



## Student Handbook Reminders 2021-2022

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**Family Involvement Policy:** We believe the education of our children must be a partnership between the home and the school with an ongoing exchange of information. By agreeing on goals and strategies and by sharing the rights and responsibilities of the educational process, together we will take pride in the success of our children. You may review the complete policy on our school's website.

**Attendance:** Having your child at school is critical for your child's academic success. Excused absences are limited to illness and family emergencies. Vacations are not considered excused absences. When your child is absent, be sure to send in a note or complete the online form, found on our school web page, documenting the dates and reason for the absence. To support our students' attendance, a committee will monitor and periodically communicate with families that do not meet attendance requirements. A child is considered off-track if they are absent more than 2 days per quarter.

**Bell Times:** **ARRIVAL:** Students are allowed on campus at 9:20 am. Classroom doors will be open at 9:30 am. School begins at 9:40 am. If students arrive past the 9:40 am bell, they are considered late. Parent/Guardian will need to walk their child to the front office for a tardy pass to class. **DISMISSAL:** School is dismissed at 3:50 pm. Students will be brought to the front office at 4:00 pm and parent/guardian will need to park and walk in to sign for late pickup. We understand emergency occur. After multiple late pickups, administration and the Social Worker will initiate a parent conference to support and problem solve together.

**Breakfast:** We encourage all students to eat breakfast at school. All students receive FREE breakfast. Cafeteria will begin serving breakfast at 9:20 am. Students should plan to arrive by 9:30 am to have time to have breakfast before school begins. Breakfast menus can be found on our school web page under School Information tab.

**Bus Loop:** Our staff is available to load and unload children at the bus loop in the morning and afternoon. Bus passes will be issued on Elementary Meet the Teacher Day. If your child does not have a bus pass and you would like your child to ride the bus, please call us. Students must follow the schoolwide bus rules. Based on Pasco County's district wide behavior matrix, if a student has multiple referrals, bus suspensions may be initiated.

**Car Riders:** Arrival—All students will be dropped off in the mornings in front of the school off of Lemon Rd. beginning at 9:20 am. Dismissal—Students in grades K, 1, 2 will be released in front of the school off of Lemon Rd. Students in grades 3, 4 and 5 will be released in front of Wendell Krinn Technical High School off of Orchid Lake Rd. If you have both a primary and an intermediate student, families will use the front car line off of Lemon Rd.

For your child's safety, we are asking you to abide by the following rules for car riders:

1. Use the designated car loop area and drive slowly. Please do not text and drive.
2. When entering the loading and unloading area, move up to the furthest available loading spot, form a single file line and remain in your car. Children will be released to cars in an orderly and supervised fashion.
3. Display your school issued car tag in the windshield during the whole car line.
4. While you are waiting in the car line, please be mindful of the movement of the traffic flow. School personnel will direct you to move forward accordingly.
5. Please do not leave your car unattended in the line. There will always be staff members on duty from 9:20-9:40 am and 3:50-4:00. Please follow instructions and feel free to ask questions and/or make suggestions.
6. In order to keep traffic moving and handle arrival and dismissal in a timely fashion, we ask that you do not use this area for student conferencing and/or extended conversations with staff.
7. Students should not be dropped off in the car loop without staff supervision.
8. On rainy days, students will be individually dismissed. If weather is severe, dismissal will be delayed to ensure the safety of students and staff. We appreciate your patience and support in ensuring safety first.

**Birthdays:** Students' birthdays this year will be celebrated on the morning announcements and the birthday boys and girls will receive a birthday item. Due to the increasing number of students with allergies and special diets, we are no longer allowing outside food treats to celebrate student birthdays. You may send in a non-food item or purchase a Smart Snack from our school cafeteria. Our cafeteria manager is aware of students' needs and would be able to plan according in order to keep all students safe. If you are interested in purchasing a birthday treat to celebrate your child's birthday, call the office or go to our school website and look under Parent and then go to Food and Nutrition.

**Code of Student Conduct:** Students' rights and responsibilities are outlined and defined in the Pasco County School District Code of Student Conduct. Please review these with your child.

