

Shady Hills Elementary Family/Student Handbook 2020-2021

*Important Note: The policies and procedures outlined below may be altered due to changes necessitated by the COVID-19 pandemic.



General Information

ARRIVAL AND DISMISSAL TIME FOR STUDENTS

Students Enter	8:20 a.m.
Tardy Bell	8:40 a.m.
Dismissal	3:08 p.m.

All students will be considered tardy after 8:40. All students will begin dismissal at 3:08 p.m.

Students should not arrive on school grounds earlier than 8:20 a.m. There is no adult supervision provided before that time. Students must be picked up at dismissal.

During the first week, teachers will record the manner in which students arrive and depart from school (walking, riding a bus, or being picked up by car). **The school must receive written instructions in order to dismiss in any other manner.**

Students who are transported to school by parents must be dropped off and picked up in the car rider loop. Students are asked to wait under the covered walkway until you arrive. **Parents must have a clearly visible car rider pass in order to pick up students in the car rider area.** To facilitate a safe and smooth traffic pattern, parents are asked not to leave their cars unattended in the drive-through area. **Parents are requested not to ask their children to cross through traffic.** Parents must remain in their cars at pick-up time. There will be no walk-up/pick-up option beginning with this school year.

School hours are from 8:40 a.m. to 3:08 p.m. Students may be dropped off between 8:20 a.m. and 8:40 a.m. Please make every effort to have your children at school on time. Children who are tardy miss out on many valuable educational activities. If your child comes to school late, he/she must check in through the office so that we can keep accurate accounting of student attendance. **It is the policy of the school that if your child needs to be escorted to class, the office staff will be happy to escort him/her. If the usual arrival or departure routine is changed, please let the school know in writing.**

ATTENDANCE

Attendance is crucial in a child's education. In order to provide the best education possible, we request that you make every effort to have your child in attendance every day. This ensures that your child is receiving maximum benefits from our efforts to motivate and teach them.

The State of Florida enacted legislation to enforce policy that defines whether absences are excused or unexcused. Should it become necessary for your child to be absent or tardy, please send a note with him/her upon returning to school stating the reason and date of the absence or tardy. **Be sure to write your child's legal first & last name and the name of his/her teacher on the note.** Please be advised that when a note is not sent by the parent/legal guardian, or the note does not meet the State's criteria, an absence will be coded as unexcused. For a list of acceptable reasons for student absences, please refer to the Pasco County Code of Student Conduct.

Excessive absences, tardies, and early dismissals will be referred to the School Social Worker by school personnel. Please remember, there is a direct relationship between consistent school attendance and academic achievement in school.

DAYS IN THE SCHOOL YEAR

1 st Quarter	39
2 nd Quarter	39
3 rd Quarter	46
4 th Quarter	46



BREAKFAST & LUNCH PROGRAM

A nutritious breakfast and lunch are served at school each day with milk. Parents are encouraged to prepay by the week or month. Each student has an account so money for lunch and snacks can be paid in one lump sum. If you do not want your child purchasing snacks, please notify the cafeteria in writing so the account can be flagged to alert the cashier of your request. Checks are to be made out to the school for the exact amount and must not include payment for any other items such as books, fees, etc. Parents can add lunch money to their child's lunch account through the website: <https://www.myschoolbucks.com>

Each student is assigned a six-digit student number. Students are encouraged to memorize their numbers so they can keypunch it into the lunchroom system.

Applications for free and reduced priced lunches are available in the office or online at www.pasco.k12.fl.us. You will receive a quicker response time when done online. **A new form must be filled out each school year.**

Cost

Breakfast	Free – SHES will participate in Provision II Programming.
Lunch	\$0.40 reduced per day \$2.50 full price per day (student)

All prices are subject to change.

Your child may bring a lunch from home. Children should not bring canned or glass drinks to school. Carbonated drinks are not to be sent with a child, even in a thermos.

Students without lunch or money may charge their lunches for that day. All charges need to be paid in a timely manner. Students are limited to \$10.00 in outstanding emergency meals at any point in time and are limited to ten emergency meals per school year. Students that exceed the emergency meal limit will receive a cheese sandwich, fresh fruit, and milk.

