCHOOL INFORMATION

Topics are listed in alphabetical order.

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### ABSENCE

It is the parent’s responsibility to call our school office (377-9200) before 8:00 a.m. if a child is not able to attend school for the day. Parents should give the child’s name, teacher’s name, and reason for the absence. If a child is absent with no notification, the school will call the home to confirm the reason for the child’s absence.

### ARRIVAL/DISMISSAL PROCEDURES

The student school day is from 7:55 a.m. – 2:50 p.m. Monday through Friday. Breakfast is served from 7:15 a.m. - 7:45 a.m. To ensure your children’s safety, please note that our school campus will be open at 7:00 a.m. with proper staff supervision. If you would like your child to eat breakfast at school, please make sure s/he arrives no later than 7:30 a.m. **Students arriving after 7:55 A.M. will be counted as tardy.**

Because your child’s safety is of the utmost importance to our staff, your child’s arrival and dismissal methods will be noted by the classroom teacher on the first day of school. Students will be led by teachers to their respective destinations. Any deviation from the established form of transportation must be in the form of written notification to the office, otherwise your child will be sent home by his usual method.

### ATTENDANCE

Regular attendance is necessary for a child to succeed in school. Subjects are built on one another, requiring the understanding of the previous concept taught. Absenteeism causes hardship for the student and is regarded seriously. Please be advised that excessive or unexplained absences will result in an inquiry by the law.

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 law.”
**BUS EXPECTATIONS:**

Students may NOT ride home with a friend on another bus unless the school has a note from the parent and a completed Boarding Pass furnished by the office. Only students who are established bus riders may ride another bus, with appropriate permission. Transportation is not provided for students attending school “out-of-zone.”

Bus transportation is only available to students who live at least two miles away from our campus.

- Bus riders understand that the same high conduct standards are expected on the bus as at school.
- It is important to remember that a misbehaving child on a school bus is a safety issue and endangers many children.
- Children who are not meeting expectations will be suspended from riding the bus for a designated period of time.
  - **Note:** Parents will be responsible for transportation during a suspension period.
- All students who ride the bus need to be aware of the following bus rules:
  - Be at the bus stop five minutes before boarding time.
  - Use caution on roadways while waiting for the bus.
  - Sit in assigned seat.
  - Remember to obey the driver.
  - Food or drinks are not allowed on the bus.
  - Every part of your body should stay inside the bus.
  - **The telephone number of the school district’s transportation office in Immokalee is 377-1027.**

**CAFE EXPECTATIONS**

In promoting the belief that **school is our home away from home**, Eden Park has worked to provide a comfortable atmosphere in our cafeteria.

- When entering or leaving the cafeteria, students should remain in an orderly line.
- Students must walk as the floor may have wet spots that could be slippery.
- Students are assigned to specific tables.
- Students are responsible for knowing their student number and entering the number as they pass through the serving line.
- Students are expected to use good table manners. These will be taught and routinely reinforced by the staff monitoring the cafeteria.
- Students are asked to use “inside voices” and refrain from shouting to students at other tables or in line.
- Students must procure any condiments, etc. upon leaving the serving line. They will not be allowed to leave their assigned table to get something they have forgotten. To avoid a chaotic cafeteria, students are asked to raise their hands when they need something, rather than get up.
- Students must remain seated until dismissed.
- Students are expected to leave the table and surrounding area clean. Prior to being dismissed from the table, students will gather all trash and belongings.
- Students must go to the restroom before leaving the classroom. During lunch, restroom traffic is discouraged.
- Students and/or parents may not bring fast food items with them to school.
CAR RIDER EXPECTATIONS:
Parents who drive their children to school are reminded that the safety of the children walking or bicycling is dependent upon all cars driving safely and being cautious of students. Please always observe safe driving rules around the school.

