

STUDENT & PARENT HANDBOOK

ABSENCES AND TARDIES

- Parents should call in to school the day of the absence and send a note to school the day a child returns after an absence. Sending a note is a state law. 229-458-7391
- Excused absences will be granted for personal illness, death of a relative, established religious holidays, emergencies, and for educational purposes or other justifiable reasons as approved by the principal upon request of the parent/guardian. A note must be given to your child's teacher requesting an excused absence.
- Students shall be responsible for all work and assignments missed during the absence. Arrangements should be made with the teacher to make up work that has been missed.
- Unexcused absences - Suspension, truancy, avoidable absence, and family vacations or trips are considered unexcused absences.
- Tardiness and early sign outs are part of absenteeism. Every effort should be made to have children in their classrooms on time. Parents should send a note with their child when they are tardy. Students should be in their classrooms no later than 7:55 am. Six (6) tardies and/or five (5) absences in one quarter will be considered excessive when reviewing attendance.
- Perfect attendance:
 - Students with perfect attendance will be recognized at the end of the year. Three tardies and/or three early departures combined will prevent a student from receiving a Perfect Attendance Award.
- We are required by the Lee County School Board to contact parents for excessive absences (5 days per quarter) and develop a plan of improvement through the Attendance Review Committee, even if we have received notes or contacts from home.

ARRIVAL & DISMISSAL POLICY

- PARENT DROP-OFF, WALKERS, OR BIKE RIDERS
 - Students may arrive on campus at 7:25. No supervision of students is provided prior to that time. Any child dropped off before 7:25 will be placed in the fee-based morning program and charged a daily fee of \$3.00. All classrooms will be open at 7:25 am.
 - Students arriving after 7:55 am will be marked tardy. Any tardy child will have to be walked into the school by an adult because the front doors will be locked. You must press the intercom button to gain access.
 - Students are dismissed at 2:10 pm. After school care is available from 2:10 to 6:00 p.m. for a fee of \$11 a day.
 - Walkers will be dismissed from the bus ramp after busses leave at 2:30. If you are picking up with a car, you are not a walker and will be asked to use the front car ramp located off of Santa Barbara Blvd.
- PARENT PICK UP
 - Car Ramp Procedures & Policies
 - Morning: (7:25 A.M. – 7:55 A.M.)
 - For the safety of ALL of our students, parents must drive through the parent pick up loop during drop off times. We have adults on the sidewalk helping to direct students into the building safely. Please do not park and walk your child into the building. The parking lot is reserved for parents that need to come in and speak to office personnel in the morning. Thank you for your cooperation.
 - School starts **promptly** at 7:55 A.M. Your child will be marked tardy after this time.
 - Dismissal: (2:10 P.M.-2:30 P.M.)
 - **ALL PARENTS** must drive through the car line to pick up their child (ren).

- All parent pick up cars must have a Cafferata Car Tag with the child's name on it.
- If you do not have your car tag, you will be asked to park and come in to the office to show an ID. We will verify your name with those on the emergency card.
- Please stay in your car during parent pick up time. If you park and walk up to the car ramp, you will be asked to return to your car and get back in the line.
- We load two lanes of cars at a time, so please wait until directed to move. Students will be asked to load once all cars have stopped. Parents will wait until all cars are loaded before driving away. Safety comes first!
- Dismissal begins at 2:10 P.M. Any child picked up after 2:25 P.M. is considered a late pick-up and will be charged the same fee as students in the after school program.
- Special Needs Car Pick Up
 - If your child has a special need and it is unsafe for him/her to wait outside on the car ramp, special accommodations will be made with you through the ESE teacher.
- Rainy Day and Inclement Weather During Drop Off or Pick Up
 - If there is lightening within 10 miles of the school or there are torrential rains during drop off or dismissal, we will do the following:
 - ✓ Dismissal may be delayed if the lightning is in close proximity
 - ✓ If inclement weather occurs during dismissal, all walkers and bike riders will be held in the media center until you pick them up or the weather subsides.
 - ✓ Parent pick up will load via a single lane instead of a double lane so that your child can stay dry.
 - ✓ All car riders will be held inside and called by intercom and placed in your car when you pull up.