CAMPUS SAFETY

In order to ensure a safe campus for our students, we request that the rules below be followed by all.

Children should not arrive at school before 8:20 a.m. The school day begins at 8:40 a.m. Students are tardy after 8:40 a.m.

All parents, visitors, and volunteers are required to sign in at the office and will be required to show picture identification, which will then be scanned into our Raptor System. All parents and visitors are to be announced before going to the classroom. Students will be called down to the office to pick up any books or items that are brought in for them.

Anyone wishing to pick up a student early from school must sign him/her out in the office and will be required to show picture identification. The school needs to be notified in writing in order to allow a student to be picked up by a person listed and/or not listed on the emergency card. The student will be called to the office from the classroom.

When it is necessary to change the way in which a child gets home from school, we must have notification **in writing**. The note needs to include your child's first and last name, teacher's name, and the date.

Students should not be on school premises without supervision after 3:18 pm.

Important Note:

If you have any custody concerns, please provide the school with original, certified custody papers. By law, birth parents share equal custody and access to their children's records, unless we have a court order on file that states differently. Also, do not list a noncustodial parent on the emergency card unless that person is allowed to pick up the child from school.

WE CARE VERY MUCH FOR THE SAFETY OF OUR STUDENTS AND APPRECIATE YOUR COOPERATION.

CHANGE OF ADDRESS/PHONE NUMBERS

Parents are responsible for notifying the school office in writing of any change in address or phone number. School staff cannot communicate effectively if we are not informed of changes. This applies not only to home phone numbers, but the business and emergency phone numbers of parents and person-to-notify previously registered with the school. Please complete the information on the student emergency card and return it to school. Please keep us informed of student information changes.

CONFERENCES

Families are encouraged to confer regularly with the teachers concerning their child's progress. Conferences may be held between the hours of 7:40 a.m. and 8:20 a.m. or during the teacher's planning time. Conferences at any other time may be scheduled according to the availability of the teacher. You must call the teacher in advance to schedule a conference.

During the conference, you should learn how your child is doing in his/her schoolwork, what his/her attitudes are toward school, and how he/she gets along with other people. The teacher will probably show you examples of your child's work and discuss them with you. When the conference is over, you should have a clear idea of how your child is doing in school.

What you learn from the teacher about how your child is doing in school is important; however, just as important is what the teacher learns from you about your child outside of school. This will help the teacher understand your child better.



DRESS CODE

Students are prohibited from wearing tank tops or midriff tops. No short shorts or spandex shorts, strapless shoes or flip-flops are allowed. Hats are only allowed to be worn inside the building on "Hat Days." T-shirts with any pictures or writings pertaining to drugs, alcohol, smoking, sex, or other offensive subjects are strictly prohibited.

EARLY STUDENT PICKUP

During the school day, students must be picked up from the office. No student will be released from a classroom. If a child is to be released to a person other than the legal parent(s)/guardian(s), written permission must be sent to the child's teacher. A note will be required for each occasion. **Any person who is picking up a child should be prepared to show identification.** All students who are picked up early or late must be signed out in the office.

Families are requested to send a note to the child's teacher stating the time the child needs to be dismissed. Early checkouts will not be permitted after 2:30 p.m. Parents must use the car loop after this time.

EMERGENCY DRILLS

Periodically, fire, bus, and disaster drills are held to teach emergency procedures so reaction to any emergency will be orderly and not result in panic. You may want to ask your child to share the information he/she learned during a drill with the entire family for at home safety.

EMERGENCY EVACUATION

Should a situation arise that requires the removal of students from the school premises, students will be transported to The Locomo Skate Center or Crews Lake Middle School.