The main entrance has been designated for arrival and dismissal of car riders. Using the following procedures will assist in loading and unloading your child safely:
- Supervision and safety patrol assistance begins at 7:20 a.m.
- Cars will proceed around the circular loop in double lines from 7:15-7:50a.m.
- The driver will remain in the vehicle at all times.
- Beginning the second week of school, the driver must display an authorized pick-up sign in front passenger window (security/pick-up card provided by the school).
- Students will enter/exit their car on the passenger’s side after the car has entered the loading area.
- Children will buckle-up for safety.
- There will be no parking and retrieving a student as a vehicle trying to re-enter traffic poses an unsafe condition.
- Please arrive between 7:30 a.m. and 7:50 a.m. to eliminate a last minute rush. Please make sure your child is ready to exit the car when they unload. Book bags should be collected and everything ready for a quick and safe exit from the car.
- Dismissal is at 2:50 p.m. Dismissal time on early release days is 11:50 AM.
- All students must be picked up no later than 15 minutes after dismissal.
- All parents/guadians must display a car tag with student names listed to be able to pick-up students through car rider lines. If a tag is not present, the individual will need to park and check student(s) out through the front office to ensure student safety.

CELEBRATIONS
Four classroom celebrations may be held yearly. They are:
- Fall Festival (held on the day of the school’s Fall Festival),
- Winter Holiday (held the last day before Winter Break),
- Valentine’s Day
- End of Year (held on last day of school)

Refreshments must be store bought. To help avoid disruption of activities, we ask that you refrain from having flowers or balloons delivered to your child at school. These items cannot be transported by bus, nor delivered to the classroom during school hours. Celebrations/treats will not be permitted during the student’s instructional time.

Each classroom teacher acknowledges a child’s birthday in various ways. In all cases, children are recognized on their special day. Distributing party invitations at school causes several problems including classroom disruptions, children’s hurt feelings, and weakening in the cohesiveness of a classroom team. Instructors will not distribute invitations in the classroom, nor provide phone numbers and addresses of other children. Birthday parties will not be held at school.

CHARACTER EDUCATION
The faculty, staff and administration of Eden Park Elementary School are committed to creating a culture of positive citizenship traits at our school through the modeling and teaching of good character. It is our goal that all Eden Park students internalize these traits and make them part of their daily lives.
The ten traits adopted by the Board of Collier County include: Respect, Self-Discipline, Responsibility, Honesty, Kindness, Fairness, Perseverance, Citizenship, Tolerance, and Patriotism.
COMMUNICABLE DISEASES
Only a physician or a nurse from the County Health Department can certify that a child is free of communicable disease. School personnel cannot decide if a child with a rash or sores has a communicable disease. We can only call the parent and request that the child be kept home until an official clearance, in writing from your physician or Health Department, has been obtained. We appreciate your cooperation in this matter.

DISCIPLINE POLICY
Eden Park Elementary adheres to the Collier County Public Schools Code of Student Conduct. Additionally, Eden Park utilizes the following referral process if necessary:
- Infractions written at teacher’s discretion.
- Infractions will be sent home and signed by parent.
- Major referrals will be sent to administration where a consequence will be determined, including parent contact via phone and major referral copy sent home for a parent signature.
- Rule infraction severity, frequency, and other issues are used to determine whether an infraction is major or minor.

We also believe that positive reinforcement is a powerful tool which can make positive changes in student’s behavior. By providing a positive environment that supports all students’ efforts and encourages participation, students are able to develop a positive self-worth, good work and study habits, and above all, respect for others and themselves. Our school-wide behavior expectations are:

**BE RESPONSIBLE - BE RESOURCEFUL - BE RESPECTFUL**

This positive behavior environment will be expected throughout the campus from our students, parents, volunteers, custodians, cafeteria personnel, paraprofessionals, teachers, office staff and administrators.

Students who fail to adhere to the rules set forth by the school will have special counseling or conferences and assistance available to them. These students may have the following disciplinary consequences: lunch detention, after school detention, community service on the school campus, in-school suspension, and/or out-of-school suspension.

DISMISSAL: AT THE END OF THE DAY
Students must leave the school campus immediately upon dismissal. Parents must notify the school in person of any transportation changes. Students are expected to return home the same way without the parental change. Please inform the office in person by 11:30 a.m. of any change in dismissal routine.