**Conferences:** Parents/Guardians are encouraged to meet with the staff and discuss your child's educational progress. Since staff members have scheduled meetings and planning periods, please contact your child's teacher and make an appointment. When arriving for a conference, please check in at the office and we will inform the teacher of your arrival. Conferences can be held via face-to-face, virtually or by phone, for your convenience.

**Dismissal:** All students need to be picked up from school by 3:50 pm. Students may not be picked up late on a daily basis. You will need to arrange day care for your child if you are unable to pick up your child on time. Students should not be picked up for early dismissal after 3:20 p.m. due to interference with school dismissal and heavy traffic conditions, unless it is an emergency. If you must change your child's dismissal method, we request that all changes be in writing so that proper arrangements can be made and we can ensure your child's safety. If a change is needed once school begins, please call the school.

**Equal Education Opportunities:** Students will have the right to participate in classroom instruction and extracurricular activities regardless of age, sex, race, color, gender, national or ethnic origin, disability, handicapping condition, pregnancy, parenthood, marriage, political beliefs, social and family background, or for any other reason not related to his/her individual capabilities.

**Field Trips:** Field trips enhance the learning of our students. Trips are planned around particular units of study or interest. Volunteers that are already approved will be given priority spots to chaperone a field trip. If you are interested in attending a field trip with your child, please register as a volunteer at the beginning of the year.

**Home and Emergency Contact Information:** It is critical that we have all current contact information (phone numbers, address, emergency contacts, emails) in the event of an emergency. Immediately notify the school in writing, of any changes in employment, address, phone numbers or emergency contacts. Families are required to notify the school within 5 days of moving to a new address.

**Home-School Communications:** It is our desire to keep all parents informed as to what is happening at school. Our main forms of communication between school and home will be Dojo, periodic phone messages, school web page and Facebook. Students in grades 2 through 5 will use student planners. Please make sure to check your child's planner each night and initial. Families are also encouraged to use for communication between home and school.

**Homework:** All students are required to read for at least 30 minutes each night. Research has proven that students that read 30 minutes in school and 30 minutes at home will make the progress they need to become proficient readers. To ensure success with extended learning at home prepare a homework space for your child to complete homework.

**Lost and Found:** Lost and found is located outside the cafeteria. Clearly write your child's name inside jackets, lunch boxes, etc. Unclaimed items will be donated to a local charity at the end of each month.

**Make-Up Work:** If your child is out for an extended period and you would like to come to school to pick up work, call a day ahead so that the work will be ready. Teachers need 24 hours to prepare appropriate work.

**Media/Library:** The media is available to students and families for checking out materials or using the available resources. Students can have up to two items checked out for a two-week period. Late notices will be issued weekly. There are no late fees, but overdue item(s) must be returned before new items are checked out. Students will be charged the original price of the item if it is lost or damaged beyond repair.

**Notification of Inspection for Asbestos-Containing Materials in Public Schools:** The Environmental Protection Agency (EPA) has issued a final rule, 40 CFR Part 763, Asbestos-Containing Material in Schools, commonly referred to as AHERA. The rule requires all Local Education Agencies to identify asbestos-containing materials in their school buildings and to take appropriate actions to control the release of asbestos fibers.

All inspections for Calusa Elementary School have been completed, and a Management Plan describing the results of the inspection and the action plan to control any asbestos found during the inspection, where applicable, has been submitted to the governor for approval. A copy of this plan is located in the administrative office of the school and at the District School Board of Pasco County Maintenance/Facility Operations Department, and is available for review upon request.

**PLACE/Before and After Care:** Pasco Learning and Activity Centers of Enrichment (PLACE) is an affordable before and after school child care program offered by the District School Board of Pasco County. Calusa Place will be held at Chasco Elementary. Students will be transported via bus from Chasco to Calusa each day.

**Parent Teacher Organization/PTO:** We are always looking for committed and dedicated members to join our PTO. PTO supports the goals of the school through family events, student activities, and fundraisers. We encourage all families to get involved by joining our PTO. It is never too late to join our PTO, ask in the front office for information.