FEES

All students are asked to pay a fee of \$29.00 for expendable supplies. \$10.00 of this fee is used for supplementary reading and instructional materials. Pencils, paper, notebooks, and other supplies needed for daily schoolwork are not included in this fee and are to be supplied by the student. A \$10.00 fee is used to supplement the purchase of physical education, music and art supplies for our full-time special areas program. A \$7.00 special project fee is also requested by all students for special projects. A \$2.00 fee is for all students and is designed to provide funds for schools to use on technology related purchases for students. Total fees are \$29.00 and subject to change. All fees are voluntary. All checks returned to SHES for nonpayment are subject to a \$25.00 service fee. Fees can also be paid online in your myStudent Portal through Rycor.

INTERNET CONSENT

Our policy at Shady Hills Elementary School regarding student use of the Internet is to follow the District School Board of Pasco County's **Electronic Network Access Policy**. This will be accomplished by:

An overview of the district **Electronic Network Use Guidelines** will be provided to all students when they login to their myPascoConnect account.

Students will be required to acknowledge the **Student Agreement** form to allow access to the Internet.

Each student's access to and use of the Internet will be under the direction of a school staff member and monitored as a regular instructional activity.

MESSAGES AND TELEPHONE CALLS

During instructional time, teachers will not be interrupted for phone calls, but our office staff will be happy to take a message and put it in the teacher's box so he/she can return your call within 24 hours.

Students will not be permitted to use the school phone for personal calls except in the case of an emergency and with staff permission. Arrangements for visiting friends after school must be made in advance between parents and written permission sent to the teacher. **Bus transportation cannot be used for this purpose.** In the event a student receives a call, he/she will be called out of class only in the case of an emergency.

NEWSLETTER

Each month SHES produces a newsletter which can be found on our website at <http://shes.pasco.k12.fl.us>. If you do not have access to the Internet, we would be happy to send one home with your child. It provides information about upcoming events and exciting programs at the school and dates to add to your school calendar.



PERSONAL PROPERTY

In order to help prevent accidents or injury, the following items are not to be carried on busses or brought to school: animals, insects, baseball bats, skateboards, knives, glass objects, tobacco, chewing gum, or any item considered dangerous. It is illegal to bring in, use, or distribute drugs or alcohol on school premises or at any school sponsored activities off site. School is a drug free zone.

We strongly encourage all students to leave valuables at home. Students should **not** bring iPads/electronics, games, balls, and other such items to school. The probability of damage and/or theft is too great, and those items are a distraction to students throughout the day. Such items may be confiscated from the child and may be retrieved by a parent or guardian from the office. Also, students are not to bring unnecessary amounts of money to school. The school is not responsible for conducting investigations concerning the recovery of items children should not have brought to school.

Please label with marking ink or any other permanent method articles such as sweaters, coats, personally owned books, and other belongings. Names should be written on the inside of articles where strangers cannot see it and call your child by name.

Accumulated lost and found items will be given to charity periodically throughout the school year. Please check with the office for lost items.

PETS

Pets coming to school create special problems and are not allowed except with advanced special permission from the teacher and the administration.

PHOTOGRAPHIC/MEDIA RELEASE CONSENT

Throughout the year students are videotaped and photographed while participating in various school activities. We use the videotapes during our morning news show and for various in-school activities. Photographs are kept in our school photo album. If a parent objects to their child being photographed, they should fill out and return the Media Release Non-Consent Form. Occasionally these photos are released to the newspaper or other press.

PHYSICAL EDUCATION EXEMPTION

Physical Education is a part of our school curriculum and each child is required to participate. If for some reason, such as illness, your child should not participate for one or two days, please send a written explanation to the school. If a child needs to be excused from P.E. for a longer period of time, a note from a doctor is required. **Remember, if a student is not participating in P.E. due to injury or illness, he/she will not be permitted to participate in other similar activities.**

Students should wear appropriate footwear at all times, and especially for P.E. We request that your child wear rubber-soled sneakers on P.E. days. **NO** shoes with wheels or cleats of any type are allowed.

RECESS

Recess will be provided daily for students if the weather permits access to outside.

REGISTRATION

Completed registration papers are required prior to your child attending school. Parents or guardians of incoming students will be required to fill out a "registration packet" that is available in the school office.

Transfer Students - A report card, transfer card, or transcript of records is needed. If none of these are available, the family should be prepared to give the name and address of the school last attended.