DISMISSAL: DURING INCLEMENT WEATHER
As the weather changes are becoming evident, please be advised of the following:

In cases of severe weather that prevent students from walking home, the students will wait in the classrooms until one of the following occurs:
1.) The weather improves and they are able to walk or bike home.
2.) A parent comes to pick up the student at 3:05 so that the regular car riders have been dismissed to avoid traffic problems.
3.) A parent/guardian is contacted and is able to come and pick up the student.
4.) If no one on the contact list can be reached and the weather does not improve enough for students to go home on their own, an administrator will determine next steps.
Our school is equipped with a THOR guard which advises us of lightning within our area. Because a sky is clear does not mean lightning is not near. “Bolts from the blue” account for a significant proportion of lightning-related injuries. Because lightning may travel more than 20 miles before touching down, a storm can be in the next town and still cause injury or death. For this reason, when the THOR guard warns us of lightning, students will remain inside the school building. They will not be released to walk home until the guard system provides the all-clear sign. Although this is inconvenient for everyone and unpredictable, keeping our students safe is the first priority.

**DISMISSAL: DURING STUDENT DAY**

Before a student can be dismissed during school hours, the parent must report to the office with proper identification. The child will be called to the office, where the student will be officially signed out by the parent or someone authorized by the parent and on the contact list. Upon the third early pickup, an administrator will wish to speak with the parent about the negative impact of leaving school early.

**DRESS CODE**

Students should come to school dressed and groomed in accordance to the District School Board of Collier County guidelines. All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress in a respectful manner within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. Students who fail to comply with this dress code may be sent home or asked to call home for a change of clothing and may be subject to disciplinary action.

**Tops**

- Tops must be one solid color (any color is acceptable.) They may only be collared polo shirts (polo shirts must button from chest to neck and can have no more than 4 buttons.) Any logo on the shirts must be on the front. Logos, except for the EPE logo, must be smaller than a quarter. Tops worn at school must be at least 3 inches below the waist band. A student can also elect to wear a jumper with a top under it.
- Tops may not show midriff area when student raises their arms above their heads. No Halter-tops, tube tops, tank tops, midriff shirts, see-through blouses and/or mesh clothing shall be worn at any time on campus.
- During cold weather, a long-sleeved shirt may be worn under the uniform shirt. Only in this instance may an additional piece of clothing be added to the school uniform. Students are not permitted to enhance the uniform through the addition of leggings, colorful socks, etc.
- **EPE will sell T-shirts that students can purchase to wear on Fridays.**

**Bottoms**

- Khaki or navy blue bottoms. Bottoms can be pants/slacks, shorts, skirts, skorts, or capri pants.
- Bottoms may not be jeans, skinny jeans, stretch denim or other stretch material, corduroy, or athletic wear.
- Pants and shorts will be worn at the waist. They may not be dropped low on the hips to show boxers or other pants or shorts.
- Shorts and skorts must be knee length. If a student’s fingertips touch skin when laid flat against his/her leg, the item is too short.
- Students are not permitted to enhance the uniform through the addition of leggings, colorful socks, etc.
Footwear
- No flip flops, backless sandals, or bedroom slippers are allowed. Sneakers or closed-toe shoes are the only approved footwear. Boots, regardless of height or whether they are sneaker boots are not permitted. Socks should be in neutral colors (not neon colors) and should not be higher than the ankle.

Outerwear
- Students may wear light jackets and sweaters with or without hoods, but hoods must remain down from the time students enter school gates in the morning until they exit school gates in the afternoon. Jackets, sweaters, and hoodies must follow the CCPS guidelines. Heavier jackets may only be worn when the outside temperature is lower than 40 degrees. All jackets must have a front zipper.

Accessories
- Acceptable accessories are: watches, earrings, rings, bracelets, and necklaces.
- Unacceptable accessories are: any body piercings other than earrings, gloves (including fingerless and netted), chokers, dog collars, chains that hang from clothing.
- Visible tattoos are not permitted and must be covered.