**Release of Students:** Students will only be released to a parent/guardian or person listed on the emergency card housed at the school. For the safety of the child, the person who is picking up the child should be prepared to show proof of his/her identity. Students will only be released from the classroom once you arrive at the school site, so your child will not miss more academic time than is necessary. Students will be released to either parent unless a copy of an official court order denying parental rights is filed with the school. All official court orders that impact parental rights to release and pick up the child must be filed with the school.

**Report Card/Progress Report:** All students will be issued an electronic progress report halfway through each nine-week period, found on the parent portal myStudent. All students will Report cards will be issued every nine weeks. Dates for reports being released on myStudent are reflected on the district calendar. Please make sure to sign up on the Parent Portal.

**School Advisory Council:** The School Advisory Council (SAC) is a link between the school and community. It provides for active participation in identifying critical student needs, and developing goals and plans for meeting those needs. SAC partners are identified as parents, business and community members, and staff members who are elected for two years. The Council serves as a resource to the school and principal by offering assistance and suggestions concerning our school. We are always looking for families to participate in our monthly meetings. Please contact the front office for more information.

**School Pictures and Yearbooks:** School pictures will be taken twice during the school year. Yearbooks will be for pre-order and purchase during the end of the school year.

**Smoke Free Campus:** The District School Board Policy dictates that all new schools to Pasco County, including Calusa Elementary, must be smoke free campuses. We appreciate your cooperation in this matter. Smoking is not allowed anywhere on campus, including the parking lot.

**Student Address and Contact Information:** It is required that we have accurate addresses, phone numbers and emergency contact information on every student. Parents/legal guardians are responsible for notifying the school principal if there is a change in residence or parental responsibility of the student within five (5) days, even if the parent thinks the student is still in the school's zone. Failure to give timely notice may result in a reassignment to the student's zoned school and/or loss of eligibility for athletics and other activities.

**Student Clubs:** Calusa Elementary regards the development and implementation of extracurricular activities as positive, meaningful contributions to the lives of our students. A child's education may be fully enriched and expanded when involvement beyond the classroom/school day is embraced. Each year we will host a variety of clubs for our students, such as drama, chorus, Orff, art, running club, sign language, violin, and piano.

**Student Code of Conduct:** The Student Code of Conduct communicates minimal requirements for student behavior and summarizes the policies of the District School Board of Pasco County. You can find the full document on our school web page.

- Defines the responsibilities and rights of students
- Defines the rules of conduct and the behavioral expectations for students
- Establishes consequences for violations of the rules of conduct
- Describes the process for handling disciplinary infractions

**Student Insurance:** Student accident insurance is available at a very reasonable cost. With this insurance policy, pupils are covered while traveling to and from school and during school hours. Twenty-four-hour protection during the school term is also available. If you do not have medical coverage for your children, give the student insurance your consideration.

**Student Services:** We have a variety of support staff to assist you and/or your child with academic or behavioral needs. Our Student Services Team includes School Counselor, School Psychologist, Social Worker and Nurse. Please contact the front office if you need supports for your child.

**Textbooks:** Every pupil is directly responsible for textbooks loaned to him/her and the student will be held responsible for any damage to or the loss of these textbooks.

**Visitors:** We want our families to feel welcome at Calusa Elementary. For the safety of our students, all parents and visitors must come to the office with picture ID to receive a visitor's badge when on campus. Parent visits during the school day should be prearranged with your child's teacher. Students are not permitted to bring visiting school-age friends or relatives to school.

Families may visit their child(ren) during their lunchtime. You and your child will eat outside at a picnic table. Due to limited space, we may not be able to provide an inside eating area in the event it is raining. You can find your child's class lunch times on our school web page under Parent/Guardian section. For safety reasons, only your child may accompany you for lunch.

**Withdrawal:** Parents need to contact the school several days prior to the withdrawal date to complete appropriate forms. All books and other school materials must be returned before the student leaves.