SCHOOL CHOICE

The parent/guardian of a student wishing to attend a school outside his/her boundary area must submit the School Choice Open Enrollment Application to the District School Board of Pasco County (DSBPC) during the established enrollment period. Submitting an application does not guarantee that the student will be approved to attend the requested school of choice. Applications are available at all Pasco County schools, the DSBPC office and at <http://studentservices.pasco.k12.fl.us>.

Out of county students must apply for Open Enrollment annually. All Out of County requests must be submitted to the School Board for formal approval. If a student resides outside of Pasco County and wants to attend a Pasco County School, the student must complete a Pupil Assignment form from his/her home county, as well as, a Pasco County School Choice Open Enrollment Application. Once approved by the home county, a copy of the approval will be sent to the parent, as well as, the Student Services office at the DSBPC.

SCHOOL PARTIES

Class parties will be planned periodically by the teachers. Your assistance will always be welcomed. **Homemade food items are not permitted in school. Any treats supplied must be commercially prepared and individually wrapped.** Although birthdays are a very special time for children, we ask your cooperation in refraining from celebrating those birthdays in school. Flower arrangements and/or balloons cause a distraction to learning and are not allowed in the classroom or on the bus. Birthday party invitations should be sent through the mail, not at school. **If a student plans to distribute invitations at school, it will only be permitted if every child in the classroom receives an invitation.** If you choose to send in a special treat on your child's birthday, we recommend that you send in a small treat such as individually wrapped cookies. **Please do not send in cupcakes or cakes. Make sure to send in the treat prior to your child's lunchtime, as they will be enjoying their birthday treat during their scheduled lunch.** Birthday snacks are also available for purchase through the cafeteria.

STUDENT CUMULATIVE RECORDS

Parents have the right to inspect and review all educational records directly related to their children. **In the case of legal separation or divorce, either parent may have access to a child's educational record unless a court order to the contrary has been filed with the school.** Parents wishing to review and inspect educational records must make a request to the principal. Compliance with such a request will be made as quickly as possible.

TRANSPORTATION

Students Riding Two Different Busses - Elementary students are permitted to ride one bus to school and a different bus home from school, as long as there is space available and all of the following conditions are met:

- Two buses will need to be approved by transportation.
- The two different bus stop assignments are permanent and the student goes there every day of the week.
- Both bus stops are within the school's attendance zone.
- The reason for the request is for day care purposes made in advance and in writing and needs to be approved by the transportation department.
- Students **will not be permitted** to ride a bus home to visit a friend. Parents must provide transportation.

NO EXCEPTIONS WILL BE MADE TO THE ABOVE CONDITIONS. ALL STUDENTS WILL HAVE A BUS PASS AND AN ASSIGNED SEAT. THOSE RIDING TWO BUSES WILL HAVE A BUS PASS AND A SEAT ASSIGNMENT FOR EACH BUS.

WITHDRAWAL

If you are withdrawing your child from SHES, please notify the school either by phone or by written notification, at least three days in advance. This will allow the teacher to make sure your child has all of his or her personal possessions. All textbooks, library books and any other school property must be returned to school. Parents or guardians should check with our cafeteria manager to see if there are funds in the child's lunch account that need to be refunded.

ACADEMIC POLICIES

EQUAL EDUCATIONAL OPPORTUNITIES

The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of age, sex, race, color, religion, national or ethnic origin, disability, pregnancy, parenthood, marriage, political beliefs, social and family background, or for any other reason not related to his or her individual capabilities.

HOMEWORK

Our policy at SHES is to tailor homework as much as possible to fit the needs of the individual students. The purpose of homework is to reinforce skills and to practice introduced skills. Homework at SHES is not used as a disciplinary measure. Homework is work that is specifically assigned to be done at home and not to be confused with incomplete class assignments. Class assignments are expected to be completed in class each day.

Most children need encouragement from families to study in the early grades. Here are some ideas on how to get your child motivated to learn.

- Allow a play or snack break when a child first gets home from school rather than immediately insisting on doing homework assignments.