General Dress Code Rules
- All clothing (shirts and bottoms) must not be worn more than 1 size larger than the student’s regular size.
- Intentionally altered clothing such as holes in pants, unbuttoned shirts and ill-fitted garments are not permitted.
- All clothing shall be free of inflammatory, satanic, suggestive or other inappropriate writing, advertisements or artwork.
- Heavy jackets, coats and sweaters should not be worn to school out of season and may not be used to cover dress code violations.
- Hats, caps and sunglasses should not be worn unless on a special occasion approved by the principal.
- Bandanas may not be worn. Any symbol, such as a gang symbol that would disrupt normal school functioning shall not be on any head covering or article of clothing.
- Body adornment (i.e., adornments which pierce flesh) in any visible body part other than the ears shall not be displayed if such display represents a health or safety issue or if such adornment interferes with the educational process in the reasonable discretion of the principal or designee.
- 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.
- Students are not permitted to enhance the uniform through the addition of leggings, colorful socks, etc.
- The administration reserves the right to prohibit any article of clothing or accessory that is not appropriate at school.

FIRE DRILLS
An emergency evacuation plan is posted in each classroom. Should an emergency occur, or when a fire drill is scheduled, students must proceed quickly and quietly, with the teacher in charge, to the designated area. Silence is expected in order to ensure student safety. Students are to stay with the class, as the teacher will take role to assure that each student has been evacuated from the building.
GRADES
Students receive their grades every nine weeks when report cards are distributed. Report cards will be given out following the closing of each grading period. Please sign and return report cards to school as soon as possible. Parents will also receive an interim progress report midway between each grading period.
A district calendar is provided at the end of this handbook. Please note the interim and report card schedule.

GUIDANCE SERVICES
Our school counselor is available to work with students. Your child and your concerns are important. The school counselor will work with you in order to provide the best learning environment possible.

HALLWAYS AND CAMPUS
In the interest of maintaining a safe and orderly campus, school wide rules will be taught, modeled, and routinely practiced.
✓ Mutual respect must be displayed at all times for students, parents, staff, and administration.
✓ School-wide Alerts:
  • “Give Me Five” - Five Steps/Fingers
    ▪ Eyes on speaker
    ▪ Be still (body)
    ▪ Hands free (nothing in hands)
    ▪ Actively listen
    ▪ Students raise the right hand, go through the 5 steps in their mind and follow all 5 steps within 5 seconds.
✓ Quiet Lines on sidewalks
  • The teacher must always be present and in charge of whole class movement. Student lines keep to the right. When walking outside, students remain away from building walls.
✓ No student may leave the classroom alone; students travel in pairs when unaccompanied by the teacher. Students must have a pass anytime they are out of the classroom unaccompanied by an adult.
✓ We all share the responsibility for maintaining a safe, orderly and positive environment. Please be proactive in handling problems as they arise.

HEAD LICE/NITS
The problem of head lice is a constant one in schools throughout the country. Eden Park Elementary School uses the following procedures:
• Each staff member is instructed to report suspected cases of head lice to the office. The most important signs for staff to watch for are repetitive scratching of the head and red bite marks around the nape of the neck and back of the ears.
• Students referred to the office will be checked according to the guidelines provided by the Office of Student Services.
• Students who have any live lice or any nits (eggs) present will be excluded from school as soon as possible. A letter/phone call to parents regarding exclusion and return, as well as information on head lice and its treatment, will be shared with the parent.
• Siblings of the student with head lice will be identified, checked and excluded if infested. Otherwise, student will return to class.
• Students will be readmitted to school only when ALL nits have been removed. Upon return, they will be rechecked for nits before being admitted to the classroom.
HOMEWORK POLICY

We believe that...

- Homework is an important 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.
- What students are to learn is not subject to negotiation. What they do and how they go about doing those things in order to learn should provide students with choice and options.
- The tasks students are assigned and the work students undertake have meaning and significance in the present lives of students.
- Parents can help their children by arranging a quiet and comfortable place for children to work and by seeing that assignments are completed.

The teacher/team will:

- Provide students with rigorous, relevant and engaging schoolwork based on the state standards.
- Assign primary students (grades K-2) up to 30 minutes and intermediate students (grades 3-5) up to 60 minutes of homework nightly.
- Expect homework/class work to be submitted on time and to reflect the student’s best work.
- Allow students additional time to complete quality work, when necessary.
- Contact parents when work is not routinely submitted on time or is not of high quality.
- Develop a system for recognizing successful completion of homework and a process for making up homework during a student absence.