BIRTHDAY TREATS

Some parents like to send birthday treats in with their child on his/her birthday. The teacher will give out the treats at a time that will not interrupt academic instruction. Treats must be store bought with an ingredients label to protect our students with food allergies; cookies or cupcakes are preferred. We ask that you not send balloons, party favors, hats, pizza, or anything other than a simple treat. If a parent chooses to come in to eat lunch with his/her child, the parent will have to follow the new lunch policy of signing the student out and eating with him/her at our designated outside picnic area.

BREAKFAST AND LUNCH

Cafferata Elementary has qualified for Community Eligibility Provision. Breakfast and lunch are provided to all students free of cost. Please feel free to send a lunch with your child if he/she is a picky eater. If a packed lunch is provided from home, please focus on nutrition. Soda, candy, and high sugar snack foods are not permitted.

BUS TRANSPORTATION

You can track your child's bus with www.Wheresthebus.com. Signing up is free and the app is secure as all parent and guardian information is checked and validated. The directions are on the inside cover.

The school office can assist you with bus stop changes. If you have a bus problem before or after hours, you can contact Transportation West at 239-772-2349.

- BUS RULES
 - Be at the stop at least 10 minutes prior to the scheduled time. Wait in a safe place clear of traffic and off roadway.
 - Students shall keep assigned seats at all times with arms and head inside the bus. If the bus is equipped with seat belts, students are expected to use them riding to and from school. It's the LAW!
 - Eating, drinking, possession of tobacco products or chewing gum WILL NOT be allowed on the bus.
 - Anything that interferes with student safety will not be allowed, such as fighting, profanity, abusive language, large or sharp objects, fireworks, balls, bats, radios, phones, players, toys, animals, and glass containers.
 - All serious offenses have written referrals and require a parent contact for consequences or suspension from transportation privileges.
 - If your child has a cell phone for safety reasons, it must be kept in his/her backpack.

Students shall enter and exit the school bus at the stop designated by the Board and may not enter or exit the bus at any other stop except in the case of an emergency or as approved in advance by the school principal. As per Board policy, students may only occupy a seat on one bus. If there are custodial considerations, you will have to decide which bus and stop you will use. You will not be assigned two different busses. Students are not allowed to ride home with a friend on a different bus.

Every student is expected to act in an orderly fashion at the bus stop. There is no supervision provided at the bus stop by the school system, therefore, it is the responsibility of each parent to monitor their own child's behavior. To discourage problems, it is strongly suggested that children not be permitted to arrive at the bus stop too early and that you set up a "rotating" parent at the stop.

CELL PHONES, SMART WATCHES, AND OTHER DEVICES

Students with cell phones or smart watches are expected to keep them in their backpacks at ALL times and follow the BYOD policy established by the school. Students may not use devices for personal use during the school day nor on the bus. If a student is in violation, the teacher will send the device to the office where it will be held until a parent personally picks it up. The school and district is **not responsible for lost, stolen, nor damaged devices.**

CLINIC AND MEDICATION

- Cafferata has a full-time clinic assistant and a part-time nurse working in our clinic.
- Guidelines for calling parents are as follows:
 - A temperature 100 degrees and over
 - Vomiting or diarrhea
 - A communicable disease
 - An injury requiring more than basic first aid
- Please make sure that you have an emergency card on file in the clinic with correct phone numbers and a reliable person that can come for your child in case we can't get in contact with you.
- It is important that you provide us with the most current information.
- Please do not send students to school requesting medical treatment.
- A health care plan must be developed for children with specific medical needs.
- A child must be fever-free and vomit free for 24 hours before returning to school.
- Medication
 - If it is necessary for your child to receive prescribed medication at school, we must have a signed Parent/Doctor Permission form on file. Medication must come in the original labeled bottle. No over-the-counter medication (i.e.: aspirin, Tylenol, cough syrup,

cough drops, vitamins, etc.) will be administered unless the student has a Permission Form completed with instructions labeled on the bottle (i.e.: name of student, name of medicine, time to be given, and dosage.)