- Designate a specific homework time each day. Then, set the kitchen timer or an alarm clock so the child studies for a reasonable time. Naturally, he or she can keep working after the alarm goes off.
- Neatness does count; so, if your child tends to rush through assignments and ends up with sloppy work, you might try a point system; one point for proofreading and correcting errors, one point for using a sharp pencil and clean eraser and so on.
- For younger children, post a chart which they can glue stars or stickers on each time they finish an assignment. Be enthusiastic about the rewards they have earned.
- Encourage your children to drill each other on spelling words and math facts. You may be surprised how conscientious and patient they are with one another.
- Institute a bedtime and morning check on completed homework so that doing assignments ranks right up there with brushing their teeth.
- Be lavish with praise when your child starts taking the responsibility for homework. (“I’m so proud of you for doing your work without being reminded!”)
- Finally, if your child is repeatedly unable to complete the work given each day, call the teacher. Either too much work is being given, or your child has a particular problem that should be attended to by you and school personnel.

GRADING PROCEDURES

The Pasco County School Board has adopted the following:

PRIMARY (K - 2) - (Communications/Literature, Mathematics, Science/Health & Social Studies)

E - Excellent:

Based upon assessment criteria* set by the teacher(s), your child has demonstrated outstanding performance on concepts and skills addressed during this reporting period. This grade recognizes excellent achievement based upon your child's ability to apply critical thinking, problem - solving, or innovative thinking that goes above and beyond teachers' expectations for successful performance.

S - Successful:

Based upon assessment criteria* set by the teacher(s), your child has successfully learned concepts and skills emphasized or addressed during this reporting period and is continuing to perform at the expected level.

N - Needs Assistance:

Based upon assessment criteria* set by the teacher(s), your child is still learning concepts and skills emphasized or addressed during this reporting period. Your child is progressing but needs assistance to complete tasks at the expected level.

U - Well Below Expectation:

Based upon assessment criteria* set by the teacher(s), your child has made little or no progress in learning concepts and skills emphasized or addressed during this reporting period. Extra assistance is needed to perform assigned tasks. Your child is working well below expectations.

NA - Not Assessed at this Time:

A teacher comment will explain the reason for the NA.

INTERMEDIATE REPORT CARD

The Intermediate Report Card (MIS #592) is appropriate for children in the third, fourth, and fifth grades. Below is a detailed description of the letter grades (A-B-C-D-U-NA) used on the Intermediate Report Card for the curriculum areas of Communications/Literature, Mathematics, Science/Health and Social Studies. Such grades allow a five level differentiation of performance ranging from *Well Above Expectation To*

Well Below Expectation. All levels of performance in the A-B-C-D-U-NA scheme are defined based upon criteria set by the teacher(s). Criteria are expectations of performance based on exercises or tasks that have been marked or scored in a systematic way by teachers. In a Standards-driven system, these criteria are related to learning targets. The letter grades (E-S-N-U-NA) are selected for the curriculum areas of Art, Music, and Physical Education and (S-N-U-NA) non-academic areas of Social Growth/Behavior and Work Habits.

A - Well Above Expectation:

Your child has demonstrated outstanding performance on concepts and skills addressed during this reporting period. This grade recognizes excellent achievement based upon your child's ability to apply critical thinking, problem solving, or innovative thinking that goes above and beyond teachers' expectations for successful performance.

B - Above Expectation:

Your child has demonstrated performance that is above expectation on concepts and skills emphasized or addressed during this reporting period. Your child has successfully learned concepts and skills and is able to apply them in a variety of settings.

S – Successful:

Your child has successfully learned concepts and skills emphasized or addressed during this reporting period and is continuing to perform at the expected level.

D - Below Expectation:

Your child is still learning concepts and skills emphasized or addressed during this reporting period. Your child is progressing, but needs assistance to complete tasks at the expected level.

U - Well Below Expectation:

Your child has made little or no progress in learning concepts and skills emphasized or addressed during this reporting period. Extra assistance is needed to perform assigned tasks. Your child is working well below expectations.