The student will:

- Complete all assignments on time and with quality that reflects their best work.
- Record assignments daily in the planner (grades 2-5). A $5 fee will be charged for lost planners.
- Take planner home each night and bring it back to school every morning.
- Complete assignments in a timely fashion whenever absent.
- Ask questions when s/he does not understand.
- Students who demonstrate a pattern of not returning homework will serve lunch detention to complete the missing work.

The parent will:

- Support the teacher’s efforts by checking the planner daily, monitor homework, provide a consistent time and place to complete assignments.

HOURS

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<td>Cafeteria is open for breakfast</td>
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<td>7:30-7:55</td>
<td>Pupils report to holding areas</td>
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<td>7:30-7:55</td>
<td>Teacher preparation/Meetings</td>
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<tr>
<td>7:40</td>
<td>Grade levels line up to go to class</td>
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<tr>
<td>7:55</td>
<td>Student day begins</td>
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<tr>
<td>7:45</td>
<td>WEPE on air; loops all day</td>
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<tr>
<td>2:50</td>
<td>Student dismissal</td>
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ILLNESS-MEDICATION

Parents are requested to notify the school of their child’s absence by calling the school on the day of the absence **377-9200.** If a student becomes ill while in school, parents will be contacted. For this reason, it is important that every student have an Emergency Contact Information Form on file with the school. Please notify the office of any address, telephone, or custodial changes, as it is very important that this information be kept up-to-date.

Facilities for emergency care in school are very limited. Arrangements for taking your child home when ill will need to 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. The school can only call the parent and request that the child be kept home until official clearance, in writing, has been obtained.

The health and physical well-being of all children is a matter of great concern to us. Children who are sick with contagious illness should be kept home. For the sake of other children in the classroom, your child should not come to school if he/she is suffering from nausea, fever, headache, rash, pink eye, diarrhea, or a runny nose.

If serious illness or injury occurs while your child is at school, 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 cases where the legal guardian cannot be reached, the Principal may make emergency medical decisions if the injury is life threatening.

Our office staff is available to assist your child in taking any medication that a physician has determined he/she must take while at school. Parents must fill out the form “Authorization to Assist in Administering of Prescription Medication” available from the office. For all our children’s safety, all medication will be kept in the office. No medication will be dispensed to your child without your written authorization. Additionally, all medication must be in the original pharmacy/prescription container.

INAPPROPRIATE MATERIAL

Children should bring to school only those items that support the educational program. Such items as toys, games, radios, CD players, skates, hard balls, bats, gum, candy, and sharp objects must remain at home. **Items of value such as jewelry, electronics, and money should also remain at home.** Thank you for checking your child’s book bag and pockets **each morning** to ensure that your child does NOT have inappropriate items in their possession.

LOST AND FOUND

All articles found around the school and grounds should be turned into student services. Items not claimed within a reasonable period of time will be donated to charity.
PARENT /SCHOOL COMMUNICATION/INVOLVEMENT
The Eden Park staff believes that our parents need to be aware of what is expected of their children. To help communication between school and home, our Parent Involvement staff member will provide parent workshops and training sessions throughout the year. An electronic newsletter will also be sent out each month with information.

Some of the examples of parent/community involvement are listed as follows:

OPEN HOUSE  
CURRICULUM NIGHTS

PARTNERS in EDUCATION
Eden Park Elementary recognizes that it takes all facets of the community to help educate our children. We encourage partnerships with our business community through the Immokalee Chamber of Commerce and through the local churches. Our mission is to enrich the quality of public education in Immokalee by increasing community involvement and support for our schools.

PARENT’S RIGHT TO KNOW STATEMENT:
Parents have the right to request information regarding the qualifications of their child’s instructors. Please direct your request to:

Los padres tienen el derecho de pedir información en relación de las cualificaciones y capacidad de los instructores de sus hijos/as. Favor de dirigir su petición a:

Paran yo gen dwa pou yo mande enfómasyon konsènan kalifikasyon pwofesè ki ap enstwi pitit yo.  
Nou ap mande ou pou-w adrese deman ou yo bay:

Principal, Eden Park Elementary School  
3560 Westclox  
Immokalee, Florida 34142

The new Title I No Child Left Behind Law requires “parents to be informed, in a uniform manner, of their right to request.” …Information regarding the professional qualifications of the student’s classroom teachers…. and paraprofessionals” under Sec. 1111. (h) (6) (A).