- Head lice (Pediculosis)
 - Pediculosis is a present day nuisance in our society. “Head checks” are done on an as needed basis. It is recommended that parents do frequent “head checks” at home also.
 - Parents will be notified if their child is found to have head lice.
 - All nits must be removed before the child returns to school. Upon returning to school, your child will be looked at by the clinic assistant to make sure the child is clear to return.

DISCIPLINE

Cafferata has a school wide adopted behavior management system.

- **Horseplay** - Engagement in physical activity with another student(s) non-confrontational nature.
 - First Offense: Parent contact made by teacher
 - Second Offense: Referral /Lunch Time Out (2)
 - Third Offense: Referral/Time Out
 - Fourth Offense: Referral/ Loss of privilege
- **Insubordination/Disrespect** – Brief or low intensity failure to respond to adult requests or direction.
 - First Offense: Parent contact by teacher/conference with student
 - Second Offense: Buddy Room/parent contact by teacher
 - Third Offense: Referral & ½ day internal suspension
 - Fourth Offense: Referral & 1/2 day internal suspension
 - Fifth Offense: Referral & full day internal suspension and a parent/teacher conference with administration
- **Peer Conflict** – MUTUAL participation in an altercation that involves minor physical contact, including but not limited to pushing, shoving, and other forms of minor confrontations that do not require medical attention; when directed to stop by a staff member, participants in the altercation comply.
 - First Offense: Parent contact by administrator/Peer Mediation by school counselor or administration
 - Second Offense: Referral/Internal Suspension
 - Third Offense: Conference with Administrator/SRO/Teacher/Parent/Student
 - Fourth Offense: Out of school suspension
- **Cheating**
 - Parent contact made by teacher/student receives a zero on assignment
- **Disruption** – Interruption in the classroom, such as yelling, screaming or throwing items
 - **Major:** Throwing desks, chairs or other items that can harm another individual, evacuation of students in the classroom
 - Administrative Action
 - **Minor:** Actions that interrupt the learning process, such as calling out, humming, singing, talking, tapping, whining, etc...
 - Warning
 - Safe Seat
 - Buddy Room/Parent Contact by teacher
 - Send student to ISS/No referral
 - Referral/Lunch Time Out
- **Profanity** – Use of profanity, and/or vulgar inappropriate gestures
 - Parent contact by teacher
 - Referral/Time Out in another room
 - Referral/Internal School Suspension AM
 - Referral/Internal School Suspension PM

- Racial/Ethnic Slur- Handled by administration
- **Safety Violation** – Individual act of behavior that endangers the safety of another student or self.
 - Parent contact will be made on all safety violations*
 - First Offense: Referral/Warning
 - Second Offense: Referral/Lunch Time Out
 - Third Offense: Referral/ Lunch Time Out
 - Fourth Offense: Referral/AM or PM ISS
- **Bullying** - The most recent Board approved policy, 4.14: Bullying and Harassment, can be found on the district website under Board Policies or at <http://www.leeschools.net/board-policies>. Board policy and procedures will be followed.

After five referrals – Administrator/MTSS Specialist/Parent/Teacher/Student conference will be held to review behaviors and to create a behavior contract/plan for the student.

Specials Behavior Note:

- Art, Music, and Physical Education teachers issue a behavior notice for teacher managed behaviors. Parent contact will be made by the teacher issuing the behavior notice.
- Third Behavior Notice = Referral

DISMISSAL CHANGES

We ask that you establish a regular routine for your child’s dismissal. Please communicate the dismissal plan with your child’s teacher the first week of school. We understand that from time to time, you must deviate from the plan. If that occurs, please follow the following procedures.

- If you are changing your child’s normal dismissal procedure, you must write a note to your child’s teacher in the planner. If no note is received, your child will be sent home by their usual mode of transportation. We cannot accept a child’s word.
- All changes must be received in writing. You can email the office staff @ 0712.staff.office@leeschools.net with the change along with a picture of your ID.