NA - Not Assessed At This Time:

Your child's time in school has been sufficient for skills to be assessed at this time.

NOTE: For any student that is progressing well below grade level, on-going communication with the parents/guardian is warranted.

Art, Music, PE - will be assessed as follows **for all students**.

E - Excellent:

Based upon assessment criteria* set by the teacher(s), your child has demonstrated outstanding performance on concepts and skills addressed during this reporting period. This grade recognizes excellent achievement based upon your child's ability to apply critical thinking, problem-solving, or innovative thinking that goes above and beyond teachers' expectations for successful performance.

S - Successful:

Based upon assessment criteria* set by the teacher(s), your child has successfully learned concepts and skills emphasized or addressed during this reporting period and is continuing to perform at the expected level.

N - Needs Assistance:

Based upon assessment criteria* set by the teacher(s), your child is still learning concepts and skills emphasized or addressed during this reporting period. Your child is progressing but needs assistance to complete tasks at the expected level.

U - Well Below Expectation:

Your child has made little or no progress in learning concepts and skills emphasized or addressed during this reporting period. Extra assistance is needed to perform assigned tasks. Your child is working well below expectations.

NA - Not Assessed at this Time:

A teacher comment will explain the reason for the NA.

Promotion and Retention

Pasco County has a Student Progression Plan as required by the state. This standardized plan will be followed in determining whether a student is to be promoted or retained. Florida law requires that third grade students must prove they can read at a certain level to be promoted to fourth grade. If your child scores a level one on the 3rd grade Reading/ELA FSA, retention will be mandatory unless your child qualifies for a good cause exemption. The final decision regarding promotion or retention rests with the principal.

Academic Progress Reports

Academic progress reports are sent home at the midpoint of each nine-week period for all students. This report will inform you if your child is having difficulty in certain areas. Conferences are encouraged. Teachers will be contacting you throughout the year to request a conference if needed.



SPECIAL SERVICES

Art Teacher - The Art teacher will provide a general art program for all students K-5.

School Counselor - A developmental guidance program is delivered to all children. The guidance program addresses developmental and prevention topics in the areas of personal, social, emotional, and academic support. A guidance counselor is available to your child. Should there be any problems that you feel your child needs counseling for, please contact the school. A time and date may be arranged should you feel the need to discuss this prior to your child being counseled.

Health Assistant - The Health Assistant is not a registered nurse. Her job is to make your child comfortable until you arrive to pick him/her up.

Homebound Teacher - The Homebound teacher is employed to go into the home of any child who is unable to attend school for at least four weeks. He/she will act as a contact person between the home and the school.

Learning Design Coach for Literacy - The LDC Coach is available for classroom consultation as well as to assist your child in the Media/Tech Center in the areas of research, enrichment, book selection, technology, and much more. She also assists our teachers with implementing 21st century strategies into their classroom instruction. The Literacy Coach is responsible for organizing the language arts program. She assists our teachers with planning for instruction and implementing the common core standards. She is available to discuss your child's progress and placement.

Music Teacher - The Music teacher will provide classes for all students in general music.

Physical Education Teacher - The P.E. teacher provides a wide variety of developmental activities for all students. We request that your child wear rubber-soled sneakers on P.E. days.

PLACE is a convenient and safe before and after school care. PLACE is available at Mary Giella Elementary School. Please call (727) 774-5892 for information. P.L.A.C.E. is also open during winter and spring breaks and during summer. P.L.A.C.E. is closed on major holidays.

Instructional Trainer Coach for Math/Science - The STEM Coach is responsible for organizing the Science/Technology/Engineering/Mathematics program. She assists our teachers with planning for instruction and implementing the common core standards. She is available to discuss your child's progress and placement.

School Nurse - The nurse visits the school one day a week. She sees children referred by school personnel and conducts hygiene classes.

School Psychologist - A school board psychologist visits the school on a regular basis to administer individual tests and to confer with families, teachers, students, and administrators.

SHES also provides the following Exceptional Student Education (ESE) programs: Varying Exceptionalities, Social Behavior Communication Program, Speech /Language Services, Occupational Therapy, and Physical Therapy for students who qualify for these programs. Other ESE programs are available at nearby schools. Should your child qualify for a program at another location, transportation will be provided to that school.