Parent Conference: Parents may also arrange a parent/teacher conference by sending a note to the teacher, contacting administration or the school counselor. Indicate a time and date that would be convenient and the school will confirm or suggest another time.

PETS
Pets may not be brought to school or on school grounds. Health and safety guidelines prohibit animals, reptiles, etc. from being in the classroom with the exception of service animals.

PLAYGROUND AND EQUIPMENT RULES
✓ A teacher or an assistant must always be in a position to supervise all playground /recess activities. Playground monitors are expected to move among the students as proximity is the single best strategy for managing student behaviors.
✓ Students must remain in the play area designated for their class.
✓ Handle equipment with care.
✓ Toys and other objects may not be brought to the playground, e.g., balls, bats, sharp objects, etc. Appropriate recess equipment is provided for classes.
Physical contact is prohibited (no tag or contact sports).
Any student who does not display appropriate behavior will sit by the supervising person and be excluded from play.
Balls may not be thrown or bounced near classroom buildings.
Running on or close by equipment is prohibited as this is a safety hazard.
Line up the first time you are called.

PROGRAMS - ASSEMBLIES

Student Expectations: When we have programs and/or assemblies, the following rules must be observed by students:
✓ Students will walk to and from assemblies in an orderly manner.
✓ Students will always sit with the teacher who brings them.
✓ Restrooms and drinking fountains should be used prior to program/assemblies.
✓ Courteous attention will be given to any person conducting the assembly. When any person is in front of the microphone, all attention will be directed to this person.
✓ Appreciative applause is welcome. There will not be any whistling, booing, or other inappropriate behavior.

Parent Expectations: We are so happy that you come to student performances or assemblies. Anytime we have a student performance it is to show off the talents, hard work and diligence of our students. It is for these reasons that we ask that your attention be on the performers 100%.

Please feel free to lean back and enjoy the next hour. (Por favor sientase en la comodidad de disfrutar del evento).
Please feel free to turn off your cell phone. (Por favor apague el telefono celular).
Please feel free to remove crying children so that the remainder of the audience can enjoy the performance. (Por favor si algun nino esta llorando lo puede sacar del salon para que los demas puedan dosfrutar de la actividad).
Please feel free to remain seated and stay through the entire program. (Por favor permanezca sentado en todo momento.)
Please feel free to stop ALL conversations until the program is over, thus helping us keep our attention on our performers. (Por favor evite conversaciones que interrumpan la programacion).
Please feel free to keep all young children from moving around but rather keep them seated. (Por favor mantenga a sun ninos pequenos con usted en toda momento.)
Please feel free to clap at the end of the program and let your child know how proud you are of them. (Por favor espere hasta el final del evento muscular para aplaudir.)
Please feel free to take pictures or record but please do make sure everyone can still see the program. (Por favor sientase comodo en tomando photos pera asegure que todos ver el programa.)
Thank you! Gracias!
SAFETY PATROL
Several responsible boys and girls in fifth grade are selected to serve on the School Safety Patrol. A faculty sponsor is in charge of training the children. All students are expected to follow the directions of the patrol members while moving through the corridors, along the outside walkways, and other areas of the campus. Safety patrol members will report instances of unsafe behavior to the faculty sponsor or principal.

SCHOOL ADVISORY COUNCIL (SAC)
SAC is an organization made up of Eden Park staff, parents and community members. The council’s chief responsibility is to ensure that an appropriate School Improvement Plan is implemented and meets the needs of the school. The council is involved with planning, implementing, and evaluating all objectives and strategies for improving the school. SAC reviews current data (progress monitoring) to determine if the objectives within the School Improvement Plan are effective.

Parents interested in becoming a School Advisory Council member should call the school principal for more information. School Advisory Council meetings are held monthly to discuss relevant school issues and concerns. SAC meetings are public and parents are encouraged to attend. Meetings are held the third Tuesday of the month from 5:00 p.m.-6:00 p.m.

SUBSTITUTE TEACHERS
Substitute teachers are important guests in our school who have a responsibility to carry out the instructional plans of the regular classroom teacher. All students will be polite, helpful, considerate, and respectful to any substitute teacher in the classroom.