DRESS CODE FOR CAFFERATA ELEMENTARY SCHOOL

The way we dress influences our attitude about ourselves and our work. When students are dressed appropriately for school, they know it is time to learn. Our dress code will provide students with a feeling of pride and unity.

- **Tops:** Polo / Oxford Shirt – **Plain Solid Color (any color) with Collar**, long or short sleeved. Shirts must be logo free. All shirts **MUST** be tucked in at the waist.
- **Bottoms:** Uniform (Docker or casual style) shorts, long pants or skorts (mid-thigh or longer) or jumpers (mid-thigh or longer with shorts underneath) in **Khaki, Navy Blue**. Uniform dresses may be worn. *no lycra, jean material, or spandex
- **Jackets/Cold Weather:** Solid colored uniform jacket or sweaters. Jacket or sweaters worn during the school day must be a solid color and logo or print free. Uniform shirts must be worn under the jacket or sweater with the collar showing. A long plain uniform color shirt may be worn under the polo style shirt if needed for warmth. Solid color leggings may be worn under skirts for warmth.
- **Shoes:** Sneakers or other “enclosed” style shoe. No open toes, open heels or shoes with wheels. No crocs, sandals, or slippers. **sneakers must be worn on all PE days
- **Miscellaneous:**
 - **Hair:** Natural colors, no dyed hair of unnatural color (pink, orange, blue, red, etc), no extreme or distracting styles.

- **Jewelry:** No chokers, dog collars or spikes. No overly large or distracting jewelry. Other items may be excluded by the administration if they are deemed a distraction to the academic school day. No piercing other than ears.
- **Headwear:** No hats, sweatbands, or bandanas may be worn during the school day with the exception of a hat for sun protection or warmth while outside for PE.
- **Temporary tattoos are not permitted:** students will be asked to wash off the tattoo

Students not in compliance with the uniform policy will be sent to the clinic. The parent will be called to bring in a change of clothes. If the parent is unable, student will be given a uniform to change into from the clinic.

EMERGENCIES

- We must have a phone number for both parents and an alternate contact person in the event of any emergency condition. Please keep this information updated.
- It is strongly advised that each family have their own emergency plan set up with their children in case of unscheduled dismissals or school closing. These conditions will be announced on local radio and television stations. The district/school will use School Messenger as the primary source of communication in the event of a school wide emergency. It is important that you keep your phone number and email address current with us so that you will receive School Messenger communication.

FIELD TRIPS

When a classroom takes a field trip, the teacher will determine how many seats are available for chaperones on a bus. Parents may not drive to the field trip site and meet the class for safety reasons. It is our responsibility to make sure that all chaperones have a clear background check, and are able to spend time with the child. In order for us to guarantee the safety of all children, chaperones must be pre-approved and ride the bus with the class. In the event there are more volunteers than available spots on the bus, the teacher will randomly select a name from a hat. Anyone with an arrest record will not be able to chaperone.

HOME / SCHOOL COMMUNICATION

- Teachers are available most days between 7:25 -7:55 & 2:15 – 3:00. Please call 458-7391 if you want to leave a message for a teacher. Teachers cannot receive phone calls between 7:55 and 2:15 due to their teaching responsibilities. School personnel will respond within 24 hours of your message.
- Parent Communication envelopes which contain graded assignments, tests, AR reports etc. are sent home each week on Monday, or the first day of the week. Please review the materials, sign the envelope and return the next day.
- Follow us on Facebook; we will post pictures and the update you of upcoming events.
- Check out our school website at <https://hac.leeschools.net>
- A planner is provided free of charge on the first day. Homework is recorded in the planner as well as individual notes between home and school. Please make sure your child uses it each day.
- When you have a concern or problem, it is the school's policy that you speak with the teacher first and try to resolve the problem before contacting an administrator.