PARENT/STUDENT PROGRAMS

ABC PROGRAM

The ABC (Assist Believe and Care) project was initiated in 1991 to provide an opportunity to match community individuals/groups with needy children. The ABC Program provides school essentials which will enhance the possibility for the child's success in school. ABC is an example of a school-community partnership. It is voluntary for both school and community members. All names will be kept confidential. Any purchase(s) will be made in accordance with school board guidelines.

FIELD TRIPS

Every student going on a field trip must have a Parent Release form signed by the parent or guardian and returned to the school. Your child's teacher will provide this form. Children who require medication must provide the school with an appropriately labeled prescription container with medication for the day (see medication section of this calendar/handbook). Any students who are not attending the field trip will be placed with another class during the day. **In order for a parent to attend field trips with their child(ren), the parent must have a volunteer application approved and on file at the school.**

PARENT TEACHER ORGANIZATION (PTO)

Parents are cordially invited to join and participate in the PTO. An effective PTO is an asset to the school. The organization provides the opportunity for parents and teachers to work together for the enhancement of your child's education.

VISITORS

Parents are welcome to visit the school. Visits for conferences or to observe the classroom must be prearranged by telephone, email or note. Parents should **always** come to the office after arriving on campus. **Visitors and parents wishing to have access to the school beyond the front office will have to show a valid form of identification which will be scanned into the Raptor System which checks for sexual offender/predator status from a database.** Upon doing so, you will be given a name badge so all school personnel know that you are a welcome visitor. You must sign in and out. There is no provision for a pupil to bring a visiting friend or relative with him/her to school.

VOLUNTEER PROGRAM

We encourage volunteers throughout the school to enhance the student's learning environment. Due to liability, younger children are not allowed to accompany parents while volunteering. **All volunteers are required to fill out a county - wide registration form, as well as, a clearance check from local law enforcement yearly. In order to chaperone field trips, these forms must be filled out and approved prior to going on field trips.** Volunteer applications are available on-line at the Pasco County web site. The website is www.pasco.k12.fl.us. Children benefit greatly when parents take an active part in their child's education. Studies have shown that when parents are involved with their child's education, the child usually enjoys learning and school more. It improves his/her academic skills and attitude, which enables him/her to do better in school. As he/she develops confidence in him/herself, he/she is better prepared for the future.

HEALTH INFORMATION

CLINIC

The health assistant monitors the clinic, administers medication and performs vision, height and weight screening for all students at designated grades.

ILLNESS AND/OR ACCIDENTS

Children who become ill or injured during the day will be sent to the clinic. In case of injury, first aid will be administered promptly. Parents will be notified either by a clinic pass sent home with the child or by phone. District policy states that students must be fever-free for 24 hours before returning to school. We also recommend a 24-hour recovery period following the stomach flu. The emergency card advises us what to do in the event a child is ill or needs emergency care. It provides us with the names of people allowed to pick up your child in the event of a medical emergency. Your signature is required on the back of the card.

IT IS ESSENTIAL THAT AN EMERGENCY NUMBER BE PROVIDED FOR EACH CHILD AND THAT ANY CHANGES IN WORK, HOME, AND CELLULAR PHONE NUMBERS BE REPORTED TO THE OFFICE.

IMMUNIZATION

All children entering a Florida school for the first time (*i.e.*, kindergarten and transfer students from out-of-state), must comply with the Florida Compulsory Immunization Law (Florida Statute 232.032). This statute requires that a "Certificate of Immunization" be obtained from a physician or the Pasco County Health Department, and presented before the child will be registered for school. For transfers inside the state of Florida, if upon receipt of your child's records from his previous school a Certificate of Immunization is not included, the family will be required to supply this document.