TARDINESS
Prompt arrival at school is expected of all children. Students are to be in the classroom by 7:50 a.m. Late arrival disrupts class and causes loss of instructional time. Any child who arrives at school after the last bell (8:00 a.m.) is considered tardy and a parent must accompany the student to the office for a pass to enter class. This also applies to children coming in late from the doctor or dentist. The only exceptions are the children on late buses or those on safety patrol duty. All situations of habitual tardiness will be investigated. Students will receive lunch detention upon the fifth unexcused tardy and subsequent tardies.

TEXTBOOKS AND LIBRARY BOOKS
Textbooks are furnished by the State of Florida and are placed on loan to the student. Please stress with your child the importance of respecting school materials and property. Pupils will be charged for lost books which have been issued to them, and for damages to books due to negligence.

TORNADO DRILL
Each year students will be given instructions on what to do at school in case of a tornado. They will be told to proceed to a designated area, drop to their knees, bend over so their faces are down, heads covered with their arms, and listen for further directions.
VISITORS
Visitors are always welcome at Eden Park Elementary; however, all visitors are required to sign-in at the school office and have proper identification. For the safety of our students, and so that we know who is on campus at all times, the school must have a record of your visit. In the reception area, you will find a “Visitor’s Sign-In” book. Each time you visit our campus during the school day, you will sign this book. Additionally, it will also be necessary for you to go through the RAPTOR system for a photo ID badge which the visitor will wear the entire time on campus. If your purpose of being on campus is to volunteer, you will also check in with the Parent Involvement staff member. We treasure your visits to campus and want everyone to know that you are a VIP, a very important person at Eden Park Elementary.

VOLUNTEERS
An important part of our school is our Volunteer Program. Volunteers are welcomed at Eden Park Elementary. Collier County Public Schools requires that anyone interested in volunteering at a school must fill out an on-line application, along with submitting a copy of identification, prior to volunteering your time at a school. We hope that everyone understands that this is done to ensure the safety and security of the children. If assistance is needed with the application, our Parent Involvement staff member is happy to assist. Please note that Level 1 volunteers are never to be left alone with children, and must work under the supervision of school staff.

WALKING EXPECTATIONS:
A crossing guard from the Collier County Sheriff’s Office is assigned to direct students at the intersection of Westclox and Carson. The traffic guard is on duty each morning and afternoon during school days. All students and parents are requested to carefully follow the traffic guard’s directions.

- All walkers are to walk on designated sidewalks.
- Students will walk directly home as soon as school is dismissed.
- Parents picking up walkers must wait in the designated area located at the south corner of the main gate on Westclox and at the end of the bus ramp for students walking toward the Habitat development.

WITHDRAWAL
Please notify the office by phone or note in advance of withdrawing your child so that textbooks and library books may be returned.

ZERO TOLERANCE POLICY
The School Board of Collier County believes it is essential that all schools provide a safe and orderly environment that fosters learning and high academic achievement. Therefore, the Board has implemented a Zero Tolerance Policy against certain offenses. These include, but are not limited to: discrimination, harassment, 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 principal if you should need any further information regarding such issues.
### REVENUES

<table>
<thead>
<tr>
<th>Description</th>
<th>School</th>
<th>%</th>
<th>District</th>
<th>%</th>
<th>State</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>$1,455,390</td>
<td>18.70</td>
<td>$90,812,730</td>
<td>12.59</td>
<td>$2,417,824,361</td>
<td>19.34</td>
</tr>
<tr>
<td>State/Local (excludes Lottery)</td>
<td>$4,671,580</td>
<td>81.21</td>
<td>-$1,391,190</td>
<td>87.56</td>
<td>$2,217,181,118</td>
<td>86.56</td>
</tr>
<tr>
<td>Educational Enhancement (Lottery) Trust Fund</td>
<td>$2,500</td>
<td>0.03</td>
<td>$87,901</td>
<td>0.02</td>
<td>$5,024,625</td>
<td>0.08</td>
</tr>
<tr>
<td>Private</td>
<td>$0.00</td>
<td>0.00</td>
<td>$647,007</td>
<td>0.13</td>
<td>$19,713,311</td>
<td>0.01</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$7,969,479</td>
<td>100.00</td>
<td>$482,939,628</td>
<td>100.00</td>
<td>$25,614,001,235</td>
<td>100.00</td>
</tr>
</tbody>
</table>