NON DISCRIMINATION POLICY STATEMENT

It is the policy of the Lee County Public Schools not to discriminate on the basis of sex, race, color, age, religion, national origin, handicap, or marital status in its educational program, activities or employment policies as required by Title IX. Complaints/inquiries regarding compliance with these regulations may be directed to the Equity Coordinator at the school. (458-7391)

SCHOOL SAFETY

Due to the need to increase safety in our school, Cafferata has decided to close our campus during the school day, with the exception of approved volunteers. During school-wide events where we invite our parents on campus, such as field day, awards ceremonies, etc., a ticket system will be used. Parents may no longer eat with their child/ren in the cafeteria. If you would like to eat lunch with your child, you may sign him/her out during lunch and eat with them at the designated picnic area in front of the school. Once you are finished with lunch, you can sign them back in. Please notify the teacher in writing via the planner the morning of so that the teacher can send the child to the office when the class goes to lunch. The only people permitted to sign your child out will be the names listed on the emergency card. It is imperative that you update us in person with any changes. If administration determines that pulling your child away from his/her class during lunch is causing a learning distraction for the student, you will be asked to discontinue lunch visits.

In the event of a lockdown or emergency, we will secure our campus, notify the needed personnel, and then when everyone is safe and secure, we will send out a School Messenger message to you to keep you informed and updated. Please note that this may take some time as our number #1 priority will be to secure the building and make sure everyone is safe.

Our students participate in fire drills and lockdown/intruder drills on a monthly basis.

KID'S CARE

- Hours of Operation
 - The Kid's Care program will be open each day school is in session from 6:30 a.m. to 7:25 a.m. and then reopen from 2:10 p.m. - 6:00 p.m.
- Enrollment
 - Due to the 25:1 ratio of counselor to students, student must have independent self-care skills.
 - Enrollment will open once a year on Open House Night. After this initial registration, names will be taken and placed on a waiting list.
- Fees
 - Enrollment: A one time registration fee per family will be paid every school year.
- Payments
 - Payment for the program is due on a weekly basis. Your account must remain one week ahead. The state of Florida Constitution Article 17 does not allow for a governmental agency to extend credit. If payment is delinquent, we will dismiss your child/children from the program.
 - Our morning program charge is \$3 per day.
 - Our afternoon program charge is \$11 per day.
- Discipline Policy
 - This program will adhere to a "three strike" policy. **First strike**, children will receive a **one day** suspension from the program. **Second strike**, the children will have a **one week** suspension to begin the following day. **Third strike**, children will have their **enrollment revoked**. Strikes are given for but not limited to the following types of infractions:
 - Fighting, hitting or verbally abusing another person.
 - Not following the instructions of all program staff.

- Repeated infractions/same offense.
- Gross insubordination/disrespect.
- Parents will be notified to pick up their child as soon as possible if any infraction warrants and if unexpected circumstances occur. The strike may be given the following day after a preliminary investigation. Strikes resulting with disciplinary actions will be at the discretion of the Kids Care Program Director and/or the Principal.

VISITORS

The entrance to the school will remain locked at all times. In order to obtain access into the building, you will have to push the doorbell at the front door and show an ID. Once office staff has checked the cameras you will be buzzed in. Please be prepared to hold an ID up to the camera if an employee requests it.

Florida State Law states: **All visitors must check in at the school office.** Once you enter the office, visitors, parents, and volunteers must register in the proper place and receive a designated pass. No child will be released to an adult without proper identification and an official sign-out from the office.

VOLUNTEER OPPORTUNITIES

The opportunities to volunteer are endless. All volunteers attend a volunteer orientation and pass a thorough background check. We are unable to allow people with arrest records, felonies, etc. to work with our children. Listed below are some of the opportunities available, but not limited to:

- Parent Teacher Organization (PTO)
- School Advisory Committee
- Classroom/School Volunteers
- Field Trip Chaperones
- Holiday House, Book Fair, Field Day, Picture Day, etc.
- Contact the school at 458-7391 if you are interested in volunteering.



- Notify the office or your child's teacher with any updates of emergency information
- Let us know when you've moved or changed any of your phone numbers
- If you are changing your child's normal dismissal procedure, you must write a note to your child's teacher. If a note is not received, your child will be sent home by their usual mode of transportation. We cannot accept a child's word.
- Changes are not made over the phone and all faxes must be received prior to 1:45 p.m.