MEDICATION

Administration of medication during school hours should occur only when medication schedules cannot be adjusted to provide administration at home. Medication will be given to students under the following School Board Policy JHCD "Administering Medicines to Students":

1. Medication will be administered by school personnel to students with long-term or chronic illnesses or disabilities which necessitate taking prescribed medication in order to protect the student's health.
2. Medication must be brought to school by the parent in a container labeled as follows: student's name, name of drug, directions concerning dosage, time of day to be taken, physician's name, date of prescription, and duration of the medication (length of time patient should be administered medication).
3. No more than a one-month supply of medication should be brought to school at one time. Medication must be brought to the school by a parent or guardian.
4. The parent must provide written permission for medication to be taken by a student at school.
5. Nonprescription medication, such as aspirin or cold tablets, will not be administered at school unless accompanied by a physician's statement.
6. A record will be kept of all students receiving medication at school.

MEDICAL INFORMATION

Unusual Health Problems - If your child has any unusual health problems, such as free bleeding, excessive nose bleeding, convulsions, allergic reactions to food or insect bites, hearing problems, vision problems, etc., please let the health assistant know. If we are made aware of these problems, we will be able to handle situations of this nature adequately when they arise. Should any health problems arise during the school year, please notify the health assistant immediately.

Communicable Diseases - Should your child come down with Mumps, Measles, Chicken Pox, Strep Throat or any other communicable disease, please contact the Health Assistant.

Pediculosis (Head Lice) - Please discourage your child from using someone else's comb or brush. Head lice do not carry disease nor does their presence mean that your child is dirty. However, to prevent the spreading of lice in the school, this condition should be treated at once. You may wish to consult your doctor or the Health Department for recommendations on treatment. Children may not return to school until the condition is cleared up. Parents are responsible for seeing that all nits are removed.

For more information about the district policy about lice, please review the brochure at the following link:

http://www.pasco.k12.fl.us/library/student_services/brochures/headlice_brochure.pdf.

INSURANCE

Student Accident Insurance: Two plans are available through outside companies, not the Pasco County School Board. The "At School" plan covers pupils during the school term while traveling to and from school and during school hours. A "Twenty-Four Hour" protection plan is also available. Payment must be sent directly to the insurance company. We strongly encourage students to be insured by either this company or privately.

Student Health Insurance: Florida KidCare is offered through the State of Florida for uninsured children from birth through age 18. It includes four different programs. For an application or further information contact Florida KidCare at 1-888-540-KIDS.

PHYSICAL EXAMINATIONS

A physical examination is required for all kindergarten students, private school students and all students coming from out-of-state prior to registration for school. For transfers inside the state of Florida, if upon receipt of your child's records from his/her previous school a physical is not included, the family will be required to supply this document.

WELLNESS

Students are permitted to carry water bottles with tops in the classroom and during physical education.

DISCIPLINE POLICIES

SCHOOL WIDE EXPECTATIONS



CODE OF STUDENT CONDUCT

There is a Pasco County School Board-approved Student Code of Conduct. A copy of this code is posted on our school website. (This provides further information for pupils and families.) All teachers review the code with students, and we encourage families to do the same.

BUS RULES AND REGULATIONS

1. Stay seated in your assigned seat and wear your seatbelt.
2. No part of the body is to be outside the windows.
3. Fighting is prohibited - keep hands, feet, and objects to self.
4. Use school-appropriate language.
5. Use a quiet voice, speaking only to the person(s) seated with you.
6. Respect school property.
7. The following items are not to be brought on busses:
 - a. detonating or explosive devices;
 - b. glass or sharp instruments;
 - c. animals, and
 - d. any items too large to be held in laps.
8. The bus driver/assistant are in charge when driving the children to and from school. (Also refer to the Student Code of Conduct.)

Infraction of these rules will be dealt with by the principal or assistant principal in the following manner:

- 1st offense - Parent contact and disciplinary action as decided by principal or designee
- 2nd offense – 3-day bus suspension
- 3rd offense – 5-day bus suspension
- 4th offense – 10-day bus suspension
- 5th offense – Recommendation for bus expulsion

We are requesting that families support us in the enforcement of these rules, as riding the school bus is a privilege. It is the goal of SHES to provide as great a margin of safety as possible for children who are transported by school busses.