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

### K-12 OPERATING COSTS

<table>
<thead>
<tr>
<th>Description</th>
<th>School</th>
<th>Per Full-Time Equivalent Student</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers/Teachers Aides (Salaries/Benefits)</td>
<td>$4,000</td>
<td>$3,341</td>
<td>$4,333</td>
</tr>
<tr>
<td>Substitute Teachers (Salaries/Benefits)</td>
<td></td>
<td>Footnote [2]</td>
<td></td>
</tr>
<tr>
<td>Other Instructional Personnel ****</td>
<td>$1,337</td>
<td>$1,085</td>
<td>$901</td>
</tr>
<tr>
<td>Contracted Instructional Services</td>
<td>$227</td>
<td>$229</td>
<td>$222</td>
</tr>
<tr>
<td>School Administration</td>
<td>$922</td>
<td>$731</td>
<td>$382</td>
</tr>
<tr>
<td>Materials/Supplies/Operating Capital Outlay</td>
<td>$920</td>
<td>$511</td>
<td>$925</td>
</tr>
<tr>
<td>Food Service</td>
<td>$978</td>
<td>$534</td>
<td>$534</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>$1,347</td>
<td>$1,419</td>
<td>$925</td>
</tr>
<tr>
<td>Other School-Level Support Services</td>
<td>$331</td>
<td>$322</td>
<td>$219</td>
</tr>
<tr>
<td><strong>TOTAL SCHOOL COSTS</strong></td>
<td>$12,031</td>
<td>$10,192</td>
<td>$8,324</td>
</tr>
</tbody>
</table>

** Capital expenditures for new schools are not included.

*** Amounts reported for District and State reflect costs for all levels of students, net 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: $35,272,050 or $797 per FTE

[2] Costs of substitute teachers included in "Other School-Level Support Services" are: $87,500

### K-12 ADDITIONAL DETAILED INFORMATION

<table>
<thead>
<tr>
<th>Description</th>
<th>School</th>
<th>District</th>
<th>State</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Programs</td>
<td>$5,533</td>
<td>$4,520</td>
<td>$4,051</td>
<td>$2,106,506</td>
</tr>
<tr>
<td>ESOL</td>
<td>$6,773</td>
<td>$9,949</td>
<td>$4,912</td>
<td>$1,098,277</td>
</tr>
<tr>
<td>Exceptional Programs</td>
<td>$9,764</td>
<td>$7,941</td>
<td>$7,359</td>
<td>$1,104,232</td>
</tr>
<tr>
<td>Career Education Programs</td>
<td>$3,600</td>
<td>$2,400</td>
<td>$4,200</td>
<td>-</td>
</tr>
<tr>
<td>Adult Programs</td>
<td>$3,800</td>
<td>$2,800</td>
<td>$4,200</td>
<td>-</td>
</tr>
<tr>
<td>Materials, Supplies, Operating Capital Outlay</td>
<td>$71,704</td>
<td>$169,139</td>
<td>$117,423</td>
<td>$24,997</td>
</tr>
<tr>
<td>Textbooks</td>
<td>$3,385</td>
<td>$3,385</td>
<td>$3,385</td>
<td>$3,385</td>
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<tr>
<td>Computer Hardware &amp; Software</td>
<td>$1,997</td>
<td>$1,997</td>
<td>$1,997</td>
<td>-</td>
</tr>
<tr>
<td>Other Instructional Materials</td>
<td>$3,997</td>
<td>$3,997</td>
<td>$3,997</td>
<td>-</td>
</tr>
<tr>
<td>Other Materials and Supplies</td>
<td>$4,997</td>
<td>$4,997</td>
<td>$4,997</td>
<td>-</td>
</tr>
<tr>
<td><strong>Library Media Materials</strong></td>
<td>$4,846</td>
<td>$4,846</td>
<td>$4,846</td>
<td>-</td>
</tr>
</tbody>
</table>

[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.